



Facility Rentals – Outdoor Sport Surface Use Policy

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Authority: 87/17

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1. Policy Statement

- 1.1 It is the policy of the Town of LaSalle (hereby referenced as “the Town”) that Outdoor Sport Surfaces owned and operated by the Town should be regulated to ensure proper asset management and fair allocation amongst Users.

2. Scope

- 2.1 This policy applies to all Users and User-Groups that rent Outdoor Sport Surfaces owned and operated by the Town.

3. Definitions

- 3.1 **Adult Leagues** shall mean any User/User-group whose majority of participants consist of persons aged nineteen (19) years and above.
- 3.2 **Community Youth/Minor Sport Groups** shall mean a User/User-group that provides youth activities with an elected, volunteer executive that is not-for-profit. Minor sports groups shall mean any User/User-group whose majority of participants consist of persons eighteen (18) years of age and below. School groups are included within this definition.
- 3.3 **Facility** refers to any Town-owned or operated building, structure or space, both indoors and outdoors.
- 3.4 **Maintenance** refers to regular upkeep, repair or replacement of Town facilities, both scheduled and unscheduled.
- 3.5 **Municipal Activities** shall mean activities offered by the Town.

- 3.6 **Outdoor Sport Surfaces** shall mean a Town Facility which is further defined as those areas which require a rental permit and payment for use. For the purposes of this policy, these surfaces include soccer fields and baseball diamonds.
- 3.7 **Season** shall be defined as the period which Outdoor Sport Surfaces are open for use, which is typically May through October.
- 3.8 **Tournament** shall be defined as a local, regional, provincial, national or international competition between teams or individual competitors. A tournament may be held at one facility or several facilities within the span of one day or over multiple days.
- 3.9 **Town** shall mean the Corporation of the Town of LaSalle.
- 3.10 **User/User Group** shall mean any individual, organization, committee, event or membership or other designation that has been approved to use Town-owned and operated Facilities and engages in a contract with the Town for the use of these Facilities.

4. Policy

4.1 Allocation of Outdoor Sport Surfaces

- 4.1.1 Requests for regularly scheduled rentals, including annual tournaments, must be received in writing to the Department of Culture and Recreation annually by March 31.
- 4.1.2 Users requesting a schedule change, such as an addition or field switch, must notify the Town a minimum of two (2) weeks in advance, in accordance with the field change schedule. This schedule will be provided to Users at the beginning of the season. This advanced notice is required by the Town for maintenance scheduling.
- 4.1.3 The Town recognizes the advantages of maintaining consistency in Outdoor Sport Surface scheduling year over year. Therefore, the Town will hold a User Group's allocation from the previous year until the March 31 request deadline, outlined in section 4.1.1. Allocation will only be held for User Groups renting a consistent Outdoor Sport Surface at a consistent time each week during the Season. Ad-hoc or inconsistent rentals that do not follow a weekly recurrence will not be held for allocation. Should a User fail to submit a rental request by the above-noted date or submit a request for a lesser number of fields and/or timeslots, the Outdoor Sport Surface shall be deemed available for rental for the upcoming season and requests shall be prioritized based on the criteria outlined in 4.1.4.

- 4.1.4 Should Outdoor Sport Surface rental time become available, re-allocation will be prioritized in the following order:
- a. Priority one: Municipal Activities
 - b. Priority two: Community Youth/Minor Sport Groups
 - c. Priority three: Adult Leagues
- 4.1.5 Should multiple Users meeting the same priority status request the available fields, allocation will be prioritized in the following order:
- a. The residency of the User-Group is headquartered within the geographic boundaries of the Town.
 - b. The timeslot of the available sport surface(s) is adjacent to current bookings of the User.
 - c. Should 4.1.5 a. and b. fail to resolve the requests, the Town will engage in discussions with the User Groups to resolve the requests. A variety of factors may be considered in these discussions including, but not limited to, age of participants, availability of coaching staff, utilization of sport surface time, total hours booked and total registration demand within the User-Group.
- 4.1.6 In the event a dispute occurs between Users over the allocation of Outdoor Sport Surfaces in which the settlement is not defined within the confines of this policy or through additional mediations, the Town reserves the right to allocate use to a User as it sees fit.

4.2 Outdoor Sport Surface Season

- 4.2.1 Outdoor Sport Surfaces typically open each year on the first Monday of May and close no later than the Tuesday after Thanksgiving. Factors such as weather conditions and maintenance may disrupt the opening and closing dates.
- 4.2.2 Outdoor restroom facilities typically open annually on the first Monday of May and close on the Tuesday after Thanksgiving.
- 4.2.3 Users are permitted to use Outdoor Sport Surfaces on holidays that fall within their regularly assigned allocation; however, maintenance is not typically conducted on holidays.

4.3 Maintenance of Outdoor Sport Surfaces

- 4.3.1 All maintenance of Outdoor Sport Surfaces will be completed by the Town.
- 4.3.2 Users may not make any alteration, change, or repair to an Outdoor Sport Surface without written permission from the Town. Users wishing to make alterations, changes or repairs to an Outdoor Sport Surface must submit a written request to the Supervisor of Recreation.
- 4.3.3 Standard maintenance, including grass mowing, floating, and lining, is performed weekly during the Outdoor Sport Surface season, subject to weather. Requests for additional lining or changes to Outdoor Sport Surface layouts for tournaments or other events must be submitted in writing two (2) weeks' prior to the requested date. Submission in writing does not indicate approval and Users are responsible for paying for fees for additional service. In some occurrences, Outdoor Sport Surfaces may be maintained on a different schedule, or maintained as per the Parks Maintenance Policy.
 - a. Vollmer Culture and Recreation Complex diamonds are floated daily, subject to weather conditions and employee scheduling. Outfield grass cutting and foul line painting is done weekly, subject to weather conditions. Bases will be set as requested in advance on the available locations and placed only on skinned infields.
 - b. River Canard diamonds are floated and cut weekly, subject to weather conditions. A home plate is provided, but all other bases must be provided by the User.
- 4.3.4 A field resting schedule is critical to the overall health and maintenance of Outdoor Sport Surfaces. As such, a field resting schedule shall be implemented annually and will be provided to Users prior to the start of the season. This schedule provides staff with an opportunity to conduct routine maintenance to all fields, undertake planned or necessary repairs and make improvements for selected sites on an annual rotating basis. When a field is closed for resting, it is not permitted for play by any User.

4.4 Inclement Weather and Outdoor Sport Surface Closures

- 4.4.1 The Town reserves the right to cancel or suspend permits for games, practices, or other uses whenever Outdoor Sport Surface conditions could result in damage to the surface or injury to players. Use is not permitted on Outdoor Sport Surfaces that have been closed. Users found to violate a field closure direction from the Town may be sanctioned in accordance with the Respect and Responsibility Policy, including being billed for damages to the field.

- 4.4.2 During periods of changing, adverse weather conditions where surfaces remain open, Users will be responsible for pre-game inspections to determine field safety and the potential for causing damage. Users should stop using a field when:
- a. There is a presence of standing water.
 - b. Water sponges around the foot when walking on a field.
 - c. When the game has begun, and weather conditions deteriorate, and the field is being damaged.
- 4.4.3 In the event of severe weather (high winds, thunder, lightning), Users are expected to stop play until thirty (30) minutes after the sound of thunder or sighting of lightning. Indoor facilities may not be open for shelter. Users should ensure that all participants are able to leave the premises immediately.
- 4.4.4 When evaluating field status for safety and playability, factors such as the evidence of standing water, the level of field saturation (where a field cannot absorb any additional moisture), anticipated required maintenance and repairs, as well as any safety or liability concerns with the surface are used in the evaluation.
- 4.4.5 Field status will be assessed based on the following schedule:
- a. Morning field use (Monday through Friday from 8:00 am to 2:00 pm) will be assessed at 7:30 am.
 - b. Afternoon field use (Monday through Friday from 2:00 pm to 5:00 pm) will be assessed at 12:00 pm.
 - c. Evening field use (Monday through Friday from 5:00 pm to 8:00 pm) will be assessed at 3:00 pm.
 - d. Weekend field use (Saturday and Sunday all day) will be assessed at 7:30 am.
 - e. Holiday field use is not assessed by the Town and must be assessed by the User based on the criteria in 4.4.2 through 4.4.4.
- 4.4.6 Field status will be communicated to organization contacts of User-Groups by text message or email once an assessment is made. User-Groups are then responsible for informing their participants about field closures once communication is received from the Town.

- 4.4.7 The final decision on a field closure is based on actual conditions at the time of assessment and not based on forecasted conditions. Only authorized Town staff can re-open a closed field.

4.5 Permits and Fees

- 4.5.1 All Outdoor Sport Surface rentals shall require a signed rental permit. All Users will be charged rental fees as outlined in the Town of LaSalle User Fee By-law. All Users must either provide a Certificate of Insurance naming the Town of LaSalle as an additional insured in the amount of five million dollars (\$5,000 000.00) or purchase insurance through the Town. Full payment of rental time, a copy of insurance certificate, and a signed copy of the rental contract must be provided to the Department of Culture and Recreation before the first scheduled date or access to the surface may be denied.
- 4.5.2 Users must provide a minimum of two (2) weeks' notice of rental cancellations to be eligible for a refund. Cancellation requests received with less than two (2) weeks' notice will not be permitted and the User will not receive a refund.
- 4.5.3 All festivals, events or tournaments will be charged rental fees as outlined in the Town's User Fee By-law. In addition to the rental space and permit fees, Users may be assessed other permit fees such as Town personnel or resource fees. Rental fees will be charged for all event dates including the set up and tear down dates. In some circumstances, the Town may approve a billing schedule with the User.
- 4.5.4 Users will not be responsible for payment for Outdoor Sport Surfaces that are closed by the Town due to weather or other circumstances. All Outdoor Sport Surfaces closed by the Town shall receive a credit that will be placed on the User's account, which can be used to pay future permits. At the end of the season, the User shall receive a refund for any unused credits remaining.
- 4.5.5 User Groups must use the fields or diamonds assigned to them in their permit. User Groups are not permitted to switch fields or diamonds without prior written approval from the Town. User Groups must also use fields and diamonds for their intended purposes. User Groups found to violate this policy may be sanctioned by the Town in accordance with the Respect and Responsibility Policy, including but not limited to, being billed for field damages or having their permits revoked.

4.6 Responsibilities of Users

- 4.6.1 No User may sub-let Outdoor Sport Surfaces to another group.

- 4.6.2 Users are encouraged to report concerns about Town Facilities through the online customer service portal.
- 4.6.3 For after-hours emergencies, User Groups shall contact the Supervisor of Recreation or designate. Contact information will be shared at the beginning of each season.
- 4.6.4 Requests to modify, improve or increase levels of service to any Town Facility shall be submitted in writing to the Department of Culture and Recreation annually by the end of April to be considered for future capital improvements.
- 4.6.5 User-Groups and their participants are expected to observe and comply with all policies, procedures, rules and regulations of the Town. The Respect and Responsibility Policy requires that while using Town Facilities, Users take responsibility for their actions and respect people, property and equipment. The User is responsible for the conduct and supervision of all persons associated with their rental and shall ensure that all facility rules and regulations are strictly observed and enforced.
- 4.6.6 It is the responsibility of the User to ensure that Town property is protected from damage and vandalism during use. The cost to repair damages to Town property will be the responsibility of the User.
- 4.6.7 Violation of this policy may result in consequences to the User. Town By-Laws must be adhered to by all Users. Failure to abide by Town By-Laws may result in the termination of use of Outdoor Sport Surfaces and other Facility privileges.

4.7 Health and Safety

- 4.7.1 Users must comply with all applicable health and safety laws, including the Occupational Health and Safety Act and the advice and instructions of public health officials. Users must also comply with all orders issued by the Chief Medical Officer of Health and the Region's Medical Officer of Health, as well as the Windsor-Essex County Health Unit. The User must comply with all additional health and safety guidelines and requirements of the Town.
- 4.7.2 In the event of a medical emergency, the User must immediately suspend activity and take appropriate action. It is the responsibility of the User to provide first aid to participants and spectators of their activity. If present, Town employees may assist by way of calling emergency services and/or providing a first aid kit and/or an automated external defibrillator, if available.

- 4.7.3 Users are responsible for tracking and communicating extreme weather conditions to their participants.
- 4.7.4 The User is required to provide all the necessary safety equipment for their rental including, but not limited to:
 - a. First aid equipment
 - b. Drinking water
 - c. Directional signage
 - d. PPE/Reflective Equipment
- 4.7.5 Users hosting tournaments or special events must abide by the guidelines set forth in the Town's Facility Rentals – Event Hosting Policy.

4.8 Alcohol Use

- 4.8.1 Users that wish to serve or sell alcohol must adhere to both Provincial and Municipal requirements and laws. Users must abide the Town of LaSalle Municipal Alcohol Risk Management Policy. In addition to adhering to Municipal policies, Users must abide by all Alcohol and Gaming Commission of Ontario (AGCO) guidelines. The AGCO is responsible for granting Special Occasion Permits (SOPs). No User may consume, serve or sell alcohol without an authorized SOP and permission from the Town.

4.9 Smoking and Vaping

- 4.9.1 In accordance with the *Smoke Free Ontario Act, 2017*, smoking and vaping is prohibited at all rentals on Town property. Users shall enforce this policy and ensure their participants refrain from smoking on the property. The Windsor-Essex County Health Unit tobacco enforcement officers conduct inspections to ensure compliance of the Act. Users must also abide by Town By-law 7775.

4.10 Parking and Traffic Management

- 4.10.1 Parking is permitted in designated parking lots only. The User must communicate the parking rules to their participants. Parking on grass, pathways, driving lanes, fire routes, and all other areas outside of designated parking spaces is prohibited.
- 4.10.2 The User shall consider the following parking considerations for tournaments and events:
 - a. Additional off-site parking should be arranged if on-site parking is insufficient.

- b. All participants should be made aware of parking arrangements and enforcement policies.
- c. Carpooling should be suggested to participants in advance.

4.11 Signs

- 4.11.1 No unauthorized signs, marketing, promotional materials, flags or banners shall be posted on Town property or attached to Town facilities. The Town reserves the right to remove items to be in violation of Town By-Law 6407.

4.12 Venue Housekeeping

- 4.12.1 Normal servicing of garbage receptacles will be completed by the Town. All waste must be properly disposed of and removed from Town property. Town garbage cans shall not be overfilled.
- 4.12.2 The User shall maintain a clean site. For tournaments and special events, the User may be requested to provide additional garbage removal services at their own cost. The User is responsible to pay any additional cleanup costs or damage fees, as deemed appropriate by the Town and in accordance with the Respect and Responsibility Policy.

5. Roles and Responsibilities

- 5.1 The Director of Culture and Recreation is responsible to oversee and administer this policy and may delegate authority to other employees to oversee and administer this policy.

6. References and Related Documents

- 6.1 Alcohol and Gaming Commission of Ontario Resources
- 6.2 Smoke Free Ontario Act, 2017
- 6.3 Town of LaSalle Alcohol Risk Management Policy
- 6.4 Town of LaSalle Event Hosting Policy
- 6.5 Town of LaSalle Parks Maintenance Policy
- 6.6 Town of LaSalle Respect and Responsibility Policy