



**The City of Venus
Baseball Field Usage Policies and Procedures**

January 2011

Listed within this policy and procedure are the guidelines for qualified citizens and approved organizations to reserve the baseball fields, restrooms, concession building and lighting of the park. This does not reflect on the assignment of the playground and/or basketball court, nor the lighted picnic pavilion. The playground and/or basketball court, and the picnic pavilion will not be assigned to any person and/or organization at any given time. It is open to the public to use within the park's hours of operation. The park's hours of operation are 7 days a week during the hours of 7am to 10pm. Any questions must be directed to City Hall at 972-366-3348.

Citizens are considered 'qualified' if:

1. Their residence is in the city limits.
2. They have no outstanding utility debts or violations within the city.
3. Neither they, nor any of their assistants are registered sex-offenders.
4. They are able and willing to meet the General Policy requirements outlined below.

Organizations are considered 'approved' if they meet all requirements listed for 'qualified citizens', plus:

1. They have provided the city a list of their officers and phone numbers, naming the officer who will be their official spokesperson.
2. They provide their own liability insurance that covers any and all people within their entity. A copy of the proof of insurance must be given to City Hall.
3. They must be registered as a non-profit and can provide proof documentation. The purpose of this is because the City of Venus will not allow use of their facilities for an entity to make a financial profit.

GENERAL POLICY

1. Only approved organizations may schedule the ball fields with a calendar of dates (a 'season'). A "season" consists of a sports organization who intends to use the facilities on a regular basis, more than 3 times per week, to conduct practices and/or games. A schedule and/or calendar must be given to City Hall that states the specific dates of facilities usage, such as games and/or practices. This schedule must contain the specific dates and times. The schedule cannot contain more than 120 consecutive days of usage. All other reservations will be single day or single tournament.
2. If the ball field lights are used at all, there is a \$10 fee per evening.
3. Any date scheduled but not used is an automatic \$10 fee.

4. The concession stand may be reserved by approved organizations, but only one organization at a time for the entire calendar of dates submitted by that organization. Qualified citizens may reserve the concession if it is available.
5. The City of Venus is not responsible for any theft and/or any destruction of any property belonging to the organization or park guests. This includes any property that is being stored in the concession building or on the property itself.
6. All organization property must be removed from the park at the end of their requested time frame. No storage of personal property will be permitted during the organization's "off-season".
7. It is the responsibility of the organization to keep the park clean and free of any trash and/or debris. All trash must be put in the outside trash barrels located throughout the park daily after every event.
8. The restrooms must be left clean and ready for daily use by others.
9. The City of Venus will empty the trash barrels and mow the entire park, including the playing fields. Any other special needs, such as chalking of the fields and placement of bases, are the responsibility of the organization.
10. Any damage to the park facilities during a scheduled event will be the responsibility of the citizen or organization.
11. It is the sole responsibility of the organization to maintain an enjoyable atmosphere, respect the park and respect the City of Venus.

KEY NOTES

1. The keys to the concession building, restrooms and lights will be assigned to the organization that has been granted the agreement. DO NOT DUPLICATE the keys assigned. Violation of this rule will immediately revoke the agreement and no future agreements will be made with the organization that violates this policy.
2. Keys to the lights, or concession stand, or rest rooms will require a \$50 deposit. The deposit is refundable the second working day after the event or season, allowing the city time to inspect for damages.
3. Failure to return the keys the second working day after the event or season forfeits the entire deposit.

SPECIAL CIRCUMSTANCES

There may be an instance when two or more organizations want to request the fields and facilities at the same time. There will be only one organization agreement made at a time. It is generally a first come, first serve basis. However, assuming V.Y.S.A. meets the above conditions, and because their organization has a history of using these facilities for the children of our city, V.Y.S.A. will have the right of first choice with their calendar. If the other organization(s) want the facilities at the same time, an agreement can be made with the organization that was granted permission by the City of Venus. This will be entirely up to the organization if it wants to pursue that avenue. The City of Venus will not intervene or coordinate the usage between two or more organizations wanting the facilities at the same time. The City of Venus will hold the organization, which

was assigned the responsibility, accountable for any misuses of the facilities and their ability to comply with the policies and procedures set forth.

- The City of Venus reserves the right to decline any facilities assignment if the requirements listed above are not met.
- Any violation of park rules, city ordinances and/or state laws will immediately void the agreement that has been granted. The City also reserves the right to not renew any future agreements with an organization that violates the policies and procedures.