



## Athletic Field Permit Policy

The permittee is allowed to possess and consume alcoholic beverages during the date(s), time(s) and location on the attached facility use permit; even if the Park or Center is closed. For the duration of the facility use permit, a uniformed, licensed security guard(s) provided by the Parks and Recreation Department shall be on duty. This same security guard(s) must be able to produce a copy of the facility use permit when requested by any El Paso Police Officer. Possession of an opened alcoholic beverage outside the "confines" of the facility that has been rented is in violation of Section 10.12.050. of the El Paso Municipal Code. The permit does not constitute a permit to sell alcoholic beverages. Such permit must be received from the City Council and the Alcoholic Beverage Commission.

Note: "Confines" is defined as any area outside of the immediate facility, that is, outside the door or gate of the facility.

PERMIT MUST BE AT SITE DURING USE. PERMIT HOLDERS NEED TO PRESENT THIS PERMIT WHEN ASKED BY CODE ENFORCEMENT OR ANY OTHER CITY OFFICIAL.

### PRACTICE FIELD RENTALS

- Monday - Friday 11:00 am - 8:00 pm
- Phone reservations are also accepted during above business hours 915-534-0254 or 915-757-2743
- Rentals are limited to: 4 fields per week for 4 weeks per person.
- Reservations are on a first come, first served basis.
- We accept cash, credit card or personal check with valid ID (Driver's License).

### GAME FIELD RENTALS

By appointment only for tournaments, camps and independent Leagues

Tournament/Independent League user responsibility:

It is the responsibility of the permitted league that is playing games on the field to:

- turn off the lights after the completion of their league games
- turn in light schedule requests for Control Link lights at least one week in advance.
- pick up and remove all trash after each practice or game
- report any unsafe conditions to a Sports staff member or call the Sports Administration Office 915.474.3674
- verify that all parents have attended the Parent Training class for youth leagues. If having a separate class then providing a list of dates that the classes were held. Date Received \_\_\_\_\_

- obtain liability insurance in the amount of \$1,000,000 and name the City of El Paso as additional insured. Date Received \_\_\_\_\_
- have each coach obtain a coaches card and background check to include any person working with the children at practice and games.
- obtain a City of El Paso ID card for youth players (under 18) or equivalent ID card from the league.
- ensure that all coaches in the league are volunteer or have proper trainer permit. If a coach is not a volunteer then coach must obtain a trainer permit every six months at Parks and Recreation main office at a cost of \$45 per six months.
- provide a detailed budget for each season to the Sports Administration Office no later than 30 days after each season. Date Received \_\_\_\_\_
- provide adequate portable restroom facilities for participants.
- use approved chalk or paint for marking of fields.
- obtain and maintain in good standing, non-profit status, and must provide proof from the IRS or State or National governing body. Date Received \_\_\_\_\_
- Turn in rosters or player lists verifying fee to charge. Date Received \_\_\_\_\_
- Turn in season schedule. Date Received \_\_\_\_\_

Inclement Weather. In the event of inclement weather, the permit can be rescheduled to another field provided the permit holder calls or visits El Paso Parks and Recreation Sports Offices within 24 hours of inclement weather issue. (915)534-0254 or (915)757-2743

Cancellation Policy (Facility Rentals). It is intended that facilities not be reserved "just in case", and then be released too late for use by others.

Fees paid to-date will be refunded, except for the administration fee, for cancellation of a facility use permit thirty days or more in advance of the use date.

Fees paid to-date will be forfeited for cancellation of a facility use permit less than thirty days of the permit use date.

NOTE: The reservation may be transferred to an alternate date at the same facility or a different but comparable facility (if available) within 3 months, but no sooner than 2 weeks prior to the original date.

A \$7 administration fee will be charged for the new permit.

Facility Use Permit Payment. Payment for rooms, shelters, plazas, gymnasiums and other facilities are due on the following schedule:

Reservations made 31 days or more in advance require the payment of no less than 50% of the total cost to hold the reservation. The balance is due no later than 30 days in advance of the reservation. Any balance must be paid in full with either cash, check or credit card or the reservation will be cancelled.

Reservations made 30 days or less prior to the reservation date require the payment of 100% of the total cost to obtain the reservation, or the reservation will not be taken. No personal checks are accepted less than 30 days prior to the reservation.

For requests outside of normal operating hours, no reservations will be taken under two weeks in advance of the reservation date. No personal checks will be accepted and no security services are available for requests made less than two weeks in advance of the reservation date.

Terms & Conditions: This agreement, when signed by the applicant and a representative of the El Paso Parks and Recreation Dept, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all El Paso Parks and Recreation Dept rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. El Paso Parks and Recreation Dept agrees to maintain the facility and to assure that the facility is prepared properly for the agreed-upon event.