

# Field Allocation Guide



City of Maricopa  
Parks & Recreation Department  
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Maricopa, AZ. 85138

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### **Philosophy**

The City of Maricopa Parks & Recreation Department believes in providing services that improve the quality of life for Maricopa's citizens by providing the leisure desires of all segments of our community. Cooperation with the public and commercial entities to deliver recreational services is essential to expanding our recreational and economic development needs. These guidelines set minimum standards and expectations for everyone's conduct. Everyone includes but is not limited to, administrators, participants, coaches, referees, officials, spectators, attendees, parents, teachers, etc.

### **Purpose**

This policy outlines the procedures for requesting fields or facility rentals from the City of Maricopa Parks & Recreation Department for youth and adult sports organizations.

### **Eligibility - Procedures**

Any youth or adult sports organization that provides services for Maricopa residents and can demonstrate benefits to Maricopa citizens is eligible to reserve fields on a six-month semi-annual basis. All youth and adult sports organizations seeking City services or other benefits under this guide shall agree to comply with all insurance and indemnification requirements deemed necessary by the City of Maricopa Risk Management Department.

The applicant will complete the athletic field reservation form and submit the required organizational information to the City of Maricopa by the following deadlines. All organizations must designate one person to serve as the field scheduler. The selected field scheduler will communicate with the City of Maricopa and the league.

### **Field use permits**

Field use permits are issued following the biannual allocation process. A permit is issued only after an allocation request has been made, the department has approved all or part of the request, all required documents are submitted, and proof of insurance with endorsement has been shown. A request does not constitute approval.

- A.** A field use permit will only be issued if any balance is due for prior field use or the applicant is in good standing.
- B.** All field users must have the field use permit available for inspection by City staff, police, and Park Rangers during each use of a location.
- C.** Facility use permits are issued to reserve non-sports-related facilities such as picnic areas and other related park amenities. The permits are independent of the field allocation process and must be obtained separately by any organization requesting any park facility for an organization function.
- D.** Tournament, practice, and league game dates must be specified when making field reservations, including setup and takedown.
- E.** The department must be notified immediately if a reserved field(s) is no longer needed or the organization's playing schedule changes. Cancellations will be subject to the refund policy set forth herein.



The City of Maricopa will determine how the league or user group meets our residency requirement.

Deadline to request	Rental dates covered
September 1 – October 1	January 1 - June 30
March 1 - April 1	July 1 - December 31

After the booking window is complete and closed, fields will be prioritized on a “First Come, First Serve” basis.

**Allocation Priorities**

The City of Maricopa will utilize a tier system to determine priority:

**Tier 1:** City of Maricopa Programs

**Tier 2:** City of Maricopa Unified School District

\*Organizations with a current Memorandum of Understanding (MOU) with the City of Maricopa

**Tier 3:** Groups that serve the local community and/or non-profit groups are eligible for bookings using fields for practices only

**Tier 4:** Groups serving the local community, including but not limited to Non-Resident Sports Groups, Community Info Fairs, Corporate Parties, Vendors Exhibits, Religious Groups

**Allocation process**

Field allocations will follow the guidelines of this document. As sustainability allows, biannually, fields will be allocated and permitted for leagues and tournaments. These allocations are not intended to interrupt field assignments for organizations during a season that has already started.

- The Department reserves the right to adjust the field allocation process to address recognized needs or resolve conflicts.
- All organizations will have a specified time to respond in writing regarding their specific requests for field use, including dates and times. Official requests should be submitted via the field application. Field request forms will not be reviewed or considered in the allocation process without receiving this payment in full at the time of the request.
- After the specified time to receive requests has passed, staff will begin the field allocation process of assigning fields, dates, and times to various organizations based on the priorities in this policy. Allocations will be conducted as fairly and equitably as possible at the department’s discretion and in accordance with the standards set forth in this policy. It may not be possible to grant all requests.
- Once completed, documentation will be sent outlining the allocation start/end date and any specific or special instructions. Once the permit is finalized, additional fees apply for changes, and add-ons are billed at a higher rate.
- The city reserves the right to cancel an allocation to accommodate the needs of any city-sponsored/co-sponsored tournament and/or special event subject to the refund policy set forth herein.



### **Field Allocation Priorities for Tournaments**

The City is strongly interested in developing and attracting tournaments to the community. As such, tournaments will be evaluated on a case-by-case basis, with the goal of balancing local play with attracting out-of-town visitors and revenue.

- Tournaments will follow the allocation criteria and priority grouping policy as outlined, and fields will be used more frequently for returning tournaments that had the corresponding weekend from the year prior.
- Priority is given to multi-day tournaments over single-day tournaments.
- To book a tournament date, you must book at least 8 hours per day between 8 a.m. and 8 p.m. on Saturday and Sunday (hours can be less for overnight and Friday tournament starts)
- At confirmation, organizers must be prepared to pay a 20% security deposit on field costs, including lights, field prep, and add-ons. The remaining balance of field costs is due two weeks (14 days) before the start of the event.
- Start/end times will be finalized when the final payment is made 14 days before the tournament. Once the permit is finalized, additional fees apply for changes, and add-ons are billed at a higher rate.
- Additional changes will be subject to the following:
  - Adding field time or services within two weeks of the event/tournament organizers will be subject to additional fees and higher rates.
  - Any reduction in services or field time within two weeks (14 days) of the tournament is considered a cancellation, and no refund will be issued.

### **What to submit:**

To finalize the athletic field reservation and begin use of the allocated field space-time blocks, an organization must meet all stipulations of use, including but not limited to:

1. Complete the Field & Athletic Court Reservation Request Form
2. Signed Terms and Conditions Page (all incomplete forms will be returned)
3. Certificate of Insurance - must include endorsement page and name the City of Maricopa as additional insured. Must consist of \$1 million in general liability coverage
4. Submit your organization's Code of Conduct, which addresses participant and spectator behavior, including drinking and smoking.

### **How to Submit Your Request**

To increase your chances of being awarded field space, ensure that all requests are received by the submission deadline for the corresponding season. You may submit your forms in the following manner: any deviation could result in the request not being processed.

**Drop-Off:** Parks & Recreation Dept. **Attention:** Field Reservations  
44345 M.L.K. Jr. Blvd, Maricopa, AZ 85138  
Maricopa, AZ. 85138

**Email:** [reservations@maricopa-az.gov](mailto:reservations@maricopa-az.gov)



### **Field Confirmation Process**

The City of Maricopa Parks & Recreation will issue a “field permit” within 30 days of the submission deadline. After the field permit is distributed, an administrative fee will be applied for additional changes.

### **Billing Schedule**

**League Games and practices: The 25th of the month before the scheduled practice (5-day grace period). Tournaments: 20% at initial booking. The remaining balance is due two weeks (14 days) before the tournament.**

### **Tournaments add-ons:**

- **Porta Johns** - tournaments lasting 4 hours or more may be required to have additional restrooms.

### **User-initiated cancellations and refunds**

Users must report any cancellations to the Parks & Recreation Dept. via email at [reservations@maricopa-az.gov](mailto:reservations@maricopa-az.gov) 14 days before the reservation. In the event of inclement weather or rainouts, the Parks & Recreation Dept. will contact you and void fees for said date(s). Field rental fees, cleaning deposits, staffing, and field preparation fees will be refunded according to the following schedule.

- Cancellation 14 days or more before the event - 100% refund.
- If the deposit is canceled within 13 days up to the day before the event, it will be forfeited.
- If fields and/or courts are canceled, not used, or games end early, no refunds, date changes, or credits will be issued.
- Field rental booking deposits are non - non-refundable.
- Cleaning Deposits are refundable after the event's conclusion and are contingent upon the facility's condition.

**\*Any cancellations initiated by the requestor or due to violation of the Athletic Field and Court Usage Policy will not be rescheduled.**

### **The City of Maricopa initiated permit cancellations and refunds**

Subject to the refund policy, the department reserves the right to cancel any reservation (permit) for city field use for any of the following reasons:

- It conflicts with a city-sponsored league, program, activity, or event.
- Maintenance needs/issues
- Overuse of a field
- Unsafe conditions

In these cases, all attempts will be made to provide advance notice and to schedule an alternate location. In the event of an emergency, when only short or no notice can be afforded, groups must cooperate with the cancellation to avoid losing rental/allocation privileges. The City is not obligated to provide alternate fields if none are available.

### **Field usage rules and regulations**

- Games and practices may not start before 8:00 a.m. or extend past 11:00 p.m.
- Any organized activity or Groups of ten or more individuals wishing to use a field are required to acquire a field use permit with the city. The permit must be available during use and presented to any city representative upon request. The organization's president and designated liaison are responsible for enforcing the rules and regulations regarding the group's conduct while on permitted facilities. They are also responsible for ensuring that coaches receive a permit and have it available on-site during field use.
- Use begins and ends at the times stated on the reservation permit, including setup and cleanup.
- Groups are not allowed on fields before the start time listed on the permit and must have the fields cleaned and cleared by the ending time indicated on the permit.
- Additional charges will be incurred for any unauthorized or extended field use beyond the times listed on the permit. Check the reservation permit for specific times to access the fields. Unauthorized or extended field use beyond times listed on the permit may result in the retention of a portion of or all the deposit and/or result in the cancellation of current use and /or prohibition of future use or loss of good standing.
- No subleasing of fields or assigning field use permits is allowed. Subleasing of fields may result in the indefinite revocation of all permits.
- Any unauthorized use, including using fields without a permit or interfering with another permitted use (squatting), may result in the revocation of any permit indefinitely pending an investigation.
- Department staff will perform all maintenance and field prep on city fields. A field use permit does not authorize an organization to make improvements or perform maintenance or field prep on a city field unless approved by a city staff.
- City fields will have bases available.
- Fields for practice will not be prepped.
- Parking is allowed only in designated areas. No vehicles are permitted on City fields or property (other than parking lots) without prior written permission noted on the permit issued by the City. User groups must inform participants and spectators to park in facility parking lots and public parking areas. The user is responsible for alleviating traffic and parking issues at the user's expense.
- The City may cite cars improperly parked, and violators will be responsible for any costs associated with removing wrongly parked vehicles.
- Amplified sound is prohibited on any field without city approval and must be noted on the permit.
- Non-approved vendors will be asked to leave.
- Balls and other equipment thrown, batted, kicked, or otherwise landing on private property shall not be retrieved without the owner's permission. Climbing walls or entering gates to access private property is prohibited.

- Property boundary walls and fences are not to be used as backstops.
- Portable goals and/or markers are allowed but must be removed daily.
- Teams may not pitch or hit from the infield grass. If needed, the batter may be moved up on the dirt with mats in front of home plate.
- No hitting in the natural turf (grass areas).
- Holes may not be dug in the grass or dirt infield.
- Each user group is responsible for picking up trash and debris and depositing it into the proper trash bins after games and practices. Adjoining areas must also be clear of all garbage.
- Organizations must leave park areas immediately after games and practices safely and quietly, especially after late games. This is a courtesy to neighbors.
- Misuse of a public park or athletic fields or the failure to follow established procedures, rules, and regulations by any group or individual of a group is cause for revocation or denial of existing permits or future applications.
- No group or individual is permitted to maintain a storage unit (or similar object) on or around a field.

#### **Maintenance responsibilities**

- Field users are responsible for any and all damage or excessive use to city premises, equipment, and property. If, after an activity, additional maintenance is required (more than normal services/time), the applicant will be charged accordingly.
- Field users may also be subject to a prepaid deposit to cover potential damages during their reservation request.
- Failure to pay for damages may result in the immediate loss of existing field allocations, the revocation of existing permits, and the refusal of future allocation requests as outlined in the field use agreement.

#### **Turf preservation**

Cooperation is needed for the preservation of turf on City fields by following these guidelines:

- Field use, especially practices, should be conducted so that the action takes place on different sections of turf, thus reducing excessive damage in one area. Rotate the use of areas and, when possible, stay off fringe areas to limit erosion and further damage.
- Do not use fields during or after heavy rain or when wet or muddy (see inclement weather policy).
- Multi-use sports team practices are not to be held on the infield area of a softball or baseball field. Softball and baseball practices are not to be held on multi-purpose fields.
- Remove all equipment after each day.
- Do not overcrowd fields by scheduling multiple games in reserved areas. Allow a distance between fields for the safe passage of spectators and participants.
- Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the Maricopa Park Rangers at 520-705-6943. When calling, be prepared to identify yourself, your location, and the specific nature of the emergency so that staff can bring the appropriate repair equipment.
- Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the City of Maricopa Park Rangers at 520-705-6943 or the Maricopa Police Department



at (520)-568-3673.

- Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas or non-designated parking spaces.

### **Inclement Weather**

During inclement weather, the city's Sports staff will assess the playability of all fields to determine if use will occur. The Sports supervisor or designated representative can close any/all fields within the city parks. Groups are expected to contact the Community Services Department at 520-316-4620 to determine field and court availability and promptly forward the information to its participants.

If inclement weather occurs after 2 p.m., all users must use good judgment to determine if fields are playable. Users will be held responsible for any damages to the fields. The fields may not be used, and activities must be canceled when any of the following conditions exist:

- Water standing on the infields of ball fields or goal mouths/midfield of multipurpose fields.
- Where the grass is sparse, the field is poorly worn, and the ground is saturated.
- Turf can be displaced or dislodged from the ground.
- Mud cakes or clings to shoes.
- Steady rain is falling.
- Dirt (infield) areas are muddy.
- Wet courts with standing water.





**Acknowledge of Receipt**

I have received a copy of the “Athletic Field Allocation Guide” document and agree to follow all provisions contained herein:

I have read and understand the contents of the “Athletic Field Allocation Guide” prepared by the City of Maricopa. I will notify my organization that all team coaches and managers must abide by these policies and procedures. I will acknowledge receipt of this guideline document in the Field Allocation Guide.

*The City of Maricopa reserves the right to amend and revise this document as needed and will notify recipients of any effective amendments or revisions.*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_