



PROCEDURE

PROCEDURE NO: 213•1

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TITLE: South Bear Creek Park User Guidelines

APPROVAL DATE: April 9, 2015

POLICY: 213, South Bear Creek Ball Diamond Priorities

REVISION DATE:

SECTION: Community Services

RESPONSIBLE

DEPARTMENT: Recreation & Sports

1. A *Contract for Use of City Facilities* shall be drawn up with regular users prior to the commencement of the season to allocate scheduled times and identify rental fees to be charged. The Contract shall be signed by a representative contact for the users, this being the individual with whom future communication and responsibility for payment of fees is maintained. Additional unallocated times may be booked beyond those allocated in this Contract, subject to the terms as outlined herein. Each rental group is responsible for checking their contract for accuracy and communicating the details to their members.
2. The sub-leasing of diamonds to a third party is not permitted.
3. All Contracted users shall be responsible for paying the designated rate for scheduled time in full prior to the start of the season.
4. All Contracted diamond users accounts must be current in order to book diamond time.
5. For any usage outside of the Contract, such as additional times needs to be booked, a minimum of Three (3) working days advance notice for diamond bookings is provided to City Administration. As well, the users shall notify City Administration of cancellation at least Three (3) working days advance notice or risk being charged the full rental rate if the diamonds cannot be used by others.
6. The City reserves the right to postpone or reschedule any activity due to justified circumstances. These circumstances include but are not limited to shut-downs for maintenance, playoffs or special events and adverse weather conditions. Access to ball diamonds will be suspended when Environment Canada forecasts significant amounts of precipitation (greater than 25mm/day) to occur or when prolonged precipitation in excess of 25mm over a 24 hour period has occurred. In these cases the City has the right to suspend or cancel play upon 4 hours' notice to the contracted diamond user.

7. All users shall vacate South Bear Creek Park after the conclusion of their rental time or by 12:00 am. South Bear Creek Park closes daily at 12:00 am unless otherwise agreed upon.
8. Alcoholic beverages are not permitted in South Bear Creek Park unless under conditions of a liquor license. When a liquor license is obtained, alcohol is permitted in designated areas only. Alcohol is never permitted on the diamonds (including bleachers, dugouts) or in the parking lots at any time. A first infraction will result in a letter of warning and any infractions thereafter in suspension of allocated diamonds for a period of time or the entire season.
9. The user shall be responsible for all people who enter the ball diamonds during the rental period including both participants and spectators or visitors. This will include the conduct and/or any damages caused by these individuals for which the rental party will be charged.

To avoid these situations, especially during game times or special tournaments and activities, provision of security personnel is an option to consider. Any security arrangements shall be mutually agreed upon by the booking party and City Administration.

Provision of security may be made a requirement for usage if security issues persist with a particular booking party. All South Bear Creek Park users shall be respectful of each other at all times and remain in the area that has been booked for their use.

10. Each rental group, organizer and team members are accountable for their actions in the facilities. Extra charges may be applied and/or diamond privileges will be withdrawn for:
 - a. Fighting, profanity or aggressive behaviour - Perfect Sports Fan Code of Conduct is expected;
 - b. Abuse of City property or staff;
 - c. Unpaid facility rental bill payments;
 - d. Health and bylaw violations including but not limited to:
 - Spitting (smokeless tobacco or sunflower seeds);
 - Smoking (Smoke Free Playgrounds and Athletic Fields Bylaw - C1278, Section 3.a) "No person shall smoke within a ten (10) metre radius of any playground equipment or athletic field";
 - Consuming alcoholic beverages (Gaming & Liquor Act, Section 89(1) "No person may use or consume liquor in a public place";
 - Dogs (Animals and Responsible Pet Ownership Bylaw - C-1226, Section 3.14) "The Owner of a dog shall ensure the dog does not enter or remain in or on any area where dogs are prohibited by posted signs, or within five (5) meters of a playground, athletic field or school ground".
11. All facilities shall be left in an acceptable condition or extra charges for damages or excessive clean-up shall be applied. This includes, but is not limited to tobacco spittle, sunflower seeds, garbage, damage to the dugout, fences or other city property, etc. Extra charges will be applied as follows:

- \$100 for first infraction;
- \$200 for second infraction;
- \$400 for third infraction and suspension of allocated diamonds for a period of time or the entire season.

South Bear Creek Operations staff, responsible for the operation and general supervision of the facilities shall enforce all rules and regulations.

12. For your protection, do not bring or leave valuables within South Bear Creek Park. Please be vigilant of your surroundings. If you have any concerns at all please contact City Administration immediately.
13. All non-adult participants, spectators or visitors must be actively supervised by an adult at all times. Do not leave a child unattended.
14. All User Groups require proof of Liability Insurance in the amount of five million (\$5,000,000.00) dollars with the City of Grande Prairie identified as an additional named insured. Casual Users (< 4 uses/month) may be exempt from this requirement. If you have any questions about liability, consult with your lawyer to make certain that your group is properly protected from such claims.
15. All tournaments and special events must be approved by City Administration. A South Bear Creek Park Use Permit must be completed and approved 30 days prior to the event as well as paying the designated rate for scheduled time two (2) weeks prior to the event.
16. All accidents resulting in injury to a person or damage to a property must be reported immediately to City Administration.
17. Ball Diamond Users and the City Administration will meet prior to the opening of any new ball facilities in order to determine a fair and equitable use of future diamond time.