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CITY OF

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**FRONTENAC**

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*Your Hometown*

Sports Complex & Parks Use Policies

## Sports Complex Use Policy and Fees

Thank you for your interest in utilizing one of the City’s sports fields. The goal is to make your rental activity as successful and enjoyable as possible. To assist you in this regard, please familiarize yourself with the following policies.

You are welcome to utilize the City’s sports fields located at the Raider Sports Complex at 519 E. McKay in a team setting for increments of 1 ½ hours from 8 am to 10 pm, with a reservation, unless a permit has been secured for a special event.

### APPLICATION PROCESS

**Use will be approved according to the following priority:**

1. City Partnership Activities – activities approved by the City Council and USD 249 sporting events. School teams will receive priority consideration during their Spring and Fall sports seasons.
  2. Recreational Activities - activities originated by the Frontenac Recreation Commission and/or Frontenac Youth League to benefit youth and/or adults in the Frontenac community;
  3. General Public Activities – activities by non-profit groups, clubs, organizations and individuals other than set forth above. In the event of a scheduling conflict, General Public Activity uses of sports fields will be prioritized by the organization’s number of participants living in the USD 249 school district. Those groups that have 50 percent or greater membership residing in the local school district will have priority scheduling over other groups. Sports teams must provide a roster with each coach’s name, address and telephone number as well as name and address of each player on the team.
- **A reservation or permit can be denied if:** 1) The sports field is not available; 2) the applicant has an unsatisfactory use record; 3) the use does not meet applicable laws/rules; or 4) the use could be detrimental to the best interest of the City, as determined by the City Administrator.
  - **Each applicant shall be at least 21** years of age and act or designate one person to act as the coordinator of all rental matters.
  - **Each reservation must contain complete information**, since City staff will not be responsible to supply any equipment, utilities or additional services not listed on the approved application.

### FEE SCHEDULE

<b>Park Area Type</b>	<b>Hourly Fee</b>
Baseball/Softball	\$30
Open areas	\$20
Light Fee	\$15

- All fees are due upon and as a condition of approval. Fields will not be reserved without payment. Fees are subject to change, unless paid in full, prior to the effective date of a fee change. Fees may be waived in an agreement with a community partner.

## GENERAL POLICIES

All users are required to abide by the following general policies. Failure to abide by these conditions may result in the revocation of current permits and denial of future field requests.

- Rental Hours: sports fields may be reserved each day from 8 a.m. to 10 p.m. Reserved hours include time to enter and prepare field for use, remove or secure equipment, and vacate the field. Other users may be scheduled immediately prior to and following a reservation. For light use of General Public Activities the applicant will need to pay a light fee as specified in the above Fee Schedule.
- Applicant shall abide by all applicable laws, including the prohibition of smoking and alcohol.
- The City is not responsible for personal injuries or for damaged or stolen property.
- The City does not provide portable mounds, bases, other sports equipment, or additional field maintenance (in-field dragging, watering or line placement) beyond routine maintenance.
- Insurance requirements: ALL organizations, clubs, tournaments and commercial groups renting a sports area must provide of liability insurance coverage for the permitted dates. A certificate of liability insurance illustrating coverage of a minimum of \$500,000 for Tier 3-Tier 5 reservations and an endorsement letter naming the City of Frontenac as additionally insured must be submitted at least two weeks in advance of the first rental date. The inability to provide the correct insurance documents will cause a reservation to be cancelled.
- *Notice of Non-Use of Fields*: Any organization that has been allocated field space and does not intend to use it per the permit issued shall notify the City Hall so the field may be re-allocated. Users may not sublease fields under any circumstance, nor allow shared or drop-in use by others during their permitted time unless prior approval is granted. For FYL teams, coaches should notify the FYL Director of non-use of fields.
- The City does not provide storage at parks for individual teams. Property and supplies are the responsibility of the applicant. The City is not responsible for lost, stolen or damaged equipment.
- Vehicles are not permitted to drive onto the fence complex grounds without prior approval. This rule applies to coaches and other program administrators who want to unload game equipment or supplies for the program.
- Stages, Tents, Bounce Houses: Small tents (10'x10') are approved for set-up in appropriate areas which do not cause trip hazards to the participants or general public. Stages, bleachers, bounce houses and other prop displays must be approved separately through the park rental permit, which may include separate conditions and fees.
- Banners shall not be hung on fences except for FYL and USD 249-approved banners. All banners must be no larger than 3 ft. x 5 ft. and must be constructed from mesh or have wind slits to allow the wind to pass through the banner.
- When fields must be closed due to rain or other inclement weather or for any damage due to vandalism or other conditions requiring immediate attentions, applicants may be refunded or rescheduled if other dates are available and agreed upon by both parties. It is the applicant's responsibility to notify their participants and coaches to stay off the fields until notification. Unplanned closures will be posted by sign at the field's dugout location and on the City's Facebook page: [www.facebook.com/frontenacks](http://www.facebook.com/frontenacks)
- Scoreboard use is allowed for organized games only with prior approval. A scoreboard training session will be conducted prior to each season for those fields with scoreboards.

## CANCELLATIONS AND CHANGES TO APPROVED APPLICATIONS

- All cancellations and changes must be submitted in writing before any request will be considered.
- A \$25 fee will be charged for cancellations or changes made after permit has been approved.

- The City reserves the right to cancel an approved permit in the unlikely event that the field cannot be used or there is a conflicting activity.
- The City reserves the right to terminate an activity, without refund, if it is considered necessary by a City designee or by a Police Officer for the safety and welfare of the public and City. This would include the need to clear a park in the event of a weather or emergency situation.

**QUESTIONS OR NEED ASSISTANCE WITH SPORTS FIELD RENTAL?**

For renters not affiliated with the Frontenac Recreation Board, Frontenac Youth League or USD 249, please call City Hall, 620-231-9210, for questions or assistance. After office hours, renters should contact the Public Safety Department at 620-321-9216. FYL users should contact the FYL Director.

**Non-Sports Field Rental Policy and Fees**

**ROTARY AND CITY PARK SHELTER HOUSE/PARK SPACE RESERVATIONS**

A event rental permit must be completed to reserve a structured area. There are shelter houses and areas at Rotary and City Park which may be reserved for groups of 30 or more who wish to utilize an area for more than one hour. All events require a \$50 cash, or check, damage deposit due before the event. All or part of the deposit may be refunded if the park is cleaned satisfactorily and there is no damage to building, facilities, and/or equipment. Please contact City Hall at 620-231-9210 for more information.

A Certificate of Liability insurance is required in the amount of \$500,000 for Tier 3 and higher rentals on the permitted dates. The certificate of liability insurance and an endorsement letter naming the City of Frontenac as additionally insured must be submitted at least two weeks in advance of the first rental date.

**FEE SCHEDULE**

	<b>Fee</b>	<b>Deposit</b>
Tier 1 = 30 and under users <1 hour	No fee	
Tier 2 – 30-50 users > 1 hour	\$50	\$50
Tier 3 = 51-100 users	\$100	\$150
Tier 4 = 101-200 users	\$200	\$300
Tier 5 = over 300 users	\$300	\$450

Residents are welcome to use the City’s parks facilities free of charge at any time unless a reservation has been secured through City Hall. In the event of a reservation, the renter has exclusive use of the area/shelter reserved. The Governing Body can waive a rental fee for a community partner organization but are still asked to reserve use.

Rotary Park has restroom facilities. The key may be checked out from City Hall during regular business hours with a \$25 refundable deposit, which is returned when the key is returned to City Hall.

The reservation allows the renter exclusive use of the area/shelter reserved. Reservations will be posted on the City’s website [www.frontenacks.net](http://www.frontenacks.net) . Applicants will use the website reservations calendar to examine the availability to use facility.

Reservation Sign

A reservation sign will be provided to all approved rental applicants. Please display the reservation sign during your occupancy of the park.

**POOL RENTAL**

**Weather Cancellations**

Pool parties can be cancelled by the customer BEFORE 6:00 p.m. on the scheduled party date. If, during the party, inclement weather forces the cancellation of the party, it is not possible to reschedule or refund any or part of the party fee. The pool manager reserves the right to cancel any party due to inclement weather either before or during the party.

**FEE SCHEDULE**

- Tier 1 – 1 to 25 swimmers & non-swimmers - \$80.00
  - 1 supervisor
  - 2 lifeguards
- Tier 2 – 26 to 50 swimmers & non-swimmers - \$120.00
  - 1 supervisor
  - 3 lifeguards
- Tier 3 – 51 to 75 swimmers & non-swimmers - \$160.00
  - 1 supervisor
  - 4 lifeguards

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**FRONTENAC**  
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313 E McKay St, Frontenac, KS 66763 • (620) 231-9210

## Park Facility Rental Policy & Agreement

### CONTACT INFORMATION

Name: \_\_\_\_\_ Group/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
City, State Zip \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT INFORMATION

Date: \_\_\_\_\_ Facility: \_\_\_\_\_ Type: \_\_\_\_\_  
Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Rental parks and facilities at each park are listed below.

Rotary Park	Sports Complex & Pool	City Park
<ul style="list-style-type: none"><li>• Skate Park</li><li>• Picnic Tables</li><li>• Grills</li><li>• Play Structure</li><li>• Restrooms</li><li>• Benches</li><li>• Electric</li></ul>	<ul style="list-style-type: none"><li>• Pavilion</li><li>• Picnic Tables</li><li>• Concession Stands</li><li>• Restrooms</li><li>• Electric</li><li>• Sports Fields</li><li>• Pool</li></ul>	<ul style="list-style-type: none"><li>• Pavilion</li><li>• Picnic Tables</li><li>• Grill</li><li>• Fishing Dock</li></ul>

#### Rental Fees & Damage Deposits

Facilities are rented per the fee schedules listed in this document. Events may require a deposit paid by cash, or check, due before the event. All or part of the deposit may be refunded if the park is cleaned satisfactorily and there is no damage to building, facilities, and/or equipment.

#### Reservation Sign

Please display the reservation sign during your event at the facilities.

# City of Frontenac - Park Rental Policy & Agreement

By signing this agreement, the renter agrees to adhere to the following requirements and agrees to accept the consequences for his/her failure to do so.

1. **Park Hours.** Since parks are located in residential neighborhoods, renters are permitted to use the rented facilities between the hours of 8:00a.m. - 10:00p.m. Renters may be removed from the facilities during the hours occupation is not permitted.
2. **Alcohol.** The renter will be subject to ejection and prosecution for the consumption or use of intoxicating beverages whether it is occurring with or without the renter’s knowledge. Absolutely no sale of intoxicating beverages is permitted. The renter shall indemnify and hold the City harmless for any liability introduced by the consumption of alcoholic beverages upon City property during the rental period.
3. **Nuisance.** The renter is responsible for the conduct of guests during the rental period. The cause of public nuisance, at the discretion of the Police Department, will be grounds for ejection from the facilities.
4. **Parking.** Parking is permitted on-street or in designated areas only. Overnight parking in parks is prohibited.
5. **Trash.** Trash containers will be provided. Renters must ensure that all trash is placed in these containers. City employees will dispose of trash in the containers at the end of the event.
6. **Damage Deposit.** A deposit may be required in addition to the rental fee. It is returned following the next council meeting only if City Staff determines all conditions of this Rental Agreement have been met. The renter’s responsibility shall not be limited to the amount of the deposit. In the event of a violation of this Rental Agreement, the deposit may be retained by the City.
7. **Adult.** Rental applicants must be at least 21 years of age. The event must be supervised by a responsible adult.
8. **Facilities Rented.** Most of the events for which shelters are rented occur on weekends. The only rest- rooms for each park are located in the park; all patrons must share them respectfully.
9. **Refunds.** There are no refunds due to the condition of facilities upon arrival. At times the shelters are rented for several consecutive days by different patrons, so the condition of the shelter is dependent upon how well the previous renter adheres to the Rental Agreement. If the facility has not been adequately cleaned when the renter takes occupancy, you are encouraged to photograph the pre-existing condition to assist the City in dealing with that previous renter. You are expected to leave the shelter and grounds in good condition at the end of your event.
10. **Conflict/Duty to Notify.** If a renter encounters a conflict or damage to rental facility, they are encouraged to contact the Frontenac Police Department’s non-emergency number, **620-231-9216**.
11. **Reservation/Cancellation Policy.** Upon receipt of this signed document with full rental payment and damage deposit the facility will be reserved on the requested date. In the event of cancellation, payment will only be refunded if written notice is received no less than 21 days prior to rental date. A \$25 processing fee will be charged for cancellations or changes made after permit has been approved.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

For City of Frontenac Use							
Rental Fee	\$	Date Paid		Paid By	Cash Check #	Card	Initials
Tax	N/A	Date Paid		Paid By	Cash Check #	Card	Initials
Damage Deposit	\$	Date Paid		Paid By	Cash Check #	Card	Initials
<b>Copy to (Circle One):</b>	<b>Renter</b>		<b>Public Safety</b>		<b>Public Works</b>		

## Sports Field Fee Schedule

<u>Park Area Type</u>	<u>Hourly Fee</u>
Baseball/Softball	\$30
Open areas	\$20
Light Fee	\$15

## Non-Sports Field Fee Schedule

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## Pool Rental

Tier 1 – 1 to 25 swimmers & non-swimmers - \$80.00	1 supervisor 2 lifeguards
Tier 2 – 26 to 50 swimmers & non-swimmers - \$120.00	1 supervisor 3 lifeguards
Tier 3 – 51 to 75 swimmers & non-swimmers - \$160.00	1 supervisor 4 lifeguards

•All fees are due upon and as a condition of approval. Facilities will not be reserved without payment. Fees are subject to change, unless paid in full, prior to the effective date of a fee change. Fees may be waived in an agreement with a community partner.