Section 5

Ball Diamonds & Multi-Purpose Fields Policies

5.1 General Conditions

Organizations, clubs, teams and/or other groups and individuals wishing to make use of City of Brentwood ball diamonds/fields and/or tennis courts shall be subject to the following guidelines and requirements.

The Recreation Services Coordinator for the Brentwood Parks and Recreation Department shall receive and review applications on an annual basis to designate the recognized Service Provider(s) for all athletic programming on City owned facilities. More than one Service Provider may be designated by the Parks and Recreation Department for any given sport.

Service Providers must be located within the Corporate City Limits of Brentwood and shall be required to meet the eligibility requirements and conditions as recommended by the Park Board and adopted by the Brentwood City Commission.

Each provider/user group must submit an official written request before the deadline of January 15th for the spring/summer sport activities and June 1st for the fall/winter sport activities. Failure to meet the deadline may result in the application being processed at a lower priority based upon availability and or request being denied.

Each provider/user group must complete the Brentwood Parks and Recreation Department's Facility Request Form.

All provider/user groups must submit a Certificate of Liability Insurance naming the City of Brentwood as an "Additional Insured" as defined in the Facility Request Form.

Each provider/user group will acknowledge a scheduling format for use of fields and submit certified copies of team rosters and game/practice schedules for approval.

5.2 Hours, Usage and Availability

All fields/courts and facilities will be assigned by the Recreation Services Coordinator for the City of Brentwood in accordance with the guidelines, and the City reserves the right to change any and all schedules as deemed necessary.

Designated fields/courts are available for public play between the hours of 7:30AM and 10:00PM except for Multipurpose fields 7-11 at Crockett Park that have a minimum start time of 9:00AM on weekends.

All fields/courts are subject to closing at anytime for inclement weather, repairs and or maintenance as needed.

Lighted fields/courts are subject to specified hours of operation by the Brentwood Parks and Recreation Department. Lights must be off by 10:00PM unless approved otherwise by the Parks & Recreation Director or his designee.

Individuals wishing to hold reservations on a field/court will be subject to the terms, conditions and fees as noted in the fee schedule as determined by the Brentwood Parks and Recreation Department. A complete listing of fees is available at the Brentwood Parks and Recreation Offices at 1750 General George Patton Drive, Brentwood.

5.3 Residency Requirements

The following guidelines will be used in assessing the residency requirement classifications for all Service Providers, organizations, clubs and user groups.

Category I – Free use of facilities

Official Service Providers for Teams age 12 and under

75% of the organization must be comprised of Brentwood residents (within the Corporate City Limits), with no more than 15% out of county residents.

Official Service Providers for Teams ages 13-17

60% of the organization must be comprised of Brentwood residents (within the Corporate City Limits), with no more than 15% out of county residents.

Category I service providers will be assessed a fee of $35 per season of play for each player living outside of Williamson County. Players living outside the city limits of Brentwood in Williamson County shall pay county player fee of $25 for each season of play. Brentwood resident players shall not be required to pay a player fee as such costs are funded through City taxes.

Category II – Fee based usage of facilities

Official Service Providers for Teams age 18 and under
At least 60% of the total players in the organization shall be Brentwood residents (living within the Corporate City Limits), with no single age and gender grouping of players having less than 50%. The remaining positions may be filled by a combination of (non-Brentwood) Williamson County residents and out of county players. Individual age/gender group exemptions to the minimum percentage of Brentwood resident players may be approved by the Parks and Recreation Director on a case by case basis when verifiable data is provided by the organization to show that the total number of interested Brentwood participants is so limited as to preclude the fielding of teams within the age/gender group without a higher percentage of non-resident participants.

Any service provider in this category shall:

- Be assessed an out of county player fee of $65 and county player fee of $50 per 12 month period. Brentwood residents' players shall be exempt from the player fee.
- Pay tournament fees of $250 per field.
- Pay $25 per 4 hours for rental of facilities for games and practices

To minimize the administrative burden to the City and organization, the Parks and Recreation Director shall calculate a seasonal lump sum facility rental fee for practices and games only, taking into account the service providers proposed facility use schedule with allowances for rainouts, cancellations, etc. This lump sum amount shall be payable at the beginning of each season of play.

Teams affiliated with a Category II service provider primarily for insurance purposes and do not use City facilities for practices or games shall be reported to the City when all other rosters are submitted. Participants on affiliate teams shall not be considered in the overall calculation of both resident and non-resident participants for the service provider and will not be subject to the non-resident fees required above. In addition, the total number of affiliate teams shall not exceed 5% of the total service provider teams. Any violation of this provision shall result in loss of service provider status and use of facilities for practices, games and tournaments.

Category III

Youth teams not participating in Brentwood Service Provider Programs
85% of each team must be comprised of Brentwood residents (within the Corporate City Limits). Such teams must also meet the conditions

previously noted in the reservation policy. Scheduling for such teams shall be provided pending availability of time and space on City facilities.

Category IV

Adult Service Provider for teams 18 and over

75% of the organization must be comprised of Brentwood residents (within the Corporate City Limits), with no more than 15% out of county residents.

Category V

Adult Teams not participating in Service Provider Programs

85% of each team must be comprised of Brentwood residents (within the Corporate City Limits). Such teams must also meet the conditions previously noted in the reservation policy. Scheduling for such teams shall be provided pending availability of time and space on City facilities.

Category VI

Williamson County Parks and Recreation Adult Softball

Williamson County Parks and Recreation Adult Softball Leagues shall be exempt from the provision of any residency requirement. A special fee shall be assessed for each team participating in their program making use of City of Brentwood facilities and fields.

5.4 Scheduling Format

The format for scheduling use of City facilities by organizations and/or individuals in the above categories shall be determined by the Parks and Recreation Department based upon the following priority:

Organizations:

Local schools in Brentwood
City Programs/Functions
Brentwood Service Providers (Non-Profit) & Local School Club Sports
Williamson County Parks and Recreation (Adult Softball Only)
Williamson County Non-Profit Organizations

Tournaments and Special Events

**For scheduling purposes, games will always have priority over practices. In the event a game must be relocated and or rescheduled, practices may need to be relocated or canceled.

Non-Service Provider Teams

Any non-affiliated team/group not meeting the criteria under the service provider categories listed above may use multipurpose fields & ball diamonds but must first reserve use time through the Parks Department's

Recreation Services Coordinator and pay the established field use fee. Facility scheduling for such teams shall be provided pending availability of time and space and no conflict with service provider use.

5.5 User Fees

A user fee will be charged to all non-Brentwood residents making use of City of Brentwood facilities. See fee schedule for specific charges.

A user fee shall be assessed for each participant living outside of the corporate city limits of Brentwood in all Categories with the exception of a team fee being assessed in lieu of individual fees for Williamson County Parks and Recreation Adult Softball Leagues.

Any adjustments in user fees shall be recommended by the Parks and Recreation Director and Parks Board and authorized by the Brentwood City Commission. A complete list of fees shall be available at the administrative offices of the Brentwood Parks and Recreation Department.

Fees are non-refundable except when such action is authorized by the City Manager. A service charge of $20 will be assessed for all returned checks if returned unpaid to the City of Brentwood by the bank upon which it is drawn for any reason.

User fees for the rental of City of-Brentwood ball and multipurpose fields for other purposes not covered above including, tournaments, private reservations, special events, etc shall be authorized by the City Commission subject to review and recommendations from the Parks and Recreation Director and Park Board.

5.6 Penalties

The Brentwood Parks and Recreation Director may suspend, forfeit, cancel or revoke any licenses or privileges granted to any institution, service provide or group using Brentwood Parks grounds or facilities or may refuse to grant the same for a period not to exceed one year for violation of these rules.

The action of proposed termination of facility use shall be in writing and delivered to the representative of the affected group and shall state the reasons for actions and penalties provided herein.

When the decision of the Parks and Recreation Director is for suspending, forfeiting, canceling or revoking licenses or privileges, the decision shall be final, unless appealed to the Park Board within two calendar weeks of the date of notice. The Park Board shall consider the appeal at the next regularly scheduled meeting, hear the facts and circumstances presented

by both sides, and render a final decision within 45 days. The decision of the Park Board shall be final, subject to such judicial relief as may be provided under State law.