


City Council Regular Meeting

DEPARTMENT: Parks and Recreation
FROM: Jen Basham, Director of Parks and Recreation
MEETING: May 4, 2026

SUBJECT:

Consider and take possible action on a resolution adopting a sports facility use policy. *(Staff Contact: Jen Basham, Director of Parks and Recreation)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 <p>Great Place to Live Through Expanded Quality of Life Amenities</p>	<p>4.1 Provide high-quality recreation opportunities, events and facilities for residents</p>

SUMMARY:

As part of the transition of the Bartlett Soccer Complex and the continued growth in demand for athletic field use across the system, the Parks and Recreation Department has developed a comprehensive Sports Facility Use Policy to establish a consistent, transparent, and equitable framework for all users.

Under this policy, all City athletic fields are designated as non-exclusive, and all use requires an approved reservation issued by the City or its designee. The City retains full authority over scheduling, assignment, and reassignment of all fields to ensure equitable access, operational flexibility, and alignment with broader system needs.

The policy establishes a defined scheduling process for league play and general use. Organizations are required to submit proposed seasonal schedules by deadlines established by the City. In advance of each primary league play season, specifically the spring season (February through May) and fall season (August through November), Burleson Independent Soccer Association (BISA) and Burleson Youth Association (BYA) are provided a two (2) week priority scheduling window to submit and reserve fields. No priority scheduling window is provided for summer seasons. Following the conclusion of each priority scheduling window, all

remaining field availability is released for reservation by other organizations and the general public. Priority scheduling provides a first-pass opportunity for league scheduling but does not guarantee approval of all requested dates, times, or field assignments, which remain subject to City review and approval.

Within each league play season, the City retains the right to pre-schedule tournaments and special events, including reserving weekends as needed to balance league play, community access, and revenue-generating opportunities. BISA league play is generally scheduled on Saturdays and Sundays, while BYA league play is primarily scheduled on weekdays, with limited weekend use as approved. All games and practices must occur within approved reservations and assigned fields, and all scheduling remains subject to City review and approval.

Field rental rates are established annually through the City's adopted fee schedule. The policy includes a defined fee structure for BISA, including a forty percent (40%) reduction on applicable field rental rates and a Sunday league play structure that allows for a six-hour half-day rental at a reduced rate, with the discount applied accordingly. This structure supports league operations while maintaining cost recovery and financial consistency across the system.

The policy affirms the City's authority to manage field conditions and long-term asset preservation. The City may close fields due to weather, unsafe conditions, or maintenance needs, and all users are required to comply with closures. Maintenance windows are established and published in advance of each scheduling cycle, and no reservations are permitted during designated maintenance periods. The City may also modify or extend closures as necessary to protect field conditions and ensure safe play.

To support risk management and participant safety, the policy requires organizations conducting league play, tournaments, or recurring rentals to maintain specified insurance coverage and provide documentation prior to use. BISA and BYA are further required to conduct background checks on all individuals with direct participant contact and ensure appropriate training is provided to coaches prior to each primary season.

Operational expectations for all users are clearly defined within the policy. Field rentals provide access to fields only unless otherwise authorized, and outside vendors, concessions, and food sales are prohibited without prior City approval. Organizations and individuals are responsible for cleanup, proper use of facilities, and any damage caused during their use.

Finally, the policy allows organizations to request storage accommodations; however, all construction costs are the responsibility of the requesting organization and remain subject to City approval. The City retains authority over the design, placement, and long-term management of any approved improvements to ensure consistency with site planning and operational standards.

RECOMMENDATION:

Staff recommends approval as presented

PRIOR ACTION/INPUT (Council, Boards, Citizens):

List date and description of any prior action related to the subject

REFERENCE:

Insert CSO# if applicable

Insert resolution or ordinance change

FISCAL IMPACT:

Proposed Expenditure/Revenue:

Account Number(s):

Fund:

Account Description:

Procurement Method:

STAFF CONTACT:

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