

Sports Facility Use Policy

CITY COUNCIL: MAY 4, 2026

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Summary

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

This policy reflects months of coordination with staff, Legal, and key stakeholders, including BISA, and formalizes existing practices into a clear, unified approach for managing facilities and user expectations.

Key Elements

1. Non-Exclusive Use and Reservation Requirements

All City athletic fields remain non-exclusive

All use requires an approved reservation

The City retains full authority over scheduling and field assignments

2. Prioritization and Scheduling Structure

BISA and Burleson Youth Association (BYA) receive a two-week priority scheduling window for league play

Remaining field availability is released to the public following this window

The City retains the right to pre-schedule tournaments during typical league seasons to balance access and revenue

3. Fee Structure Alignment

Field rental fees are established annually through the City's adopted fee schedule

BISA receives a defined fee reduction structure, including a Sunday league play rate adjustment

4. Operational and Maintenance Controls

The City retains authority to close fields due to weather or unsafe conditions

Maintenance windows will be established and published prior to scheduling periods

Organizations are responsible for notifying participants of closures

Key Elements

5. Risk Management and Compliance

Insurance requirements for league play, recurring rentals, and tournaments

Background check requirements specific to BISA and BYA, with provisions for recurring private rentals

Indemnification protections for the City

6. Use Restrictions and Operational Expectations

Vendor and concession activity requires City approval

Field rentals provide access to fields only unless otherwise authorized

Cleanup, damage responsibility, and parking compliance requirements are defined

7. Storage and Facility Improvements

Organizations may request storage; however, they are responsible for construction costs and ongoing maintenance

The City retains authority over design and placement





Financial Impact

The policy supports:

Revenue generation through structured rentals and tournament scheduling

Clear financial alignment as part of the Bartlett Soccer Complex transition

No immediate fiscal impact is associated with policy adoption; however, implementation will support long-term operational efficiency and revenue consistency.

Direction

Adopt Policy as Presented

Adopt Policy with Changes

Deny Policy