

## **YFAC FACILITIES POLICY MANUAL**

### **Introduction and Purpose**

The Young Family Athletic Center (YFAC) is owned and operated by the City of Norman Parks and Recreation Department. The YFAC has eight (8) basketball courts, 12 volleyball courts, an eight (8) lane 25-meter competition pool, and a four (4) lane recreation pool. Norman Regional Hospital Systems (NRHS) will perform sports medicine with Ortho Central and N-Motion clinics inside the YFAC.

### **Authority of the Director of Parks and Recreation**

The Director of Parks and Recreation (the “Director”) sets the pricing schedule and fees, which will be reviewed annually and updated on the recommendation of the Norman Board of Park Commissioners.

The Director can also enter into an agreement on behalf of the City of Norman with a Community/Operational partner annually for the rental of the YFAC for events, practices, or meetings. Community/Operational Partner Agreements will be reviewed annually by the Norman Board of Park Commissioners.

The Director will set the Fee Schedule, which includes membership and day pass costs, rental and event fees, and other general fees associated with access to the YFAC. The Fee Schedule will be set based on recommendations from the Norman Board of Park Commissioners.

The Director is responsible for entering into sponsorship or marketing agreements with businesses/groups at the YFAC on behalf of the City of Norman. Marketing and Sponsorship agreements will be reviewed annually by the Norman Board of Park Commissioners.

Any update or change to the YFAC Booking & Sponsorship Policies must be at the Recommendation of the Norman Board of Park Commissioners and approved by the Norman City Manager.

### **YFAC Mission**

- The mission of the Young Family Athletic Center (YFAC) is to enrich the quality of life and health through competition and recreational leisure through sports, aquatics, fitness, special events, and various activities in a safe, fun, and family environment.

### **Definitions**

1. **Fee Schedule** – the cost table showing the fixed costs for the public to use or rent YFAC. The Director of Parks and Recreation sets the Fee Schedule on the Norman Board of Parks Commissioners' recommendations. (Exhibit B)
2. **Community/Operational Partner** – a community/operational partner will be defined at the YFAC as a School, Sports Club, or local non-profit that fits in the mission of the YFAC and will be allowed to enter into annual agreements with the Parks and Recreation Department. The Parks and Recreation Department will keep a Community/Operational Partners list. The partners will be recommended through the Norman Board of Park Commissioners and approved by the Director of Parks and Recreation. (Exhibit B)
3. **Event Rental** – Event rental is for a person, group, business, or non-profit involving 25 or more people using the Athletic or Aquatics areas for athletic competition, banquet, concert, or other miscellaneous event.
4. **Practice or Private Party Rental** – A practice or private party will be defined as a small group of people (25 or less) that use a section of the Athletic or Aquatic meeting room areas for either a practice or a small private party for a group, business, or non-profit.

## **YFAC Facility**

The YFAC Facility is multi-purpose to meet the varied needs of the community. Portions of the Facility available for rent are listed below.

1. Multi-Sport Gymnasium
  - Basketball/Volleyball Courts – The YFAC can be configured for up to 8 basketball courts and/or 12 volleyball courts with bleachers for each court
  - Tournament Office Space
  - Tournament Ticketing Window
2. Competition and Recreation Pools
  - Eight (8) lane 25 meter competition pool
  - Four (4) lane recreation pool
3. Women's Aquatic Locker Rooms
4. Men's Aquatic Locker Rooms
5. Aquatic Family Changing Rooms
6. Meeting Rooms
7. NRHS Clinic Space

## **Scheduling Policies and Procedures**

### **1. Community/Operational Partner Rentals**

Community/Operational Partners must enter into annual agreements that specify all YFAC spaces to be used, dates and times for usage, and fees to be paid. Such agreements shall set forth the reservation payment terms, insurance requirements, and any other applicable and reasonable term(s) related to the use of the YFAC by such Partner.

## **2. Event Rentals**

- a. Reservations for the YFAC can be made up to two (2) years in advance for event rentals and must be made no less than 14 days before the event.
- b. Reservations are on a first-come, first-served basis. The YFAC/Parks and Recreation Department cannot guarantee a reservation until the rental is paid in full.
- c. To reserve dates as an event rental at the YFAC, a deposit of at least 20% must be paid when the facility is reserved. Without this, a reservation is not valid. Lessee must be at least 18 years old to enter into a contract. Signed agreements are binding.
- d. All rental fees, layouts, security forms, cleaning fees, deposits, sponsorship, and agreements with NRHS for sports medicine or other additional costs associated with the event must be paid in full before the start of the rental per the terms of the contract.
- e. Admission fees proposed by Community/Operational Partners or for event rentals must be submitted and approved by the YFAC/Parks and Recreation Department when the rental agreement is submitted.
- f. Event times at the YFAC must end no later than 11:00 p.m. on Sunday-Thursday, with the YFAC completely vacated by midnight. Events must end by midnight on Friday & Saturday, with the building vacated by 1:00 a.m.
- g. Event rental fees are subject to different rental fees than practice or private party rentals.
- h. Alcohol can be approved at events with the written permission of the Director of Parks and Recreation. Alcohol will not be allowed at youth events under any circumstances.
- i. Any event at the YFAC will require proof of insurance that reflects coverage for activities with one million-dollar liability insurance showing the City of Norman, Oklahoma, as a Certificate Holder or Additional Insured.
- j. AFTER PAYING ALL FEES, the YFAC/Parks & Recreation Department will issue a facility rental permit. The permit will be mailed or emailed. If the permittee pays in person at our downtown office, Parks and Recreation will provide a copy of the permit at purchase.

- k. Permits are issued only for the individual or organization whose name is on the permit. If a transfer is requested, the permittee must request an amendment with the YFAC/Parks & Recreation Department.
- l. The permittee should take a copy of the permit to their scheduled event in case of a conflict.

### **3. Private Practice or Private Party Rentals**

- a. Reservations can be requested up to six months in advance.
- b. Reservation for practices can be made up to six (6) weeks in advance.
- c. Reservations must be scheduled during regular operating hours for the YFAC and are subject to availability.
- d. Each group is limited to a maximum of two rentals per week.
- e. Any cancellations will be subject to the City's cancellation policy.
- f. If renting more than 50% of the lanes in the competition pool, renter will be required to rent the entire pool.
- g. Discounts for the meeting rooms are available if rented in tandem with the Multi-Purpose Gym or the Competition or Recreation Pools.

### **Payment Policy**

- Payment can be made by cash, personal check, cashier's check, money order, or credit card (Visa, MasterCard, or Discover Card only).
- Payment for Events must be paid in full two weeks (14 Days) before the start of the rental.
- Payment for Non-Event rentals is due at the time of booking.
- Personal checks cannot be accepted for reservations made less than 14 days before the rental date.

### **Cancellation Policy**

All cancellations of contracted events must be submitted to City in writing and will be subject to a cancellation fee that will be deducted from any refunded deposits.

- Deposits reservation will be forfeited in full if an event is canceled less than one hundred and eighty (180) days before the event.
- Deposits reservation will be forfeited in full if a practice is canceled less than forty-eight (48) hours before the practice.
- The YFAC/Parks and Recreation Department reserves the right to cancel any event or practice for any reason.
- Events or practices that the YFAC/Parks and Recreation Department cancels will be fully refunded to the lessor.

For Questions about this policy or to rent the YFAC, please contact the Young Family Athletic Center 405-321-9322 / [YFAC@normanok.gov](mailto:YFAC@normanok.gov) or the Norman Parks and Recreation Department at [405-366-5472](tel:405-366-5472)/[ParksRec@normanok.gov](mailto:ParksRec@normanok.gov).

DRAFT

## EXHIBIT A

### Young Family Athletic Center - Fee Schedule

Operation Hours	Mon-Fri	5:30 a.m. -8:00 p.m.	
	Saturday	10:00 a.m. -6:00 p.m.	
	Sunday	12:00 p.m. - 6:00 p.m.	
<b><u>Memberships</u></b>			
Individual Annual Pass	Norman Resident	\$300	year
Family Annual Pass	Norman Resident	\$960	year
Individual Monthly Pass	Norman Resident	\$30	month
Family Monthly Pass	Norman Resident	\$100	month
Individual Annual Pass	Non -Resident	\$360	year
Family Annual Pass	Non -Resident	\$1,200	year
Individual Monthly Pass	Non -Resident	\$35	month
Family Monthly Pass	Non -Resident	\$120	month
Individual Annual Pass	SR/Vet/MIL/SP	\$300	year
Family Annual Pass	SR/Vet/MIL/SP	\$960	year
Individual Monthly Pass	SR/Vet/MIL/SP	\$30	month
Family Monthly Pass	SR/Vet/MIL/SP	\$100	month
<b><u>Day Passes</u></b>			
Swimming Pass	Norman Resident	\$5	day
Multi-Sports	Norman Resident	\$5	day
Swimming Pass	Non- Resident	\$7	day
Multi-Sports	Non- Resident	\$7	day
Swimming Pass	SR/Vet/MIL/SP	\$5	day
Multi-Sports	SR/Vet/MIL/SP	\$5	day
Swimming Pass	Children 12 & U	\$3	day
Multi-Sports	Children 12 & U	\$3	day
Swimming Pass	Children 3 & U	FREE	day
Multi-Sports	Children 3 & U	FREE	day
<b><u>Common Rentals</u></b>			
Basketball Court	1/2 Court	\$35	hour
Basketball Court Full Court	Full Court	\$70	Hour
Volleyball Court	Per Court	\$70	Hour

Pickleball Court	Per Court	\$45	hour
Conference Room	2 Hour Min	\$25	hour
Pool Lane Rental		\$25	hour
Recreation Pool	Min. 2 hours	\$150	hour
Competition Pool	Min. 2 hours	\$250	hour

**Event Rentals\***

Basketball Court	4 Hour Min	\$65-\$85	hour
Volleyball Court	4 Hour Min	\$50-\$70	hour
Pickleball	4 Hour Min	\$30-\$45	hour
Full gym (non-athletic event)	4 Hour Min	\$500	hour

***\*Additional Fees May Be Applicable for Event Rentals***

## EXHIBIT B

Norman Public Schools  
131 South Flood Avenue  
Norman, OK 73069

**BASKETBALL CLUB:**

Trae Young Family Foundation  
& Trae Young Basketball  
2201 Trae Young Drive  
Norman, OK 73069

**LOCAL YOUTH LEAGUE PARTNER:**

Norman Optimist Club  
1005 Lexington Avenue  
Norman, OK 73069

**SWIMMING CLUB:**

Sooner Swim Club  
1701 Asp Avenue  
Norman, OK 73072

**VOLLEYBALL CLUB:**

TBD