

Parks, Recreation, & Forestry

To: Parks, Recreation, & Forestry Commission

From: Kristine Butteris, Director, Parks, Recreation, & Forestry

Date: 9/16/2024

Subject: Facility Use Contract

Background

The Facility Use Contract is a new contract for all partnering organizations that the Parks, Recreation, and Forestry department works with throughout the year. The first year of implementation was 2024.

Budget Goal

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance

Financial Impact

This contract has revenue benefits as well as in kind donation opportunities.

Recommendation

We recommend approval of the updates to the Facility Use Contract, both General and Club. (note: there will be changes throughout the 2025 year, however, those changes will be implemented in the 2026 year.)

Services – acknowledging the unwritten rule of field preparation during the week (M-F) versus the weekend preparation.

Scheduling - Set exact dates contracts and information are due.

Cancellations - Updated the cancellation section to mimic our refund and return policy.

Fees - Set exact timelines for payments.

Weather Conditions and Playability - set who will be evaluating diamonds for play on what days as well as responsibilities if a diamond should be damaged.

Access - Update to emergency contacts

General Maintenance - Included needs for additional restrooms if tournament is over facility capacity.

Facilities and Amenities Available – Updates to amenities at each park location.

2024 Operational Goals

2. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
3. Supports employee retention and growth, and also works to address critical staffing areas
4. Invests in the assessment, strategic planning and maintenance of our city buildings
5. Promotes and fosters innovative approaches for community development and growth
6. Maintains a safe and healthy community, and expands community education on safety and health