Town of Timnath
Field/Court Reservation Policy

The Town of Timnath supports and encourages recreational opportunities within the community. It is the intent of the Town of Timnath to see that Town operated facilities are used to their full potential while maintaining a safe, quality environment. The field/court reservation policy is intended to assist users when making facility/court reservations, and to guide Town of Timnath staff in resolving conflicts that arise with scheduling outdoor sports facilities. Staff may deviate from these guidelines as determined necessary and appropriate. Staff will work to avoid scheduling conflicts while servicing multiple user groups. Staff will also act as a liaison between user groups with similar needs.

Fields can be used on a drop-in basis without a reservation when they are not rented/reserved or prepared for other events. Commercial and outside businesses or organizations running leagues or tournaments in which registrations and/or registration fees are collected will be governed by these guidelines.

Due to the limited number of available facilities, the Town of Timnath has established criteria for field use and will monitor proper use of allocations and reservations. Increased demand for fields creates an increased strain on the Town's facilities. Therefore, the Town may charge fees to recover public costs to operate, maintain, repair, improve, supervise, and administer the use of athletic fields. The Town of Timnath reserves the right to make any decisions regarding sports programming and facilities that are in its best interests, and the best interests of the residents of the Town.

Classification Priorities:

1. Town Programs and Events
    a. Includes all uses scheduled by the Town of Timnath including athletic events, fitness programs, special events and programs
    b. There will be no fee for use
2. Recreation leagues not sponsored by the Town but serve the Timnath Community
    a. Registration is open regardless of skill level or ability to pay, no one is turned away, there is a no-cut policy, tryouts and everyone plays
    b. The majority of the roster must be youth who reside in the Town of Timnath and/or its growth management area
    c. Teams will be allowed to reserve up to two practice times per week for one hour each and reservations may be made one month prior to the season. Additional practice times, if available, can be scheduled one week in advance
    d. There will be no fee for use
3. Poudre School District
    a. Any and all programs sanctioned or run by Poudre School District
    b. There will be a fee for use
4. Youth Club Teams (advances/elite), Tournaments, Games, Camps, Clinics and Adult leagues, teams and clubs
    a. Includes leagues offering above-recreation level play, serving an area larger than one neighborhood, and/or competing for state/region/national/world championships.
    b. Also, it includes individual independent teams that participate in tournaments.
    c. There will be a fee for use (Fee schedule below)

d. We require sixty (60) days' advance notice for tournaments regardless of levels, which will require a Special Use Permit.

Reservation Process

The Town will begin accepting field reservation requests for the upcoming season on January 1st of each calendar year. Requests submitted prior to January 1st will not be reviewed or considered. This timeline allows staff adequate time to prioritize and schedule Town programs and to coordinate closely with the Parks Department regarding field maintenance needs, including mowing and irrigation schedules. Establishing this process ensures proper field preparation and equitable scheduling of Town facilities.

Field Reservations are on a first come first served basis, based on the classification priorities listed on page 1 of this policy, and must be made using the Facility Reservation Request Form.

1. Town staff will acknowledge requests within three (3) business days.
2. If there is a fee associated with a reservation, the fee will be collected at the time of the request being processed.
3. Practices are scheduled in one (1) hour increments.
4. Teams will be allowed to schedule two (2) practice times per week if availability allows
5. Field space is not guaranteed simply by submitting a request. Requests will be evaluated and prioritized based on classification priorities.

Rules and Regulations

1. **Insurance** – Any field/court request for use pertaining to leagues, camps, clinics and/or tryouts will require a $1 million per occurrence liability policy with the Town of Timnath listed as "additionally insured." This insurance policy is required before a reservation is considered. Insurance can be obtained through a specific sport sanctioning body that provides the required insurance. Applications will not be approved until proof of insurance is provided.

   For coaches of third-party recreational leagues, please reach out to Town staff so they can request insurance from recreation league organizers in which they are coaching.

2. **Park Rules and Regulations** – All posted rules and regulations must be followed by any user or organization reserving a sports field.

3. **Time Guidelines –** First games may begin no earlier than 8:00 a.m. Games must **end** no later than 9:00 p.m. To provide the best possible turf and overall conditions for all users, athletic fields will not be scheduled and will not be used by outside organized groups prior to March 15 or after Nov. 15.

4. **Equipment** – All equipment shall be removed from the facility immediately following the end of the event. Except for soccer goals, the Town of Timnath does not rent any personal equipment.

5. **Inclement Weather Policy –** The Town reserves the right to cancel or suspend field/court reservations when conditions could result in injury to players or cause damage to playing surfaces. Reservations may also be cancelled when the health and safety of

participants is threatened due to impending conditions, including but not limited to: heavy rain, poor air quality, high winds, lightning, tornadoes, or winter storms.

During inclement weather, Town staff will assess the playability of all Town owned playing surfaces to determine if use will occur. The Town's Parks and Recreation Director or designated representative has the authority to close any/all fields/courts.

6. **Damage to Town Property** – A field/court will not be scheduled, or use will be canceled if Town staff determines use will cause excessive damage to the field/court. A user may be denied future use of a town facility if the user has damaged or has been irresponsible in the use of any town property. Any damage will be repaired by the town and billed to the user. Event hosts/directors will be personally responsible for reimbursing the town for any damage to town property incurred by the event.

7. **Field Markings** – Field Markings of any kind are not permitted unless requested and applied by Town Staff. Staking or tethering equipment using stakes are not permitted.

8. **Cleaning** – It is the responsibility of the team using the field/courts to thoroughly clean up after themselves. Failure to clean up will result in the loss of future reservations.

9. **Admission** – Any charge for admission will not be permitted.

10. **Advertising** – All advertising other than the Town sponsored events must receive prior approval for the Parks and Recreation Director.

11. **Cancellations** – Teams are required to notify the Town of any cancellations of reserved field court time within 24 hours. Continued "no shows" will result in cancelation of all future reservations. The Town reserves the right to cancel reservations at any time.

12. **Payments** – All field/court reservation fees must be paid in full at the time of registration, either online through RecDesk or in person at the Parks and Recreation Office. Reservations are not confirmed until full payment is received. The Town reserves the right to cancel any reservation that is not paid in full prior to the start of the scheduled program. Accounts with other outstanding balances (from prior programs or fees) may be restricted from making future reservations until the balance is resolved.

Fees

	Field Reservation	Court Reservation
Non-Sponsored Rec. Leagues	$0.00	$0.00
Poudre School District	$3.75/hr.	$9.00/hr.
Club/Tournament/Camps/Clinics	$25.00/hr.	$25.00/hr.

Field Striping fee $100.00 per field per occurrence (games only)

Facilities

Timnath Community Park – Large grass field for all sports, two (2) backstops for T-Ball and Little League only (no bases), one (1) basketball court, six (6) pickleball courts and two (2) tennis courts.

- Field Striping for games only

Timnath Reservoir – Large grass field

- No striping available

Wild Wing Park – Three (3) Regulation Soccer fields, can be used for other sports, one (1) backstop for T-Ball or Little League (no bases), one (1) basketball court, one (1) sand volleyball court, four (4) pickleball courts.

- Field striping for games only.
- Soccer goals available, (8x24, 6.5x18.5, 4x6)

General Park Regulations

1. No alcohol may be consumed on park premises.
2. No glass bottles/containers.
3. No large inflatable/bounce houses allowed.
4. Staking with stakes of any size to tether equipment to the ground is prohibited.
5. Visitors must not enter any private or restricted areas, including areas under construction or awaiting repair.
6. No littering. All trash and debris must be placed in designated trash and recycling receptacles or removed from the park.
7. No signs or decorations are to be attached to the structure with permanent materials, including but not limited to staples, nails, glue, duct tape and/or permanent adhesives. Tape and removable adhesive strips are permitted but must be completely removed after event and cause no damage to structure or paint.
8. Dogs on leashes are permitted. Owners must clean up dog waste.
9. No motor vehicles are permitted outside of the designated parking area, including dropping off food or event supplies. Vehicles found anywhere except on established roadways or parking areas will be subject to ticketing and/or towing at the owner's expense.
10. No fires are permitted. Only portable electric and gas grills are allowed.
11. The Town reserves the right to alter these rules if there are problems, repeat violations or other issues. The Town reserves the right to ban individuals or groups or revoke privileges for the park property for inappropriate behavior, unsafe use of pavilion or prohibited activities.
12. The Town reserves the right to alter hours of operation for special events or other reasons.
13. The fields/courts may not be rented during Town events.