



**SUGAR
HOUSE
PARK**

Sugar House Park Authority

3383 South 300 East, Salt Lake City, UT 84115

Tel 801.483.5473

www.sugarhousepark.org

Athletic Fields Rules, Regulations and Reservation Request Form

The Sugar House Park Authority (the “Authority”) offers reserved use of the athletic fields in Sugar House Park (the “Park”) with the following regulations and fees. Reserved use of the athletic fields shall be secondary to the contractual obligations that the Authority has with the Salt Lake City School District. To avoid potential conflict, pavilions adjacent to a field may be required to be included in reservations.

The Authority reserves the right to limit or prohibit use of any field or area when the Authority, in its discretion, determines:

1. weather conditions create a situation in which use of the field may damage the field;
2. the area is over-used or in need of repair;
3. conflicting uses exist; or
4. it is in the best interest of the Park and its patrons, as deemed appropriate by the Authority or its authorized designee.

Among the criteria to be considered in granting reservations are the following:

1. timeliness of application;
2. availability of field space and time slots;
3. field condition as determined by the Authority or its authorized designee;
4. proposed use schedules;
5. the type of activity and likely effect on the field; and
6. potential interference with the public ability to use and enjoy the Park.

The following fields in the park are available for reserved use (see map):

1. Soccer field and lacrosse field
2. Highland High baseball diamond (off season only)
3. Southeast field
4. East Hill field (east of the baseball diamond)
5. Highland High softball field (when school is out of session)
6. Basketball courts

The fields may not be reserved for practicing.

Mail-in Applications

Requests for field use will be accepted the first business day of January of each calendar year. Applicants must state specific dates and times requested, what fields are being requested and estimate the number of participants. Additionally, applicants must read and agree to all listed rules and regulations by signing the Rules and Regulations form below and initialing next to each Rule and Regulation. No reservation or Permit will be issued until approved by the Authority, fees are paid in full and proof of insurance naming the Authority as an additional insured is provided. A \$20.00 non refundable application fee is required for each application filed. An incomplete or inaccurate application form will not be processed. Upon receipt of the application and fee, the applicant may be required to appear at the next available Authority Board meeting.

Upon conclusion of the reservation process, full payment of fees and proof of insurance, a Field Reservation Permit will be issued to the approved applicant (Permittee) before a reservation is deemed final. The approved Permit must be available for inspection at the field during the time(s) of reservation(s).

Athletic Field Reservation Fees

1. Non refundable application fee of \$20.00.

Fee Description	*Non-profit Groups	Other Groups
2. Athletic Field Use Fee For use up to 6 hours	\$12.00 per hour	\$25.00 per hour
For use more than 6 hours	\$100.00 per day	\$200.00 per day
3. Athletic Field Refundable Deposit	\$20.00 per game	\$200.00 per day
4. Basketball Courts Use Fee. Only applies to use of court. Any area beyond simply playing a game also requires a special event permit with applicable fees.	\$15.00 per hour	\$30.00 per hour
5. Basketball Courts Refundable Deposit	\$100.00 per day	\$100.00 per day

*Non-profit groups include 501(c)3 registered groups, educational and government organizations.

Under the direction of the Authority, staff will perform spot checks for times and length of use. Underpayment of fees will result in immediate termination of Permit and may affect future field reservation requests.

Rules and Regulations for Use of Athletic Fields

(Initial)

- ___1. Proof of liability insurance is required in the amount of \$1,000,000 per occurrence. Salt Lake County, Salt Lake City and the Sugar House Park Authority must be named as additional insureds.
- ___2. Those reserving athletic fields shall also be assessed \$35.00 per Park staff hour of labor for any field repairs or cleanup required after field use. Reservation groups are required to leave the area clean.
- ___3. No alcoholic beverages are allowed in the Park.
- ___4. No refunds will be issued for cancellations or unused reservations. Reservations may be rescheduled due to inclement weather or unplayable fields depending upon availability. Specific athletic field reservation dates and times may not be changed without prior written approval from the Authority or its designee.
- ___5. Permittee must abide by the time regulations permitted to use the field. All facilities and the Park are closed at 10:00 PM, and the Park must be vacated.
- ___6. Equipment is not included in your reservation.
- ___7. No soliciting or sale of merchandise, raffles, food or other concessions is allowed in the Park.
- ___8. No vehicles are allowed on the grass at any time.
- ___9. Alterations or additions to existing athletic field facilities are prohibited. The use of backstops and fence lines for batting practice is strictly prohibited.
- ___10. The introduction of soils or substances onto athletic fields is prohibited. Except for field paint, this includes the use of line-marking substances and of “Diamond Dry” or similar moisture absorption materials.
- ___11. The use of detergents, fertilizers, fuels or other materials to burn boundary lines or any markings into any park grass or the installation of goals, barriers or fences is strictly forbidden.
- ___12. Overnight or off-season storage of athletic equipment is prohibited.
- ___13. A Permit to use any field may not be assigned or transferred to any other group.
- ___14. Vandalism or intentional damage to Park fields or facilities will be referred to the appropriate agency for prosecution.
- ___15. Use of the field shall cease should any hazardous condition on the field arise.
- ___16. Use of the field may be ordered to cease if, in the judgment of the Authority or its designated agents, the continued use is hazardous to the users or extensive damage to the field is occurring.

Athletic Fields Rules, Regulations and Reservation Request Form

Athletic Field Use Request Form

All requests are subject to approval by the Sugar House Park Authority.

Printed Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

E-mail Address: _____

Sponsoring Group: _____

Area or Field Requested: _____

Intended Activity: _____

Anticipated number of participants per use: _____

Start Date: _____ End Date: _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Starting Time							
Ending Time							

Additional Dates and Times of Special Events or Tournaments:

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The Authority assumes no responsibility for lost items or any cost or expenses arising from use of the athletic fields. Responsibility for injury, damage, loss and all liability rests with the Permittee and its representative, who shall hold the Authority harmless. Users agree to conduct themselves in such a manner to avoid potential conflict or injury to non-participating bystanders, and to comply with all rules and regulations governing the Park.

All groups reserving Park athletic fields are liable for damage to fields occurring during their use.

Any person or group violating the rules and regulations of its Permit or of the Park shall be subject to immediate cancellation of all reservations, forfeitures of fees and denial of future use.

The Salt Lake County Parks staff monitors field use to prevent abuse of fields. Please cooperate with Park Staff to ensure a smooth season. The Salt Lake County Parks Staff is authorized by the Authority to enforce all Park rules and regulations.

I agree to abide by all Rules and Regulations as contained within this Athletic Fields Rules, Regulations and Reservation Request Form.

Signature of Responsible Party: _____

Complete the reservation form, sign above, initial all rules on page 3 and submit to:

Salt Lake County Parks Operations
3383 South 300 East
Salt Lake City, Utah 84115-4590
Telephone: 801-483-5473
FAX: 801-483-5479
E-mail: ccheney@slco.org

Attend one of the Authority's monthly board meetings.

The meetings are held on the **second Thursday** of each month (except for July and December) at 6 pm at the Sugar House Garden Center, which is located at the northeast corner of the Park. The building's parking lot may be accessed directly from 2100 South at about 1600 East.

If the request form is received by the County Parks office at least one week prior to the next scheduled board meeting then your request will automatically be put on the board meeting agenda. A representative from your group must be present to answer any questions the board may have about your event unless that requirement is waived.

Athletic Fields Map

You may obtain an electronic copy of this map at:

http://www.sugarhousepark.org/wp-content/uploads/2011/01/map_athletic1.jpg

