



Purpose and Application

The purpose of this policy is to ensure uniformity in processing field permits for the public.

This policy applies to field permit requests for any City-owned facilities.

Policy

Community Resources desires to ensure all permit requests are handled in a clear, concise, and uniform manner. All permittees must adhere to the following conditions when using City Facilities:

- The permittee will designate one primary point of contact who is responsible for communicating with City representatives.
- The permittee will provide a designated adult supervisor on site at all permitted activities.
- Field/facility usage is defined by the City in the permit to ensure approved use is clearly outlined (e.g. dates, times, locations, etc.).
- A separate permit is required for any dates/times outside of the initial permit.
- A City staff member must approve all requests for permit including changes to any existing permit.
- The permittee must keep a copy of the permit on site throughout the duration of the permitted use times.
- The City of Lakewood and its employees/representatives are not responsible for loss or damage to any items or personal property brought to the park/facility by the permittee and/or the permittee's guests.
- Permittee is solely responsible for any damage to the permitted area and/or the commercial or residential buildings surrounding the permitted area that occurs during the permitted use time.
- The permittee is responsible for the conduct of all of his/her guests.
- All parties associated with the permittee must abide by the City's code of conduct and other applicable City ordinances, laws, and rules applicable for public use.
- The permittee must be sensitive to other park users.
- Violent and/or indecent behavior, including profane language, is prohibited on City property.
- The permittee is expected to leave the permitted facility in the same condition as it existed before use; normal wear and tear is accepted.
- Subletting facilities is strictly prohibited.
- No glass bottles are permitted on City property.
- All trash must be collected and properly disposed of before leaving City property.
- Vehicles of any kind are prohibited outside of designated parking areas.
- Snowplows, snow blowers and shoveling of snow are prohibited on City property.
- Failure to follow any City policies and procedures may result in fines, revocation of permits, or other legal ramifications as deemed appropriate by City staff.

In the event of a field closure, permittees must be aware of and adhere to the following requirements:

- The City may close any field at its sole discretion when the health and safety of the participants is in question due to field conditions.
- The permittee shall refrain from using a field when any of the following conditions exist:
 - Standing water is present on any part of the playing area
 - Precipitation of ½ inch or more has fallen within the previous 24 hours
 - Steady rain is falling, and/or the ground is saturated
 - Snow is sticking to or covers the ground (snow removal is prohibited)
 - Grass is sparse, or field is badly worn
 - Frost is visible on the turf
 - Turf can be displaced or dislodged from the ground through normal use
 - Infields or other dirt areas are muddy or when dirt/mud cakes or clings to shoes
- Organizations failing to honor any field closures are subject to fines established to cover the cost of repairs and/or revocation of future field permit(s).
- It is the responsibility of the permittee to know or determine the status of any given field in order to ensure the safety of the participants within the organization/group (Weather Hotline: 303-987-7778).
- Annual rest and renovation periods are scheduled at all sites to maintain sustainability.

Contact Information

- Field Closures/Inclement Weather 303-987-7778
- Field Reservation Hotline 303-987-5374
- Email Address AthleticFields@lakewood.org

Procedure

- For permit requests, please visit lakewood.org/FieldRequest
- All payments must be made in full at least five (5) days prior to the reservation by calling 303-987-4800 or the reservation will be canceled.
- Payment must be made via credit card.
- Recognized Local Sports Organizations (RLSO) will be invoiced monthly for reservations prior to utilizing any athletic fields.

Please be advised all payments are final unless a permittee cancels five (5) business days prior to the event. Refunds will only be issued if the City of Lakewood closes fields due to weather and/or field maintenance issues and/or the permittee canceled within the appropriate time frame.