

Darcie S. Crew
Director
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Parks and Recreation *Facility Use Agreement*

This agreement sets forth the terms and limits associated with the use of Pascagoula Parks & Recreation Department athletic facilities. The terms of this agreement are not subject to alteration and must be signed annually by both the league/association president and the Parks and Recreation Director before any use will be assigned.

Facility Requested _____

Date(s) Requested _____

League/Association Making Request _____

League Responsibilities/Guidelines

1. The league will furnish the Pascagoula Parks & Recreation Department (PPRD) with a copy of all rosters (to include name, address, phone #) of all participants prior to the start of the season.
2. The league will furnish PPRD with a copy of the league officials contact list before registration and a coaches contact list prior to the start of the season.
3. The league will furnish PPRD with a copy of their constitution/by-laws, a copy of their playing rules for all ages. If at any time rules or by-laws are changed a copy must be provided to PPRD.
4. The league shall notify PPRD of all registration dates, times, etc. at least two weeks prior to the start of registration. All schedules (games, tournaments, etc.) shall be provided to PPRD as soon as they are available. Any changes made to the schedule must be provided in writing to PPRD.
5. The league shall be responsible for all daily clean up of concession areas, storage facilities, etc. The city's cleaning contractor will clean the restrooms daily. This however, does not cover extra tournaments or extended play times. The league must also maintain their own cleaning supplies with the exception of paper towels and toilet paper for the restrooms.
6. The league shall report any maintenance problems to PPRD the morning after the problem was noted by the league. PPRD will then place a work order for the problem to be corrected as soon as possible.

7. All changes or improvements made to the facilities must be requested in writing and approved, prior to any action being taken by the league, by the Parks & Recreation Director.
8. The league will handle all disciplinary problems in the manner prescribed by their by-laws. Any disciplinary problems involving fighting or physical altercations, or anytime the police are called, the league must notify the PPRD in writing within 48 hours of the incident.
9. The league shall maintain accident insurance for participants. The league will report all accidents or injuries requiring medical assistance to the PPRD in writing within 48 hours of the incident.
10. All signs to be placed on fences or buildings must meet the city ordinance and be approved by the PPRD.
11. In the event of inclement weather the PPRD will make the determination of unsafe or unplayable conditions by 2:00pm weekdays. It is the responsibility of the league to contact the PPRD department at 938-2356.
12. The league officials meetings will be considered public and it is recommended that a one week notification be made of all public meetings. Please notify the PPRD as soon as a meeting is called.
13. All youth coaches and volunteers must complete an approved coaches application on an annual basis and a criminal background check must be completed prior to the coach being assigned a team each season. It is also recommended that all coaches be NYSCA certified. PPRD will provide this training upon request from the league.
14. The league is responsible for the collection of all litter created by concession sales. This includes, but is not limited to, peanut hulls and paper from straws. All boxes will be placed in a dumpster located at the site.

The Pascagoula Parks & Recreation Department (PPRD) will be responsible for the following:

1. PPRD will provide safe playing fields and facilities for the league practices and games.
2. PPRD will ensure that the grass is cut on a planned rotation, lay-out and line fields for scheduled games. PPRD will construct pitching mounds, repair dugouts and handle all general maintenance such as plumbing and electrical repairs to facilities.
3. PPRD will allow the league to use the facilities for meetings and registration at no cost. Facilities will be scheduled based on availability.
4. PPRD will provide a portion of the official's fees according to the league schedule. This will be done on a regular basis not in a lump sum format.
5. PPRD will empty trash barrels at all facilities for the league at regularly scheduled games. Special events, tournaments and other functions requiring extra trash removal must be approved by the PPRD.
6. PPRD will pay all utilities for all fields and facilities. PPRD will furnish and maintain all lighting at fields and make repairs as necessary. PPRD will furnish bases, home plates, pitching rubbers, goals, nets, etc.

7. PPRD will assist the league, if needed, with scheduling, clerical assistance, team organization, etc.
8. PPRD will offer NYSCA clinics for league coaches and volunteers. Clinics will be scheduled in advance at a convenient time for the league and the PPRD.
9. PPRD may charge the league a fee for repair of damages to any facility, caused by negligence of the league or board members. The league may also be charged for items lost (such as locks or PPRD equipment).
10. PPRD is here to assist your league in anyway to make your season a success. Please keep us informed of the leagues needs.

I agree to all of the terms and conditions set forth in the above agreement. I understand that if the league does not abide by the agreement then use may be terminated with a seven-day notice from the PPRD.

League President/Chairperson	Date
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Mailing Address of League

Parks & Recreation Director	Date
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