



Parks & Recreation

Athletic Facility Use Policy
Pearland Parks & Recreation

Table of Contents

Introduction:.....	3
Section 1: Overview	3
Policy Objectives.....	3
Policy Term Definitions	3
City of Pearland Athletic Facility Inventory	5
Section 2: Facility User Categories.....	6
Athletic Facility User Categories.....	6
Priority Classification	8
Section 3: User Associations	9
Association Review Committee (ARC):	9
Annual User Association Review	10
Process &Criteria for Becoming a Recognized Sports Association (RSA)	11
Process & Criteria for Becoming a Partner Association (PA).....	11
Section 4: Other Rentals	12
General Rentals.....	12
Tournaments.....	13
Section 5: Rental Time Blocks & Field Use Fees	14
Athletic Field Rental Availability – Time Block Scheduling	14
Field Usage Fees	14
Invoice and Payment Guidelines	16
Turn Back Policy & Facility Use Cancellations	17
Section 6: Maintenance	18
Athletic Field Maintenance.....	18
Rest and Renovation.....	18
Turf Preservation	19
Athletic Field Lining/Marking.....	19
Field and Facility Closures.....	19
Field and Modifications	20
Section 7: Rental Guidelines & Regulations	20
Concessions.....	20
Alcohol	20
Insurance	20

Litter Control.....	22
Noise Control	22
Parking	22
Restrooms	22
Section 7: Guidelines for Inclement Weather & Unsafe Playing Conditions.....	22
Section 8: Field Use Rules & Regulations	24
Code of Conduct	24
Emergencies and Accidents	25
Damages	25
Section 9: Violations, Penalties & Appeals	26
Violations & Penalties	26
Appeal Process.....	26
Appendix A: Association Application (For RSA, Partner Associations)	27

Parks & Recreation Athletic Facility Use Policy

Introduction:

As stewards of the City's athletic facilities, Pearland Parks & Recreation recognizes the important relationship between organized recreational play and quality athletic fields. The Pearland Parks & Recreation Athletic Field Use Policy serves as a blueprint for fostering community engagement, promoting health & wellness, and ensuring equitable access to the City's athletic fields and facilities.

This policy outlines rules and regulations designed to balance the diverse needs of the Pearland community while preserving the integrity of our athletic fields. From scheduling practices and games to maintaining field conditions and addressing safety concerns, this policy aims to provide clarity and transparency to all stakeholders.

Section 1: Overview

Policy Objectives

- To provide a set of guidelines that balances maximized facility usage, and field rest/recovery necessary to maintain quality athletic fields,
- To provide priority utilization to Pearland residents in a manner that reflects the diverse athletic preferences of the community,
- To recover the costs associated with ongoing field maintenance and management through established fees for field use,
- To encourage sports tourism through the promotion of hotel rooms and destination marketing

Policy Term Definitions

Association Review Committee: A committee comprised of representatives from Parks and Recreation staff, Parks, Recreation & Beautification Board, Pearland CVB Advisory Board, and one board member from each Recognized Sports Association or Partner Association. This committee will meet at scheduled times to review and award RSA and PA applications and prioritize utilization of athletic field space.

City of Pearland Programs/Events: Pearland PARD sponsored and co-sponsored activities, events, and programs.

Drop-In: Facility open to the public on a first-come, first-served basis.

Extra Territorial Jurisdiction (ETJ): Non-residents living in the unincorporated area within Pearland's ETJ as listed in the Pearland Geographic Information System. For RSA and Partner Association consideration, the residents who live within the ETJ will count toward residency requirements.

General Rentals: Organizations or individuals requiring athletic field space for practices, camps, clinics, and tournaments

Local Residents: Individuals living within corporate city limits of Pearland as listed in the Pearland Geographic Information System. **Non-Residents:** Community members who live outside of City of Pearland limits. For RSA/PA consideration, the residents who live within the Extra Territorial Jurisdiction will count toward residency requirements.

Partner Association: Organized groups and entities designated by the City to provide organized recreational and/or select leagues that the City would not otherwise provide.

Recreational League: Organized group that facilitates amateur sports competitions for individuals of varying skill levels with an "everyone plays" philosophy. These leagues typically focus on providing a fun and enjoyable experience rather than intense competition. They consist of structured seasons with scheduled games, and they may include playoffs or championship events. A league does not refer to a particular sports organization (i.e., STYSA, HYSA, UIL, USA Lacrosse, USA Cricket, Little League, etc.)

Recognized Sports Association (RSA): Non-profit (501 c3) volunteer organizations designated by the City to provide recreational sports leagues the City would not otherwise provide. Priority use of specified athletic facilities is reserved for associations requiring the ongoing, scheduled use of a facility to provide a **recreational** service or to meet a community recreational need.

Scorecard: A tool used to evaluate RSA and Partner Association compliance with Pearland Parks & Recreation policies and regulations. Associations are reviewed annually, and those who demonstrate significant infractions may risk probation or loss of RSA/PA status.

Select League: Competitive league or team that is formed through a selection process. Unlike recreational leagues, where anyone can join and everyone shall play, select leagues typically require tryouts of invitation to join based on skill level. Select leagues are often more competitive and may require a higher level of commitment from participants such as more frequent practices, travel to tournaments, and a greater financial investment than recreational play.

Service Levels: Within an agreement between Pearland Parks & Recreation and an organization, this term refers to the outlined levels of service provided by the City. Examples may include field preparations, maintenance, access to facilities/equipment, on-site staff, etc.

Turn-Back Time: In effort to maximize field utilization and reduce RSA/PA's cost for unneeded field space, designated RSAs and PAs may communicate unneeded athletic fields that they previously have reserved for a removal of fees. These fields can then be used to meet another renter's need. Corresponding "Turn-Back" forms shall be submitted no later than 2 weeks after final registration for the season, and in 2 hours or more on a consistent basis to be accepted.

City of Pearland Athletic Facility Inventory

The chart below illustrates a full inventory of the City’s athletic field assets, sorted by the various athletic complexes. The department meticulously maintains 29 diamond, multi-purpose, and miracle league fields curated to meet the diverse demands of youth and adult athletics in the Pearland community. The City’s fields encompass specialized surfaces including synthetic turf, pour in place surfacing and natural grass, all engineered to optimize performance and safety across various sports disciplines. In the sections that follow are details surrounding the ways to utilize the amenities, along with associated fees, rules, and regulations.

PEARLAND ATHLETIC FIELD ASSETS, BY COMPLEX														
PARK	220' Diamond	225' Diamond	250' Diamond	300' Diamond	400' Diamond	Multi-Purpose Field	220' Diamond	225' Diamond	250' Diamond	300' Diamond	400' Diamond	Multi-Purpose Field	Miracle League Field	Total Fields
	Natural Grass					Turf/Turf Infield								
Centennial Park			2	4										6
Hickory Slough Sportsplex						6								6
The Sports Complex at Shadow Creek Ranch				4		2*		2	1	1		2	1	13
Veterans Park	1				1	2								4

*natural grass multipurpose fields (on Kingsley Dr,) at The Sports Complex at Shadow Creek Ranch are drop-in fields, available on a first come, first serve basis.

Section 2: Facility User Categories

Athletic Facility User Categories

The various types of athletic facility users can be classified into the following four categories:



Definitions for these categories are as follows, along with the corresponding qualifying guidelines.

Recognized Sports Associations: RSAs are defined as non-profit (501c3) volunteer organizations designated to provide recreational sports leagues the City would not otherwise provide. Priority use of specified athletic facilities is reserved for these designated associations requiring the ongoing, scheduled use of a facility to provide a recreational service or to meet a community recreational need. To qualify, an organization must meet the following criteria:

- Residency Requirements:
 - 70% of players are City of Pearland residents, including addresses in Pearland Extraterritorial Jurisdiction (ETJ) as listed in the Pearland Geographic Information System for priority use of City fields.
 - A majority 51% of board members are City of Pearland residents.
- Non-Profit Status: Organizations must be a registered non-profit organization; IRS registered 501c3.
- Governing Body: Organization must be affiliated with a national or state governing body. Those national or state bodies must have governance over the organization, including all requirements for training per each league's manual, background checks and disciplinary actions.
- Local, Executive & Administrative Staff: Coaches and local, executive, administrative staff, and/or board members are unpaid volunteers.
 - Groups that compensate local, executive, administrative staff and/or board members are not eligible to become an RSA and may apply for Partner Association status.
 - Organization must have all team managers and coaches in the league certified by a state-wide or nationally recognized youth sports coach's certification program. The coach's certification program should include a coaching skills clinic and a national background check. If requested the City will assist you in scheduling and conducting certification and training programs.
- Games and Practices: Must operate recreational league consisting of both practices and games at the athletic complex where organization has been awarded RSA status
- Type of Play: Organizations must only offer a recreational program. Organizations that offer recreational, intermediate, and/or competitive leagues may apply for Partner Association Status or request general field rentals.

- Organization must assign registrants to teams in an effort to make the teams in each division of equal playing experience and talent.
- Organization includes all players enrolled, requiring each player suited-up and able to play is entered into games for a significant period of time (i.e., ½ of game or 2 of every 5 innings or 2 of 4 quarters, etc.)
- Designated Field Times: Field use is limited to predetermined/approved times
 - Opening and closing season tournaments and one skill development clinic is included in RSA agreement. Additional camps, clinics, and tournaments would require individual general rental agreements and will be considered separately according to the nature of the request.
 - Organization schedules should be complete with defined registration period, start and stop times of league within the season.

Partner Associations: The City recognizes other organizations who provide recreational leagues, practices, and games but may not qualify for RSA status still greatly benefit the community. Organizations that are for-profit or non-profit, those who currently operate as general renters, or organizations with paid staff may qualify for Partner Association.

- Residency Requirements:
 - Players: Organization’s recreational rosters must collectively have 51% or greater Local Residents. Local Residents are defined as individuals living within corporate city limits of Pearland as listed in the Pearland Geographic Information System for priority use of City fields. Individuals on the roster with addresses in Pearland Extraterritorial Jurisdiction will be counted as residents for the purpose of the minimum Pearland residency requirement.
 - Board: There is no residency requirement for Partner Association board members.
- Non-Profit Status: Non-Profit Status is not required.
- Governing Body: Organization must incorporate a standard of guidelines and requirements in alignment with national or state level governing bodies within their organization which can be accomplished by:
 - Submit and maintaining an affiliation with a national or state sport governing body. Those national or state bodies must have governance over the organization, including all requirements for training per each league’s manual, background checks and disciplinary actions, or
 - Submitting the organizations requirements for insurance, player safety, code of conduct, background checks, and training for coaches. These items will be reviewed by Association Review Committee to determine if the organization’s rules and guidelines are in place to ensure a quality program.
- Local, Executive, Administrative Staff: Coaches and local, executive, administrative staff, and/or board members may be paid or unpaid roles.
 - Organization must have all team managers and coaches in the league certified by a state-wide or nationally recognized youth sports coach’s certification program. The coach’s certification program should include a coaching skills clinic and a national background check. If requested the City will assist you in scheduling and conducting certification and training programs.
- Games & Practices Must operate recreational league consisting of both practices and games at the athletic complex where organization has been awarded PA status
- Type of Play

- Organization must assign registrants to teams in an effort to make the teams in each division of equal playing experience and talent.
- Organization schedules should be complete with defined registration periods, start and stop times of league within the season. Any tournaments, camps or clinics will be considered separately according to the nature of the request.

General Rentals: Individuals or organizations who are not designated as Recognized Sports Associations or Partner Associations who require occasional athletic field space for practice, camps or clinics.

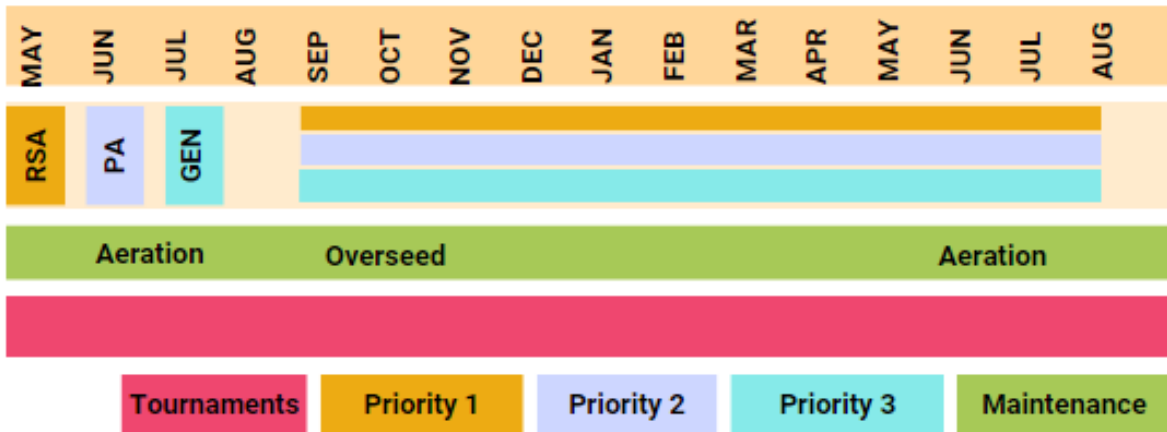
Tournament Rentals: Organizations who are interested in hosting athletic tournaments on City athletic fields.

This chart provides an overview and comparison between Recognized Sports Associations (RSAs), Partner Associations (PAs), and General Use Field Rentals:

	RSA	PA	Gen Use
Residency Requirements	✓	✓	
Non Profit Designation	✓		
Paid Staff Allowed		✓	✓
Practice & Game Location Operation Requirements	✓	✓	
Field Access Limited to Approved Times	✓	✓	✓
Accepts Intermediate or Competitive Play		✓	✓

Priority Classification

Due to the large number of organizations that request usage of Pearland Parks & Recreation facilities, it is necessary to define and classify users by type of activities and establish a reservation priority to ensure that City facilities are made available to best meet community needs. The following presents a sample calendar depicting priority-based field utilization:



The City reserves the primary right to schedule athletic fields. All City of Pearland sponsored activities, programs, games, practices, leagues, and tournaments reservations for City functions may be made at any time for any date. City functions may preempt other existing reservations at the discretion of the Parks & Recreation Director.

Priority #1 – All Pearland non-profit organizations that have been designated as a Recognized Sports Association by the City of Pearland for providing necessary services to the residents. RSA’s will be granted priority use of the awarded athletic fields by the City on a 3 year basis, with an annual review.

Priority #2 – All Pearland athletic organizations that have been designated as a Partner Association by the City of Pearland for providing necessary services to the residents. PA’s will be granted priority use of the awarded athletic fields by the City on a 3 year basis, with an annual review.

Priority # 3 – Groups or individuals (not designated as RSA or PA) seeking permitted use of City athletic facilities.

Tournaments – Tournaments may book up to 3 years in advance. Priority is given to organizations that coordinate with the Pearland Convention and Visitors Bureau for hotel accommodations, have more room night potential, and have a proven track record of hosting successful events.

Section 3: User Associations

Association Review Committee (ARC):

The Association Review Committee (ARC) is established to perform fair and equitable review and approval of organizations seeking Recognized Sports Association or Partner Association status. This policy outlines the procedures and criteria by which applications are reviewed and prioritized for field access.

The committee shall consist of representatives from Parks & Recreation staff, the Parks, Recreation & Beautification Board, and the Pearland CVB Advisory Board. Additionally, each designated Recognized Sports Association and Partner Association may select one board representative from their organization to serve on the Association Review Committee. The Association Review Committee shall develop a Charter outlining duties and responsibilities of the committee, which will be reviewed every 3 years to ensure alignment with evolving organizational priorities and community needs.

Annual User Association Review

The Association Review Committee shall conduct an annual review and appointment of RSA & PA applications. Decisions will be based on demonstrated alignment with the vision and core values of the department, as well as those serving the broader community's athletic needs.

Evaluation criteria shall include the following:

- Purpose and impact: The extent to which the organization's activities contribute to promoting health, fitness, and community engagement. (Historical Presence in Pearland, Resident/ETJ Participation, Number of Athletes)
- Equity and inclusivity: Efforts to ensure accessibility and inclusivity for diverse populations, including underserved communities.
- Compliance with policies and regulations: Adherence to relevant rules, regulations, and safety protocols governing field usage, as well as any specific requirements outlined by Pearland Parks & Recreation.

The Association Review Committee will conduct a comprehensive and impartial evaluation of all applications received meeting the scorecard requirements, the following criteria will be utilized for prioritization scheduling.

Category	Description	Value
Historical Presence	Must have an established record of ongoing, positive use of particular City of Pearland facilities, during a designated time frame or season that has occurred more than once.	Every year = 1 point
Pearland Resident/ETJ Participation	A verified roster showing the number of Pearland/ETJ residents	0-50 = 1 51-100 = 2 101-500 = 3 501-999 = 4 1,000+ = 5
Number of Participants	Total number of athletes	-50 = 1 51-100 = 2 101-500 = 3 501-999 = 4 1,000+ = 5

Decision-making Process: Upon review of all applications, the ARC will deliberate and prioritize allocations based on the established criteria. In cases where demand exceeds available

resources, preference may be given to organizations with established partnerships or demonstrated long-term commitments to the City's athletic programs and initiatives.

Notification: Applicants will be notified of the ARC's decision in writing within 10 business days following the completion of the review process. Successful applicants will receive confirmation of field access along with any relevant terms and conditions for usage.

Appeals: Organizations dissatisfied with the ARC's decision may submit an appeal in writing to the Director of Parks & Recreation, providing additional information or clarification to support their case. Appeals will be reviewed by the committee and Director of Parks & Recreation. Final decision will be made by Director of Parks & Recreation. Decisions will be communicated in writing in a timely manner.

See Appendix A for Association Application (RSA and PA)

[Process & Criteria for Becoming a Recognized Sports Association \(RSA\)](#)

All user groups representing associations and seeking designation as an RSA must submit the following: (see qualification details on page 6 section RSA)

Annually:

- RSA application form. Forms are available at the Parks & Recreation Office 4141 Bailey Road, Pearland, TX 77584 or online at pearlandparks.com
- Certificate of Liability Insurance as defined on page 20
- Previous year's financial statement
- A list of the RSA's Board of Directors with appropriate addresses and phone numbers
- IRS Letter of Non-Profit Designation
- Previous year's rosters meeting residency requirements

Seasonally:

- Scheduled dates for season with lists of tryouts, practices, games and tournaments
- Proof of completed and approved background checks for all the Association's coaches and/or team managers
- Coach's certifications

Applications may be submitted to Pearland Parks & Recreation during designated application periods (January 1st through April 30th) Requests will be reviewed and awarded in May by the Association Review Committee. A list of RSA's will be updated at the beginning of each RSA Term and maintained by Pearland Parks & Recreation. RSA Terms begin September 1st and end on August 31st.

[Process & Criteria for Becoming a Partner Association \(PA\)](#)

All user groups representing associations and seeking designation as a Partner Association (PA) must submit the following: (see qualification details on page 7 section PA)

Annually:

- PA application form. Forms are available at the Parks & Recreation Office 4141 Bailey Road, Pearland, TX 77584 or online at pearlandparks.com
- Certificate of Liability Insurance as defined on page 20
- Previous year's financial statement
- A list of the PA's Board of Directors with appropriate addresses and phone numbers
- IRS Letter of Non-Profit Designation, if applicable. *this is not a PA requirement.
- Previous year's rosters meeting residency requirements as defined on page 7.

Seasonally:

- Scheduled dates for season with lists of tryouts, practices, games and tournaments
- Proof of completed and approved background checks for all the Association's coaches and/or team managers
- Coach's certifications

Applications may be submitted to Pearland Parks & Recreation during designated application periods (January 1st through May 31st) Requests will be reviewed and awarded in June by the Association Review Committee. A list of PAs will be updated at the beginning of each PA Term and maintained by Pearland Parks & Recreation. PA Terms begin September 1st and end on August 31st.

Section 4: Other Rentals

General Rentals

Priority Scheduling: Other parties, not identified as an RSA or PA, are eligible to rent the athletic fields for general use, and would be considered a general rental. In alignment with the department's athletic field prioritized utilization, General Rental availability begins on July 1st for the dates of September 1st – August 31st each year. These rentals must follow all general rental fees, rules and guidelines defined throughout the Athletic Field Use Policy.

Reservation Process: Interested parties must submit a rental request via the department website at: www.parks.pearlandtx.gov/facilities/athletic-rentals

Fees and Deposits: See page 15 section: General Rental Fees.

A deposit of 25% is due upon reservation and will be applied to the balance of the general rental. Remaining balance is due 1st of the month prior to month of reservation.

Emergency Preparedness: All general rentals are responsible for following the department's guidelines for inclement weather and unsafe playing conditions. (see page 22).

Feedback and Evaluation: Pearland Parks & Recreation welcomes feedback from all patrons, including general rental parties, to continually improve facility rental processes and services. Feedback may be provided via email at parkshelpdesk@pearlandtx.gov or by phone at 281.412.8900.

Tournaments

Parks and Recreation recognizes the value of hosting tournaments as a means to promote athletic tourism and engagement. Tournament rentals are available for organized sports events sanctioned by recognized leagues, associations, or governing bodies. To ensure smooth operations and a safe, enjoyable experience, tournament participants, coaches, and spectators must adhere to all park rules and regulations, athletic field use policy guidelines, as well as any specific guidelines provided by City staff. Specific tournament rental guidelines are as follows:

Reservation Process: Tournament organizers must submit an electronic form for facility rental at least 3 months before the event date. Tournament Reservation inquiries are accepted as far out as 3 years. The electronic form shall include details such as the proposed tournament dates, requested fields or facilities, anticipated potential for out-of-town travel to the tournament, anticipated number of participants and spectators, type of sport(s) to be played, and any special requirements or accommodations needed. Electronic forms can be found on the department website at: www.parks.pearlandtx.gov/facilities/athletic-rentals

Plan & Preparation: City staff and designated organization representatives will keep lines of communication open, meeting regularly for safe planning and effective preparation.

Priority Scheduling: Tournament requests will be accommodated based on facility availability and scheduling constraints. See page 8-9 section: Priority Scheduling. Tournaments may book up to 3 years in advance. Priority is given to organizations that coordinate with the Pearland Convention and Visitors Bureau for hotel accommodations, have more room night potential, and have a proven track record of hosting successful events.

Fees and Deposits: See page 15 section: Tournament Rental Fees.

A deposit of 25% is due upon tournament reservation and will be applied to the balance of the tournament event. Remaining balance is due on the first day of the previous month from the date of the tournament.

Final tournament invoice to include any additional fees incurred will be created within 3 business days of the tournament end and is due upon receipt.

Field Maintenance Responsibilities: Designated Parks & Recreation athletic staff and tournament organizer will determine responsible parties for athletic field and facility preparation and maintenance during the rental period. These duties include pre-event setup, ongoing maintenance (ex.field lining, goal installation), and post event cleanup. All terms will be defined in the tournament rental agreement.

Emergency Preparedness: Tournament organizers are responsible for developing and implementing an emergency action plan. Plans should be shared with designated Parks & Recreation athletic staff. Plans shall include communication procedures and emergency contacts,

Feedback and Evaluation: Pearland Parks & Recreation welcomes feedback from organizers to continually improve facility rental processes and services. Organizers and designated staff will meet for post-event evaluation and recommendation for future improvements.

Section 5: Rental Time Blocks & Field Use Fees

Athletic Field Rental Availability – Time Block Scheduling

City of Pearland Athletic fields are used by various associations and general renters. To accommodate the maximum utilization needs, the City schedules usage in designated time blocks. Available rental times are as follows:

- Monday through Friday between the hours of 7am and 10pm.
- Peak weeknight rentals will be scheduled for 5:30 pm to 7:30 pm and 7:30 pm to 9:30 pm time blocks to meet high demand during these times. Field lighting is allowed per the department’s facility lighting policy and directly coincides with Daylight Saving Time.
- Saturday and Sunday rentals are rented hourly and are required to be reserved for a minimum of 2 consecutive rental hours.

Athletic field reservation requests must be submitted a minimum of two weeks in advance of requested date and within the allowable time. See pages 8-9, “Priority Classification”.

Sample Rental Blocks

	Mon - Thur	Friday	Sat - Sun
7a - 3p	Community/ Maintenance	Community/ Maintenance	City / Community / Rental
3p - 4p			
4p - 530p			
530p - 730p	Leagues/ UserGroups	Leagues/ UserGroups	
730p-930p			
930p-10p			

Field Usage Fees

City of Pearland Field Usage fees are reviewed annually and are established by City Council as part of the City’s budget process. Field Usage fees are included in the City’s Fee Ordinance and are not negotiable. Field Usage fees follow the department’s guidelines for Cost Recovery, and are subsidized according to level of community benefit.

Current Field Utilization Fees are:

Recognized Sports Association

Field Type	Natural Grass Field	Synthetic Turf Field
Rental Rate	\$10/hr. per field	\$20/hr. per field

RSA Fees shall be applied to the season’s games, tournaments and practices. Also included are: one opening and closing season tournament, one skills development clinic. All other camps, clinics, and tournaments would require individual general rental agreements, regardless of an organization’s RSA status.

Partner Association Rental

Field Type	Natural Grass Field	Synthetic Turf Field
Rental Rate	\$15/hr. per field	\$30/hr. per field
Utility Fee/Lights	\$10/hr. per field	\$10/hr. per field

PA Fees shall be applied to the season’s games, tournaments and practices. Also included are: one opening and closing season tournament, one skills development clinic. All other camps, clinics, and tournaments would require individual general rental agreements, regardless of an organization’s PA status.

General Rental Fees

Field Type	Natural Grass		Synthetic Turf Field	
	Resident	Non-Resident	Resident	Non-Resident
Rental Rate	\$20/hr. per field	\$40/hr. per field	\$40/hr. per field	\$80/hr. per field
Utility/Light Fee	\$10/hr. per field		\$10/hr. per field	

Light Fees are non-negotiable and in one-hour increments. Light fees coincide with Daylight Savings Time.

Tournament Fees

Field Level Type	Hourly	Per Day	Additional Cost
Field Level 1	\$30/hour	\$225/day per field	Plus \$10/hour for lights
Field Level 2	\$20/hour	\$150/field	Plus \$10/hour for lights

Light Fees are non-negotiable and in one-hour increments. Light fees coincide with Daylight Savings Time.

Other Fees

Field Preparation Fees	
Specialized Field Preparation	\$40 per field
One-time basic field lining, dirt work	\$10 per field
Staffing Fees	
Dedicated on-site athletic maintenance staff	\$25/hour per person

Miracle League Field Rentals

Miracle League Field is located at The Sports Complex at Shadow Creek Ranch. This specialty rubberized turf diamond field allows for inclusive play. Miracle League Field is a rentable space; however, this usage is reserved for specialized groups only. Specialized groups may include Special Olympics, Wounded Warrior Project, or other organizations who provide recreational play for individuals with special needs. For more information about Miracle League Field Rentals, contact the City's adaptive recreation division at 281.412.8900.

Miracle League Field (Reserved for Specialized Groups Only)	
Miracle Field Rentals	\$200 per field, per day

Invoice and Payment Guidelines

Issuance of Invoice: Upon confirmation of your athletic field rental booking, an invoice will be generated and sent to the email address provided during the booking process. The invoice will detail the agreed-upon rental fees, and additional charges (if any).

Payment Due Date: A 25% deposit is due at the time of field reservation. Payment for the remaining rental fees is due in full on or before 1st of the prior month, at which point a \$25 administrative fee will be applied.

Payment Methods: We accept payment via the following methods:

- **Credit or Debit Card:** Payments can be made securely online through our payment portal using major credit or debit cards.
- **Cash or Check:** In certain cases, cash or check payments may be accepted. Please contact the department for further instructions if you wish to pay by cash or check.

Late Payments: Failure to remit payment by the due date may result in late fees being applied to your account. Late fees will accrue at a rate specified in our rental agreement.

Remittance Information: When making payments via check or other account inquiries, please ensure to include the invoice number or rental agreement reference number in the payment or correspondence description to facilitate accurate processing and reconciliation.

Receipt of Payment: Upon receiving of your payment, a confirmation receipt will be issued and sent to the email address provided. This receipt will serve as proof of payment and should be retained for your records.

Dispute Resolution: If you believe there is an error or discrepancy on your invoice, please contact us immediately to address the issue. We are committed to resolving any disputes or concerns regarding billing in a prompt and fair manner.

Refunds: Refunds for cancellations or adjustments to rental agreements will be issued in accordance with our cancellation and refund policies. Refunds will be processed using the same method of payment originally used for the transaction. (See Cancellations & Refunds section on page 17).

Turn Back Policy & Facility Use Cancellations

Turn-Back Time:

In effort to maximize field utilization and reduce RSA/PA's cost for unneeded field space, designated RSAs and PAs may communicate unneeded athletic fields that they previously have reserved for a removal of fees. These fields can then be used to meet another renter's need. Corresponding "Turn-Back" forms shall be submitted 14 business days after the designated RSA or PA season registration closes.

Cancellation & Refunds:

We understand that plans can change unexpectedly. However, to ensure fairness to all parties involved and to effectively manage our athletic field resources, we have established the following cancellation policy for field rentals:

- 1. Cancellation Notice Period:** A minimum notice period of 15 days prior to the scheduled rental start time is required for cancellations. This notice period may vary depending on the duration and nature of the rental agreement, and refunds may be issued depending on the amount of time given before rental date (see Item 4, Refunds below)
- 2. Cancellation Procedure:** Cancellations must be made in writing via email at athleticfieldrentals@pearlandtx.gov or through our designated booking system. Verbal cancellations will not be accepted.
- 3. Exceptions:** The City understands there may be extenuating circumstances beyond a user's control. In such cases, Parks & Recreation may waive the cancellation fee at the discretion of department director or designated staff. Examples of such circumstances may include extreme weather conditions, facility closures, or other emergencies. If a field is closed due to inclement weather or unsafe/unplayable field conditions, a refund will be applied to the user's account unless otherwise specified.
- 4. Refunds:** Refunds may be issued in accordance with the department's refund policy as follows.
Payment for field rentals will be due on or before 1st of the prior month, at which point a \$25 administrative fee will be withheld.

- 30 Day Cancellation: Cancellation in writing 30 days before rental will receive 100% refund for future rental, minus a \$25 administrative fee.
- 15 Day Cancellation: Cancellation in writing 15 days before rental will receive 50% refund for future rental, minus \$25 administrative fee.
- 14 Days or Less: Cancellation in writing 14 days or closer before rental will not be eligible for refund.

5. **Rescheduling**: In lieu of cancellation, renters may request to reschedule their rental to an alternative date and time, subject to availability. Any changes to the rental agreement must be confirmed in writing and may be subject to adjustment of rental fees.

6. **No-Shows**: Failure to provide timely notice of cancellation and failure to show up for the scheduled rental without prior notification may result in the forfeiture of rental fees. Repeated no-shows may lead to the inability to book future rentals.

7. **Force Majeure**: In the event of circumstances beyond our control, such as natural disasters, acts of terrorism, or government regulations, which prevent either party from fulfilling their obligations under the rental agreement, neither party shall be held liable for any resulting damages or losses.

Section 6: Maintenance

Athletic Field Maintenance

Pearland Parks & Recreation will provide a level of maintenance service to all facilities that ensures the safe and efficient use of the facility by the sports associations and the general public. The department will follow the determined park maintenance standards for each park.

The City requests that individuals and groups refrain or limit their use of heavy traffic areas during practices, regardless of weather, to assist in providing the best field conditions possible, i.e., goal areas, pitching areas, etc. Any user failing to comply with this policy, established guidelines and notification to refrain from use requests for field closures are subject to pay for all damages or costs occurring to the facility and the termination of field use permit.

Rest and Renovation

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. In addition, City may close fields to perform maintenance activities. The City attempts to be flexible in accommodating user groups but ultimately, the health and safety of the user and the condition and playability of the fields take priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for athletic use. The Rest and Renovation period shall be consistent with the number of days agreed upon by Parks & Recreation staff. No organization/team shall play on fields closed for renovation or repair.

Turf Preservation

Cooperation from user groups is needed for the preservation of the turf on City fields by following these guidelines:

- Field use, especially practices should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive turf damage in one area. Organizations should rotate use of areas and when possible, stay off fringe or bare areas to limit erosion and further damage.
- Turf divots should be replaced at end of each day to help re-root grass.
- No tarps or material which may damage the grass may be placed on the turf. Any turf coverings used must be made of a breathable material.
- Do not use fields during or after a heavy rain, or when fields are wet or muddy (see inclement Weather guidelines on page 22)
- Soccer practices are NOT to be held on the infield area of a softball or baseball diamond.
- Remove all equipment at the conclusion of each day.
- Do not overcrowd fields by scheduling multiple games in areas reserved.
- Report hazards to the Parks & Recreation Department at 281.412.8900
- Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the Parks & Recreation Department at 281.412.8900. When calling be prepared to fully identify yourself, your location, and the specific nature of the emergency so staff can bring the appropriate repair equipment.
- No vehicles are allowed on City fields or property other than parking lots, without written permission noted on the use permit issued by City.

Athletic Field Lining/Marking

- Facilities will be rented "as is". Other arrangements (chalking and lining, dragging fields, nets, flags, bases, etc.) will be made by the applicant and at their expense in accordance with requirements set forth by the responsible party with facility maintenance on designated fields.
- Lining of City fields is prohibited without prior City approval and noted on field permit. all lines and line colors must be approved by the City prior to painting/lining.
- Burning lines on City fields is prohibited.
- Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the facility and termination of field use permit.
- Specialized field marking needs to be submitted with conceptual drawings to the City for approval prior to the approval of any facility contract and may be subject to additional fees.

Field and Facility Closures

Fields and facilities may be closed at the discretion of Parks & Recreation staff or their designated representatives. Closures are kept to a minimum when fields and facilities remain in a playable condition. Priority is given to maintenance needs, rest and renovation periods and sustainability for all fields. The City may close fields or facilities when the City engages

in work involving any of the fields, hosts athletic tournaments or special events, or when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, lightening and maintenance issues.

Field and Modifications

Associations shall not install, build or perform any type of facility or property improvements without the express written consent of the City. Any permanent modifications or improvements shall become the property of the City. Requests to modify, resize and add multiple-purpose fields, or make improvements to a City field shall be submitted with conceptual drawings to the City (Parks & Recreation Department) at least 60 days prior to the desired date of performing the improvement. The Parks, Recreation & Beautification Board will make a recommendation to the Parks & Recreation Director. The Parks & Recreation Director's decision is final.

Section 7: Rental Guidelines & Regulations

Concessions

The City of Pearland reserves the first right of refusal to offer concessions throughout the various seasons and tournaments and events. If the City is not able to offer concessions, the organizer or league director will be notified to be able to organize needed concession considerations for the tournament, league or event.

All organizations using fields or hosting an event utilizing a concession stand must receive City approval and have same noted on use contract. Associations agree to abide by any and all health code requirements for food service including all appropriate permits.

Personal, portable barbecues using propane or similar type gas canisters for the fuel source or portable barbecues using hot coals are not permitted.

Outside companies (other than user groups i.e. concessionaires or food truck vendors) are allowed at tournaments and special occasions only with prior approval from City and have same noted on contract. Outside companies are required to abide by any and all health code requirements for food service including all appropriate permits.

Alcohol

Alcohol possession or consumption in any City of Pearland park while attending any athletic event or practice session specifically organized for participants under the age of eighteen (18) is strictly prohibited as noted in Pearland City Ordinance No. 1448, § 2, 7-25-11.

For events specifically organized for participants over the age of eighteen (18), possession or consumption of alcohol may be allowed. Event organizers must submit an official request in writing to the Athletics Manager for the possession and consumption of alcohol during the event. Approval for the possession or consumption of alcohol must be noted on the facility contract prior to the event.

Insurance

A valid insurance certificate is required for use by any non-profit and commercial groups. Permit holder shall obtain the following insurance policies:

Commercial General Liability Including automobile. A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows:

\$1,000,000	Per Occurrence
\$1,000,000	Policy Aggregate
\$1,000,000	Personal and Advertising Injury

Event Organizers must provide an Additional Insured Endorsement form listing the City of Pearland (3519 Liberty Dr, Pearland, TX 77581) as an Additional Insured under the policy. Additionally, the permit holder must provide a Waiver of Subrogation in favor of the City.

Use of field will not be permitted unless a valid insurance certificate has been submitted to the Athletics Specialist by due date of payment.

The permit holder shall be responsible for any and all damage to the City's premises, turf, equipment and/or property. If additional maintenance is deemed required (in excess of normal services/time) to restore the premises, turf, equipment and/or property to reasonable use by others, the permit holder shall be charged accordingly.

The city will be held free and harmless of any claims or charges for any accident, liability, bodily injury, or property damage as a result of unauthorized field use.

The permit holder will be responsible for all actions and omissions that result in damages that are caused by their attendees.

Litter Control

The contract holder is responsible for the actions of the individuals participating in the permitted activity and should provide reasonable clean-up of the facilities and parking lots. All associations and individuals should make every effort to police the facilities, buildings, parking areas and common areas for trash, debris and litter with their activities. All trash, debris and litter can be deposited in the trash receptacles or dumpster on the park grounds.

Users are responsible for coordinating additional litter control needed during their use. If trash is not properly collected, the deposit will be kept.

Noise Control

Amplified music, use of musical instruments, radios or Public Access System may not be tested or in use before 9 a.m. or after 10 p.m. unless previously authorized by the City. In all parks, care should be taken to ensure speakers are not directed towards residences.

Parking

Parking is only allowed in designated areas. Parking policies and response to violations will be strictly enforced. Motorized vehicles are only allowed in designated parking areas, and are restricted from any other areas within the park. Exceptions to parking restrictions include: emergency vehicles assisting an accident or injury, or the delivery of equipment, supplies and/or materials. Vehicles may not remain stationed in loading or unloading areas. When demands on the parking areas are expected to exceed availability, users should communicate with the Parks & Recreation Department to develop a plan. If needed, user groups will post directional signs to lead participants and spectators to appropriate parking areas.

Restrooms

Restrooms are available at athletic fields. The cleaning of restrooms and provision of necessary supplies is the responsibility of the City. If facilities must remain open for general park usage, the City will clean the restrooms daily. The City expects assistance in meeting the health and safety needs of our park patrons. Please report restroom issues to 281.412.8900 or parkshelpdesk@pearlandtx.gov. The City does not encourage the use of restroom facilities at private or semi-public facilities located adjacent to City owned parks.

During tournaments, City staff will provide basic level service to maintain general cleanliness of the restrooms. Depending on tournament size, tiered pricing shall be determined to meet the need of additional patron capacity of the athletic sites being utilized.

Portable toilets are only allowed on City property with the written consent from the City.

Section 7: Guidelines for Inclement Weather & Unsafe Playing Conditions

Effective guidelines for inclement weather and unplayable conditions are essential for safe, quality fields and sport complexes. User groups are asked to help by accepting and adhering to these rules. Groups who use the athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather in order to prevent personal injuries, as well as damages to playing surfaces.

The City of Pearland reserves the right to cancel or suspend field use contracts when field conditions could result in injury to players or cause damage to the fields. Permits may also be

canceled when the health and safety of participants is threatened due to impending conditions including but not limited to rain, tornadoes, hurricanes, maintenance issues, and lightning.

Procedure:

During inclement weather, the City’s park maintenance staff will assess the playability of all City-owned fields to determine if use will occur. The Athletic Manager or designated representative shall have the authority to close fields within the City of Pearland.

Criteria for Establishing Field Playability:

The following information is the City’s policy regarding the use of fields in wet condition. These policies and procedures apply to all sports and activities conducted on a grass field, turf, or infield:

Baseball and Softball Fields

Baseball and Softball will be deemed unsafe and unplayable when any of the following conditions are present:

- Visible standing water within the base paths, pitching area, or outfields
- The depth of a footprint is greater than one inch within the base paths, pitching area, or outfields.

Outfields and turf areas will be deemed unsafe and unplayable when any of the following conditions are present:

- Visible standing water within the majority of a single playing position (playing positions will be determined based on the user group)
- Feet suction to the ground when walking within the majority of a single playing position (playing positions will be determined based on the user group)
- Footprints fill with water in the majority of a single playing position
- Grass can be easily dislodged from the fields during play

The following procedures are to be followed regarding the use of fields when there has been rain, over-watering, or other potentially damaging conditions.

- If it has rained within the preceding 24 hours, groups scheduled to use public fields must call the Parks & Recreation Hotline at 281.412.8900 and select option 2. The hotline is designed to relay same-day information regarding field closures and playability, except in the case of extreme conditions or scheduled maintenance. The hotline message will be updated by 3 p.m. Monday – Friday and by 9 a.m. Saturday and Sunday. Designated City staff will make determination of field conditions/closures. Field use condition decisions are not negotiable.
- The City may declare a field playability status as ‘Subject to Re-Inspect.’ In this circumstance, re-inspection of fields should be evaluated by the user group at their rental time for playability determination. The user group must employ the playability criteria used by City staff outlined above.
- In the event the weather hotline has not been updated or is unavailable, user groups are expected to make educated, responsible decisions regarding field condition playability by employing the playability criteria used by City staff and take into consideration the current and future quality of the athletic field.
- Any individuals who witness misuse of athletic fields, or unauthorized use are advised to contact the Pearland Police Department at 281.997.4100.

Failure to follow these guidelines will result in cancellation of existing permit(s) and/or loss of rental/allocation privileges and/or a strike against the organization.

NOTE: Fields will be inspected by City staff for misuse during inclement weather.

Section 8: Field Use Rules & Regulations

Code of Conduct

To maintain a safe, welcoming, and enjoyable environment for everyone, all parties who utilize the City's athletic fields shall abide by all park rules, athletic field use policy terms, as well as the behavior guidelines outlined below. Renters and participants are expected to conduct themselves in a manner that upholds the principles of fairness, integrity, sportsmanship while showing respect for themselves, other individuals, City employees and property. Discriminatory behavior, harassment, or any form of misconduct will not be tolerated.

Behavior Guidelines:

1. **Adhere to Rules:** Follow and adhere to all City, State and Federal laws, regulations, and ordinances. Follow all facility rules, program rules or direction issued by city staff. Protect and respect the facilities and grounds of the City of Pearland Parks and Recreation facilities including but not limited to equipment, supplies, furnishings, and property.
2. **Respect for Others:** All individuals utilizing the athletic fields are expected to treat others with respect, courtesy, and consideration. Discriminatory behavior, harassment, or any form of verbal or physical abuse will not be tolerated.
3. **Fair Play:** Renters and participants are expected to adhere to the principles of fair play and sportsmanship at all times. Cheating, unsportsmanlike conduct, or engaging in behaviors intended to gain an unfair advantage over opponents is strictly prohibited.
4. **Positive Encouragement:** Encourage positive behavior and support among participants, coaches, and spectators. Applaud good sportsmanship, skillful play, and efforts by all individuals, regardless of team affiliation. Maintain control and composure, even in challenging or competitive situations. Avoid engaging in aggressive or confrontational behavior that may escalate tensions or lead to conflict.
 - **Conflict Resolution:** In the event of disputes or conflicts between renters, participants, or City staff, all parties are encouraged to seek resolution through respectful communication and cooperation. Any concerns or complaints should be reported to Parks & Recreation athletic management for prompt resolution.
5. **Respect for Officials:** Show respect for referees, umpires, and other officials by accepting their decisions with grace and refraining from disputing or arguing calls. Any concerns regarding officiating should be addressed through designated Parks & Recreation athletics staff.
6. **Spectators:** Spectators are expected to support their respective teams in a positive and respectful manner. Spectators should refrain from engaging in behavior that disrupts the game or detracts from the experience of other spectators. Parents or guardians are responsible for the

behavior and supervision of minors under their care while on park premises. Children should be supervised at all times to ensure their safety and adherence to park rules.

Prohibited Behaviors: The following behaviors are strictly prohibited on athletic fields and within park premises.

- Fighting, physical altercations, or violent behavior.
- Use of profanity, vulgarity, obscenity, racial slurs or any offensive language.
- Intimidation, threats, or bullying of any kind.
- Abuse, intentional misuse, damage to property or equipment belonging to the parks and recreation department or other renters.
- Non-payment of program or rental fees
- Sexual harassment
- Soliciting, panhandling, gambling, or excessive loitering
- Theft
- Disruption of a program or creating a disturbance

Enforcement and Penalties:

City of Pearland Parks and Recreation management will investigate all reported code of conduct violations on a case-by-case basis and take proper action. Violation of the Code of Conduct may result in a verbal and/or written warning, immediate removal from the facility, suspension from City of Pearland Parks and Recreation property, suspension of membership or usage, revocation of membership or usage, or appropriate legal action.

Individuals who witness or are subjected to violations in City Parks and Recreation facilities should notify staff for assistance or to report violations.

Emergencies and Accidents

Organizations are required to report all accidents that require medical attention by health care professionals immediately to Pearland Parks & Recreation staff at 832-596-6702.

Accidents involving the condition or maintenance of facilities should be reported to the Parks & Recreation office at the beginning of the first business day following the accident by calling 281.412.8900 and leaving a message, or via email at parkshelpdesk@pearlandtx.gov.

If an Emergency Response occurs on site, please call 911. A detailed report must be submitted to the Parks and Recreation department within 24 hours of the incident/accident. For non-emergencies, calls can be made to the Parks and Recreation department by calling 281.412.8900 or by emailing parkshelpdesk@pearlandtx.gov.

Damages

The City at its own discretion reserves the right to assess additional damage charges relating but not limited to: janitorial services, maintenance/repair services, staff time, or emergency services that are required as a result of the misuse of a field. Damage fees may be collected for any of the following reasons:

- Damage to facility
- Misuse of the facility

- Post-use conditions that require additional custodial/staff time following rental or use
- Violation of fields use rules

Payment will be due and payable within thirty (30) days of the date of invoice. Fees that are not paid will be assigned for collection to a collection agency and the user group will be ineligible to apply for field use until the unpaid amount is settled in full, and upon scrutinized review by Pearland Parks & Recreation.

Section 9: Violations, Penalties & Appeals

Violations & Penalties

Any group or person violating any provision of the Athletic Facility Use Policy may be penalized in the following manner:

1. Any group or person may be notified of the violation in a written notice from the Association Review Committee, Parks & Recreation Director or designee.
2. Any group or person, upon written notification, may be provided the opportunity to resolve the violation determined by the Association Review Committee, Director of Parks & Recreation, or designee
3. Any group or person violating any of the Policies and Procedures may be refused the scheduled usage of athletic facilities if such action is deemed necessary by the Association Review Committee, Director of Parks & Recreation, or designee upon review and disposition of the violation

Appeal Process

An appeal to the Parks & Recreation Director must be submitted in writing with justification within ten (10) working days from the decision. The decision of the Parks & Recreation Director is final.

Appendix A: Association Application (For RSA, Partner Associations)



APPLICATION

Application Selection: Recognized Sports Association (RSA)
 Partner Association (PA)

Facility Selection:
 Veterans Sports Complex | 4141 Bailey Road
 Centennial Park Softball Complex | 3219 McLean Road
 The Sports Complex at Shadow Creek Ranch | 13050 Shadow Creek Parkway
 Hickory Slough Sportsplex | 7600 Hughes Ranch Road

Name of Responsible Party: _____

Phone Numbers: Hm: _____ Wk: _____ Cell _____

E-mail Address: _____

Additional Contact: _____

Hm: _____ Wk: _____ Cell _____

Association Name: _____ **Non-Profit #** _____

Type of Fields Requested: _____ **Number of Fields Requested:** _____

Seasons: _____ **Date(s) of Rental:** _____

Time(s) of Rental: Weekday – From: _____ To: _____ Weekend – From: _____ To: _____

THIS REQUEST IS FOR: _____ (Check all that apply)
 _____ Softball _____ Football _____ Baseball _____ Lacrosse _____ Soccer _____ Other _____

FIELD ARRANGEMENTS: _____ (Please Indicate for Practices (P) and/or Games (G))
 _____ User will provide striping and dragging _____ Request City to provide striping and dragging _____
 _____ User will provide nets, flags, bases, etc. _____ Request City to provide nets, flags, bases, etc.
 _____ User will provide mowing _____ Request City to provide standard mowing practices

Historical Presence
 What year did your association begin in the Pearland area? _____ What year was it founded? _____
 What city facility has your Sports Association had use of and for how long? _____

Pearland Based Organization
 Does your Sports Association have a non-profit status that identifies them as based in the City of Pearland? Yes / No

Pearland Resident Participation
 Are at least 70% (RSA) or 51% (PA) of your Sports Associations participants Pearland residents? _____ Yes / No
 How many of your participants are residents? _____ Non-Residents? _____

Please submit the following with the application:

- RSA Application
- Certificate of Liability Insurance
- Previous year's financial statement
- List of RSA's Board of Directors with appropriate addresses and phone numbers
- IRS Letter of Non-Profit Designation (if applicable)
- Previous year's rosters with names and addresses
- Scheduled dates for season with lists of tryouts, practices, games and tournaments

I certify that the information I provided, and contained herein, is truthful. I do hereby affirm that no person shall be discriminated against on the basis of race, color, religion or national origin by my team/organization during the use of City of Pearland Parks and Recreation Department Facilities. I further hereby affirm to have read and agree to terms listed in the City of Pearland Parks & Recreation RSA Policy.

Signature of Applicant

Date

For Office Use

Date Application Received _____

RSA Status Approved _____ Declined _____

Beginning Date _____ End Date _____

PA Status Approved _____ Declined _____

Request and Field Arrangement Options Approved:

Request and Field Arrangement Options Declined:

Association Review Committee Designee

Date