

**CITY OF OAKWOOD
ADMINISTRATIVE POLICIES AND PROCEDURES**

POLICY NO. 5

SUBJECT: OLD RIVER SPORTS COMPLEX USE PROTOCOL

DATE: AUGUST 20, 2004

REVISED: SEPTEMBER 8, 2023

RECOMMENDED BY:



CAROL D. COLLINS, LEISURE SERVICES DIRECTOR

APPROVED BY:



NORBERT S. KLOPSCH, CITY MANAGER

PURPOSE: The policy is established to provide guidelines for the use of the Old River Sports Complex and Fields. The policy is recommended by the Department of Leisure Services Staff after having many years of experience in operating and maintaining the Old River Sports Complex (the "Complex"). This policy is intended to provide general guidance and may not address every issue or circumstance that arises. The Oakwood Department of Leisure Services will consider the requirements of this policy and the particulars of each circumstance in operating and maintaining the Complex. (Note: The use of Lane Stadium is separately addressed through a shared use agreement with the Oakwood school district.)

ISSUES: The following issues are addressed herein:

- Responsibilities
- Use of Fields/Priority Uses
- Applications for Use/Fees/Deposits/Insurance
- Security/Emergencies
- Maintenance
- Facility Supervisor
- Scheduling
- Signage
- Rules and Regulations
- Layout of Fields
- Parking
- Concessions

RESPONSIBILITIES: The Oakwood Director of Leisure Services is responsible for all issues relating to the operation and use of the Complex, including applying the provisions of this policy, and for updating this policy from time to time if necessary. The premises are to be used by the City for the purpose of athletic fields for practice, games and other bona fide recreational activities operated by, or under permission of, the City.

USE OF FIELDS/PRIORITY USES:

With the purpose stated above in mind and understanding that there may be more interest in using the fields than what the Complex can accommodate, priority for usage is established as follows:

1. City of Oakwood Leisure Services Events and Programs. These include, but are not limited to, soccer, camps, programs and other City functions as determined by the City.
2. Oakwood City Schools Events and Programs. These include, but are not limited to, fall and spring activities including boy's and girl's soccer and lacrosse practices and summer activities.
3. Oakwood United Soccer activities and events, consistent with any agreement in effect between Oakwood United Soccer and the City.
4. Major Soccer Tournaments hosted by groups other than the city of Oakwood, Oakwood Schools or Oakwood United Soccer.
5. All other uses.

When the Complex is not subject to an active rental, individuals or small groups may be on the fields as long as they do so in a manner that does not damage or cause undue wear and tear. However, this is subject to the priority list above and this policy, which requires organized groups and regular and/or larger users to rent the facility according to the provisions below.

APPLICATION FOR USE/FEES/DEPOSITS/INSURANCE:

- Application for Use: All users, other than the City and individuals and small groups using the facility on an *ad hoc* basis as described above, must fill out an application form requesting use of the facility. The application form is prepared in triplicate. Once approved, the form is distributed as follows:
 - One on file at the Oakwood Community Center
 - One to facility Staff
 - One to user

Full fee payment and security deposit are due at the time of application for rentals of two days or less. Rentals that are longer than two days are required to provide a security deposit at the time the application is submitted for approval and fee payment in full within 21 days upon receipt of an invoice from the Department of Leisure Services. The fees are established by the Department of Leisure Services. The fees include pre-game preparation of the fields under normal, dry conditions, including field lines, nets, etc. Fees for any other service, including special preparations for wet fields, are extra. Wet field preparation may double the cost per day depending on the field conditions. Use of fields may be cancelled if, based on a determination to be made by the Department of Leisure Services, the weather or field conditions are such that the use will cause damage to the Complex.

- Fees: Attached to this policy are the Rules and Regulations for the Complex which includes the current Fee Schedule.
- Deposits and Insurance: A deposit is required for all rentals. The length of the rental contract will determine the amount due. The deposit will be refunded to the renter within

21 days after the last rental date for rentals of two days or less. Deposits for rentals longer than two days will be returned within 21 days after full payment is made for the rentals. Portions of the deposit may be retained to cover costs incurred in repairing damage to the field which, in the opinion of the Facility Supervisor, was caused by the renter. It is understood that some damage may be unavoidable. This provision is intended to be used only when it is determined that the renter could have taken reasonable steps to prevent the damage. Facility staff will check fields prior to and immediately after all rentals to ensure the quality of the facility. The renter will be notified by mail of any damage prior to the charge being assessed.

Games and tournaments involving several teams or larger groups for which non-players are invited may, at the discretion of the Director of Leisure Services, require insurance coverage that names the city of Oakwood as an additional insured. If so required, proof of insurance, including naming the city of Oakwood as an additional insured, must be provided to the city prior to the first day of use, and must be in a form that is satisfactory to the City Attorney.

SECURITY/EMERGENCIES:

Security:

- The Facility Supervisor and/or Public Safety Department will ensure the Complex is secure at the end of each day including restrooms, gates, doors, etc.
- The City of Dayton has jurisdiction over the Complex, but has delegated primary response authority to the Oakwood Public Safety Department by agreement. Oakwood Public Safety Department should be the first contact in the event of any law enforcement or safety-related matter at the Complex, including any fire or need for emergency medical services. Oakwood Public Safety Department as well as the Oakwood Community Center staff will periodically conduct routine checks of the Complex. All keys will be under direct control of the Department of Leisure Services Staff, and/or Oakwood Public Safety Department.

Emergencies:

In case of an emergency, the Renter and Facility Supervisor shall take the following actions:

- The Renter will immediately notify the Oakwood Community Center of the situation and the Oakwood Public Safety Department. Emergency removals, if needed, will be by the Oakwood Public Safety Department, or, if requested by Oakwood, mutual assistance from the City of Dayton.
- The Facility Supervisor shall complete an accident report and submit the report to the Department of Leisure Services and any other department, if necessary.

MAINTENANCE: Maintenance is the responsibility of the Department of Leisure Services unless otherwise specified below. The city will maintain the premises in good repair and safe condition at all times.

Additional specific responsibilities are as follows:

- Restrooms – maintained by Oakwood City Schools, by agreement.
- Field Maintenance – Mowing, weed control, aeration, rolling, seeding, watering etc. by the staff of the city of Oakwood and the city’s Athletic Field Maintenance staff
- Lining – Maintained by Athletic Field Maintenance person and/or other city staff.
- Tree Removal – done by city of Oakwood contractor and/or city staff.

- Field Repair – done by Oakwood Athletic Field staff and/or other city staff.
- Parking Lot – maintained by the city of Oakwood.
- Storage Facility – used and maintained only by authorized personnel as determined by the Department of Leisure Services and Oakwood City Schools.
- Trash/refuse removal – done by Public Works Department.

FACILITY SUPERVISOR:

- The Facility Supervisor is assigned by the Director of Leisure Services and is responsible for managing and maintaining the Complex in accordance with this policy.
- Specific duties include:
 - Safety Inspections
 - Part-time scheduling and supervision
 - Litter pick-up
 - Maintenance of all signs and schedules
 - Enforcement of all-weather rules
 - Making sure all groups use the fields as assigned
 - Head counts
 - Unlocking and locking facilities as assigned
 - Lost and Found
 - Enforcement of Rules and Regulations
 - Other job responsibilities as assigned

SCHEDULING: All activities will be scheduled by the Department of Leisure Services. Leisure Services Staff will schedule fields to provide for the maximum use of the Complex, while taking into consideration good field management practices and the field use priorities described herein. Generally, unless otherwise approved by the City, the Complex will be opened around the first week in April and closed around the middle of November each year.

SIGNAGE: All signs placed by the city are subject to city of Dayton ordinances, as well as city of Oakwood regulations. The city will maintain such signs in good condition and will be responsible for the removal and/or replacement of the signs when appropriate.

RULES AND REGULATIONS: Rules and Regulations for the Complex supplement this policy and are prepared by the Department of Leisure Services. All renters will be given a copy when receiving the approved reservation form. The Facility Supervisor is solely responsible for determining if a violation of the Rules and Regulations has occurred, and for taking appropriate action at his or her discretion. Series of repeated violations of the Complex Rules and Regulations may result in a permanent ban from the facility, as determined by the Director of Leisure Services.

LAYOUT OF THE FIELDS: The Department of Leisure Services Staff shall determine the layout of the fields and the location of goals. Renters may not alter the layouts.

PARKING: The paved parking lot adjacent to the Complex is the primary area for parking.

CONCESSIONS: No concessions are permitted unless prior approval has been given by the city of Oakwood and unless proper permits, if required, have been issued by Public Health – Dayton Montgomery County.