



City of Hastings Parks & Recreation

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“Creating Community Through People, Parks, and Programs”

Outdoor Athletic Use Policy

Purpose and Intent:

The purpose of this policy is to establish a system for the orderly distribution of the limited City of Hastings' athletic facilities. The City of Hastings Parks and Recreation Department oversees and governs the use of these fields by the athletic facilities and use by city activities, athletic organizations, community groups and the general public.

It is the intent of this policy to classify potential users (residents of Hastings as defined in this information) of these facilities that may wish to use these facilities exclusively for their activity for a specific amount of time into a priority system that best meets the ever changing needs of the City of Hastings.

Requirements/Procedures:

The Parks and Recreation Department will coordinate all athletic facilities under the general supervision of the City of Hastings. The Parks and Recreation Department will retain discretionary authority on distributing appropriate activities at appropriate facilities. Any school district fields are not covered under this policy. A timeline will be developed by the Parks and Recreation Department which your organization must complete and return with your requests in order to have your reservation requests processed. After the timeline submission dates, fields will be reserved on a first come-first served basis.

For the benefit of communication, it is imperative to have one field coordinator per sport/activity where all requests and field communication is relayed between the city and the appointed field coordinator.

Organizations are to comply with all local, state, and federal human rights laws which prohibit discrimination against program participants or applicants in any manner. Organizations must allow participation regardless of economic, physical, or social needs.

If an organization or group are vying for the same field(s) and have the same priority level, a compromise will be attempted to be worked out. If teams or organizations are at the same priority level offering the same sport or activity for the same age group and gender, then the team or organization that serves the highest number of Hastings residents, history of program, and / or previous use will determine priority.

All organizations may be asked to submit league rosters or participant summaries to the Parks and Recreation Department annually to assist with future athletic facility development needs and for general evaluation purposes.

Civic Arena

2801 Red Wing Blvd.

Ph: (651) 480-6195

Fax: (651) 437-4940

Aquatic Center

901 Maple Street

Ph: (651) 480-2392

Fax: (651) 437-5396

Youth First

920 W 10th Street

Ph: (651) 480-6182

Fax: (651) 437-5396

Any and all groups wishing to utilize fields in Hastings must submit a schedule of games/tournament to ensure proper field maintenance and avoid double-booking.

Any organization or group which fails to provide the requested information or fails to follow guidelines set forth in this information, is subject to revocation of your field reservations and further field use.

No group or organization is allowed to sublease athletic fields without City approval.

Incllement Weather Procedures:

In the event of inclement weather and/or fields that are saturated with water - To ensure safety, it may be determined by the Parks and Recreation Department that activities be canceled.

Priorities:

The intent of this policy is to attempt to satisfy the needs of Hastings' residents. A Hastings' resident is classified as a person who lives or works within Hastings.

Priority 1

Any City sponsored activities or activities co-sponsored by the City of Hastings.

Priority 2

Public or Private schools

Schools must be located within the boundaries of the City of Hastings. Generally speaking, any school district activities will be scheduled prior to 5:30 PM on weekdays, although there may be situations where times, days and dates would need to be modified because of interference with maintenance, priority 1 or priority 2 users.

At Veterans Park, fees will be charged for tournaments and/or play outside of your regular season schedule.

Priority 3

Non-Profit Youth and Adult Organizations or Groups

These groups must be located in Hastings and also serve Hastings residents. Non-profit is defined by State of Minnesota State Statues and proof of your non-profit status may be requested by the City of Hastings.

Public Service groups are defined as a group organized to provide a public service to the entire city of Hastings, or all individuals in the City of Hastings. Specific requirements are as follows:

- Participation shall be for the participants 18 years old or younger and a minimum of 90% Hastings residents. Participatory rosters will be submitted to the Parks and Recreation Department upon request.
- A financial statement, bylaws, meeting schedule and minutes (except those meetings which deal with personnel or litigation), election procedures and other information the City determines to be beneficial in determining your status will be submitted upon request.
- All Hastings residents have equal access to participate.
- The organization must have policies and procedures to deal with persons who may have individual needs whether they may be physical, mental or financial. This policy is to be distributed throughout your organization and submitted to the City upon request.

- This organization must have in place a program to train coaches that addresses conduct, sportsmanship, safety and liability.
- The organization shall have liability insurance coverage equal to the statutory maximum liability of a government unit with the State of Minnesota as set forth in state law also naming the City of Hastings as an additional insured. A copy of your policy must be made available upon request by the City of Hastings.

Use by these groups shall be based on the needs of the program and shall not interfere with Priority 1 and 2 use of fields. It will be attempted to schedule a time table by the Parks and Recreation Department for an efficient process of scheduling each priority.

Fees will be assessed for tournaments at Veterans Park or if other special requests are made over and beyond routine maintenance.

Priority 4

Hastings Organizations and Groups

Your group or organization is based in Hastings, but is limited to a minimum of 75% or more Hastings residents.

The organization shall have liability insurance coverage equal to the statutory maximum liability of a government unit with the State of Minnesota as set forth in state law also naming the City of Hastings as an additional insured. A copy of your policy must be made available upon request by the City of Hastings.

Use shall be filled based upon requests and availability of fields after priority 1, 2 and 3.

Priority 5

Non-Resident Groups, Camps and Clinics

Your group, team or league may use (reserve) fields within Hastings if available and priority groups 1-4 needs' are met.

Any fees will be based on the established fee schedule adopted by the City Council and/or time and material costs.