

Field Policies and Conditions of Use

Field Use Policy

I. Scope of Policy

It is the goal to create a policy which separates field use from general park use in order to properly maintain athletic fields and assure access to those facilities by the Mill Valley community and organizations.

A. Each field will be taken out of play by the Parks and Recreation Department for scheduled maintenance as needed.

1. All fields will be taken out of play during inclement weather.
2. Fields may be closed by the Parks and Recreation staff as conditions warrant.

B. Field use shall be established by the following guidelines:

1. Mill Valley residents shall have preference in the use of all athletic facilities. Non-resident groups may be accommodated on a time available basis.
2. All organized youth and adult athletic organizations must submit an annual schedule of both games and practices for consideration by the Parks and Recreation Commission. The "sport of the season" shall have priority over requested space when determining field allocations.
3. City of Mill Valley activities and public non-profit youth groups shall have priority over privately-run camps and for-profit commercial ventures.
4. Field conditions may dictate relocation/denial of field use. Measurable amounts of rain within 24 hrs prior to practices/games may cancel those activities.
5. A permit will be required for organized sports groups of 8 or more people who wish to use a field and/or any organized sports groups using the fields as part of a regular or ongoing play schedule
6. Field use requests (tournaments, etc.) may be approved by the Parks and Recreation Commission and specific stipulations will be mandated per request.
7. Field users are responsible for the maintenance, safety and storage of their own equipment.
8. Field users are responsible for the removal of trash generated. Each user group must assign a designated individual to be responsible for the cleanup, recycling, and overall cleanliness of the facility after each use.
9. User groups are not authorized to schedule other group's use within their scheduled time. All field use must be approved by the Parks and Recreation Department.
10. Golfing is prohibited in all parks and athletic field areas.
11. Parks & Recreation Department and other City staff has the authority and discretion to make a decision regarding appropriate use when there is a safety issue, incompatible use, or field damage potential . Users may be directed by staff to vacate the field at any time.

C. All organized sports groups wishing to use an athletic field must have their reservation approved by the Parks and Recreation Commission or, in the case of occasional use, Parks and Recreation staff.

D. Each athletics field will be considered as a separate facility and have individual use restrictions.

E. A facility use fee system shall be established by the Parks and Recreation Commission and shall be reviewed as needed.

F. Failure to comply with the above guidelines will result in possible fines, garnishment or forfeiture of security deposit, and will negatively impact current and/or future field allocations.

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II. Definitions

Resident: Person residing within the Mill Valley city limits.

Resident Group: An organization with greater than 75% of its participants residing within the 94941 zip code of Mill Valley.

Organized Youth Sports Group: An organization whose primary goal is to provide services, programs or activities for children under age of 18.

Commercial Group: An organization which charges profit-producing fees for the activities provided.

Sport of the Season: A predetermined season of play based on traditional recreational sports activity periods as follows:

- **Soccer:** the priority season of play shall be set from August through mid-November, with recognized post-season play extending through January.
- **Baseball:** the priority season of play shall be set from February through mid-June, with recognized post-season play extending through July.
- **Softball:** the priority season of play shall be set from February through mid-June, with recognized post-season lay extending through July.
- **Lacrosse:** the priority seasons of play shall be set from February through May.
- **Youth Football:** the priority allocation for preseason workouts shall be from late July through August.

Maintenance Period: Time set aside for re-seeding, repairing and resting heavily used turf areas.

Casual Use: All fields governed by this policy as open to the public. It is the intention of the Parks and Recreation Commission that fields are available for non-organized, drop-in use when not reserved.

Field Sports: Soccer, lacrosse, football and other activities which can be accommodated on an open turf area without special permanent improvements (as required for baseball & softball).

Tournament: A series of games played as a special event. (ex. regional or invitational); not part of regular season play.

III. User Fees

The resident, non-resident and private/commercial field use fees will be established and approved by the Parks and Recreation Commission.

IV. Athletic Field Inventory and Restrictions

A. Boyle Park Baseball Fields

1. Amplification of voices in conjunction with league use of the facilities will be limited to opening day and post season tournament play. This amplification may only be used for player introductions. There will be no "play by play" announcements.
2. Use of the fields for league play shall be restricted to Mondays through Saturdays during the regular baseball season. Sunday use may be permitted up to a maximum of 5 Sundays during the regular baseball season for Challenger League Play, with advanced staff approval.
3. No inning may start after 8pm on weekdays or 6pm on Saturdays/Sundays. No games may begin before 9am on Saturdays or 11am on Sundays.

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4. Field closure for maintenance will be scheduled by the Parks and Recreation Department as needed.

B. Bayfront North

1. Field will be available for use seven days a week with approval of the Parks and Recreation Department.
2. This field is designed to accommodate field sports such as soccer and lacrosse. Organized baseball will only be allowed for children under the age of 8 and only for practice sessions.
3. Field closure for maintenance will be scheduled by the Parks and Recreation Department as needed.
4. The tournament field use schedule will be determined by the Parks and Recreation Department pending evaluation of field conditions.
5. Tournament play must be approved by the Parks and Recreation Commission.

C. Bell-Ropers Field (Bayfront Passive)

1. Field will be available for use seven days per week. Field use by organized sports groups must be approved by the Parks and Recreation Department.
2. This field is designed to accommodate field sports such as soccer and lacrosse. Organized baseball will only be allowed for children under the age 8 and only for practice sessions.
3. Field may be used for practices and games.
4. Field closure for maintenance will be scheduled by the Parks and Recreation Department as needed.

D. Alto Field

1. Field will be available for use seven days per week. Mill Valley School District has sole use of field while school is in session.
2. The Alto field will be used for regulation baseball (age 13) and field sports in the outfield areas for practice/games.
3. Use on Sundays must be approved by the Parks and Recreation Commission or staff.
4. No inning may start after 8pm on weekdays or 6pm on Saturdays/Sundays. No games may begin before 9am on Saturdays and 11am on Sundays.
5. The tournament field use schedule will be determined by the Parks and Recreation Department pending evaluation of field conditions.
6. Tournament play must be approved by the Parks and Recreation Commission.
7. Field closure for maintenance will be scheduled by the Parks and Recreation Department as needed.

E. Hauke North/South Field

1. Use of Hauke North/South by casual, drop-in and non-organized users shall be encouraged. Hauke North/South shall not be reserved on Sundays for any user group, but shall remain available for use on a first come, first serve basis.
2. No fences allowed except temporary fencing for maintenance.
3. No tournaments allowed.
4. All users and user groups shall protect the creek.
5. Game schedules will be modified to minimize the overlapping of arrivals and departures.

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6. User groups shall distribute traffic and parking guidelines to participants, coaches and parents at the beginning of each season encouraging them to park on the west side of the park.
7. The player use cap for Hauke North/South will not exceed 100 scheduled players at any one time.
8. Hauke North field no inning may start after 8pm on weekdays or 6pm on Saturdays. No games may begin before 9am on Saturdays.
9. Field closure for maintenance will be scheduled by the Parks and Recreation Department as needed.

F. Friends Field North/South

1. Fields will be available for use seven days per week. Mill Valley School District has sole use of fields while school is in session.
2. The tournament field use schedule will be determined by the Parks and Recreation Department pending evaluation of field conditions.
3. Tournament play must be approved by the Parks and Recreation Commission.
4. Field closure for maintenance will be scheduled by the Parks and Recreation Department as needed.

IV. Calendar of Annual Use

A. Annual group use requests noting all practice, league and tournament play must be submitted to the Parks and Recreation Department. The use request will be heard by the Parks and Recreation Commission. Each group requesting space must have a representative present as the scheduled commission meeting.

B. Additional field use applications may be heard at regular commission meetings as needs arise and facilities are available.

Adopted March 12, 1997

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