



Public Field Use & Allocation Policy

Purpose:

The City of Canton Parks Commission & Canton Joint Recreation District are both committed to meeting the recreation and leisure needs of the residents of Canton. The City's parks, facilities and amenities are provided to support recreational opportunities that encourage active participation in leisure activities and healthy lifestyles. The Canton Joint Recreation District is dedicated to providing quality recreational opportunities for the residents of Canton and surrounding area.

The purpose of this policy is to ensure the fair and equitable allocation of City facilities, athletic fields, courts and other amenities to all current and potential users. The City's facilities and amenities are supported through public funding and the use of them must reflect this fact. The Canton Joint Recreation District's primary obligation is first to serve the City of Canton residents and Canton City School District residents.

Policy

In accordance to Canton Parks Rules and Regulations,

539.08 - RECREATIONAL PROGRAMS AND ACTIVITIES

- a) No person or entity, with the exception of the Canton Park Commission, shall administer a formal, organized recreational program or activity in any park of the City without the approval of the Canton Joint Recreation District. (1964 Code §511.08)

And

539.11 - SALES AND SPONSORSHIP

- a) For-profit activities are generally prohibited in the park. No person shall sell, or offer to sell, any article, object, privilege, or service without the approval of the Commission.

All youth or adult organizations that use Canton City Parks, facilities and amenities for the facilitation of their program are applicable to both of the aforementioned sections within the Canton Parks Rules & Regulations, and are required to obtain written permission and approval for conducting such activities in City parks. Organized activities are those that are represented or affiliated with an organization, private sports business or other type of structured programs. Such activities include but are not limited to; practices, games, tournaments, organized non-league related activities (camps, clinics, tryouts, training sessions etc.)

Specific requirements and documentation are required in order to receive the appropriate use permit. Permit application for City of Canton facilities and amenities shall be submitted to the Canton Joint Recreation District for consideration and approval in advance according to the application deadlines established in this policy.



Scheduling Priorities:

Approval of request for use will be evaluated based on the organization classification in the following order:

- **Priority 1:** All Canton Joint Recreation District and Canton Parks programs (games, matches, camps, tournaments and instructional programs) for youth and adult participants will be scheduled first before any other individuals/groups are scheduled.
- **Priority 2:** Official City Departments, Boards, Commissions, and Foundations including Canton City Schools
- **Priority 3:** Non-profit Canton Based Organizations that have completed the non-profit profile and been approved by the Canton Joint Recreation District.
- **Priority 4:** For-profit Canton Based Organizations located within the Canton city limits. 50% of participants must be Canton residents.
- **Priority 5:** Residents and businesses located in the Canton city limits requesting private use.
- **Priority 6:** Other organizations, groups or individuals that do not qualify for Priority 1-5

Public Field Use Application

All those seeking private usage of City of Canton Park facilities, athletic fields, courts or other public amenity will need to complete the Public Field Use Application a minimum of 6 months before the desired date of use. Those seeking Priority 3 status will need to submit the required documentation before the desired date of use.

Seeking Priority 3 Status:

The following requirements and documentation must be submitted with all league permit applications to affirm all criteria have been met by organizations to qualify for the Priorities 3 status.

Organizations not meeting the requirements may be automatically positioned to a Priority 4 or Priority 6 depending of the numbers of Canton residents served.

1. Organizations must maintain their primary office address within the corporate limits of the City of Canton.
2. Organizations seeking Priority 3 status must provide documentation of their tax-exempt status with the Internal Revenue Service (i.e., IRS determination letter).
 - a. Organizations must demonstrate compliance with tax return filing requirements by submitting the most recent federal tax filing submitted to the Internal Revenue Service (Form 990).



- b. The City reserves the right to require additional documentation to affirm non-profit and tax-exempt status as necessary.
 - c. Additionally, upon request by the Canton Joint Recreation District, organizations must disclose financial details of all direct and indirect affiliations with individuals or organizational entities associated with financial gain resulting from the use of City property, including but not limited to foundations, sports tournaments, organizations, corporate sponsorships, etc., that are not disclosed on the organization's federal tax filing forms.
3. Organizations must secure general liability insurance for the minimum amount of \$1,000,000 (or an amount deemed appropriate by the City), naming Canton Joint Recreation District and City of Canton as additional insured.
 - a. Organizations must notify the Canton Joint Recreation District immediately if the insurance has been canceled or changed. A copy of this insurance certificate must be submitted to Canton Joint Recreation District prior to any activities on City property. Failure to maintain the appropriate insurance will result in immediate cancelation of facility use.
4. Organizations must submit their policy in writing regarding the amount of expected game playing time exposure for participants. (minimum playing time for each participant)
5. Criminal background checks are required for all organization representatives, including all coaches, volunteers, staff, Board of Director members and committee chairs. The process used to conduct such tests must be approved by the Canton Joint Recreation District in advance.
 - a. Results and documentation of all background checks conducted must be submitted annually prior to the start of each season, and prior to the commencement of any new individual representing the organization throughout the year.
 - b. Canton Joint Recreation District reserves the right to conduct an additional independent background check for any individual and may determine the eligibility of participation or representation based on the results of such checks.
6. A copy of the following documents must also be submitted with the permit application:
 - a. A copy of the organization's Code of Regulations or Bylaws and roster of its Board of Directors;



- b. The organization’s written code of conduct for athletes, spectators and coaches that stresses the importance of good character and specifies ethical obligations and sportsmanship expectations
- c. The organization’s policy delineating established disciplinary procedures for addressing behavioral problems of athletes, coaches, officials and spectators;
- d. The organization’s emergency communication plan used by the organization to ensure that all member coaches and teams are aware of any severe weather policies or emergency advisory systems. It is the responsibility of the organization or league representative, scheduled referee(s), or permit holder to determine whether or not conditions will endanger the safety of the participants and whether or not the activity will have serious adverse effect on field conditions;
- e. A copy of the organizations Return to Play-Concussion Policy. Per Ohio’s “Return to Play” law, all coaches, volunteers, officials and staff must be certified in concussion detection training.
- f. The organization’s previous year’s game schedules, indicating the number of games played on City fields;
- g. Notifications of all registration fees;

FIELD MAINTENANCE

Baseball & Softball fields will be prepared once daily in the morning prior to games starting. No Games are to be scheduled before 8:00 AM.

Athletic Fields (Football, Soccer & Rugby fields) will be lined prior to the date requested and every 1 to 2 weeks following depending on the growth of the grass, mowing times and rain.

The Canton City Parks & Canton Joint Recreation District maintains all of the athletic fields within City property. Outside maintenance of park property is prohibited without proper approval from the Canton Parks Director and Canton Joint Recreation Department.



Timeline to Complete Application

Organizations must submit their Public Field Use Application a minimum of 6 months before the expected usage date. Organizations are not guaranteed fields until written approval is received by the Canton Joint Recreation Board. The Canton Joint Recreation Board holds open public meetings the last Friday of each month.

Pricing and rental fees

The following prices are based to materials and staffing costs.

Fees may be assigned for Priority Status 3 & 4, they will be assigned to Priority 5 & 6

	<u>Priority 3 & 4</u>	<u>Priority 5 & 6</u>
Baseball/Softball Fields	\$35 per day	\$50 per day
Football/Soccer/Rugby Fields	\$100 per week/per field	\$150 per week/per field
Re-paint (lines still visible)	\$75 per week/per field	\$100 per week/

Please refer to the department’s Facility and Fields Pricing Schedule for charges that may apply for the use of the City of Canton’s Parks amenities.

Refusal of Facility Use

Requests for the City of Canton facilities, fields and amenities may be refused when any of the following factors exist, as determined by the Canton Joint Recreation District:

- Risk and Liability-Activities involving high risk to participants or high liability to the City of Canton & Canton Joint Recreation District.
- Duplication of programming
 - Activities which duplicate existing Canton Joint Recreation District programming will not be scheduled at the same time or season
 - Activities that duplicate existing programs and are being provided by other non-profit organizations within the City.
 - Programs that infringe upon or are in anyway detrimental to the City’s existing programs
 - Delinquent users or groups: An individual, group, or organization that has demonstrated the inability to follow the rules and regulations of the facility/park/field/amenity, respect staff, patrons and/or the inability to make restitution for damages from previous facility and/or park use.



DEFINITIONS:

The following definitions will be used by the Canton Joint Recreation District and Canton Parks Commission when referring to the Field Allocation Policy.

Non-Profit: refers to an organization that exists to provide a particular service to the community. The word "non-profit" refers to a type of business, one which is organized under rules that forbid the distribution of profits to owners.

For Profit: A for-profit organization exists primarily to generate a profit (to take in more money than it spends). The owner of the business can decide to keep all the profit themselves, or they can spend some or all of it on the business itself.

The following definitions shall be used when categorizing organizations, groups, leagues, travel teams, and casual users.

Non-Profit Canton Based Organization – an organization that provides service to a non-restricted membership group or organization, and whose membership is composed of no fewer than 80% Canton City/Canton City School District residents. The organization’s mission should be in-line with the Canton Joint Recreation District’s mission of providing recreational opportunities to the residents of Canton. These organizations have completed the “Non-Profit Profile”, have a tax ID number with the IRS and have been approved by the Recreation Director.

Examples:

- Youth Sports Organizations
- Adult Sports Organizations

For-Profit Canton Based Organization – an organization that provides services to a non-restricted or restricted user base. The user base may or may not be residents of the City of Canton. The organization or group may be associated with larger leagues or organizations within Stark County or surrounding counties. The organization does not have a “Non-Profit” status with the IRS, is not organized under formal rules, and operates independently of a board or ruling body.

Examples:

- Youth Independent Travel Teams
- Corporate leagues
- Independent Leagues: Youth or Adult
- Commercial Groups