



FIELDHOUSE SPECIAL EVENT POLICIES

Definitions:

1. **Special Event:** Any proposed activity that is deemed by the Fieldhouse Manager to be a non-traditional use of the Fieldhouse facility. Special Event reservations will be subject to additional review and more elaborate permitting requirements.
2. **Stakeholder:** Any team or organization within the Park City School District (PCSD) boundaries that utilizes District facilities and meets the criteria below. If a team or organization fails to meet any of these criteria, it will no longer be considered a stakeholder and will no longer be entitled to stakeholder consideration for facility use:
 - a. At least seventy-five percent (75%) of the team or organization’s participants reside in the PCSD or attend PCSD schools.
 - b. Stakeholders work toward equitable facility use for all organizations or teams through full attendance at periodic stakeholder organizational meetings, and through resolving problems on site.
3. **Private Groups, Local:** Groups comprised of citizens that reside *within* the combined jurisdictions of the District and the incorporated area of Park City.
4. **Private Groups, Out of Area:** Groups comprised of individuals residing *outside* the combined jurisdictions of the District and the incorporated area of Park City.

The Board shall adopt administrative fees from time-to-time to offset the costs associated with these policies and programs. Fees are listed below:

FEES: Fieldhouse Rates Full Field per Hour (For 1/2 field rentals, cut fees in half)

Field (28,000 sq ft)

- | | |
|---|--|
| • Turf Field (Per day, 12-hour day): | \$1600/day or \$130/hr |
| • Event Flooring (Turf covering) | \$1500 ½ field; \$3000 Full Field (per event) |
| • Conference/party room: | \$300/day or \$25/hr |
| • Closure of Running Track: | \$1200/day or \$100/hr |
| • Closure of Fitness Studio A, B, C: | \$600/day per room or \$50/hr per room |
| • Closure of Olympic Lifting room: | \$600/day or \$50/hr |
| • Full Facility closure: | \$6600/day or \$550/hr |
| ○ includes front reception area, lobby, restrooms, conference rooms, upper fitness areas, track, all fitness studios & rooms, field and gymnasium: | |

- **Cleaning Fee:** \$300/event
- **Extra Dumpster Fee:** \$300/event
- **Damage Deposit:** \$2000.00 (Fully refundable if warranted)

Gymnasium (14,000 sq ft)

- **Full Gym:** \$1200/day or \$100/hr
- **Event flooring** \$500/event
- **Conference/party room** \$400/day or \$35/hr
- **Cleaning Fee:** \$300/event
- **Extra Dumpster Fee:** \$300/event
- **Damage Deposit:** \$2000.00 (Fully refundable if warranted)

Purpose:

The District Board established these policies for all persons and groups that use the Fieldhouse facilities for Special Events. The District may alter, change, and add any rules it deems necessary to provide the public and all citizens of the Snyderville Basin area high quality and safe facilities. Failure to follow these policies or any District policy could result in (1) the revocation of programs or special event privileges for the individual or group, (2) financial responsibility of the individual or user group for damages, and/or (3) the loss of use of any District facility.

General Policies

The District believes that it is in the best interest of all users to define scheduling priorities for use of the Fieldhouse.

1. Programs and special events sponsored by the District will take first priority. In accordance with CC&R's of the Newpark Development, the District will utilize the Fieldhouse facility for a minimum of ten (10) days per calendar year for non-athletic events such as concerts and conventions.
2. Reservations for Stakeholder activities will take second priority.
 - a) Stakeholder activities may be submitted on an ongoing basis and will be scheduled according to space availability and user history.
 - b) Tournaments and qualified special events may be scheduled up to twenty-four (24) months in advance, in accordance with the special events application and polices set forth below.
3. Reservations for Local Private Groups (non-stakeholders) will take third priority. Scheduling requests may be submitted up to four (4) months in advance. Schedules will be confirmed within two (2) weeks of the time the reservation is submitted.
4. Reservations for Out-of-Area Private Groups will take fourth priority. Reservations for non-resident groups may be submitted up to three (3) months in advance. Schedules will be confirmed within two (2) weeks of the time the reservation is submitted.
5. Special Events Application and Review Policies.
 - a) Applications for special events must be submitted no less than one hundred twenty (120) days prior to the day of the event.
 - b) Applications will not be considered more than twenty-four (24) months in advance.
 - c) The Fieldhouse Manager may reject the application if it is determined to be in conflict with historically high demand days, dates, and/or times when the facility is being used for its intended purpose in serving District constituents.

- d) The application may be recommended for further review by the Fieldhouse Manager to the following:
 - 1. District Board
 - 2. Newpark Owner's Association Review Committee
 - 3. Park City Fire District
 - 4. Summit County Planning for applicable permitting when a request is made for any of the following: temporary structures such as tenting, outdoor vendors, banners, exterior lighting, parking demand in excess of space available, and high traffic volumes.
- e) A favorable decision on the application will not be made until the applicant has acknowledged that it is able to comply with all stipulations set forth in the review for the special event use.

6. A Fieldhouse special event application must be submitted for non-standard uses and the applicant may be subject to more extensive application submittals and additional fees.

- a) **Deposits:** Special events require a fifty percent (50%) deposit at the time of reservation confirmation.
- b) **Final Payment:** Final payment for the event is due forty-eight (48) hours prior to the event. Special final payment arrangements will be considered at the request of stakeholder groups reserving large blocks of time.
- c) **Cancellations:** If the applicant cancels its reservation fourteen (14) or more days prior to the date reserved, a twenty percent (20%) handling fee will be withheld from the deposit refund. If an event is cancelled less than fourteen (14) days prior to the date reserved, the deposit will be forfeited. If an event is cancelled less than forty-eight (48) hours in advance, the full rental fee will be forfeited. If, due to unforeseen circumstances, a cancellation is initiated by the District, the reservation holder will be given a one hundred percent (100%) refund for that specific date or the District will provide a credit toward a mutually agreed upon future reservation.

7. Proof of local status is required for advanced reservations and to qualify for local user fees.

8. Reservations will be configured in one (1)-hour blocks. All groups are encouraged to arrive on time and leave the facility immediately following their scheduled time.

9. Person(s) or groups securing a reservation will be responsible for clean-up, breakage, damage or vandalism. An additional fee will be charged for damage or additional staff clean up as needed.

10. All non-profit organizations regardless of affiliation are subject to the same Private Group fees published in the District Fieldhouse Fee Schedule. The District does not consider fee waivers.

11. Regulations.

- a) **Hours of Use:** Fieldhouse hours established by the District shall be posted on site and on the District website. For reservations before or after posted operating hours, an extra staff charge will apply.
- b) **Supervision:** All person(s) or groups holding a reservation shall provide supervision at all times. Supervisors(s) must identify themselves as such to District personnel.
- c) **Conduct:** No person shall engage in fighting, riotous, threatening or indecent conduct or use any abusive, threatening, profane or indecent language while on Fieldhouse property. Verbal or physical abuse of District staff or coaches, referees, players, and spectators associated with the various users will not be permitted. Anyone violating this regulation will be asked to leave the grounds immediately.
- d) **Modifications:** Any modification to the facility must first be approved by the District, including but not limited to placement of soccer or lacrosse goals or setting up of any temporary structures.
- e) **Damage and clean-up:** The reservation holder shall require that all persons for whom it is responsible (coaches, players, spectators, and others) use the space in a safe, prudent, and responsible manner and

only for its usual and intended purpose. The reservation holder shall leave the facility in a clean and orderly condition. All trash shall be disposed of properly.

- f. **Sponsorship:** The reservation holder shall not represent or imply that the District in any way sponsors, supports, or endorses the activity for which the facility is to be used without the express written consent of the District Director.
- g. **Concessions:** All concessions and fund-raising activities conducted on or adjacent to rented facilities shall be subject to licensing and permitting through Summit County.
- h. **Alcohol:** No person shall possess or use any alcoholic beverages within the Fieldhouse except as allowed by a permit issued by the Summit County and with the prior written approval of the District Director.
- i. **Drugs:** No person shall possess or use any illegal drugs on Fieldhouse property.
- j. **Pets:** No pets allowed unless permitted by special event.
- k. **Noise:** The reservation does not grant permission to amplify sound or music unless approved by District staff. Events shall not violate the Summit County Noise Ordinance.
- l. **Parking:** Parking is not exclusive to Fieldhouse reservation holders.
- m. **Lost and Found:** The District is not responsible for personal property that is lost or stolen. A “lost and found” is maintained at the Fieldhouse front desk. Items will be kept a maximum of thirty (30) days.

12. Events that expect large traffic volumes should plan to provide traffic/parking management.

13. It is the applicant’s responsibility to contact agencies that may be involved in the permit, inspection, sales, convenience, or assistance process connected with the event. Those agencies may include, but not be limited to:

- 1. Park City Fire Service District
- 2. Summit County Planning Department
- 3. Summit County Health Department
- 4. Summit County Sheriff
- 5. Summit County Commission
- 6. Alcoholic Beverage Control Commission.

14. **Insurance:** Applicant/organization must provide a certificate of insurance to the District prior to using the Fieldhouse. The insurance certificate endorsement must list the District as an additional insured and provide coverage for a minimum of two million dollars (\$2,000,000) per occurrence and five million dollars (\$5,000,000) general aggregate. Such endorsement shall provide that such insurance coverage is primary and not contributory to any insurance policy maintained by the District. This insurance requirement will not apply to small groups hosting birthday or similar parties with twenty-five (25) participants or less. All applicants/organization, regardless of size, must indemnify, defend and hold the District, its officers and employees harmless from any and all claims, losses, costs (including attorneys’ fees) and other liability because of injury to persons or property arising as a result of or in connection with applicant/organization’s use of the facilities except to the extent such claims, losses, costs and other liability result solely from the negligent acts or omissions of the District.

15. The person signing for the applicant must be authorized to bind its organizations. The applicant will inform its organization officials of the terms of this permit and shall require them to abide by its terms. Any amendment, modification, termination, or rescission affecting the permit shall be made in writing and signed by the parties. The applicant/organization shall not assign or transfer any rights under this permit without first obtaining the prior written consent of the District.

16. The applicant/organization acknowledges that the District’s responsibility in scheduling the Fieldhouse is solely to provide coordination between reservation holders. The District will make every attempt to provide unencumbered times for use during the reservation period.

17. The applicant/organization must agree to follow all District Fieldhouse Policies. The applicant/organization must acknowledge receipt and understanding of the District's Fieldhouse Policies, and accept responsibility for informing agents of the applicant/organization of their content. It is understood that the information received may be changed or replaced by other policies and procedures that the District may adopt in the future.

19. Applicant must assume complete responsibility for individuals involved with the applicant/organization (whether employees or volunteers).

**SUGGESTIONS FOR IMPROVING OUR RESERVATION SYSTEM, PARK USE, FACILITIES, OR
OUR SERVICE LEVEL ARE WELCOME.
PLEASE CONTACT THE DISTRICT ADMINISTRATIVE OFFICES AT (435) 649-1564.**

EXHIBIT A

**BASIN RECREATION FIELDHOUSE
SPECIAL EVENT AGREEMENT
1388 Center Drive, Park City, UT 84098
Phone 435-655-0999/ Fax 435-649-4325
(mailing address: 5715 Trailside Drive, Park City, UT 84098)**

Name of Applicant/Primary Contact _____ Phone _____

Address of Applicant _____ Email _____

Name of Organization _____ Phone _____

Address of Organization _____ Email _____

Name of Sponsors if any _____

Nature of event _____

Please provide the following information.

Day(s), Date(s) and Time(s), including setup/cleanup:

(Attach separate sheet if needed)

Estimated number of participants _____ Estimated number of spectators _____

Are you coordinating you event with the Park City Chamber Bureau and Visitor's Center? YES NO
If yes, which staff member is assisting you? _____

Describe event in detail (decorations, activities, peak hours, traffic volumes, parking demand, security, etc.)

_____ Continue on back if needed.

List your anticipated signage (advertising signs, banners, traffic control)

Need hard flooring to cover artificial turf? YES NO (additional charges for flooring to cover turf)

Charge for admission? YES NO

If yes, how much will be charged each person \$_____ and who (person, business, charity) benefits from the admission charge?

Selling concessions? YES NO

If yes, what will you be selling and where will it take place?_____

Selling alcoholic beverages? YES NO

Do your alcoholic beverage servers have state certified training? YES NO

Temporary structures proposed inside? YES NO

Temporary structures/tenting proposed outside? YES NO

Outdoor vendors? YES NO

Indoor vendors? YES NO

Exterior lighting? YES NO

Are existing restroom facilities adequate for your event? YES NO

Are additional trash receptacles needed? YES NO

Describe water/electrical needs:_____

Attach proof of general liability of insurance for your event as required by the attached Event Policies. Please note, some events may require more insurance and/or indemnification of Snyderville Basin Special Recreation District.

Events that expect large traffic volumes should plan to provide traffic/parking management.

It is the Applicant's responsibility to contact agencies that may be involved in the permit, inspection, sales, convenience, or assistance process connected with your event. Those agencies may include, but not be limited to: Park City Fire Service District, Summit County Planning Department, Summit County Health Department, Summit County Sheriff, Summit County Commission, and Alcoholic Beverage Control Commission.

As compensation for use of the facility, the Applicant will pay to Basin Recreation the sum of \$_____, which rental fee must be paid in full at least 48 hours before the use dates. A notice of at least 48 hours must be given to cancel a reservation, after which the Applicant will be responsible for the entire rental fee.

Detail Other Applicable Fees:

The Applicant/Organization must provide a certificate of insurance to the District prior to using the Fieldhouse. The insurance certificate must list the District as an additional insured and provide coverage for a minimum of two million dollars (\$2,000,000) per occurrence and five million dollars (\$5,000,000) general aggregate. This insurance requirement will not apply to small groups hosting birthday or similar parties with twenty-five (25) Fieldhouse Special Event Policies and Application, amended 2018 7

participants or less. All Applicants/Organizations, regardless of size, must indemnify, defend and hold the District, its officers and employees harmless from any and all claims, losses, costs (including attorneys' fees) and other liability because of injury to persons or property arising as a result of or in connection with Applicant/Organization's use of the facilities except to the extent such claims, losses, costs and other liability result solely from the negligent acts or omissions of the District.

ASSIGNMENT AND AMENDMENT: The person signing for the Applicant represents that he/she is authorized to bind the respective organizations by executing this agreement. The Applicant will inform his/her organization officials of the terms of this Agreement and shall require them to abide by its terms. Any amendment, modification, termination, or rescission affecting this Agreement shall be made in writing, signed by the parties and attached hereto. The Applicant/Organization shall not assign or transfer any rights under this agreement without the prior written consent of the Recreation District first obtained.

WAIVER: By signing this waiver and agreement, the undersigned Applicant/Organization acknowledges that the District's responsibility in scheduling the Fieldhouse is solely to provide coordination between reservation holders. The District will make every attempt to provide unencumbered times for field use during the reservation period.

EVENT POLICIES: Applicant/Organization agrees to follow all Fieldhouse Event Policies both incorporated by reference and not specifically set forth in this agreement. By signing this agreement, the Applicant/Organization acknowledges receipt and understanding of the District's Fieldhouse Policies, and accepts responsibility for informing agents of the Applicant/Organization for their content. It is understood that the information received may be changed or replaced by other policies and procedures that the District may adopt in the future.

Before using the facility, I have read, understand and agree to follow all policies governing the use of this facility. I further agree that I will assume complete responsibility for individuals involved with the Applicant/Organization (whether employees or volunteers).

Applicant signature: _____ **Date:** _____

Print Name: _____

Date received: _____ Initials: _____