



City of Twinsburg, Ohio Field and Facility Reservation Rules and Fees (2024)

Purpose: The document herein establishes policies and procedures promulgated by the City of Twinsburg Parks and Recreation Department to coordinate and regulate the use of city-owned fields for all activities (hereinafter, the “Field Rules”). As used in these Field Rules, “Youth Sports Organization” means a public or non-public entity that organizes an athletic activity in which the athletes are not more than nineteen (19) years of age and are required to pay a fee to participate in an athletic activity or whose cost to participate is sponsored by a business or nonprofit organization.

The City of Twinsburg has first priority in the scheduling of all City fields and facilities. All other field or facility scheduling is secondary and subordinate to the City’s use and/or scheduling. The City reserves the right, at any time, for any reason, to terminate and/or suspend an organization’s (including Preferred YSOs) use and/or access to City fields and/or facilities. In the event of a dispute over field or facility scheduling and/or use, the City shall have the final, exclusive, and sole discretion in deciding the dispute.

Communication between the Parks and Recreation Department and organizations should be done between the President of an organization and the Parks and Recreation Director. The Parks and Recreation Department is willing to communicate with anyone and answer questions, but anything involving a field or facility rental request or that requires a decision on behalf of an organization should be communicated in this manner.

****** Failure to submit any of required information herein to the Parks and Recreation Director will subject an organization to the terms of the Non-Compliance Policy and may result in the loss of facility or field use until the information is received or possible suspension of the organization’s use of all facility and fields for the duration of the season.******

I. Preferred Youth Sports Organizations

The Parks and Recreation department recognizes Youth Sports Organizations where eighty percent (80%) of their operations constitute Recreational Play as a Preferred YSO. For purposes of these Field Rules, Recreational Play is defined as open, noncompetitive participant league registrations with participant assignment based not on tryouts or other skill based assignment to teams, but participant assignment is open to any and all participants regardless of skill. As long as eighty percent (80%) of a Preferred YSO’s operations constitute Recreational Play, a Preferred YSO organization may also have travel/tryout team(s), but such travel/tryout team(s) shall not constitute more than twenty percent (20%) of the Preferred YSO’s operations.



Fields may be made available on a priority basis to Preferred YSOs (as defined above). Preferred YSOs shall meet all of the following qualifications, as established by the Parks and Recreation Director:

- The applicant-organization is an Ohio nonprofit organization and/or nonprofit 501c3 organization. The nonprofit organization must provide the purpose for which the nonprofit was formed.
- The participants of the applicant-organization are 85% City of Twinsburg or Twinsburg City School District residents. A copy of a current insurance certificate, listing City of Twinsburg as an additional insured, each year. Approval of a facility or field request will be dependent on whether the Parks and Recreation Director has a copy of the current policy on file.
- Players team rosters including name, address and phone number of all players (as well as whether the team is a travel/tryout team or recreational team) need to be submitted prior to the start of the season (the season includes any field activity including practices). If an organization chooses not to submit the above information, then the organization shall permit the Director of Parks and Recreation (or their designee) to inspect (but not retain) the above team-related information for the limited purpose of ensuring that the organization is complying with the rules herein.
- Submit forms to the Parks and Recreation Department evidencing compliance with the requirements of Lindsay's Law which requires that both young athletes and parents/guardians acknowledge receipt of information about Sudden Cardiac Arrest by signing a form.
- Coach rosters including name, address, phone number (as well as whether the coach is assigned to a travel/tryout or recreational team) need to be submitted prior to the start of the season (the season includes any field activity including practices). It is further recommended that all coaches be CPR and/or First Aid Certified as well as having previously passed a background check to ensure the safety and wellbeing of all participants and the same be identified on the coach rosters.
- Practice schedules, game schedules and tournament schedules need to be submitted to the Parks and Recreation Director at least two weeks prior to the start of the scheduled season (season includes any field activity including practices). Failure to submit coach or player rosters and schedules prior to the start of your season will result in loss of facility (including schools) and field privileges until appropriate information is received.



- Participation numbers need to be reported to the Parks and Recreation Director as soon as registrations are complete and players have been tallied. Numbers can be reported by email or phone.

II. Non-Preferred Organizations

Non-resident, for profit entity, and/or resident organizations that fail to qualify under the above Preferred YSO rules (“Non-Preferred Organizations”) may submit a request in writing to the Director of Parks and Recreation for field and/or facility rental. Requests by Non-Preferred Organizations will be considered based on availability and organization will be responsible for fees set forth in the applicable fee section.

All Non-Preferred Organizations shall abide by the rules, policies, and fees herein including, but not limited to the following Preferred YSO rules:

- Players team rosters including name, address and phone number of all players (as well as whether the team is a travel/tryout team or recreational team) need to be submitted prior to the start of the season (the season includes any field activity including practices). If an organization chooses not to submit the above information, then the organization shall permit the Director of Parks and Recreation (or their designee) to inspect (but not retain) the above team-related information for the limited purpose of ensuring that the organization is complying with the rules herein.
- Submit forms to the Parks and Recreation Department evidencing compliance with the requirements of Lindsay’s Law which requires that both young athletes and parents/guardians acknowledge receipt of information about Sudden Cardiac Arrest by signing a form.
- Coach rosters including name, address, and phone number (as well as whether the coach is assigned to a travel/tryout or recreational team) need to be submitted prior to the start of the season (the season includes any field activity including practices). It is further recommended that all coaches be CPR and/or First Aid Certified as well as having previously passed a background check to ensure the safety and wellbeing of all participants and the same be identified on the coach rosters.
- Practice schedules, game schedules and tournament schedules need to be submitted to the Parks and Recreation Director prior to the start of the scheduled season (season includes any field activity including practices). Failure to submit coach or player rosters



and schedules prior to the start of your season will result in loss of facility (including schools) and field privileges until appropriate information is received.

- Participation numbers need to be reported to the Parks and Recreation Director as soon as registrations are complete and players have been tallied. Numbers can be reported by email or phone.

III. How to request a Parks and Recreation Athletic Field or Facility:

- Requests should come from the president of the organization. If the president is not the one submitting the request, he/she should contact the Parks and Recreation Director (by phone, email, or in person) to let them know that a request is going to be submitted and that it is authorized by the organization. The request must be signed by the President of the organization.
- No facility or field may be used until the request is approved (School District facilities included. School District facility use will be entered into the FMX system as required by the school).
- If the Parks and Recreation Department finds that facilities and/or fields are not being used to their full potential, then the Parks and Recreation Director reserves the right to modify any previously approved scheduling relative to that organization or Preferred YSO.
- The Parks and Recreation Director reserves the right to withdrawal field and/or facility permits if the field and/or facility is not being used appropriately.
- The organization must fill out the appropriate form and submit it to the Parks and Recreation Director.
- Date deadlines for athletic field or facility season long reservations:
 - Spring/Summer season: must be submitted by the third Friday in January.
 - Fall season: must be submitted by the third Friday in June.



IV. Non Tournament Field and Facility Reservation Fees:

Apply to fields owned by City of Twinsburg only: Liberty Park, Glen Meadow Park, East Idlewood and Route 82. All fees are nonrefundable.

- 2 hour minimum reservation per field required
- Field deposit fee of \$250.00 per organization per field reserved. Held for duration of season, returned at end of season.
- Field usage fee: Monday – Friday \$32.00 per field/2 hour. Saturday and Sunday \$72 per field/2 hour.
- Field use must be scheduled at least 30 days in advance with the Parks and Recreation Department.
- Preferred YSOs are exempt from the above field fees, but must still tender the field deposit fee per field reserved for the season.

V. Tournament Field and Facility Reservation Policy:

- Tournament Fees: Applies to ALL organizations (including Preferred YSOs)
- Request shall include both dates and times of the tournament and desired number and location of field and facility rentals. Payment for both field deposit and rental fee for each desired field is due with a signed rental agreement and must be tendered prior to the start of the tournament. Request for fields or facilities shall be made to the Parks and Recreation Director in writing no less than 90 days prior to the start of the tournament.
- Upon approval of tournament, Parks and Recreation Director will provide organization with appropriate forms to apply for special event permit with City entities, as applicable.
- Organization must complete and submit special event permit forms no less than 60 days prior to tournament date.
- Tournament organizer agrees to provide proof of liability insurance naming the City of Twinsburg as an additional insured.



- Tournament shall be run entirely by organization in which field use permit has been issued. If an outside agency desires to run a tournament through a permit holder organization (or, partner with a permit holder organization), the following shall apply:
 - Tournament organizer agrees to provide proof of liability insurance naming the City of Twinsburg as an additional insured.
 - Tournament organizer shall provide the Parks and Recreation director with agreement between the two entities for the tournament.
 - The permit holder must be on-site during the tournament dates and times and a point of contact thereof for the tournament shall be provided no later than 7 days in advance of the start of the tournament to the Parks and Recreation Director. Furthermore, the tournament game schedule shall be given to the Parks and Recreation department no later than 7 days prior to the tournament and include dates, times and field assignments.
 - If tournament attendances expected to exceed 500 people (including players, coaches, vendors, and/or spectators) for any given day (in the sole estimation of the parks and recreation department), then the permit holder shall provide a security officer by contacting the Twinsburg Police Department. Parks and Recreation Department does not assist with the added cost of security, permit holder is responsible for all fees.

Note: Organization will be assessed any fees for facility repair or field maintenance that goes above and beyond regular use.

Tournament Field and Facility Fees: Applies to all organizations (including Preferred YSOs)

- For the 2024 season only, Preferred Youth Sports Organizations tournament rental \$125.00 per tournament per field/per day
- All other tournament rental \$250.00 per tournament per field/per day
- If using City Service Personnel for set up, trash, cleaning, etc...organization will be charged applicable costs once tournament documents are received. Costs will be based on staffing, material and equipment.
- Use of concession stand \$250.00 per tournament
- Special Event Permit Fee \$75.00



- Food Truck Vendor permit \$75.00 per vendor
- All fees are nonrefundable

VI. Field Prep

- The City of Twinsburg Service department will prepare fields for play, weather dependent, Monday – Friday by 3:30pm which shall include cutting of the grass, lining foul lines, and seasonal dragging (as needed). Any further requirements beyond that time shall be provided by, and is the sole responsibility of, each organization.
- Requests for additional maintenance and/or immediate repair should be coordinated with the Parks and Recreation Department who will contact the necessary support staff – additional maintenance and/or immediate repair is not guaranteed and is subject to staff availability. Additional fees may apply.

Field Upgrades/Additions/Repairs:

- Organizations are prohibited from making any changes (temporary or permanent) to field space without consent from the Parks and Recreation Director.
- The Parks and Recreation Department will make every effort to make each field safe and playable.
- Requests and/or suggestions for field improvement and/or field additions (or an organization's desire to provide resources towards field improvement/addition projects) shall be brought to the Parks and Recreation Director. The Director will discuss these projects with the relevant departments and administration, and, at the City's sole discretion, make a determination as to whether the requested project will be implemented.
- Any improvement project and/or field addition will follow the budget and expense guidelines set forth by the City of Twinsburg. Costs for said project will be determined at the City's sole discretion. If an organization will be providing financial support, then an agreement with the organization supporting the project shall be entered into with the City.

VII. Weather cancellations & Field Closure Policy

- At any time, and for any reason (including weather), the City of Twinsburg reserves the right to close any field and will notify any affected organization of such decision.



- If an organization chooses to use a field after the City of Twinsburg has closed the field due to the field being deemed unplayable (For example: If field conditions have improved such as to permit play in the time since it was closed but prior to the City of Twinsburg arriving on site to confirm the same), then the organization will be considered to be operating at its own risk and will be responsible for any maintenance costs associated with damages caused by play. Similarly, if an organization chooses to use a field that would be considered unplayable to an ordinary user (but said field has not yet been closed by the City of Twinsburg), then the organization will be considered to be operating at its own risk and will be responsible for any maintenance costs associated with damages caused by play.

VIII. Concessions and Vendors

- If permit holder is selling concessions, then they must pay an additional fee of \$250 per season for use of concession stand.
- Concession stand must comply with local fire inspections and obtain the applicable county health certificates. These certificates must be provided to the Parks and Recreation department.
- The decision to permit an organization to operate concessions and/or vendor sales is at the sole discretion of the City of Twinsburg Parks and Recreation Department.
- Food trucks are not permitted without prior approval of the Parks and Recreation Department. Once approval is given, proper permits must be secured by the food truck company through the Building Department. Parking location and time/location of access and setup of the food truck is subject to prior approval by the Parks and Recreation Director.
- Vendor sales (hats, shirts, and other novelties) are not permitted.

IX. Parking and traffic

- All vehicles must be parked in designated areas only. There is no parking on grass, fields, sidewalks, or trails.
- Parking enforcement and control is the responsibility of the permit holder.



X. General Rules and Regulations

Users shall not be permitted to use fields and/or facilities until all fees are paid and any applicable paperwork is received by the Parks and Recreation Department.

Users shall comply with all applicable rules, regulations, the non-compliance policy enclosed herein, and any general policies. Any misuse or failure to comply will result in immediate revocation of organization's right to access and/or use the fields or facilities.

Subleasing of the fields by any entity is strictly prohibited – with the exception of tournaments approved by the Parks and Recreation Department.

Users shall not charge admission or have a gate fee without the prior permission from the Parks and Recreation Director.

The hanging of and/or distribution of promotional materials, including banners or related items is strictly prohibited.

Signage/Banners/Advertising:

- No signage, banners, tents, equipment or other apparatus may be located on the property.
- All advertising, sale of merchandise, or other materials is prohibited on premises. This includes sponsor banners on fencing, dugouts, and concessions.
- Only the City of Twinsburg is allowed to post permanent or temporary signage. Notwithstanding the previous prohibition, users are permitted to erect temporary, team-specific signs which may include sponsorship-related-information. The aforementioned temporary, team-specific signs shall only be erected at the beginning of a user's daily field session and must be immediately removed upon the conclusion of a user's daily field session.

Non-Emergency Incidents:

- If a problem occurs during the activity and is a non-emergency in nature (for example – field issues, restroom or pavilion issues) then please contact the Twinsburg Police Department non-emergency number at 330-425-1234. They will reach the service foreman on call to rectify the situation.



XI. Non – Compliance Policy:

The City of Twinsburg Parks and Recreation Department is responsible for a number of athletic fields and facilities. The City’s goal is to ensure the safe, proper and maximum use of those fields. In order to reach this goal we have certain documents that we require to be submitted by the youth sports organizations that utilize the fields and facilities. Additionally a number of rules and policies exist that each association is responsible for knowing and following.

This policy was introduced as a means of enforcement to gather necessary documents and policy compliance from our youth sports organizations as needed. If our rules, policies and/or procedures are violated the following order of enforcement may be implemented (These may be enforced in any combination or order depending on severity).

Determined and enforced by the City of Twinsburg Parks and Recreation Department:

- Stern warning by the Parks and Recreation Department documented and submitted to the organization identifying the violation in writing.
- Organization Board member(s), coach(es), volunteer(s), parent(s), player(s) or any combination of those may be placed on probation for a month
 - Organization Board member(s), coach(es), volunteer(s), parent(s), player(s) or any combination of those may be placed on probation for duration of season
 - Organization Board member(s), coach(es), volunteer(s), parent(s), player(s) or any combination of those may be suspended for duration of season.

The following must be reviewed by the Parks and Recreation Department and Mayor’s Office (if needed):

- Organization Board member(s), coach(es), volunteer(s), parent(s), player(s) or any combination of those may be suspended for a year
- Organization Board member(s), coach(es), volunteer(s), parent(s), player(s) or any combination of those may be suspended indefinitely or permanently
- A fine for late submissions or violations of \$200 each violation or late submission of \$100 additional for each week thereafter for continuance of violation(s)
 - Suspension of field/facility use, by the organization, for a season
 - Suspension of field/facility use, by the organization, for a year
 - Termination of partnership with organization.

Note: If an individual is on probation or suspended by the Parks and Recreation Department it shall be enforced across all organizations.



Examples of violations include but are not limited to:

Minor infractions – (Scope: stern warning or probation)

- Permitting banners to be hung
- Discrepancies or false information in rosters
- Allowing vendors on-site without prior approval or proper permit

Moderate infractions – (Scope: Suspension for up to a year)

- Vulgar language
- Failure to submit rosters
- Failure to submit schedules prior to the beginning of the season
- Not properly maintaining facilities and amenities used (e.g. damage by use or neglect or not cleaning appropriately)
- Use of alcohol on City property
- Making improvements to fields without prior authorization
- Any repeat violation of minor infractions
- Allowing another team to utilize a field or facility during times assigned to their organization

Major infractions – (Scope: indefinite or permanent suspension, fines, suspension of field or facility use or termination of partnership)

- Physical discipline or abuse of a player
- Any repeat violation of minor infraction that was then addressed as a moderate infraction with continued violations
- Any repeat violation of moderate infractions