



**ATHLETIC FACILITIES
COMMUNITY ALLOCATION POLICY**

FOR SPORTS ORGANIZATIONS AND COMMUNITY USERS

JULY 2014



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I. Policy

This document sets forth the policies and procedures that govern allocation and use of City of Alexandria (“City”) athletic fields, tennis courts and indoor facilities (“Facilities”) with the goal of fair and equitable allocation of use among all users. It outlines who is eligible to receive permitted use of the City’s Facilities.

Under the Facility and Outdoor Maintenance and Use Agreement executed by the City and the Alexandria City Public Schools (“ACPS”) in or about January 2012 (“City/ACPS Maintenance and Use Agreement”) ACPS has delegated the scheduling of use of certain designated ACPS properties when not in use by ACPS to the City.

The City shall implement this Policy, comply with these regulations and provide equal access to the City’s and ACPS’ properties in accordance with this Policy. The City through the Department of Recreation, Parks and Cultural Activities (“RPCA”) is authorized to grant approval for usage and to schedule athletic facilities, tennis courts and ACPS Facilities in accordance with the policies and procedures established by the City set forth in this Policy. The RPCA will maintain a schedule for use of assigned Facilities. Every effort will be made to provide fair distribution of facilities to all for permissible activities. The RPCA has the authority to make changes to the allocation, season dates, primary/secondary sport designations, practice/game allocations, and fee charges as usage and field availability change, and to interpret and determine appropriate procedures for implementation of the Policy. RPCA has the authority to restrict or terminate a permit when a violation occurs that warrants termination or when it is deemed in the best interests of the City or ACPS.

II. Permissible Activities

Approved community activities may include, but are not limited to, recreational sport practices, games, tournaments, festivals or instructional programs. Activities which do not fall into the above categories or are inconsistent with the intended use of the Facility will be referred to the RPCA for a determination of whether the activity is permissible.

Use of Facilities by for profit organizations or by private individuals for the sole purpose of advertising or exhibiting commercial products or services are prohibited except as specifically authorized by this Policy.

In order to provide space for spontaneous play, some of the City’s properties will be designated for such activity and therefore, do not require a permit and may not be reserved through a permit. These properties can be used on a first come, first served basis. This provision applies only to City Facilities and ACPS facilities upon approval by the ACPS Facilities Office.

III. Permits

1. Facility Use Permits

City Facilities may be scheduled for use. All use assignments may be confirmed by "Athletic Field and Outdoor Court Permit" at www.alexandriava.gov/recreation.

The following conditions require an *Athletic Field and Outdoor Court Permit*:

- A. Any person or organization sponsoring an organized gathering/activity of more than fifteen (15) persons upon property owned, under the control of or scheduled by the City (Attachment I);
- B. Any person or organization collecting monies (to include donations) while on property owned by or under the control of the City;
- C. Any person or organization conducting classes, camps, or other activities where the participants pay a fee for the activity while on property owned or under the control of the City; and
- D. Any field/facility designated by the City or ACPS as “Use by Permit Only.”

2. Other Required Permits

In addition to the permits outlined above, any person or organization using or providing activities such as moon bounces, dunk tanks, tents, fireworks, carnival rides, or pony rides, etc. regardless of the size of the group is responsible for contacting the RPCA Special Events Office, City of Alexandria Code Administration, the Alexandria Health Department and any other appropriate federal, state or local agency to arrange for permits and inspections. Guidelines can be found under the Special Events Section at <http://www.alexandriava.gov>.

3. Filing an Application for a Permit

- Individual or organization must obtain an approved Athletic Field and Outdoor Court Permit.
- All groups requesting use of public schools and fields, courts and park facilities, except leagues that have been approved for league play, shall complete the Athletic Field and Outdoor Court Form and an ACPS School Facilities Use Form.
- Applications for single or multiple use dates must be submitted fifteen (15) business days prior to the date of use.
- Applications for seasonal use must be submitted sixty (60) days prior to the date of use.
- Any application requesting an exception to the Policy must be submitted to the Director of Sports ninety (90) days prior to the start date.
- A current certificate of General Liability insurance coverage naming the City of Alexandria as an “Additional Insured” on the policy may be required for certain activities.
- A request for a particular athletic facility or court does not guarantee availability or assignment.
- Requests for Facilities by for-profit organizations will be considered by RPCA on an individual basis, based on resources, ground conditions, specific facility and availability.

- Facilities removed from use for renovation, rehabilitation, maintenance or other reason, by the City will not be permitted for use.

IV. Priority of Use

Set forth below is the prioritization of organizations/individuals in descending priority, who wish to use City and ACPS Facilities. Accordingly, Level I Organizations have first priority in the scheduling use of City Facilities.

A. Priority of Use by Organizations for City Facilities

1. Level I Organizations:

- A. Recreation, Parks & Cultural Activities Sponsored Programs - those activities planned on City property as per the RPCA and ACPS Shared Use Agreement which defines the roles and responsibilities of each organization.
- B. Alexandria City Public Schools on ACPS property or City property.

2. Level II Organizations:

- A. Not for Profit Affiliates, Agencies/Organizations located in the City; for example, the Alexandria Soccer Association, Alexandria Little League, Alexandria Lacrosse Club, Alexandria Rugby Club, public schools that provide services open primarily for City residents and are scheduled by RPCA.

3. Level III Organizations:

- A. Scholastic Entities located in the City such as Northern Virginia Community College, Bishop Ireton High School, St. Stephens/St. Agnes High School, Commonwealth Academy, St. Mary's School, Alexandria Country Day, Blessed Sacrament, Episcopal High School, etc.

4. Level IV Organizations:

- A. Not for Profit Agencies/Organizations located in the City of Alexandria with recognized programs such as the Alexandria Aces.

5. Level V Organizations:

- A. For Profit Organizations - those agencies or organizations or individuals who are in the business of charging a fee and make a profit.
- B. For Profit Organizations - those agencies/organizations or corporations/businesses restricting participation to only those employed, regardless of location of residence of employees and/or organization/business.
- C. Organizations or individuals who want to use a City facility on a one- time rental basis.

6. **Level VI Organizations:**
 - A. Agencies/Organizations located outside the boundaries of the City of Alexandria.

B. Priority of Use by Organizations for ACPS Facilities Scheduled by the City

1. The use of facilities that the City is responsible for scheduling in conjunction with ACPS will be scheduled in the following order of descending priority:
 - A. **School Groups** - Alexandria City Public Schools and Booster Clubs shall have first priority for use of ACPS facilities for conducting meetings, ACPS sponsored programs and similar activities
 - B. **City Sponsored Activities** – activities planned, promoted, staffed, and scheduled by the City
 - C. **RPCA Approved Agencies/Organizations** - those organizations that meet league requirements and RPCA schedules its programs
 - D. **Scholastic Entities** – public and private schools located in the City
 - E. **Not for Profit Agencies/Organizations**- those organizations or individuals located within the City
 - F. **Not for Profit Agencies/Organizations**- those organizations located outside of the City of Alexandria
 - G. **For Profit Organizations** - those agencies/organizations or individuals that charge fees and are in business for making a profit.

C. For Profit Activities

In the event that an agency/organization or individual desires the use of public property for any commercial purpose, RPCA (Sports Section working with Special Events Section) will charge appropriate fees for facility use, supervision, clean up, utilities, security, etc. Gross revenues include any participation fees, spectator fees, concessions sales and merchandise sales. A full accounting of these revenues must be provided within two (2) weeks of completion of the event. A Not for Profit group, organization or agency cannot co-sponsor a commercial venture for the sake of altering the classification of the activity being sponsored.

D. Grandfathered Rights

Generally, organizations requesting facilities that were used in the prior year will be given priority consideration in scheduling. However, if during the prior year it was found upon periodic checks of the facility, that the league was not making use of the facility during timeframes assigned to them, the grandfathered rights during those time frames may be considered void.

Some organizations have invested significant funding into the improvement of City facilities and may have been granted priority use. This funding does not grant the organization sole use of the facility. When it is in the best interests of the public, the facility will be scheduled for other groups. No school fields shall be scheduled based on grandfathered rights.

E. Field and Court Availability

In order to conduct a preventive maintenance program for playing fields, the City reserves the right to close athletic ball fields and courts at any point during the year.

F. Conflict of Use

All conflicts of use of City Facilities will be resolved by the Director of RPCA or his or her designee. All conflicts of use of ACPS Facilities will be resolved by the Director of RPCA or his or her designee and the ACPS Facilities Director or his or her designee.

V. Seasonal Allocation Priority

A. Outdoor Sports

The priority of field and court use is as follows: TC Williams High School, Recreation Department Youth and Adult Sports, classes & special events, affiliated groups/organizations, travel programs and public/private rentals. RPCA and ACPS reserve the right to close any athletic facilities at any time.

Fall August 15 - November 1	High School Seasonal Sports, Football, Soccer, Lacrosse, Baseball, Rugby, Field Hockey, Tennis, Kickball, Ultimate Frisbee, Whiffle Ball, Softball, Flag Football, Gaelic Football, & etc.
Spring Last Monday in February – June 30	High School Seasonal Sports, Baseball, Softball, Lacrosse, Soccer, Rugby, Gaelic Football, Tennis, Kickball, Ultimate Frisbee, Whiffle Ball, Flag Football, & etc.
Summer July - August 14	High School Age Baseball Field Hockey, Baseball, New Sports, and Rugby, Soccer, Lacrosse, Tennis, Kickball, Ultimate Frisbee, Whiffle Ball, Gaelic Football, & etc.
Winter November 15 – Third Sunday in February	High School Seasonal Sports, Rugby, Soccer, Lacrosse, Kickball, Gaelic Football, Football & etc.

The resources will be allocated to sports groups in their primary season.

Secondary season allocation (based on space available)

1. One game period and up to two practice periods per team per week
2. Future adjustments to these allocations will be based upon availability of resources and competing needs.
3. Organizations are required to notify Director of Sports of any allocated athletic facilities and/or facility use hours that the organization does not use when the rosters are submitted.

B. Indoor Sports

Indoor school or City Facility priority will be given to basketball, volleyball and indoor soccer during November through March or July through August. Out-of-season requests will be considered after priority sport needs for a season are satisfied. Each out-of-season request will be handled on an individual basis, based on resources and Facility availability. All requests must come through the Sports Office. The Sports Office will then work with the Recreation Centers or ACPS on space availability and cost of the rental.

VI. Specific Facility Scheduling

The City reserves the right not to schedule a Facility for use when an insufficient number of teams have registered to utilize the Facility and/or the City determines based on the registered use that it is not cost effective to use the Facility.

A. Scheduling Allowances

Specific facility use scheduling for practices and games will depend upon the size of facility requested, parking, and availability and field conditions. RPCA must approve facility use schedules prior to a permit being issued. Scheduling guidelines for each facility will be outlined in the organization's MOU or facility permit. Failure by an organization to follow these guidelines will result in and up to suspension of their permit.

To make maximum use of the limited time available to schedule winter programs in gymnasium facilities, as well as the most effective use of supervisory personnel and budgetary resources, RPCA will require organizations to conduct no more than two (2) practice sessions each week night and up to two games in each facility assigned, subject to the hours of gym use authorized by the respective school administrators.

Each of these practice/game periods will be at least one (1) hour, but not more than one (1) hour and thirty (30) minutes in length. This will require all winter programs to focus on expediting the transition from one game or practice session to the next so that valuable time is not lost. Failure to complete the required number of practices or games in the time allotted will not entitle the program to additional gym time.

When organizational demand in any sport exceeds the supply of suitable facilities, each program will be required to limit their registration based on available resources.

B. Tournament Scheduling

Completion of the Athletic Field and Outdoor Court Form is required for all tournament requests. Fees and conditions will be based on the City of Alexandria's Fee Schedule. (Attachment II). The approval process will follow the procedures set forth above in Section IX Participation, Processing, Team and Rental Fees. Depending upon the tournament host's needs, fees will be charged accordingly based on Section IV C For Profit Activities.

C. Athletic Field Parking Design Standards

The following design standards regulate parking ratios at recreational fields. Ratios are based on a regulation size rectangular field with the dimensions of 50y x 100y:

- No more than 44 players can be on the field at one time. This can mean:
 - Four youth teams practicing, each using a 15y x 30y area
 - Two adult teams practicing, each using a 25y x 50y area
 - Two youth games, each using a 25y x 50y area
 - One adult game, using a 50y x 100y area
- With a maximum number of players set at 44, each 50y x 100y field requires a parking standard of 40 legal parking spaces, including 2 handicap spaces. In order to be consistent with the City's eco-city policy and consider Alexandria's urban character, this parking ratio assumes a few players, coaches, and/or spectators must carpool or use alternative transportation.
- If the site is in a densely urban area where 40 spots are not feasible, 20 spots are acceptable; however, the 50y x 100y field cannot have more than 22 players at one time. **If the field must be programmed for more than 22 players, organization shall be responsible for arranging either off-site parking or alternative transportation methods.**
- The City of Alexandria reserves the right to limit the number of games being played at any location due to parking concerns. These standards have been developed as a guide to assist organizations, who utilize our facilities, schedule activities based on realistic parking availability at various parks throughout the City. If the organization chooses to schedule activities above and beyond the design standards established above, the onus of responsibility shall fall upon the organization utilizing the facility for any issues that occur as a result of ignoring these standards (parking tickets, etc.).

D. Athletic Field Goal Safety Guidelines

The City requires all organizations that use RPCA or ACPS facilities must follow all safety guidelines associated with soccer, field hockey, rugby, football, lacrosse, or any other portable goals to prevent misuse and potential injuries.

- Goal Injuries Include:
 - Goals falling onto people who are moving the goals from one location to another.
 - People falling from goals while climbing or hanging from goals or nets
 - Goals falling over on people who are pulling down on or climbing on crossbars.
 - Injuries or fatalities occurring as a result of running into goal posts.
 - Goals falling over as a result of high winds or wind gusts.
 - Cuts/abrasions resulting from sharp edges or jagged metal or wood pieces protruding from goal posts.
- Organizations must follow these safety guidelines concerning portable goals:
 - Never allow anyone to play or climb on the net or goal framework
 - Place safety warning labels on the goal posts and crossbar
 - Always use extreme caution when moving goals.

- Portable goals can only be moved by RPCA or ACPS staff or adults who are authorized and trained to do so.
- Allow for adequate manpower (two to four adults) to move goals of varied sizes.
- Organizations must communicate prior to the start of each season and as needed during with all their coaches, parents, players and spectators of the potential dangers associated with moving or playing on portable goals.
- **Sandbags and/or ground stakes** must be used to secure the goals at all times when they are in use such as practices and games.

Additional information can be found at the following sites:
<http://www.vysa.com/programs/RiskMgmt/373907.html>
<http://www.haydensgoal.org/>

VII. City Approved Organized Leagues

The following requirements must be met in order for an organization to be approved by the City

1. All organizations must be comprised of a minimum of four (4) teams with the appropriate number of players. League status is available to travel affiliations provided City teams practice and host games in the City of Alexandria.
2. Ninety percent (90%) of each organization's membership must include residents of City of Alexandria. Rosters of names and addresses of participants will be used to verify this percentage. If the group has less than 90% City residents, athletic facility space will be allocated to those organizations based on availability of resources.
3. A Memorandum of Understanding must be signed annually between the City and the organization.
4. All organizations must submit proof of not for profit status pursuant to §501(c) (3) of the Internal Revenue Code or self-certify as a not for profit organization. Self-certification will require that the league president attest in notarized affidavit that the organization is operated as a not for profit. An organization's articles of incorporation or other documents shall be submitted to the City with the affidavit which evidence the organization is not for profit.
5. All organizations must purchase a minimum of \$1,000,000 in General Liability insurance. This coverage is required for use of all City and ACPS Facilities. The certificate of insurance must name the City of Alexandria as "Additionally Insured". The organization must notify the City in writing immediately if the insurance has been cancelled. A copy of this insurance certificate, or existing current policy, must be submitted to the City on an annual basis. Failure to maintain insurance shall result in immediate cancellation of Facility use.
6. Organization representatives are expected to attend scheduling meetings with the City which are usually scheduled in January and July and

designate a single point of contact that is responsible for dealing with athletic facility applications, payments and assignments.

7. A copy of the following policies shall be submitted to the City at the pre-season meeting
 - A. A copy of organization's bylaws and list of elected officials or board members which contains current addresses and telephone numbers
 - B. The organization's written code of conduct for athletes, spectators, and coaches that emphasizes 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 Council of Governments or City Emergency advisory announcements;
 - E. Organizations proposed start and end dates for season proposed along with practice and game/tournament schedules
 - F. Notifications of any registration fees, equipment fees or other fees charged to participants or participating teams;
 - G. The City reserves the right not to issue permits to groups that have demonstrated unfair or inequitable policies.
 - H. No organization may sponsor any other organization for the purpose of altering the classification or fee schedule of such other organizations;
 - I. Additional information as required by the City.

VIII. Requirements for Forming New Leagues

- A. The procedures set forth below are to be utilized when introducing a new sports activity or league formation that would require either indoor or outdoor Facility space scheduled by RPCA:
 - All new organizations must inform the Director of Sports, or his or her designee, in writing at least six (6) months prior to the start of the season of their intention to introduce a new sport activity or form a new league. The new organization must meet all league requirements as outlined in this Policy.
 - All new organizations will be encouraged by RPCA to combine with other similar groups to encourage resource efficiency.
 - All new organizations shall meet all other requirements established under RPCA Organized Leagues including but not limited to this Policy.

IX. Participation, Processing, Team and Rental Fees

1. Fees
 - A. Field rental fees are assessed based on the Department's City Council approved Resource Allocation and Cost Recovery Model and Fee Schedule (Attachment III). In addition, RPCA charges a per capita Youth Sports Fee and a non-resident fee per season for individual participants in all youth organizations and Scholastic Entities using indoor and outdoor athletic facilities; and a team fee and non-resident fee for all adult teams, per season, and appropriate rental fees for all applicants scheduling indoor or outdoor facilities, school or leased properties. These fees are non-refundable.
 - B. All youth organizations, Scholastic Entities and adult teams shall remit to RPCA all appropriate fees and pay any outstanding balance(s) to all departments within RPCA before being issued a permit for seasonal use.
 - C. Any organization who wants to utilize the Facilities outside of a sports season shall pay a rental fee.
2. Collection of Fees
 - A. Organizations in good standing scheduled for seasonal use will be charged the Youth Sports Fee and non-resident fee for each of their actual registration of participants during the same scheduling season, as typically determined by the current year's rosters filed with the City. This amount will be due prior to issuance of the seasonal permit. Organizations will be required to submit proof of insurance, a roster of participants at the time of application and to pay all applicable fees prior to the Athletic Field and Outdoor Court Permit being issued.
 - B. The organization will be required, within two (2) weeks of the first date of use, to submit a complete, current roster (by team) of all participants registered for the new season. The roster will include the full name, home address (street) with the city, state and five-digit zip code. Incomplete and/or invalid mailing addresses will result in the non-resident player fee being applied. If rosters are not received within two (2) weeks, of the permit being issued, the permit could be revoked and void.
 - C. An invoice for the balance seasonal fees will be prepared for any additional players to the rosters are received and processed. These fees must be paid within 15 days of invoicing for the organization to remain in good standing.
3. Rental Fees

The rental fees defined in (RPCA Fee Schedule) Attachment will be charged to seasonal, single-use and multiple use applicants, as applicable. The Fee Schedule can be found at www.alexandriava.gov/recreation.

Organizations will be charged an applicable rental fee when provided additional practice/game time. In addition, non-seasonal applicants for limited use permits

or contracts are subject to the rental fee and a participation fee.

4. Collection of Rental and/or Service Fees

Upon approval of the application, the City will send an invoice to the user. The user shall remit payment to RPCA for the estimated required fees as indicated on the invoice. No facility may be considered as reserved until the application and fee are on file at RPCA and a permit has been issued and signed by both parties. At the completion of the function, financial adjustments may be made if required. Outstanding fees must be paid prior to consideration of any new applications.

5. Cancellation of Rental Activities

Notification of cancelled use must be made in writing thirty (30) business days prior to the date of use rental fees paid, 25 percent of the facility reservation cost will be refunded. Otherwise, there will be no refunds unless due to inclement weather. The processing fee is non-refundable.

6. Guidelines for Determining the Rental Amount to be Charged

- A. The fee may be determined on the basis of the actual cost of rendering the service, including the interest and amortization of the investment;
- B. The fee may be computed on the basis of direct and/or indirect operating expenses, disregarding capital items;
- C. The fee may be computed at the rate which will result in efficient use of a given area or improvement.
- D. Organizations hosting activities in which participants are charged will be assessed a flat rental fee. A financial report itemizing expenses, revenue, and participation will be required five (5) business days after completion of the activity. **These programs will require a Special Events Application and Field and Court Request Form and approval before the activity is allowed to occur.** RPCA will charge for and including all facility use fees, supervision, clean up, utilities, security, etc. If any damage to a facility occurs by rental party during the rental, the rental party will be responsible for full payment for all repairs.
- E. All vendors are responsible for collection and payment of applicable state sales taxes.
- F. All food vendors are responsible for contacting the Alexandria Code Administration, the Alexandria Health Department and any other applicable City departments to arrange for permits and inspections.

X. Services to be Provided by the City

- 1. The City will schedule the use of City Facilities and ACPS facilities for which the City has been authorized by ACPS to schedule.

2. The City will act as liaison between ACPS school administrators and the community with regard to ACPS facilities that the City has been given the authority to schedule.
3. The City will provide maintenance services at athletic facilities and at the school facilities listed in the Facility and Outdoor Maintenance and Use Agreement dated January 25, 2012.
4. The City will issue a permit no later than ten (10) working days prior to start of activity provided that the user has paid any and all outstanding fees and monies owed to the City. The City will hold a pre-season meeting with each league to review information required for the upcoming season.

(Adjusted based on fiscal resources on an as needed basis.)

5. Based on allocation of funds, the City will attempt normal grounds maintenance services at its Facilities which will include:

Diamond Sites: Baseball/Softball Fields

1. Appropriate annual ball field preparation;
2. Periodic mowing of grass;
3. Infield prep work (3-5 times weekly);
4. Litter pickup (3-5 times weekly);
5. Infield and outfield foul line marking,
6. Standard base anchors (no bases);
7. Field condition assessments and announcements daily;
8. Periodic aeration, seeding, fertilization.

Rectangular Sites: Football/Rugby/Lacrosse/Soccer Field Hockey Fields
(Excluding Parker Gray Stadium field)

1. Appropriate annual ball field preparation;
2. Periodic mowing of grass;
3. Litter pickup (3-5 times weekly);
4. Bi-weekly field marking,
5. Standard goals per field
6. Field condition assessments and announcements daily;
7. Periodic aeration, seeding, fertilization.

**Athletic facilities permitted prior to the season start date will receive initial and required seasonal field markings which will typically be provided.

1. Prior to last Monday in February for the spring season;
 2. Prior to June 30th for the summer season
 3. Prior to August 15th for the fall season
 4. Prior to November 15th for the winter season
- Requests for exceptions to this schedule must be submitted by the organization's representative to the Director of RPCA, or his or her designee, at least three (3) weeks prior to request date and are subject to approval by RPCA.
 - Organizations requesting services other than those listed above will be billed accordingly.

F. City Services Provided at ACPS Facilities:

Normal grounds maintenance services at ACPS Facilities shall include **only** those services specified in the Facility and Outdoor Maintenance and User Agreement dated January 25, 2012.

G. City Facility Services Provided for the Winter Gymnasium Use Program

The City will provide the following services:

1. Scheduling of the facility
2. Building supervision
3. Custodial cleanup

The City will provide the services set forth in items 1 through 3 above for the Winter Gymnasium Use Program only. Any time beyond the standard scheduled amount will be paid for by the organization based on the Fee Schedule set forth in Attachment II. These rental fees include but are not limited to City supervision and custodial cleanup as set forth in the approval of the rental agreement or the permit.

H. Additional Services

1. Sports Office Field Use Monitors

The Responsibilities of the Sports Field Monitors are to:

- support the mission statements of the City, including but not limited to those of RPCA;
- provide a presence at the Facilities that will ensure the safety and enjoyment of both the patrons and staff,
- promote cleanliness;
- provide excellent customer service;
- help manage available resources by enforcing City rules and regulations, settling disputes, acting as a liaison between users and staff, and maintaining a professional, high visibility profile;
- help educate neighbors, visitors, users, to the value of the Facilities in promoting a balanced environment and a healthy, stress-free lifestyle;
- Work closely with City of Alexandria Police and Fire in an ongoing and expanded effort to build and enhance existing relationships.

2. Sports Field Monitors will:

- Maintain a visible presence at City facilities;
- Patrol all athletic facilities on a daily basis providing user support when needed;
- Enforce RPCA rules and regulations;
- Respond to all calls for assistance, emergency or otherwise, to ensure patron enjoyment of RPCA facilities and activities/functions
- Call the City of Alexandria Parking Enforcement and/or Police non-emergency line at 703-838-4444 and request that they dispatch personnel

to the site for facility use violations.

- Will call for all emergencies – call **911**

- I. Portable Toilet Units** - As resources allow, portable units will be scheduled and coordinated through RPCA's Sports Office. An organization may rent portable toilet units through a City approved vendor. The number of portable units provided will be adjusted subject to comfort station access. Any additional portable units added will be at the expense of the organization.
- J. Lights** – Where fields are lit, lights will be turned off no later than the time indicated on the permit. Groups renting lighted fields will be responsible for lighting charges and other such charges or penalties as described in (Attachment II). Where an automated lighting system is not available, groups will be responsible for turning on and off the lighting as per the facility use permit issued by the City. Any organizations who fail to regulate the lighting at their assigned fields will be charged the use of lighting for those hours.
- K. Requests to Place Temporary Fixtures on Park/School/Rental Property** – The City do not allow the placement of any temporary fixtures (i.e. dumpsters, portable toilets, portable sheds, concession standards, portable lights, portable goals, sport equipment) without prior authorization. A written request must be submitted to the City within 60 days of the program and if approved the organization must execute a liability waiver.

XI. General Limitations

Except as noted below, the general limitations of City Facilities are governed as detailed in the Alexandria City Code, including, but not limited to sections 6-1-8.

A. Food and Beverages

Organizations may operate their own food and beverage concessions provided that all applicable permits are obtained and all City of Alexandria ordinances, rules and regulations, including but not limited to health and fire laws are complied with.

Food and/or beverages are not permitted in any parts of facilities unless such areas are equipped or designed for that purpose and written permission has been granted prior to the event.

Concessions for leagues must be submitted through the authorized league only.

B. Miscellaneous

1. Activities must be orderly and lawful, not of a nature to incite others to disorder, nor of an unbecoming or immoral disposition.
2. Use is restricted to areas and times assigned on the approved "Athletic Field and Outdoor Court Permit," or letter of authorization from the City.
3. No seasonal and/or permanent signs, banners, pennants or the like may be placed in or on City facilities without prior written approval from the

City. Any organization wishing to build structures or place signs on City Facilities comply with all applicable City ordinances, rules and regulations.

4. Property damage shall be the responsibility of the scheduled user.

C. Violations of Policy – If an organization violates any provision of this Policy, a written warning will be mailed to the organization’s president or commissioner outlining the violation(s) and recommended penalty, if applicable. Penalty for violations may include but are not limited to; suspension of the organization’s permit, imposition of fees for damages to any Facility, the requirement that staff be assigned to Facility to supervise while organization is using it and the organization shall be charged for the additional staff; and denial of use of the Facilities. Failure to follow all safety guidelines associated with portable goals to prevent misuse and to prevent injuries as outlined in.

XII. Cancellations/Use Restrictions

A. Circumstances Which Determine Field Restriction or Cancellation

Field restricted use or cancellation of activities shall be at the discretion of the City. However, the following conditions may be considered in making that determination:

- Forecasted or existing severe weather conditions;
- Fields are too wet or muddy for safe play (generally indicated by soft and/or slippery ground);
- Fields are too wet for use without significant damage to the turf and soil (generally indicated by standing water or soft and “squishy” ground);
- Frost (field use will be delayed until the frost has melted);
- Areas at the facilities and schools without installed lighting will be closed to users at sunset;
- Electrical or mechanical systems not working properly;
- Emergency or extensive repairs and maintenance problems;
- Newly renovated park or school sites.
- Unmanageable groups or adverse team behavior.
- Organizations not considered in good standing.

B. Outdoor Field Cancellation Announcements

1. Athletic facility hotline cancellation announcements will be given by sports staff at 3 p.m. on weekdays; and by 7 a.m. on weekends and holidays. The athletic facility cancellation announcements will be updated as needed if any of the athletic facilities are closed due to weather or other reasons after these times.

The Sports Office staff can make updated decisions on site; however, the recorded announcements cannot be changed until the next scheduled field announcement time. RPCA or school owned facilities are visited and

assessed daily. The Youth Sports Hotline Number is 703.746.5597. The Adult Sports Hotlines are (Men) 703.746.5596 and (Co-ed/Women) 703.746.5595.

2. Facilities on school sites are not visited and assessed daily. Users on facilities and especially School sites are required to assess field conditions prior to use and determine responsibly whether the field should be used or not used, referencing the *Circumstances Which Determine Field Restriction or Cancellation* listed above as guidelines.
3. Inclement Weather Which Develops After RPCA Hotline Facility Announcement and Prior to the Start of, or During a Game:
 - a. RPCA staff (whenever possible) will decide field cancellations in consultation with the official/referee assigned to that Facility and game. All organizations shall abide by the City's decision to cancel an activity.
 - b. If a representative from the City is not present at the facility, it is the responsibility of the organization's representative, scheduled official or permit holder to determine whether conditions exist that may endanger the safety of participants or damage the field if play is allowed.
 - c. If play has not been restricted by an organization when in the judgment of the City, it would have been prudent to do so; the organization shall be responsible to pay for all damages to the fields that occurred due to the use by the organization.

C. Indoor School Use Cancellations

The participating group which has scheduled school use through RPCA must notify the Sports Office forty-eight (48) weekday hours in advance of a cancellation date or that group will be responsible for expenses of the facility for that scheduled time.

Inclement weather closing for indoor use will be determined by the following:

1. Monday through Friday

- School closed - RPCA activities may still occur. Will be RPCA's decision.
- 2-hour late school opening - If conditions do not worsen throughout the day, RPCA activities proceed as scheduled.
- Early school closing – RPCA activities may still occur. Will be RPCA's decision.
- School cancels evening activities - RPCA activities may occur. Will be RPCA's decision.
- City government closed – all activities are cancelled.

2. Saturday and Sunday

- RPCA evaluates conditions each day and makes a decision by 7:00 a.m. The Youth or Adult Sports Hotlines will have a recorded message and is updated as needed.

- If inclement weather or other emergencies occur during the activity, the Sports Office staff is authorized to cancel activities for that date.

XIII. Termination of Field Use

At its discretion, the City may deny a user use of or terminate use or it may deny or terminate use based on:

- A. Required documentation is not submitted
- B. Required usage fees and non-resident player fees or fee for other City services (i.e. staff fees, lights portable toilets, etc.) are not paid within the specified time frame.
- C. A history of field damage, regulation violation, or inadequate supervision of attendees is noted;
- D. Discrimination because of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law;
- E. Participants of the requesting organization have demonstrated dangerous and/or violent behavior towards others or among themselves, and/or participants/organizations whose literature or stated philosophy promotes hatred and/or violence;
- F. Organization disciplinary measures to address spectator, coach, official, or athlete behavioral problems have not been established and followed;
- G. Violation of regulations regarding concessions, advertising and profit-making resulting from the use of public athletic fields, charging admission fees for games on public athletic fields, or unauthorized scheduling of public athletic fields for semi-pro or paid players;
- H. Assigned fields are sub-leased or re-allocated without prior approval from the City or ACPS.
- I. Failure to comply with the policies and procedures outlined within this Policy and attachments.

XIV. Hours of Usage

A. City Facilities

The hours of facility use will be restricted to the period from 8 a.m. until sunset or posted facility closing time, with the exception of lighted fields in use, which will not remain open later than 10 p.m., except when requested and prior written approval has been given by the City use of facilities before 8 a.m. is subject to request and approval by the City

B. ACPS School Facilities

1. **Weekdays**: Community use will begin after school related programs which impact areas scheduled for community use are completed, until 10 p.m. (indoors), sunset or posted closing time (outdoors).
2. **Weekends**: From 8 a.m. until 10 p.m. (indoors), sunset or posted closing time (outdoors).
3. **Exceptions** require approval of the ACPS Director of Facilities or designated representative and the Director of the RPCA or his/her designee.

XV. Fund Raising Events and Activities for Organizations

Formal detailed requests for organized fundraising events and activities must be submitted to the City's Sports Office and/or Special Events Office at least ninety (90) days prior to the requested date of activity.

Fundraising events and activities may be considered for approval by an organization provided that they meet all City of Alexandria and ACPS regulations. The organization will be responsible for all estimated fees which shall be paid in full at least ten (10) days before the date of the activity.

ATTACHMENT I – ATHLETIC FIELD & OUTDOOR COURT REQUEST FORM



CITY OF ALEXANDRIA RECREATION, PARKS AND CULTURAL ACTIVITIES – SPORTS SECTION

Lee Center, 1108 Jefferson Street, Alexandria, Virginia 22314

Phone: 703.746.5402 Fax: 703.746.5585

Web Site: www.alexandriava.gov/recreation

ATHLETIC FIELD AND OUTDOOR COURT REQUEST FORM

This Athletic Field and Outdoor Court application must be submitted to the Department of Recreation, Parks and Cultural Activities – Sports Office (Youth & Adult) no less than fifteen (15) calendar days before the date of request use. Completed applications should be sent to mac.slover@alexandriava.gov or marvin.elliott@alexandriava.gov by e-mail, fax or mail to the **Sports Office – c/o Athletic Field/Court Permit Request** at the above address. Alexandria City sponsored programs/activities will receive priority over non-City program/activities.

Teams/leagues requesting the use of facilities must submit rosters, proof of liability insurance and practice/game schedules. Failure to provide these will cause the request to be disapproved. Facility rentals will not be guaranteed until all rental fees are paid in full, proof of insurance and schedules received and facility permit issued.

- Fees will be assessed based upon request. * Fees may include - *field rental fee, Youth Sports user fee, non-residents fee, staffing cost and field lights cost.*
- If damage that occurs to field or court during the rental period, the Organization/League/Team will be assessed further fees to cover the cost of repair.
- If the permit holder cancels permit up to 30 days prior to the rental, 25 percent of the facility reservation cost will be refunded. Otherwise, there will be no refunds

Applicant Name: _____ Email: _____

League/Organization Name: _____ Team Name: _____

Type of Activity: Sport: _____ Practices ___ Games ___ Tournament ___ Other (Specify) _____

Address of Applicant: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Organization/League/ Team's Business Address: _____

(Must Include City, State and Zip Code)

Liability Insurance: ___ Yes ___ No If yes, Give Name of Carrier: _____ Amount: \$ _____

Organization/League/ Team Web Site: _____

Organization/League/Team Phone: _____ Fax: _____

Number of teams in League/Request: _____ Number of Participants on Field/Court Request: _____ Number of Spectators _____

_____ #City of Alexandria Residents _____ # of Non-Alexandria Residents

Age Groups: ___ 5 & under ___ 6 -12 Years ___ Teens (13 – 17) ___ Adults (18 – 55) ___ Seniors (55 & over)

(Check Appropriate Age Groups)

Facility Requested: (1st Choice) _____ (2nd Choice) _____

Date(s) Requested: Start _____ End: _____ Day(s): MON TUE WED TH FRI SAT SUN

(Circle Days That Apply)

Program Time(s): _____ am/pm to _____ am/pm

Applicant's Signature

Date

.....
___ Approved ___ Disapproved Total Fee Charged: \$ _____

Facility(s) Used: _____ Date(s): _____ Time(s): _____

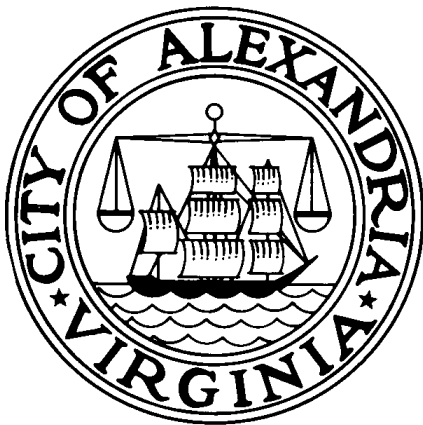
Proof of Liability Insurance: ___ Yes ___ No Practice/Game Schedules: ___ Yes ___ No

**City of Alexandria
Department of Recreation, Parks and
Cultural Activities**

FY 2013 FEE SCHEDULE

**Equipment & Facility Rentals
Chinquapin Park Recreation Center
Outdoor Pools
Marina & Athletic Fields
Youth Sports & Nonresident Fees
Program & Activities**

Effective July 1, 2013



**City of Alexandria
Department of Recreation, Parks and Cultural Activities**

FEE SCHEDULE – EFFECTIVE JULY 1, 2013

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Staff Fee	25
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Department of Recreation, Parks, and Cultural Activities

FEE GUIDELINES FOR GROUPS RENTING FACILITIES AND EQUIPMENT

Effective July 1, 2013

- Facility Rental Fees
 - o Group A: Organizations charging fees, accepting donations, or raising funds will be charged applicable fees;
 - o Group B & C: Applicable fees will be charged to all groups during non-operating hours.

A. Nonresident/Business/Non-local

Includes all nonresident, business, and organizations charging fees or accepting donations.

B. Resident/Local Non-profit

Includes City residents and non-profit organizations, civic organizations, homeowner associations and local & state political organizations located within the City limits of Alexandria.

C. City Agencies/City Sponsored

Includes City Departments or Agencies, ACPS, and City sponsored or cosponsored groups.

- Fees will be determined after evaluation of the request. Maintenance, professional staff, and police protection service fees will be charged when applicable.
- Commercial and promotional activities in parks will be authorized only if they provide a possible public service and meet a legitimate public need. They will be permitted only when they are clearly not in conflict with existing programs and restricted use does not occur for an unreasonable period of time.
- The renting party assumes responsibility for damage to turf, facility, or loss of equipment, and agrees to post a deposit to pay the cost of any repair or replacement to any park, facility, or equipment. This deposit will be set according to the policy identified in the Fee Schedule.

Department of Recreation, Parks and Cultural Activities

FY 2014 Fee Schedule – Effective July 1, 2013

Room Rental Fees (based on occupancy)

Room Type	Group	Fee/hour ²
Small Room (up to 50 occupancy)		
A. nonresident/business/non-local		\$47
B. resident/local non-profit		\$35
C. City agency/sponsored		TBD
Kitchen		
A. nonresident/business/non-local		\$53
B. resident/local non-profit		\$39
C. City agency/sponsored		TBD
Dance Studio		
A. nonresident/business/non-local		\$36
B. resident/local non-profit		\$27
C. City agency/sponsored		TBD
Large Room (51-125 occupancy)		
A. nonresident/business/non-local		\$79
B. resident/local non-profit		\$59
C. City agency/sponsored		TBD
Exhibit Hall/Large Multi-Purpose		
A. nonresident/business/non-local		\$105
B. resident/local non-profit		\$79
C. City agency/sponsored		TBD
Gymnasium		
A. nonresident/business/non-local		\$105
B. resident/local non-profit		\$79
C. City agency/sponsored		TBD
Lee Center Kauffman Auditorium		
A. nonresident/business/non-local		\$157
B. resident/local non-profit		\$117
C. City agency/sponsored		TBD

Refundable Rental Security Deposit Fees

¹	Group	Fee
Refundable Deposit		
All Groups		Equal to rental amount up to \$500

Rental Staff Support Fees

Days	Fee/hour/staff
Staff Fees	
Monday - Friday	\$36
Saturday, Sunday, & Holidays	\$47

¹ Groups are defined on page 3

² Staff fees will also be charged if necessary

Department of Recreation, Parks and Cultural Activities

FY 2014 Fee Schedule – Effective July 1, 2013

Outdoor Pool Rental Fees

Facility Group ¹	Type	Fee/hour ²
Large Pool		Large Outdoor Pool
A. nonresident/business/non-local		\$105
B. resident/local non-profit		\$79
C. City agency/sponsored		TBD
Mini Pool		Mini Pool
A. nonresident/business/non-local		\$53
B. resident/local non-profit		\$39
C. City agency/sponsored		TBD

Park Rental Fees (Oronoco Bay, Waterfront & Brenman)

Park Rentals Group ¹	Fee/hour ³
A. nonresident/business/non-local	\$157
B. resident/local non-profit	\$117
C. City agency/sponsored	TBD

Picnic Area Rental Fees

Picnic Area	Fee/4-hr block ²
with Large Shelter	\$157
with Small Shelter	\$105
no Shelter	\$52
Ft. Ward Amphitheater	\$61/hr. (4-hr min)

Mobile Stage Rental Fees

Mobile Stage Group ¹	Fee/hour ³
A. nonresident/business/non-local	\$79
B. resident/local non-profit	\$59
C. City agency/sponsored	TBD

Garden Plot Fees

Garden Plot	Fee/season
Per Garden Plot (300 sq. ft.)	\$55

¹ Groups are defined on page 3

² Staff fees will also be charged if necessary

³ Park/Mobile Stage Rentals will require appropriate staff fees and have a minimum 4 hour rental period

Athletic Field Rental Fees ²

Field Type Group ¹	Fee/hour ³
Natural Turf Field	
A. nonresident/business/non-local	\$63

Department of Recreation, Parks and Cultural Activities			
FY 2014 Fee Schedule – Effective July 1, 2013			
B. resident/local non-profit		\$63	
C. City agency/sponsored		TBD	
Natural Turf Field w/ Lights			
A. nonresident/business/non-local		\$115	
B. resident/local non-profit		\$115	
C. City agency/sponsored		TBD	
Artificial Turf Field			
A. nonresident/business/non-local		\$115	
B. resident/local non-profit		\$115	
C. City agency/sponsored		TBD	
Artificial Turf Field w/ Lights			
A. nonresident/business/non-local		\$167	
B. resident/local non-profit		\$167	
C. City agency/sponsored		TBD	
Youth Sports Program Participation Fees			
		Fee/sport	
Youth Sports		\$40	
Youth Sports Field Use Fee			
		Fee/sport/person	
Youth Sports Field Use		\$10	
Nonresident Program Participation Fee			
		Fee/activity	
Nonresident Fee		\$25	
ABC Permission Request Fee			
		Fee ⁴	
ABC Permission (Department Fee)		\$25	
¹ Groups are defined on page 3			
² Fees charged for non-dept. sponsored activities or use beyond established league permitted times			
³ Athletic Field Rentals will require appropriate staff fees and have a minimum 2 hour rental period			
⁴ Fee non-refundable. Permit required for serving of alcoholic beverages at facilities and parks where permissible. VABC Office will assess appropriate permit fees			
Chinquapin Park Recreation Center Fees			
General Admission and Passes ¹		Resident Fee	Nonresident Fee
Chinquapin Admission Fees			
Child (0 - 4)		\$0	\$0
Youth (5 - 17)		\$4	\$8
Adult (18+)		\$6	\$8
Senior (60+)		\$4	\$8

Department of Recreation, Parks and Cultural Activities				
FY 2014 Fee Schedule – Effective July 1, 2013				
Group Rate - 20 or more		25% disc.		25% disc.
Adult/Chaperone with Youth		\$1		\$2
Chinquapin Individual Fitness Pass – 25 visits				
Child (0 - 4)		\$0		\$25
Youth (5 - 17)		\$61		\$101
Adult (18+)		\$101		\$152
Senior (60+)		\$61		\$101
Chinquapin 1-month Unlimited Fitness Pass				
Single		\$46		\$93
2 Persons		\$73		\$145
Dependent/Chaperone (no use of facility)		\$13		\$26
Senior - Single		\$28		\$57
Senior - 2 Persons		\$43		\$87
Chinquapin 6-month Unlimited Fitness Pass				
Single		\$247		\$495
2 Persons		\$424		\$848
Dependent/Chaperone (no use of facility)		\$0		\$0
Senior - Single		\$152		\$303
Senior - 2 Persons		\$217		\$434
Family (includes up to 4)		\$505		Not Available
Chinquapin 12-month Unlimited Fitness Pass				
Single		\$438		\$877
2 Persons		\$727		\$1,454
Dependent/Chaperone (no use of facility)		\$0		\$0
Senior - Single		\$263		\$525
Senior - 2 Persons		\$394		\$788
Family (includes up to 4)		\$909		Not Available
Chinquapin Racquetball Court Rental				
Per Court/hour ²		\$14		\$27
¹ Passes include use of pool, locker room, sauna, & fitness room				
² Staff fees will also be charged if necessary				
Chinquapin Park Recreation Center Fees (cont.)				
		Resident Fee		Nonresident Fee
Racquetball Play – Non Prime Time				
Per hour		\$8		\$11
Racquetball Play – Prime Time				
Per hour		\$11		\$14
Racquet Rental				
Per hour		\$3		\$3
Chinquapin Diving Well				
		Fee/hour ¹		
A. nonresident/business/non-local		\$101		
B. resident/local non-profit		\$51		
C. City agency/sponsored		TBD		
Chinquapin Pool/Sauna/Exercise Room				
		Fee/hour ¹		
A. nonresident/business/non-local		\$505		

Department of Recreation, Parks and Cultural Activities		
FY 2014 Fee Schedule – Effective July 1, 2013		
B. resident/local non-profit		\$253
C. City agency/sponsored		TBD
Marina Fees		
		Fee
Pleasure Boats		
Short-Term Docking Fee		(Effective 01/01/2010) \$15 up to 4 hours
Drop off or Pick-up Fee		\$5
Overnight Docking		\$2 per foot, per night
Annual Licensing		
Resident		\$8 per ft., per mo., paid annually
Nonresident		\$9 per ft., per mo., paid annually
T-Head/Commercial/Cruise/Charter/Business Vessels		
Base rate - no utilities		\$3 per foot, per day
Utilities/Electrical (includes water in-season)		
30 amp electrical connection		\$4/night
50 amp electrical connection		\$7 per connection/night
100 amp electrical connection		\$13 per night
Sewage Pump-out Facility		
Per Use		\$25
¹ Staff fees will also be charged if necessary		
Warwick & Old Town Outdoor Pool Admission Fees		
		Fee
General Admission		
Child (0 - 4) with paying adult		Free
Youth (5 - 17)		\$1
Adult (18+)		\$2
Senior (60+)		\$1
Nonresident		\$3
Outdoor Pool Season Pass		
Child (0 - 4) with paying adult		Free
Youth (5 - 17)		\$53
Adult (18+)		\$105
Senior (60+)		Free
Family (includes up to 4)		\$288
Nonresident		Not Available
Out of School Program Activity Fee		
Participant		Fee
School Year (2012-2013)		\$250
Summer 2012		\$25
Summer 2013		\$50
Tennis Court Fee		
		Fee/court/hour
Singles		
Resident		\$3

Department of Recreation, Parks and Cultural Activities		
FY 2014 Fee Schedule – Effective July 1, 2013		
Nonresident		\$5
Doubles		
Resident		\$4
Nonresident		\$8
Pool Lane Rental Fee		
Chinquapin Rixse & Outdoor Pools	Fee/hour/lane ¹	
A. nonresident/business/non-local		\$40
B. resident/local non-profit		\$20
C. City agency/sponsored		TBD
¹ Staff fees will also be charged if necessary		
Adult Fitness		
Fitness Rooms Use: Nannie J. Lee, William Ramsay, Charles Houston, and Cora Kelly Recreation Centers	Resident Fee / Senior 55 +	Nonresident Fee
Single Use - "Guest" Pass	\$4 / \$3.20	\$8
10-Visit Pass	\$35 / \$28	\$75
20-Visit Pass	\$60 / \$48	\$135
3-month Pass	\$30 / \$24	\$80
6-month Pass	\$50 / \$40	\$145
Annual Pass	\$100 / \$80	\$200

**ATTACHMENT III
RESOURCE ALLOCATION AND COST RECOVERY MODEL AND FEE SCHEDULE**

Alexandria Resource Recovery Model – Service Categories Sorted by Tier

Cost Recovery Levels	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Benefit Focus	Mostly Community Benefit	Considerable Community Benefit	Balanced Individual and Community Benefit	Considerable Individual Benefit	Mostly Individual Benefit
% recovery	No cost recovery	20 % cost recovery	50% cost recovery	125% cost recovery	175% cost recovery
	Non-monitored parks and facility usage	Monitored park and facility usage	Special events and parades	Classes, camps, programs, workshops and clinics – multi-level	Concessions and vending
	Inclusionary services	Out-of-school time program (school year and summer)	Rentals exclusive use government agencies and Scholastic Entities	Tenant leases	Merchandise
	Support services	Affiliates and grantees rentals and exclusive use	Work study, internship, and community service programs	Equipment rentals	Private and semi-private lessons
		Community wide events	Social and affinity groups	Trips	Rentals and exclusive use – private
		Volunteer led programs		Specialized activities and camps	Organized parties
		Arts grant program		Drop-in child care and babysitting	Permitted services
		Therapeutic and adapted special recreation		Professional services	
				Tournaments and leagues	