

**A RESOLUTION ADOPTING THE CITY OF MILTON PARKS AND RECREATION  
DEPARTMENT REVISED FACILITY AND FIELDS USE POLICY**

**WHEREAS**, the City of Milton continues to expand and grow the Facilities and Fields in the Parks and Recreation Department; and

**WHEREAS**, the City of Milton Parks and Recreation Department continues to expand the number and variety of recreation programs; and

**WHEREAS**, the number of requests to use and/or rent the city's Facilities and Fields increased in 2015; and

**WHEREAS**, the Parks and Recreation Advisory Board (PRAB) worked closely with the City Staff, the City Attorney and surrounding Parks and Recreation Agencies to create a City of Milton Facility and Field Use Policy; and

**WHEREAS**, the public interest will be served by the adoption of this revised Facility and Field Use Policy, which is attached as Exhibit A.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the City of Milton hereby approve the Department of Parks and Recreation Facility and Fields Use Policy.

**RESOLVED** this 19<sup>th</sup> day of October, 2015.

Approved:

  
\_\_\_\_\_  
Joe Lockwood, Mayor

Attest:

  
\_\_\_\_\_  
Sudie AM Gordon, City Clerk



# City of Milton Parks and Recreation Department: Facility and Fields Policy

---

## Purpose and Mission

The City of Milton Parks and Recreation Department (hereinafter referred to as "MPRD") has a variety of facilities and fields located within the City of Milton, Georgia ("City") that are available to rent when not in use for City-sponsored programs or City partner programs. MPRD's mission is to serve the residents of the City, and therefore City residents enjoy the first opportunity to rent available space after other programming needs are met.

MPRD hereby establishes these universal policies and procedures (the "Policy") pertaining to the rental of such fields and facilities for distribution to City employees and the general public as appropriate to ensure consistency in MPRD operations. It should be noted that each rental facility and field is unique and has specific guidelines that renters must adhere to in addition to those listed in this Policy. Rental fees will vary for each specific facility/field.

Facilities include, but may not be limited to, picnic pavilions, meeting rooms, gymnasiums and tennis courts identified by MPRD. Fields include, but may not be limited to, baseball/softball fields and multi-purpose rectangular athletic fields identified by MPRD.

MPRD facilities and fields are intended to be used by residents of the City, and City residents shall be given first priority to rent after City-sponsored programs or City partner programs. MPRD reserves the right to request participation information (including participant names and addresses) from any individual or group requesting to rent fields or facilities. Factors that may be considered by MPRD in considering a request to rent include the number of City residents involved in the rental activity.

Rentals will be subject to the following restrictions:

1. Facilities will not be available when an event sponsored by the City or an activity approved by the City is being conducted.
2. With the exception of the Bethwell Community Center, indoor rentals will not be allowed on City recognized holidays.
3. All rentals, except outdoor athletic facilities, will end no later than 10:00pm. Outdoor athletic facility rentals may end at 11:00pm with prior written approval from MPRD, but otherwise shall end at 10:00pm.
4. Reservations of indoor facilities during regular hours of operation are not allowed.
5. Reservations of indoor and outdoor facilities may be made no earlier than six (6) months prior to requested event date.

MPRD reserves the right to amend this Policy, including the fee schedule, Rental Requests provisions, Universal Guidelines, and Fields/Facilities below, as deemed appropriate with thirty (30) days prior written notice of amendment by posting on the City's website.

Per the terms of the Memorandum of Understanding with the City of Alpharetta ("Alpharetta") effective December 1, 2012, Alpharetta residents shall be allowed to rent City facilities and fields, provided space

## City of Milton Parks and Recreation Department: Facility and Fields Policy

---

is available, and shall pay the same fees as City residents. For the purposes of this Policy, the word "Resident" shall include residents of the Cities of Alpharetta and Milton unless noted otherwise.



# City of Milton Parks and Recreation Department: Facility and Fields Policy

---

## Rental Requests

All applicants shall complete a Field Use Agreement or a Facility Use Agreement ("Agreement"), copies of which are included with this Policy.

Requests to rent a facility/field shall be treated as follows:

1. A request for a program or athletic sport already offered by MPRD, or its partners, will not be considered.
2. Athletic teams representing a sport (or a certain level of sport) that is not offered by the MPRD may rent a field based on availability if the field has not been closed for repair or maintenance
3. Social activities/events may be scheduled on any field as long as the field is available and there would be sufficient time after the rental to prepare/maintain the field for its next scheduled use.
4. In the event a rental request is made that does not fall under item 2 or 3 above, the MPRD Director ("Director") shall determine if the rental request will be allowed. However, the City Parks and Recreation Advisory Board has the final discretion in approving/denying rental requests that fall outside this Policy.

All requests must be made via a completed Field Use Agreement or Facility Use Agreement no more than six (6) months prior and no less than thirty (30) days prior to the requested date. Requests will NOT be processed on a first come, first served basis.

Each month on the 1<sup>st</sup> and 15<sup>th</sup> of the month (or the next business day if said date falls on a weekend or City holiday), there will be an approval of rental requests. In the event of competing dates/times for the same facility or field, a drawing will be held to approve the rental. The approved rental will be notified via the contact email on the completed Agreement.

Other Departments of the City will be allowed to reserve MPRD facilities during regular business hours for employee functions at no cost, depending on availability. Requests for Department usage outside of regular business hours will be handled on a case by case basis by the Director.

*It is the intention of the City Council of Milton and the Parks and Recreation Department that organizations/leagues having access to Milton fields be organizations as are recognized by the City, and which are a part of duly sanctioned local, regional or nationally affiliated leagues. This policy ensures that demand on fields is kept to a manageable level. The City of Milton reserves the right to decline access to field space if, in the discretion of the Director or City Manager, field access is being requested by individuals or entities in derogation of the statement of intention set forth in this paragraph.*

Fees and Deposits will be set forth in the Fee Schedule below.

# City of Milton Parks and Recreation Department: Facility and Fields Policy

---

## Fee Schedule

Rentals contracted with non-Alpharetta and non-Milton Residents will be charged fees consisting of 150% of the fees set forth below. Time requested for rental should include set-up and clean-up.

- A. Meeting Rooms
  - a. Bethwell Community Center Rental – Three hour minimum - \$40/hour
  - b. Refundable Cleaning deposit - \$50.00
  - c. Bell Memorial Park Meeting Room – Two hour minimum - \$20/hour
  - d. Refundable Cleaning deposit - \$50.00
- B. Gymnasiums – Not available for rental per FCBoE agreement
- C. Picnic Pavilion
  - a. Friendship Community Park Pavilion – Two hour minimum - \$10/hour
  - b. Broadwell Pavilion – Four hour minimum - \$25/hour
  - c. Refundable Security Deposit for Broadwell Pavilion Only - \$500
  - d. Refundable Grill Use Deposit for Broadwell Pavilion Only - \$100
- D. Tennis Courts – Not available for rental per FCBoE agreement
- E. Athletic Field (Baseball/Softball)
  - a. Two hour minimum without lights - \$50/hour
  - b. Two hour minimum with lights - \$75/hour
  - c. Include drag and line field – \$50/field set up
  - d. Refundable Security deposit - \$100
  - e. Other fees might be necessary and determined on a case by case basis
- F. Athletic Field (Rectangular)
  - a. Two hour minimum without lights – \$75/hour
  - b. Two hour minimum with lights – \$100.00/hour
  - c. Paint or line the field – (price quote to be provided by MPRD Director)
  - d. Refundable Security deposit – \$100
  - e. Other fees might be necessary and determined on a case by case basis
- G. Other:

Full refunds will be granted if a rental is cancelled by MPRD. Refunds will be granted if requested by the renter at least ten (10) business days prior to the rental, provided that MPRD will retain a \$10 service charge. Refunds will not be granted if a rental group does not show up for their reserved time without advance notice (at least 10 business days).



# City of Milton Parks and Recreation Department: Facility and Fields Policy

---

## Universal Guidelines

1. No one under the age of 21 years shall be permitted to enter into an Agreement with MPRD.
2. Renter (person whose name is on the Agreement) must be present during the entire scheduled event. Failure to do so may result in immediate forfeiture of any applicable fees and deposits, and renter may not be allowed to use any City facility in the future for a period up to, but not exceeding, two years.
3. Renter is responsible for ensuring that any guest asked to leave the premises by any MPRD employee due to misconduct and/or violation of MPRD rules leaves the MPRD property immediately and without incident.
4. MPRD reserves the right to cancel, postpone or reschedule any rental. The renter will be given a choice of a refund or to have an alternative date scheduled.
5. For the safety of all, if MPRD is closed due to inclement weather, all facility reservations will be cancelled. The renter will be entitled to a full refund or may reschedule at another time as agreed upon in writing by MPRD and renter.
6. Requested times of use shall include set-up and clean-up times.
7. Per City ordinance, the use of alcoholic beverages, tobacco and all tobacco products is strictly prohibited in City parks, fields and facilities.
8. Except for guide animals, pets are not allowed in or on facilities or fields. Pets are otherwise allowed in the parks if kept on a leash.
9. The renter shall not have the right to assign a rental agreement or any rights hereunder or to sublet MPRD facilities or fields.
10. Renter must provide at least one (1) adult chaperone for every fifteen (15) youth (i.e. individuals under the age of 18 years) in attendance.
11. Renter shall use only the facilities or fields that have been formally rented as identified in the Agreement. Rental activities shall not hinder or obstruct the activities of the occupants of the facility, or the accompanying or adjacent park areas.
12. MPRD has the right to immediately cancel any rental on site if the actions of the group put the group, any member of the group, any City employee, the general public, and/or the facility or field at risk or in danger.
13. Renter is responsible for discouraging participants at the event from the use of offensive language. MPRD has the right to order the removal from the premises any guest(s) who engages in physical abuse or threat of physical abuse toward another guest, a City employee or the general public.
14. Upon request. Renter must provide a Certificate of Insurance (\$1,000,000 minimum). The City of Milton should be listed as an additional insured.
15. MPRD reserves the right to rent different areas of the same facility or field to different groups at the same time.
16. MPRD does not guarantee the use of equipment, tables, chairs, etc. No tables, chairs or other City personal property may be removed from a facility or field.
17. Portable grills are not permitted at all in any City park.
18. Athletic field participants are prohibited from gaining access to any field by climbing over a fence.

## City of Milton Parks and Recreation Department: Facility and Fields Policy

---

19. Only stakes or posts that can be pushed by hand into the ground may be used on any baseball/softball field.
20. Renters are NOT allowed to use any paint or other similar materials on athletic fields.
21. All trash and garbage must be placed in the proper receptacles provided by the City.

# City of Milton Parks and Recreation Department: Facility and Fields Policy

---

## Facilities/Fields

### **Bell Memorial Park**

- Field 1 - Regulation football sized, artificial turf
- Field 2 - Regulation football sized, artificial turf
- Field 3 - 290 feet
- Field 4 - 190 feet
- Field 5 - 200 feet
- Field 6 - 200 feet
- Field 7 - 200 feet (artificial turf – charged at the artificial turf rate of \$75/hour)

Concession Stand with multiple tables, both regular and ADA accessible  
Meeting Room for 15 available for rental  
Walking Trail of approximately 1 mile, ½ ADA accessible, ½ natural terrain.

### **Bethwell Community Center**

- 2 Picnic Tables
- 1 Outdoor Grill
- Indoor capacity for 55 people

### **Broadwell Pavilion**

- 6 Picnic Tables, 4 regular need, 2 are ADA accessible
- Outdoor grilling allowed with a special permit
- Alcohol permitted with special permit

### **Friendship Community Park**

- 1 Multi-Purpose Rectangular Field approximately ½ acre
- 1 Half-Court Basketball Court with 1 Basketball Goal

- Circular Pavilion – 24 feet X 24 feet
  - 3 Picnic Tables
  - 2 Standard Tables
  - 1 ADA Table

### **Birmingham Falls Elementary**

- 1 Multi-Purpose Rectangular Field approximately 2.5 acres
- 1 Indoor Gymnasium

### **Cogburn Woods Elementary**

- 1 Multi-Purpose Rectangular Field approximately 1 acre
- 1 Indoor Gymnasium

### **Hopewell Middle**

- 1 Multi-Purpose Rectangular Field approximately 1.5 acres
- 1 Diamond shaped field
- 1 Indoor Gymnasium



## City of Milton Parks and Recreation Department: Facility and Fields Policy

---

### **Northwestern Middle**

- 1 Multi-Purpose Rectangular Field approximately 2 acres
- 1 Lacrosse field approximately .5 acres
- 1 Lacrosse/Baseball/Softball field approximately 1.25 acres
- 1 Indoor Gymnasium