

MOORHEAD PARKS & RECREATION ATHLETIC FACILITY USE GUIDE



Parks and Recreation

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I. Introduction

The Moorhead Parks & Recreation Department (“Moorhead Parks”) is responsible for the coordination and use of all park and athletic facilities owned by the City of Moorhead (the “City”). The objective of this Facility Use Guide is to provide a clear understanding of the allocation of Moorhead Parks’ resources and facilities at Centennial Athletic Complex, Matson Field, and Southside Regional Park. Moorhead Parks reserves these facilities in order to assure equitable distribution, achieve maximum use of the facilities by the public, and when necessary, protect fields from overuse.

The following guidelines are intended to assist the Renter when making facility reservations and to guide staff in resolving conflicts that arise with scheduling facilities. Please be advised that Moorhead Parks’ staff may deviate from these guidelines as deemed necessary and appropriate.

II. Definitions

“**City**” means the City of Moorhead, Minnesota.

“**Moorhead Parks**” means the City’s Parks and Recreation Department.

“**Facility Use Guide**” means this document that provides detailed information and descriptions of City-owned facilities, intended uses, and rental procedures and guidelines.

“**Facility Use Agreement**” means an annual or multi-year agreement that identifies the use of City-owned facilities for nonprofit groups organized to provide athletic opportunities for participants, which are not offered by Moorhead Parks.

“**Field Supervisor**” means the individual responsible for the City-owned facility during a scheduled event.

“**Open Tournaments**” means games open to teams outside of regular season leagues for which participants are assessed an entry fee.

“**Renter**” means an individual, group, organization, club, or team requesting use of a City-owned athletic facility.

“**Temporary Use Form**” means the form used for groups requesting facilities for one (1) day use, open tournaments, or general use, not covered by a Facility Use Agreement.

III. Allocation Process - Priority Scheduling

Due to the large number of organizations requesting to use fields owned by the City, it is appropriate to define and classify Renters and establish a reservation priority policy to ensure fields are made available to best meet community needs. Moorhead Parks uses the following priorities when allocating fields at Centennial Athletic Complex, Matson Field, and Southside Regional Park:

Priority #1	<p>Moorhead Parks sponsored activities, programs, games, practices, leagues, and tournaments.</p> <p>Reservations for Moorhead Parks’ functions may be taken at any time for any date. Moorhead Parks-sponsored activities may preempt lower priority reservations at the discretion of Moorhead Parks.</p>
Priority #2	<p>Moorhead Parks co-sponsored activities, programs, games, practices, leagues, and tournaments.</p> <p>A co-sponsored function occurs when Moorhead Parks collaborates with another entity to provide a community event. Moorhead Parks’ staff can seek partners and/or organizations may submit a request to Moorhead Parks’ staff. Three (3) months advance notice is expected. The following are general guidelines, but are not inclusive, for determining whether to co-sponsor a community event:</p> <ol style="list-style-type: none"> 1. Open to the public, impacting a significant amount of City residents; 2. Hosting a non-profit event; 3. A significant portion of the event must be within City limits; 4. Must be a family-friendly event where alcohol is discouraged, but may be permitted if proper procedures and licenses are obtained; 5. City leadership staff is involved in the planning of event logistics, coordination of facilities, equipment use, and/or providing human resources for the event; 6. The purpose of the special event, community project, or program is not organized around political or religious themes, but serves as a benefit to the community as a whole; 7. The City has the financial resources in its existing budget; and 8. An agreement has been executed outlining co-sponsorship or special event application has been completed.
Priority #3	<p>Moorhead Schools’ Independent School District #152 and athletic department reservations of K-12 schools, as part of a larger joint use agreement with the school district.</p>
Priority #4	<p>Nonprofit youth and adult athletic organizations that serve the community and are recognized by Moorhead Parks as providing recreational services in the City.</p> <p>The definition of a qualified nonprofit includes but is not limited to the following:</p> <ol style="list-style-type: none"> 1. A Minnesota non-profit organization; 2. A Section 501(c)(3) organization under the Internal Revenue Code; 3. The organization should have a board of directors, bylaws, and other operation guidelines; 4. The organization’s mission should provide activities and programs for Moorhead residents and residents of the surrounding communities; and 5. Recreational programs for youth have priority over competitive programs and youth programs have priority over adult programs.
Priority #5	<p>City-based organizations that are for profit organizations, clubs for youth, and adult athletic organizations that serve the community and are recognized by Moorhead Parks as providing recreational services in the City.</p>
Priority #6	<p>Organizations, groups, businesses, and individuals that are not Moorhead-based and propose to use the facilities for athletic events.</p>
Priority #7	<p>Private rentals.</p>

- A. New organizations requesting fields on a regular basis that would decrease the use by another Renter will be required to:
 - 1. Provide information prior to January 1, annually, to the Director of Parks and Recreation, which includes the following criteria:
 - a. Proof of non-profit status, list of board of directors, or whether rental is for a for-profit entity, etc.;
 - b. Physical address of the organization;
 - c. Ability to meet the insurance requirements; and
 - d. Commitment and ability to pay as shown with a down payment.
 - 2. Provide general information on what is requested, including number of fields, dates and times of the request, and number of teams.
 - 3. Once information is gathered from the competing groups, participate in a meeting with the Moorhead Parks' Director and Moorhead Parks' Maintenance Manager prior to February, annually.
- B. Organizations looking for one-time use will check on availability with Moorhead Parks, sign the Facility Use Agreement, and submit the agreement with payment and insurance certificate to the Moorhead Parks' Administrative Office at 1300 15th Ave N, Moorhead, Minnesota 56560.
- C. Current organizations using Moorhead Parks' facilities will be required to periodically update their information.
- D. Once a facility reservation is made and accepted by Moorhead Parks, evidenced by a written Facility Use Agreement with confirmation, a higher priority group will not displace the accepted reservation.

IV. Process to Request an Athletic Field

Moorhead Parks will assign athletic facilities to organizations based on formal agreements identifying the requirements of using City-owned facilities. There are ever changing needs within the Moorhead community, and this Facility Use Guide is specifically adopted to recognize that no group or organization's use of a facility is "grandfathered" in to the future use considerations past the term of their existing agreement with Moorhead Parks.

Renters that have previously used Moorhead Parks' facilities will be available for a pre-season meeting between January 15 and March 1, annually, with Moorhead Parks' Director and Maintenance Manager. The Renter is responsible for providing the intended use of the facility, specifically, what the Renter is offering in regard to programming at the various City-owned facilities.

Following these pre-season meetings, all new or expanding programs will need to meet with Moorhead Parks' staff to present their requests for facility reservations. New and expanding programs will be allowed to reserve only if there is a facility available to accommodate their requests.

If there are questions regarding athletic facility reservations, please contact Moorhead Parks at (218) 299-5340 or visit our website at www.moorheadparks.com to submit a Citizen Request.

- A. **Athletic Facility Use Agreement.** A Facility Use Agreement is required for groups reserving a facility or part of a facility. Time needed for setup and take down must be included in rental hours. Permits will be issued to adults only. The application must be accompanied with a Certificate of Insurance, listing the City as an additional insured, and payment. Insurance requirements are: one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) general aggregate. Payment will be determined on an annual basis by the City's Park Advisory Board and the Moorhead City Council.

- B. **Athletic Facility Fees & Billing.** Fees are determined on an annual basis by the Moorhead City Council after receiving a recommendation from the City's Park Advisory Board. The pricing philosophy on fees is that adult Renters will pay for one hundred percent (100%) of the direct costs of providing this service (minus facility infrastructure costs) and youth Renters will pay fifty percent (50%) of the direct cost of providing the program. For the 2022 fee schedule, please refer to the Athletic Field Use Fee Schedule attached as Exhibit A.
 - 1. **Payment.**
 - a. Payment deadlines are included in this document.
 - b. If fees are not paid, the only reminder will be an invoice mailed from Moorhead Parks one (1) month prior to the date due.
 - c. Checks made payable to the City of Moorhead or cash payments only.
 - d. Payments are due on or before September 1, annually. If payment is not received in a timely manner, the Renter will be subject to penalties.

 - 2. **Past Due.** If payment in full is not received by the City at the times specified, the City will take the following actions:
 - a. The City will charge the following interest and penalties on the outstanding balance:
 - i. Payments that are ten (10) days overdue will be charged a five percent (5%) penalty and an additional ten percent (10%) if not paid within thirty (30) days.
 - ii. There is a mandatory interest rate of seven percent (7%) per annum in addition to such penalties.
 - b. There are no exceptions for late payments. Disputes must be settled prior to the deadline for payment.

 - 3. **Cancellation Policy.** No refunds will be issued for cancellations made less than thirty (30) days prior to an event requested on the Facility Use Agreement or Temporary Use Form. Refunds will only be used if the cancellation is due to weather conditions with severe thunderstorms, tornado watches/warnings, and/or poor field conditions that prompt closure of the facility.

C. **Athletic Facility Closures - Inclement Weather.**

1. Moorhead Parks' staff will inspect the field sites and make a determination prior to 4:00 pm, whether the facility is playable. If it is determined that the fields are too wet, the Field Supervisor will then contact the Renter to inform them that the event has been cancelled. Cancellation of games/tournaments decided after 4:00 pm is the responsibility of the Renter.
2. The Renter's contact person is responsible for rescheduling games and obtaining the approval of the Field Supervisor. If a scheduled game is cancelled with less than two (2) days' notice for the fields at Centennial Fields or Moorhead School Fields (Matson Field requires a one (1) week notice), for reasons other than inclement weather or a no-show, a cancellation fee of twenty-five dollars (\$25) will be assessed. A notice to the Renter will be emailed by Moorhead Parks that there was a no-show at the prepared field.

D. **Open Tournaments.** Open Tournaments are defined as games open to teams outside of regular season leagues in which participants are assessed an entry fee. Open Tournaments must be sanctioned to ensure proper insurance coverage. These tournaments are to be scheduled by May 15 of each term year to receive contract pricing and to assure availability. A Facility Use Agreement must be completed by the Renter for each of these tournaments and payment must be made before the Renter takes the field.

E. **District/State Tournaments.** There are typically special requests to host these tournaments that are not routine. A Facility Use Agreement must be submitted to address these additional requests. Bidding on these tournaments requires approval from the City Council prior to submitting a bid to an outside association.

V. **Field Information**

A. **Field Descriptions.** City-owned facilities are further described in the Field Description Table attached as Exhibit B.

B. **Pre-Season Field Information.**

1. Preparation of fields in the spring is the responsibility of the Moorhead Parks' staff. Traditionally, the goal is to have the fields in playing condition by May 1; however, weather is a key factor in reaching this goal. It is suggested that the first game dates be delayed as far into May as possible. Prior to May 1, Moorhead Parks cannot guarantee to have fields in proper playing condition.
2. The availability of fields for practice in April will also be determined by field conditions. Damage to the turf in the spring will result in damage throughout the remainder of the year.

- C. **Field Rotation.** To minimize field wear and maintenance, the following measures will be instituted:
1. Fields may be retired from play each season to allow rehabilitation/regrowth of the turf, as determined by Moorhead Parks’ staff.
 2. Moorhead Parks’ staff may close facilities for games or practices based on current or expected facility and weather conditions. Moorhead Parks will use its best efforts to consult with the Renter, but the final determination will be that of Moorhead Parks.

D. **League Game and Practice Schedules.** After facilities have been assigned to Renters, scheduling of the facility for practices and games is the responsibility of the Renter. Detailed schedules with field numbers, times, teams playing, etc., will be turned in by electronic mail to the Moorhead Parks Director and Maintenance Manager, or in hard copy to the Moorhead Parks’ Administrative Office on or before the deadlines listed below:

1. **Southside Regional Park Multi-Use Fields**

a. These deadlines apply for each of the soccer sessions for each contract year:

March 15	Calendar of intended field use must be received by Moorhead Parks’ Administrative Office (either hard copy or email)
April 1 - May 17	Spring Season
May 18 - August 9	Summer Season
August 10	Fall Season - this schedule will need to work around field use by youth football

- b. Practice and game schedules are to be received for all levels of play from Recreational to Select.
- c. Youth football will use eight (8) full-sized football fields from approximately August 15 to October 15.

2. **Southside Regional Park - Youth Ball Fields.**

- a. Use of the fields will be determined by Moorhead Parks on or before May 1. After that time, fields may be considered for use by others, using the priority scheduling procedure.
- b. Prior to May 1, fields are available Monday-Thursday until 5:00 pm, and Friday, Saturday, and Sunday.
- c. To schedule, a Facility Use Agreement must be filed with payment. A Facility Use Agreement will not be accepted without payment.

3. **Southside Regional Park - Miracle Field.** This is a rubberized play surface intended for use by citizens with special needs. Renters must reserve the space by filing a Facility Use Agreement and providing insurance verification. There is no fee to use this space, but the Renter using this field is responsible for litter pick-up and bathroom cleaning immediately following its use of the space.

4. **Matson Field.**

a. The priority for use and scheduling deadlines:

February 1	Moorhead High School
April 1	Moorhead American Legion Blues
April 15	Moorhead American Legion Golds
May 1	Moorhead Baseball

- b. Matson Field: Moorhead Youth Baseball Association is guaranteed one (1) day per week Monday-Sunday, May 20 through July 31 (taking into consideration the high school schedule, playoffs, etc.). This use is considered part of their team fee. Moorhead Youth Baseball Association will pay for light use as a result of renting Matson Field.
- c. On or after April 15, interested parties, including but not limited to, Moorhead High School, Blues, Golds, and Moorhead Youth Baseball, will meet to schedule the use of Matson Field for Moorhead baseball games. The use will include the regular schedules and be given to the Moorhead Parks' Administrative Office on or before May 1, annually. Once the schedule is received, open dates will be available for other Renters.

5. **Centennial - South Fields.**

- a. Six (6) fields are leased to the Moorhead Softball Association for providing adult slow pitch softball, church leagues, and youth softball, with the exception of 4:00-6:15 pm, Monday-Thursday, when they are used for organized youth baseball. Two (2) additional fields will be available on Thursday evenings at 6:15 pm. These two (2) fields will be used by the Moorhead Crush on Monday, Tuesday, and Wednesday. All fields used for tournaments or leagues on weekends are through a separate agreement.
- b. Adult softball must have schedules delivered to Moorhead Parks' maintenance staff on or before May 10, annually. If schedules are not received, these fields will become available for youth activities.

6. **Centennial - North Fields.** These four (4) baseball diamonds on the north side of Centennial Athletic Complex are to be used for youth baseball/softball. Historically, these fields and concession stand have been leased to the Moorhead Youth Baseball Association for their league play and tournaments. Schedules are to be delivered on or before May 1, including the use of Matson Field, or the fields will be available for other Renters.

7. **Centennial - Youth Football Fields / Moorhead Lacrosse.**

- a. Centennial – multi-use fields have been leased to Moorhead Lacrosse.
- b. Scheduling conflicts with the use of Centennial Fields for baseball and softball will be taken into consideration when adult softball is hosting post-season play due to the limited parking at the complex. Post-season softball tournaments scheduled on Saturdays, August 15 and later, need prior approval from Moorhead Parks.

8. **School District Fields.** Approval for the use of these fields must be with the renter and Moorhead's Independent School District #152. Moorhead Parks' staff will drag and line these fields for use by Moorhead Baseball only for games. Use of the fields will be communicated to Moorhead Parks by way of the schedules delivered on or before May 1. When using the fields owned by Independent School District #152 for league play, the team fee paid to Moorhead Parks will cover the field set up. If there are uses other than for league teams, a Facility Use Agreement must be submitted to assure field set up.

 9. **Failure to Provide Detailed Schedules by Deadline Results In:**
 - a. Fields becoming available to lease to other Renters;
 - b. Fields being unavailable for the activity;
 - c. If fields are available, Moorhead Parks' staff will need a two (2) week notice to prepare the fields; and
 - d. The fee for rental of the fields will not be the contracted rate, instead, it will be the non-association rate as listed in Exhibit A.

 10. **Practices at Centennial Athletic Complex (North and South).**
 - a. Moorhead Youth Baseball Association practices at Centennial Athletic Complex typically beginning April 15, but can be as early as April 1, weather permitting. Gates will open with the bases out when weather conditions permit. Lights will not be used for practices and there will be no field drags between team practices.
 - b. North Side: Monday-Friday, 5:00 pm to dusk.
 - c. South Side: Monday-Thursday, 5:00-6:15 pm.
 - d. Moorhead Youth Baseball Association must have "L" screens, pitching tees, etc., off the south fields by 6:15 pm.
 - e. Adult softball will be allowed to practice at Centennial South two (2) weeks prior to the start of the season from 6:30-8:30 pm, as conditions permit. Gates will be open with bases out.
- E. **Lights.**
1. Moorhead Softball will be responsible to turn the lights on and off for Centennial Athletic Complex. The time that lights are turned on will be determined by Moorhead Softball. Lights will not be used for practices unless specifically requested in writing and paid for, as provided in subsection 2.

 2. Fees will be charged for lights used for Moorhead Youth Baseball. There will not be a charge for use of lights for Moorhead Softball League play due to the late time for the games. Lights will be left on until one-half (1/2) hour after the last game is played. This allows time for fans and players to disperse. A record of light usage will be kept by Moorhead Parks and billed to Moorhead Youth Baseball Association by August 1, with payment due on or before September 1, annually.
- F. **Portable Mounds.** Moorhead Parks has gifted to Moorhead Youth Baseball Association portable pitching mounds. Maintenance and upkeep will be the responsibility of Moorhead Youth Baseball Association. Moorhead Parks will store and move the pitching mounds as needed during field set up.

VI. Concessions/Vendors

- A. A permit or prior authorization must be obtained from Moorhead Parks before the sale of food, beverages, goods, and/or merchandise, or in order to charge fees for admission. Additional fees may be applicable when applying for these permits.
- B. Renters of Moorhead Parks' fields lease the concession and restroom buildings from the City for the purpose of selling concessions during their events. To see terms and conditions for each use, consult the Facility Use Agreement.
- C. The use is subject to the following terms and conditions:
 - 1. The Renter will pay the City five hundred dollars (\$500), annually, for the use of the concession stand. This payment is due on or before September 1.
 - 2. The City and the Renter agree that the Renter will obtain appropriate food licenses from Clay County Environmental Health Division and display the licenses in the concession stand. There must be a license for each concession stand used by the Renter.
 - 3. The Renter will sell soft drinks provided by the beverage company that is under contract with the City. No coolers or outside beverages may be brought into the facility or consumed in the parking lots.
 - 4. The City and the Renter agree that the Renter will not make any material improvements to the concession/restroom building's electrical systems, foundations, and/or supporting walls without prior approval by the City.
 - 5. The City and the Renter agree to cooperate with each other in the event other opportunities arise for the Renter to provide concessionaire services in the building other than for the Renter's events when such opportunities would best serve the interests of both the City and the Renter.
 - 6. The City will be responsible for any major repairs to the building, including broken water pipes, structural problems, or roof repair, with the exception of any items caused by the negligence of the Renter. Any single repair costing more than five hundred dollars (\$500) is considered a major repair. The City's responsibility for any such repair is contingent upon the Renter providing immediate notice to the City of the need for any such repair within twenty-four (24) hours from the Renter having notice of same.
 - 7. The Renter will clean the concession area and restrooms of the concession buildings daily after each Renter event. The City will furnish restroom supplies, including but not limited to, paper towels, soap, toilet paper, restroom cleaning supplies, cleaners, mops, and mop buckets for the purpose of cleaning the concession area and restrooms. The Renter is to inform the Field Supervisor when supplies are running low.

8. On a daily basis, the Renter will keep the leased premises, including dugouts, free and clear of paper and debris. Garbage is to be bagged and left for the City to remove from site.
 9. The Renter at Southside Regional Park must have concession stands shut down for the season, with freezers turned off and area cleaned, by November 1. The Renters at Matson Field and Centennial Athletic Complex must have concession stands shut down for the season, with freezers turned off and area cleaned, on or before September 1, unless other arrangements are made. Food and beverages left in the concession stands after that date will be donated to area food pantries and a one hundred dollar (\$100) fee will be charged to the Renter for the first hour, and forty dollars per hour (\$40/hr) thereafter for the time required to clean the concession stands.
- D. If fields are leased by a Renter that does not have a lease for the concession stands and concessions are desired, the following applies:
1. The Renter of the concession stand should be asked to provide the service.
 2. If the Renter is unable or unwilling to provide concessions, the Renter may make arrangements to set up temporary accommodations, such as tents or concession wagons.
 3. A permit is not required if the sale of items is entirely packaged or a bottled product.
 4. A special event permit is required for the sale of items that are not prepackaged. To obtain this permit, the Renter is required to contact Clay County Public Health at (218) 299-5004.

VII. Athletic Facilities – General Rules

- A. **Certificate of Insurance.** When renting an athletic facility or selling product on City property, a Certificate of Insurance is required naming the Renter as the insured and the City as an additional insured. Insurance requirements are one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) general aggregate. The Certificate of Insurance must be provided with each request for use prior to the Renter's use.
- B. **Subletting.** The Renters are not allowed to sublet or assign field availability through their agreement to other Renters without the express written consent of Moorhead Parks.
- C. **Litter and Cleaning.** Litter in the complex, including the dugouts, is to be collected by the Renter and placed in the trash receptacles provided on site. When trash receptacles are full in the dugouts, Renters will tie the bags and move outside the fenced area. Trash will be picked up by Moorhead Parks or City staff. Bathrooms during league and tournament play are to be cleaned by the Renter. Supplies will be provided by Moorhead Parks, including but not limited to, toilet paper, garbage bags, hand towels, and soap.

Penalty Clause: If Moorhead Parks finds that the facility restrooms are not clean and there is garbage throughout the facility, Moorhead Parks will charge the Renter forty dollars per hour (\$40/hr) to clean. Moorhead Parks will notify the Renter the morning after games have been played if there is a problem and if there will be a charge.

- D. **Alcohol.** Intoxicating beverages will not be served on or about the Moorhead Parks' facility without the written consent of Moorhead Parks. If a liquor license is obtained by a Renter and Moorhead Parks consents to the serving of intoxicating beverages at a City owned facility, this will only be allowed if served in accordance with Chapter 340A of the Minnesota Statutes and any regulations thereunder, and other applicable statutes, City ordinances, and regulations, as may be from time to time amended, supplemented, or replaced. The Renter further agrees that the serving of intoxicating beverages will be subject to such terms, conditions, and limitations as may be required by the City's insurance carriers, with the terms, conditions, and limitations to be prescribed by the City's insurance advisor.
- E. **Smoking.** City-owned athletic facilities are smoke-free environments. There is a no smoking zone fifty (50) feet from each facility. Areas surrounding organized youth activities in the parks are to remain tobacco-free while youth are present.
- F. **Pets.** City Ordinance 2011-12 (SS 6-4-4 E), "Park Rules and Regulations," prohibits pets from being brought into the premises of Centennial Athletic Complex, but leashed pets are allowed on the walking paths at Southside Regional Park. Renters will need to enforce these rules.
- G. **Tents and Canopies.** Approval must be given by the Field Supervisor prior to rising a tent or canopy to assure that locates are done for electrical (if needed) and sprinkler systems. Pop-up tents with stakes less than twelve inches (12") in length are exempt.
- H. **Damage to Facility.** Damage to Moorhead Parks' facilities or property caused by the Renter, or invitees of the Renter, will be repaired at the sole expense of the Renter.
- I. **Amplified Sound.** The Moorhead Independent School District #152, Minnesota State University Moorhead, Concordia College, or a parochial school in the City are exempt from obtaining a sound permit for amplified sound for announcing sporting events at City-owned athletic facilities. Other Renters are required to obtain a Sound Amplification Permit through the City Clerk's Office.
- J. **Driving on Grounds.** Vehicles are not allowed inside the fenced area of Centennial Field other than dropping off concessions supplies. All-terrain vehicles, pickups, food trucks, etc., cannot be driven on the grassy areas in Moorhead parks, unless prior approval is given by the Field Supervisor; golf carts are exempt. A fine of one hundred dollars (\$100), plus turf repair of forty dollars per hour (\$40/hr), plus materials will be implemented to Renters causing damage to the turf with vehicles.
- K. **Disaster/Tornado Sirens.** Renters will be aware of the weather conditions and release participants by suspending play with enough time to get participants and spectators to safety.

- L. **Concussion Awareness.** As per Minnesota Statute, it is a requirement for groups that require a fee for a program to make information available to participating coaches, officials, and youth athletes and their parents and/or guardians about the nature and risks of a concussion. Youth sports organizations using/renting space from the City to conduct youth sports programs will be required to demonstrate, upon request, compliance with provisions of this law to provide a concussion prevention and awareness program. For additional information about the requirements including a concussion prevention, awareness, and symptom recognition program go to: <http://headsup.cdc.gov/>.

EXHIBIT A

Athletic Facility Use Fee Schedule

Final payment is due from the Renter on or before September 1, annually. Penalties will apply for failure to pay in a timely manner, with the exception of FM Athletics youth football, which is due on or before November 15.

	Youth Baseball	Softball	American Legion	Southside / Soccer	Non Association Baseball / Softball
Centennial 4 Fields	\$180/team \$160/day Fall League \$90 team	\$300/team \$55/field/day		SSR ONLY \$5.25/player Spring, Summer	\$275/day
Centennial 8 Fields	\$300/day	\$55/field/day		\$38.50/field/day Adult \$18.25/player	\$475/day
Matson Field	\$55/game \$85/double \$120/ 3 or more games		\$55/game \$85/double \$120/ 3 or more games	\$66/field/day Non association	\$120/game
Southside Regional	Part of the team fees fields \$155/day tournaments			\$275 4 fields/day Non association	Open Baseball Single/\$55 4 fields/\$220
Lights	\$25/hour				
Concessions	\$500/annually per stand				
Additional Drags	\$25/drag				
Additional Staff	\$20/hour				
ISD #152	\$30/game/field (set up)				
Concessions Cleaning Penalty	\$40/hour for litter and bathrooms \$100 end of season for not cleaning/shutting off freezers plus \$40/hour				
Driving on Turf Penalty	\$100 plus \$40/hour and materials plus cost of turf repair				

*Moorhead Youth Baseball will be charged for use of lights for their events. A record of light usage will be kept by the Field Supervisor and billed prior to September 1 for payment.

* Moorhead Lacrosse will pay \$2,769.00 for use at Centennial Multi-Use Fields from April 1-August 1.

* Football will pay \$2,769.00 for eight (8) fields used from August 15 to the end of October, annually, at Southside Regional Park.

EXHIBIT B

FIELD DESCRIPTIONS

Baseball/Softball

	Centennial Baseball Complex	Centennial Softball Complex	Matson Baseball Field	Miracle Field	Southside Regional Fields
Address	2600 15 th Ave N	2600 15 th Ave N	1010 13 th Ave N	2000 40 th Ave S	2000 40 th Ave S
# of Fields	4	8	1	1	4
Dimensions	275', 300', 275'	300'	315', 375', 315'	125' fence	No outfield fences
In-Field Type	Aggregate	Aggregate	Grass	Asphalt/Rubber	Aggregate
Fenced	Yes	Yes	Yes	Yes	Partially
Field Use	Youth Baseball	Softball	Baseball	Adaptive Baseball/Kickball	Youth Baseball/Softball
Lights	Yes	Yes	Yes	No	No
Scoreboard	Yes	No	Yes	No	No
PA System	no	no	Yes	No	No
Seating	Yes	Yes	Yes	Yes	Yes
Irrigated	Yes	Yes	Yes	N/A	Yes
Parking	Yes	Yes	Yes	Yes	Yes
Restrooms	Yes	Yes	Yes	Yes	Yes
Concessions	Yes	Yes	Yes	No	No
Batting Cage	Yes	Yes	Yes	No	No

Soccer

Southside Regional Park	
Address	2000 40 th Ave S
# of Fields	11
Dimensions	Varies depending on age level
Indoor/Outdoor	Outdoor
Fenced	No
Field Use	Youth/Adult Soccer
Lights	No
Scoreboard	No
PA System	No
Seating	No
Irrigated	Yes
Parking	Yes
Restrooms	Yes
Concessions	Yes

Lacrosse

Centennial Athletic Complex-Multi-Use Fields	
Address	2000 40 th Ave S
# of Fields	(3) - 2 reg. & 1 smaller
Dimensions	58' x 110'
Indoor/Outdoor	Outdoor
Fenced	No
Field Use	Youth
Lights	No
Scoreboard	No
PA System	No
Seating	No
Irrigated	Yes
Parking	Yes
Restrooms	Yes
Concessions	No

Football

Southside Regional Fields	
Address	2000 40 th Ave S
# of Fields	8
Dimensions	40' x 100'
Field Type	Grass
Fenced	No
Field Use	Youth Football
Lights	No
Scoreboard	No
PA System	No
Seating	No
Irrigated	Yes
Parking	Yes
Restrooms	No Use - but they are available
Concessions	Yes
Locker Rooms	No