

Cedar City

Sport Complex Rental Policies



Introduction:

The Cedar City Leisure Services Department manages the Athletic Field scheduling for Cedar City to assure quality, maintenance, equitable distribution, maximum use by the public, and when necessary, protection of fields from overuse.

The following guidelines are intended to assist and guide City Staff in scheduling and resolving conflicts that arise with scheduling Athletic Fields.

Athletic Fields:

The Cedar City Leisure Services Department manages and schedules the following Athletic Fields: Veterans Little League Baseball complex, Field at the Hills complex, and the Bicentennial complex.

The Following Entities Need to Reserve Athletic Fields:

- City Programming and Events
- Other Government Sponsored Use
- Non-profit Organizations/Developmental Programs/Charitable Entities
- For-Profit Organizations and Businesses
- The Public – if they wish to have guaranteed space

Allocation of Athletic Fields – General Information:

Groups requesting rental of Athletic Fields for games or practices must complete a Cedar City Field Use Request Form (found online at cedarcity.org). All User Groups must meet all application requirements. The rental fees and completed application must be received and approved by Cedar City in order for the reservation to be final.

Allocation of Athletic Fields – Annual Calendaring and Rental Priority:

Due to limited resources and high demand for the Athletic Fields, and to create an equitable distribution and to mitigate scheduling conflicts, the following annual calendaring deadlines and rental priority will be adhered to on a yearly basis to schedule the Athletic Fields for the following year:

- 1) **by September 15th**
 - a. City Programming and City Events may submit their rental requests.

2) by October 1st

- a. Utah Summer Games may submit their rental requests.
- b. Local Non-Profit Organizations/Developmental Programs/Charitable Entities (i.e. Iron County School District, Little League . . . etc.) may submit their rental requests.

Scheduling conflicts that arise between the Utah Summer Games and Non-Profit Organizations/Developmental Programs/Charitable Entities will be negotiated in good faith to find a cooperative solution. If a cooperative solution cannot be reached, the Scheduling Committee, as comprised and directed below, will award the rental.

3) by October 15th

- a. The Cedar City Leisure Services Department will notify For-Profit Organizations and Businesses of the remaining calendar that is available for rent.
- b. For-Profit Organizations and Businesses may request to be provided notice, otherwise the Cedar City Leisure Services Department will notify all past known renters of the Athletic Fields.

4) beginning October 31st

- a. For-Profit Organizations and Businesses (i.e. Tournaments, Sports Associations . . . etc.) may submit their rental requests.

5) by November 15th

- a. a Scheduling Committee, comprised of 5 members (an elected City Council member, an appointed Leisure Services board member, the Leisure Services Department Head, the Parks and Outdoor Facilities Division Head, and the City's Events Director) will meet to discuss and award the rental applications submitted by For-Profit Organizations and Businesses. If scheduling conflicts arise the Scheduling Committee will weigh the following priorities to determine which entity is awarded the rental:
 - i. the number of teams expected to participate, the larger the better;
 - ii. the number of Athletic Fields requested, the larger the better;
 - iii. the length of the event/tournament, the longer the better;
 - iv. if the rental group has previously rented the Athletic Fields, are they in good standing with city staff and the public; and
 - v. the requested use of the Athletic Field(s) aligns with the primary sport that the Athletic Field was built to serve.
- b. the Cedar City Leisure Services Department will publish the Athletic Fields annual calendar documenting the dates and reserved fields for the following year.

Any Athletic Field rental requests made after the annual calendar is published will be approved on a first come first serve basis.