

**City of Fort Lauderdale**

**Parks and Recreation Department**

**Athletic Permits Section**

**Purpose**

The purpose of this manual is to provide our users with the Department's policies, procedures and guidelines for permitting City of Fort Lauderdale athletic fields.



## OUR VISION

TO INSPIRE ALL TO EXPERIENCE MORE OUT OF LIFE IN OUR  
NATIONALLY RECOGNIZED PARKS AND FACILITIES

## OUR MISSION

TO PROVIDE THE OPPORTUNITY TO EXPERIENCE FUN AND  
REWARDING RECREATION PROGRAMS, EVENTS AND LEISURE  
ACTIVITIES, IN AN AESTHETICALLY PLEASING AND SAFE  
ENVIRONMENT, ACCESSIBLE TO ALL.



***It Starts In Parks***



### **Field Locations**

Bayview Park	4400 Bayview Dr.
Carter Park	1450 W Sunrise Blvd.
Croissant Park	245 W Park Dr.
Floranada Park	5100 NE 14 Way
Floyd Hull	800 SW 28 St.
George English Park	1101 Bayview Dr.
Hardy Park	25 SW 9 Ave.
Hortt Park	1700 SW 14 Ct.
Holiday Park	800 N Federal Hwy.
Mills Pond Park	2201 NW 9 Ave.
Osswald Park	2220 NW 21 Ave.
Riverland Park	950 SW 27 Ave.
Shirley Small Park	1230 SW 34 Ave.
Sunset Park	3775 SW 16 St.

## **Bermuda Athletic Field Use Rules**

Due to the high demand and use of the City's Bermuda playing fields, a new procedure is designed to allow fields adequate rest, maintenance and restoration.

Bermuda playing fields will be by **PERMIT ONLY**, or individual use at the City's discretion. The Parks & Recreation permit office number is: 954 828 8943.

Following is a list of non Bermuda grass fields that can be used, unless a use permit has been issued to a permitted group.

Joseph C. Carter Park-South side of the gymnasium  
Croissant Park  
F.C. Hardy Park  
Gore Betz Park  
Holiday Park-South of Horse Barn; North side of War Memorial Auditorium  
Hortt Park  
Lauderdale Manors Park  
Mills Pond Park-NW Corner; Field next to Administrative Building  
Northfork Elementary School  
Riverland Park  
Shirley Small Community Park



## **Scheduling Priorities for Field Usage**

The Recreation Division Athletics Section follows the primary seasons when developing programs and issuing permits.

SOFTBALL/BASEBALL:	FEBRUARY 1 – JULY 15
TACKLE FOOTBALL:	JULY 15 – DECEMBER 1
FLAG FOOTBALL:	SEPTEMBER 1 – OCTOBER 31
SOCCER:	NOVEMBER 1 – FEBRUARY 10

The scheduling of use by community organizations and other agencies of City athletic fields is based on the following criteria:

- Level of affiliation with the City departments and programs
- City residency
- Level of broad based benefit for Fort Lauderdale residents

Resident is defined as a person who lives within the City of Fort Lauderdale corporate limits or pays City of Fort Lauderdale property tax.

**Requests for field space will be considered by Season Priority, by date request was made to Permit Office and league type. Recreational leagues will have priority over Travel/Competitive leagues, Youth leagues have priority over Adult leagues.**

**Priority 1:** City of Fort Lauderdale Parks and Recreation Department Programs

**Priority 2:** City-sponsored Recreational leagues, minimum 60% City of Fort Lauderdale residency on team roster.

**Priority 3:** City-sponsored Competitive/Travel leagues, minimum 60% City of Fort Lauderdale residency on team roster.

**Priority 4:** Non-profit organizations with official mailing located within Fort Lauderdale city limits. (ex. YMCA, public and private schools). Organization must be able to show a minimum of 60% City of Fort Lauderdale residents on a team roster.

**Priority 5:** For-profit organizations of residents located within Fort Lauderdale city limits with direct benefit going to a non-profit organization or individual that is located within Fort Lauderdale city limits (charity fundraiser). No seasonal permits provided.

**Priority 6:** Requests by Fort Lauderdale residents, clubs and area businesses located in the Fort Lauderdale city limits for private use (ex. pickup games). No seasonal permits

provided under this priority and same cannot permit an athletic field more than once every two (2) weeks.

## **League Field Permit Requests**

Requests for permits from organizations wishing to have league play must be submitted to the Athletic Permit Office at least one (1) month preceding requesting date of use and no more than three (3) months in advance of requesting date of use. The Permit Office is located at Mills Pond Administrative Building, 2201 NW 9<sup>th</sup> Avenue (Powerline Road). (954) 828-8943

Requests must include:

Activity

Location

Specific fields requested

Specific dates, days and times, beginning and ending

Lining or goal request

Field lighting request

To be fair to all, the Permit Office will not allow for an organization to completely blanket a field for a season. We want to know exact times of use so our field usage may be maximized for all.

Requests must be accompanied with official team rosters legibly including names and addresses to qualify for scheduling priorities.

Verification of residency, non-profit status and scope of usage (purpose, participants and benefactor) must be submitted with each use request. Non-profit organizations must have a tax identification number, an organized governing board and organizational bylaws, and be willing to provide copies upon request.

Any organized league play, (with officials) or For Profit/Not-for-Profit organizations shall secure and maintain a policy of commercial general liability insurance from a carrier satisfactory to the City of Fort Lauderdale Office of Risk Management, providing coverage for claims arising from or in connection with the damage or loss suffered by any person, thing or interest with a minimum of not less than **One Million Dollars (\$1,000,000)**. City of Fort Lauderdale shall be named as an **“Additional Insured”** on all policies.

## Clinics

Permitted users groups may want to hold training/skills clinics. If this is held during their primary season with no additional charge to registrants, the same seasonal rate will be applied for clinic times.

If a permitted group wishes to hold a skills clinic outside of the primary season or in season with an additional charge to the registrants, then the City of Fort Lauderdale will charge the permitting group the Tournament rate for fields used. If the permitting group is contracting an outside company to provide the clinic, that company, as well as the permitting group, will need to provide proof of \$1,000,000 general liability insurance with the City of Fort Lauderdale as additionally insured.

## Tournaments

Permitted groups may want to host tournaments. If the tournament is being held during the primary season and the league is playing in the tournament, it will be considered part of their league play with no additional fees. Tournaments are considered outside the permitted user group's league play permit if it is being held during the primary season and the league is not participating in the tournament or the tournament is being held outside of the primary season. Additional Permit Requests must be made for tournaments and tournament fees will apply. Fees for tournaments are \$150 per field per day Adults and \$125 per field per day Youth.

## Field Closures

Periodically, the City will close fields for required preventative maintenance. Fields closed for maintenance or renovation must not be used until opened and permitted for use. Your cooperation is expected and appreciated.

At any time, the City of Fort Lauderdale Parks and Recreation Department may cancel, postpone or delay any athletic field use due to inclement weather or any other factors that might impair the safety of the athletic participants. If possible, the City will contact the respective sports groups if any facility is being canceled for games or practice. Sports groups must adhere to field closures or their permit may be terminated.

The permitted user group will adhere to the Fort Lauderdale Parks & Recreation Department's policy on lightning that states: “ **Once lightning is detected or sighted or thunder is heard, no matter the distance, clear all participants and employees to take shelter from outside**”. Participants may return to the fields after fifteen minutes of the last sight of lightning or sound of thunder. The group is responsible that all representatives of their league are aware of this policy.

## **Background Checks**

For the safety and well being of each and every participant utilizing City of Fort Lauderdale facilities, it is our policy to obtain criminal history record checks for the purpose of screening all prospective volunteers and instructors involved with these programs. Each league working with youth under 18 years of age who is permitting a City facility is required to have each team's volunteer coaches screened in order to comply with the permitting guidelines.

Volunteer coaches will be required to sign and fully complete a written application and waiver form and present a valid Driver's License or State issued I.D. at time of screening. This data will be submitted to FDLE for the purpose of accessing Florida and National criminal history records pertaining to each applicant. Volunteers will be screened each year. Specific procedures will be provided to the league representative at time of permit request.

An official league representative must be present during background screening process for any scheduled appointments made outside of the office hours.

The Permit Office will contact the league representative to pick up the volunteer badges for approved coaches before the start of their permit play.

**Badges are to be worn by approved coaches during all league permit times.** Once the permit has been issued and play has begun, if a league is found to be in non-compliance, the league representative will be called and given a warning. If non-compliance continues, upon the third warning, the permit will be terminated.



## **Daily Permit Requests**

Requests for single time field use (i.e. pickup games) must be submitted at least two (2) working days ahead of requested date of use. If requesting field lining or goals to be placed for use, the request must be submitted at least one week in advance to ensure Parks Division notification. Individual users may only permit once every two (2) weeks.

Potential field users may submit their request at the Parks and Recreation Administrative office located at 1350 W. Broward Blvd., phone number (954) 828-Park (7275) or one of our Recreation Centers where the desired field is located. For example, if the field requested is at Carter Park, the Recreation Center at Carter Park can handle the field request. Below is a list of facilities that can accommodate field use requests:

Carter Park	(954) 828-4544	
Croissant Park	(954) 523-1063	will also handle requests for Hardy and Hortt
George English Park	(954) 396-3620	will also handle requests for Bayview and Floranada
Holiday Park	(954) 828-5383	
Mills Pond Park	(954) 828-8943	
Osswald Park	(954) 497-1636	
Riverland Park	(954) 321-1233	will also handle requests for Melrose and Sunset

Parks and most other outdoor open city recreation areas are available on a first come first serve basis for general usage.



## **Permit Regulations**

- The permit holder will inspect the playing field and determine its condition and safety before use. The City has the right to determine field condition and may cancel use of fields if deemed unsafe for play.
- The permit holder agrees that while in use of the field made available by the City of Fort Lauderdale Parks and Recreation Department, the holder will not discriminate or exclude with regard to its services on the basis of race, color, religion, sex, national origin, age or disability.
- Facility users may not use city facilities to conduct instructional or fee-based programs without Fort Lauderdale Parks and Recreation Department approval.
- Field permits do not provide rights for concessions by the facility users.
- Facility lights will be turned on and off by City of Fort Lauderdale staff only.
- Fields will be lined by City of Fort Lauderdale staff only.
- Permit holders do not have exclusive use of the park or all of its amenities.
- Sub-leasing of City of Fort Lauderdale athletics fields is not allowed.
- Leagues must notify the City of Fort Lauderdale Parks and Recreation Department when planning a tournament on City athletic fields.
- The consumption, possession or sale of alcoholic beverages is prohibited within City of Fort Lauderdale parks.
- Amplified music, including DJs, is not permitted in City of Fort Lauderdale parks without City Commission approval.
- Pets are not permitted in City of Fort Lauderdale parks, except service animals in officially designated areas.
- Vehicles must be parked in designated parking areas only.
- Permit holders are responsible for cleaning up debris at the conclusion of each reservation use.
- Canopies may be erected in parks, but limited to two 10' x 10' unless prior arrangements have been made at the time the permit is requested. So as not to damage irrigation systems, no tent stakes are allowed, and canopies must be anchored by weights.
- Banners may be placed for program promotion with the approval and location to be determined by the Recreation Division's park manager. Banners may be hung one month prior to first day of program registration through the first day of play.

**The City of Fort Lauderdale Parks and Recreation Department reserves the right to cancel permits up to thirty (30) days prior to the reservation if the park is needed for a public event to benefit the City, a City-sponsored event or a co-sponsored event.**