



# Lakewood Recreation

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## ATHLETICS FACILITY PERMITTING MANUAL

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City of Lakewood

Department of Community Resources  
Recreation Division

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## General Information

The Lakewood Recreation Division issues outdoor facility use permits at specified locations throughout the City. A permit is required for all organized events at City facilities, with permits issued using the following priority schedule:

- Priority Group 1: City of Lakewood and City of Lakewood Affiliates
- Priority Group 2: Local Recognized Youth Sports Organizations (RYSO)
- Priority Group 3: General requests

The deadline for requesting a field permit is at least five (5) business days from the event date.

**Submission of a permit request does not guarantee a permit will be issued.**

## Hours of Operation

General park hours are as follows:

- Monday – Sunday                      8 a.m. – Dark

Fields with lights are available as follows:

- Monday – Sunday                      8 a.m. – 10:00 p.m.\*

\*The Lakewood Recreation Division reserves the right to schedule City of Lakewood Adult Sports Leagues past 10:00 p.m. should the need arise.

## Field Rental Rates

Field permits are issued under the following guidelines

- Permit requests require a two hour minimum requirement.
- Full payment is due before a permit will be issued.

Reservation Type	Category	Hourly Rate	*Daily Rate
Athletics Field	Lakewood Residents/Non-Profits	\$20/field	\$175/field
	Non-Residents	\$25/field	\$200/field
Tennis or Sand Volleyball Court	Lakewood Residents/Non-Profits	\$5/court	\$40/court
	Non-Residents	\$7/court	\$56/court

\*The daily rate will apply for any rental exceeding 6 hours, as such requests will prohibit other groups from permitting that area.

Additional Fees	Hourly Rate
Field Preparation (Price is for each application)	\$25 per field
Lights	\$30 per field

***All permit requests are final. Refunds will only be issued if the City of Lakewood closes fields due to weather and/or field maintenance issues.***

## Field Permit Schedule

The Lakewood Recreation Division issues field use permits at specified locations throughout the City using the following schedule:

*Season	Season Start Date	Season End Date
Spring/Summer	2 <sup>nd</sup> Monday of March	1st Week of June
Fall	2 <sup>nd</sup> Monday of August	1 <sup>st</sup> Week of November

\*Seasons have been established to prevent overlapping of fields from season to season, maintain control over when seasons are designated for use by various sports, and to effectively monitor field conditions.

All events or organized activities occurring on City fields must be permitted through the City of Lakewood. Any event or organized activity occurring without a City issued permit will be asked to cease activities and leave the premises immediately and the violators will be subject to disciplinary action.

## General Conditions for Use of City Facilities

- The permittee will designate one primary spokesperson responsible for communicating with City representatives.
- Field/facility usage is defined by the City in the permit to ensure approved use is clearly outlined (e.g. dates, times, locations, etc.).
- A separate permit is required for any dates/times outside of the initial permit.
- The City field permitting liaison must approve all requests for permit extensions.
- The permittee must have a copy of the permit on site throughout the duration of the permitted times.
- The City will provide a staff member, either on-call or on-site, to act as a liaison during the hours permitted for daily rentals whenever possible.
- The City of Lakewood and its employees/representatives are not responsible for loss or damage to any items or personal property brought to the park by the permittee and/or the permittees guests.
- Any damage done to the permitted area and/or the commercial or residential buildings surrounding the permitted area during the permitted times is the sole responsibility of the permittee.
- The permittee is responsible for the conduct of all of his/her guests.
- All parties associated with the permittee must abide by the code of conduct and City ordinances, laws, and rules applicable for public use and must be sensitive to other park users.
- Violent and/or indecent behavior, including profane language, is prohibited on City property.
- The permittee is expected to leave the permitted facility in the same condition as before use; normal wear and tear is accepted.
- Subletting facilities is strictly prohibited.
- No glass bottles are permitted on City property.
- All trash must be collected and properly disposed of before leaving City property.
- Vehicles of any kind are prohibited outside of parking areas.
- Snowplows, snow blowers and shoveling of snow are prohibited on City property.
- Failure to follow any of these or other City policies and procedures may result in fines, revocation of permits, or other legal ramifications as deemed appropriate by City staff.

## Field Closure Policy

- The City may close a field at its sole discretion when the health and safety of the participants is in question due to field conditions.
- The permittee is expected to refrain from using a field when any of the following conditions exist:
  - Standing water is present on any part of the playing area
  - Precipitation of ½ inch or more has fallen within the previous 24 hours
  - Steady rain is falling and/or the ground is saturated
  - Snow is sticking to or covers the ground (snow removal is prohibited)
  - Grass is sparse or field is badly worn
  - Frost is visible on the turf
  - Turf can be displaced or dislodged from the ground
  - Infields/dirt areas are muddy or dirt cakes or clings to shoes
- Organizations failing to honor any field closures are subject to fines established to cover the cost of repairs and/or revocation of future field permit(s).
- It is the responsibility of the permittee to know the status of any given field in order to ensure the safety of the participants within the organization/group (**Weather Hotline: 303-987-7778**).
- An annual rest and renovation period is scheduled at all sites to maintain sustainability.

## Additional Policies and Procedures

- 1) Portable Toilets
  - a) Written permission from the City of Lakewood field permitting liaison is required to place additional units at any location.
  - b) The permittee is responsible for both securing and paying for additional units once permission has been granted.
  - c) The permittee will reimburse the City any costs associated with damage due to the delivery, location, or removal of additional units.
- 2) Concessions
  - a) The City must approve any concession sales on City property.
  - b) City permits are required for designated locations throughout the City.
  - c) Concession permits will not be issued when the City has a concessions operation in place.
  - d) An appropriate, non-refundable daily fee, to be pre-arranged between the City's field permitting liaison and any potential concessionaire, is required for all concessions on City property.

## Process for Non-Compliance of Policies and Procedures

- 1) First Violation: Written notification of the policy infraction and possible fine.
- 2) Second Violation: Revocation of all permits and ban on permitting facilities in the future.

## Process for Reporting Complaints

- 1) Provide written notice of the complaint to the City's field permitting liaison.
- 2) City staff will review the concerns and decide on the most appropriate course of action.

3) City staff will contact all parties involved to ensure any concerns are resolved in a timely manner.

**City of Lakewood Community Resources Department Code of Conduct**

The City of Lakewood Community Resources Department supports and promotes an atmosphere of courtesy and consideration toward all individuals. Respectful behavior and interaction with others is expected of all patrons. Abusive behavior is not permitted in any City facility, activity, or program.

Any Community Resources employee designated by the Community Resources Director or his/her designee shall be authorized to enforce this Code of Conduct along with any other rules and regulations applicable to the facility, activity, or program. Designees are also authorized and encouraged to dispatch the City’s Police Department any time patron or participant behavior is deemed to be in violation of the Community Resources Code of Conduct. Violators may be subject to a revocation of the privilege of using facilities or participating in activities or programs. Such determinations will be made according to the City’s exclusion procedures.

**City of Lakewood Smoking Ordinance**

The City of Lakewood, Municipal Code 9.38, states smoking is not allowed:

- Within 25 feet of an entrance to any facility
- At facilities such as playgrounds, pools, athletics fields, or picnic shelters
- At City events, festivals, or concerts
- At transit stops

Thank you for refraining from smoking and helping to reduce exposure to secondhand smoke.

**Emergency Procedures**

**Lakewood Police Department Non-Emergency Line** **303-987-7111**

In case of an emergency, call 911 to reach the proper authority (Fire, Medical, Police, etc.)

Injuries to players and/or spectators should be reported to the City of Lakewood (303-987-4806) within 24 hours of the injury. Incident/Accident forms are available at all Lakewood Recreation facilities and should be returned to the Charles Whitlock Recreation Center at 1555 Dover St, Lakewood, CO 80215.

**City of Lakewood Contact Phone Numbers**

<b>Field Closures/Inclement Weather</b>	<b>303-987-7778</b>
<b>Adult Sports Programmer</b>	<b>303-987-4804</b>
<b>Charles Whitlock Recreation Center</b>	<b>303-987-4800</b>