



## RESOLUTION 240611-4

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEONARD, TEXAS,  
APPROVING THE CITY OF LEONARD ATHLETIC FACILITY USE POLICY, PROVIDING  
FOR A REPEALING CLAUSE AND ESTABLISHING AN EFFECTIVE DATE.

**WHEREAS**, it is the responsibility of the City of Leonard to ensure the access to and manage the use of its public grounds and facilities; and

**WHEREAS**, the City of Leonard currently does not have a policy for the use and rental of athletic facilities in the City of Leonard; and

**WHEREAS**, it is in the best interest of the City to adopt a policy allowing and regulating the access and use of its facilities.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEONARD, TEXAS:**

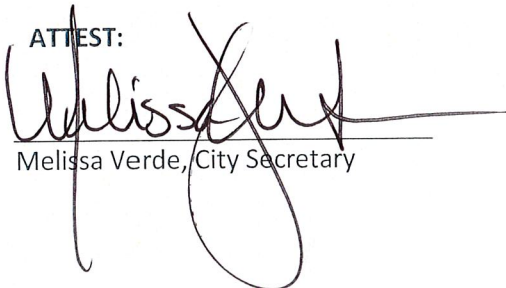
**Section 1.** The City Council hereby approves the City of Leonard Athletic Facility Use Policy.

**Section 2.** All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of the Resolution shall be and remain controlling as to the matters resolved herein.

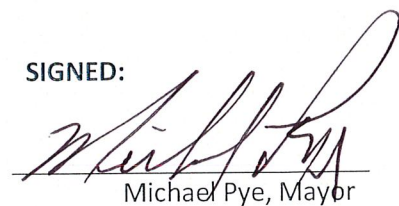
**Section 3.** This resolution shall take effect immediately from and after its passage, and it is duly resolved.

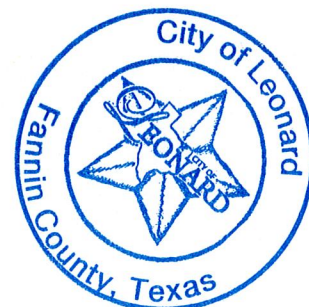
ADOPTED this 11<sup>th</sup> day of June, 2024

ATTEST:

  
Melissa Verde, City Secretary

SIGNED:

  
Michael Pye, Mayor





## **Athletic Facilities Use Policy**

### **Purpose**

The City of Leonard owns property that has been dedicated to the use of sports and athletics for the benefit of the community, its residents and visitors. It is the goal of the City to continue, conserve and maintain these spaces for the use of athletic leagues and groups to enhance the quality of life and preserve the natural landscape. This policy will establish consistency in the process for which the City allocates public property for recurring and organized sports activities as well as the collection of reasonable fees for the use of the fields in support of their ongoing maintenance and improvements.

### **Definitions**

1. Resident – a person who lives or works within the city or attends the Leonard ISD.
2. Non-Resident – a person who lives outside the city limits or ETJ.
3. Resident Team – a sports team whose membership is more than 51% of resident players.
4. Nonresident Team – a sports team whose membership is less than 51% of resident players.

### **Allocations**

1. All field or facility allocations and or scheduling must be submitted to the Leonard Parks and recreation Board for review, recommendation and city approval.
2. Organizations requiring facility rentals for practice and/or league games shall submit, in writing, the request rental and league schedules at least two (2) weeks prior to the start of scheduled practices and or league games.
3. Resident teams will be given first priority regarding field or facility allocation and scheduling. All other requests will be allocated on a space available basis.
4. Any written agreements the city has with sports organizations, such as the Leonard Sports Association, will have priority during the time frame of the agreement.
5. The Parks and Recreation Board will consider all request and will recommend allocations in the best interest of the city, giving due consideration to the number of participants, facility requirements, nature of the activity, innovation of the program and other relevant factors.
6. The City of Leonard reserves the right to close a facility or field at any time due to inclement weather and or field conditions.
7. The City of Leonard, through its representatives or directly by city council, shall be the final authority on all Allocations and Scheduling.

### **Field Light Use Rules**

The uses of lights at various athletic facilities for activities covered by this policy are subject to the following rules:

1. Lighting may be turned on thirty (30) minutes prior to dusk but not earlier than 5:00 p.m. on Monday through Saturday.
2. Use of lights, whether for practice or games, shall cease and be turned off no later than 11:00 p.m.

3. Only with the expressed approval of the City of Leonard, under certain conditions and/or for certain special uses, will the light usage time be extended, and the use of lights on Sundays is permitted.
4. The applicable light usage fee must be paid in advance at City Hall.
5. Scheduled tuning on and off of lights shall be the responsibility of the person or organization.

### **Concessions**

The operations and management of concessions is an opportunity for the approved athletic field users to offset the cost of registration fees and will be the sole responsibility of the league and will not be provided by the City. If it is the desire of the league to open concessions during their designated season schedule, the league can do so and will be responsible for securing any state, county or city permits required for food preparation and retail sale of food. The league will keep all of the proceeds from the concession sales

### **Users Rules and Responsibilities**

1. Reservation is for the designated athletic field only. All other park attractions and facilities are open to the public.
2. Consumption or possession of alcoholic beverages is strictly prohibited.
3. Leave the field(s) and premises in the same condition in which it was found.
4. At the conclusion of the event, pick up equipment and trash. Trash cans are available on site. If you use additional trash bags they must be tied and placed near a trash can ready for pick-up. Glass containers are NOT permitted in the park area due to safety considerations.
5. Park all motor vehicles in designated parking areas. Vehicles are not permitted on fields without prior permission from the City.
6. Do not block or rope off any area at the site without prior permission from the City.
7. Accept responsibility for all persons associated with function. If you are hosting an event that is open to the general public, you are still responsible for any/all damages or problems associated with your guests.
8. Any organization conducting games on a City field must provide proof of liability insurance at a minimum of \$1,000,000. This must include the listing of the City of Leonard as an additional insured.
9. Users making the reservation shall be responsible for the supervision of parking and the supervision and control of spectators.
10. Failure to adhere to any or all of the above policies may result in the approved user being asked to leave the facility, forfeiture of deposit, and loss of future renting privileges. If user is asked to leave for failure to comply with this policy or city ordinances, no fees will be refunded.

### **Penalties for Non-compliance**

Any sponsoring organization, group, or person violating any provision of the rules and regulations contained in this policy may be penalized in the following manner:

1. Respective parties will be notified by a written notice by the City of Leonard.
2. Respective parties may be provided an opportunity to resolve the violation as determined by the City Administrator or his/her designee.
3. Any organization, group or person violating any of the rules and regulations may be refused the scheduled usage of athletic facilities if such action is deemed necessary by the City of Leonard after review and disposition of the violation.
4. Any organization, group or person violating any of the rules and regulations of this policy shall be deemed guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not to exceed five hundred dollars (\$500.00) for each offense. Each and every day such violation shall continue shall be deemed to constitute a separate offense.

**Fees for Usage**

1. Fees for the use of athletic facilities as well as all park facilities are established by city council resolution.
2. All fees are payable to the City of Leonard at the Leonard City Hall.
3. Resident fees are:
  - a. Day fees without lights - \$5.00 per hour.
  - b. Night fees with lights - \$10.00 per hour.
4. Non-Resident fees are:
  - c. Day fees without lights - \$20.00 per hour.
  - d. Night fees with lights - \$30.00 per hour.

**Resolution**

The City of Leonard reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, the individual athletic fields at the parks, the users and the patrons of the parks.