



City of Biddeford
Recreation Department
Athletic Facilities Usage Policy
Revised: 1/2023

General Summary

This policy is developed to provide a simple and fair application procedure for the use of our athletic facilities, and covers the following facilities for organized sports and activities:

- St. Louis Fields 1 & 2
- Doran Field
- Martel Field
- Redmond Field
- Mayfield Upper Field
- Mayfield Middle Field
- Tennis Courts at Mayfield and Clifford Park
- Volleyball Court at Rotary Park

St. Louis Fields, Doran, Clifford Park, Mayfield and Rotary Park

I. Prioritization of Use

1. Biddeford School Department

School Year: Monday- Friday from 2:30-7pm (excluding Varsity baseball games)
Saturdays until 12:00pm.

2. Biddeford Recreation Department

This includes any program or event that is sponsored or implemented by the City of Biddeford and / or the Biddeford Recreation Department.

3. Biddeford Residents, Non-Profit Organizations and Businesses

Priority: Biddeford Youth, Biddeford Adults, NP Organizations, Businesses

Organizations or programs claiming to be Biddeford residents must provide a list/ roster; at least $\frac{3}{4}$ of the users must be Biddeford Residents.

4. Non- Residents, Non-resident organizations and businesses

II.

Reservations

1. All athletic facilities use shall be scheduled through Mike Fecteau, Youth Sports Coordinator at Biddeford Recreation. Mike can be reached at mike.fecteau@biddefordmaine.org. A deposit of no less than 50% of the total cost for the field rental is required at the time of reservation.
2. Organizations claiming to be Biddeford residents shall submit a roster to the Recreation Department with at least $\frac{3}{4}$ of that roster being Biddeford residents. Proof of residency will be required.
3. The Youth Sports Coordinator shall oversee the facility scheduling for all facilities.
4. It is the responsibility of each school's Athletic Director to furnish a field schedule to the Biddeford Recreation Department for all games and practices at the earliest possible date. Schedules can be directly sent to Mike Fecteau, Youth Sports Coordinator at Mike.Fecteau@biddefordmaine.org
5. The Athletic Director shall notify the Recreation Department when there is any change in the athletic schedule. This includes field changes, cancellations, postponements. Any re-scheduling of facilities due to game cancellations or postponements must be communicated to the Recreation Department to ensure field/ facility availability and preparedness.
6. Any reservations made 24 hours or less of the designated time of field use will not be guaranteed to have field preparations in place at time of use.
7. The Recreation Department has the right to refuse any reservation request for any reason.

III. Fee Schedules

1. Field reservations are not confirmed unless a minimum 50% deposit is received. All fees for field reservations are due 14 days prior to the use of the facility, or on day of event if reservation is made within 14 days of the event/ game.
2. No field area may be used without payment in full and a verified roster of residency status (license for adults, addresses for youth) *Fees are accessed on reserved time and not time used.*
3. Tournament/ Event users must submit a payment no less than 30 days prior to the date(s) requested, with remaining balance due within seven (7) days of the scheduled start of the tournament.

IV. Cancellation Policy

1. If the renter cancels an event 20 or more business days in advance of the scheduled event, a 100% refund will be given.
2. For activities canceled by the renter 10 to 19 days in advance of the scheduled event, a 50% refund will be given.
3. Refund will not be granted for activities canceled by the renter under any circumstances if the event is canceled under 10 days prior to the scheduled event, after the activity has started, after the activity was scheduled to start, or after the activity has taken place.
4. If the Recreation Department cancels your event or game, you will be given a 100% refund, or opportunity to reschedule.
5. Refunds will be made by credit card if payment was made with credit card, or via check. Please allow 10-14 days for refunds by check to be processed.

V. Inclement weather and other reasons for cancellation

1. There will be times when weather, field conditions or other unforeseen circumstances will force the department to make the decision to cancel your program, event or reservation. The Biddeford Recreation Department will make the final decision on whether to cancel games and close fields.
2. The Recreation Department will contact the Athletic Director regarding cancellations for any school related activities.
3. The Recreation Department and its designated staff will post cancellation information on their website: www.biddefordrec.com.
4. The Recreation Department staff will update the *Biddeford Recreation Cancellation Hotline*. *Participants are encouraged to call this number in the event that a game or event could be cancelled. The number is 571-1616.*
5. Cancellations and closing decisions will be made by 1:00pm on weekdays and 8:00am on Weekends, unless otherwise noted. There may be special circumstances in which cancellations are made with less prior notice.
6. Any group or team that plays on fields after the department has announced a cancellation or closure of the fields will be held responsible for any monetary damages of the facility due to its use and will lose field privileges indefinitely going forward.

VI. General Rules and Guidelines for Facility Usage

1. Time of use: When reserving space, please reserve time you need for entire event, including time for warm-ups, meetings with players, etc. Teams will not be able to start before their designated time, or stay later than their reserved time unless authorized by the Recreation Department Director or his designee. Any overage of time used will be billed accordingly to the renter.
2. Please move any equipment that was used out of the playing field area unless otherwise directed by the Recreation Department.
3. "Soft toss" or any type of hitting drills are strictly forbidden around field fencing.
4. Do not climb on or over fencing.
5. Groups using the field are responsible for the conditions of the fields they use. Trash should be picked up after each use. Any issues with the facility should be reported to the Recreation Department staff.
6. Vehicles should be parked in designated parking lots. No vehicles are allowed to be on city fields and grassy areas in parks.
7. Except as specifically authorized, in writing, by the City Council, no person within a City park, public beach, or athletic field, identified under Section **46-5** of this chapter, or in any parking area contiguous thereto, **may possess or consume liquor at any time**. Re: Code of Ordinances Sec. 46-11. Any violation of this ordinance could result in having privileges revoked as a program participant, spectator or visitor to city parks.
8. Smoking of any kind is not allowed in Biddeford facilities.
9. Animals are not allowed in Biddeford athletic facilities.

