



Outdoor Sports Field Booking Guidelines

Definitions:

Local Instructional Programs: Groups or organizations that facilitate instructional programs and sports leagues for primarily Chestermere and Rocky View County residents (Minimum 70% of participants are from Chestermere or Rocky View County).

Client and Programming Priorities

Outdoor fields and the facilities will be allocated according to the following priority levels:

1. Local instructional programs –youth, not-for-profit
2. Local instructional programs –youth, for-profit
3. Local instructional programs –adults, not-for-profit
4. Local instructional programs –adults, for-profit
5. Occasional users/resident use
6. Non-resident/commercial users

Note: Historical bookings will be considered in the allocation process

Priority Reservation Rationale

- Preference is given to organizations that serve Chestermere and Rocky View County residents
- Priority is given to youth programs because young people are less mobile than adults and cannot travel to different locations as easily

General Rental Guidelines

- Outdoor field rental requests will be accepted 4 weeks prior to your organization's first rental date on a first come-first serve basis.
- Insurance of 5 million and the City of Chestermere named as an additional insured is required of all organized user groups.
- The City of Chestermere has the right to re-evaluate all usage and bookings using the Sport for Life Model in cases where there is a high demand for bookings – this will ensure that fields are being used optimally and in accordance with good training practices.
- The City may not be able to accommodate every organization's choice in field or diamonds due to scheduling management and may be asked to use alternative fields or diamonds.
- If organizations have overdue fees from the season before, they will need to pay the fees before booking for the current year.

Scheduling

- Leagues must submit their full schedules (in format requested by the City) upon completing their rental request and agreement, any additions or changes must be submitted throughout the season in a timely manner.



Leagues are responsible:

- Lining fields and ball diamonds
- Dragging ball diamonds (as needed beyond the City's regular maintenance schedule)
- Providing porta-potties
- Waste removal for tournaments

Cancellation Guidelines

- General cancellations must be received within at least 48 hours of the rental booking to receive no charge.
- The City of Chestermere reserves the right to cancel at any time.

Field Closures

- Field closure information call Community Operations (403) 207-2807.
- When a fields/diamonds is closed, it is the responsibility of sports team coaches or league presidents to ensure that fields are not played upon. It takes the efforts of every player, parent and coach to help prevent damage and maintain satisfactory field/diamond conditions.

Field Maintenance Requirements

- The City reserves the right to close a field or diamond due to field maintenance needs at any time

Field Rental Rates

FACILITY TYPE	2022
Field	\$10.00/ hr – local
	\$20.00/ hr – non-local
Diamond	\$10.00/ hr – local
	\$20.00/ hr – non-local