

# **City of Shorewood Park Priority Policies**

The City of Shorewood is very proud of its parks system and works enthusiastically to maintain and enhance park facilities. To that end, the City utilizes a number of policies to help guide implementation of park goals, directives, and ordinances regulating park usage for all residents. The intent of this policy is to grant all users the opportunity to utilize facilities within a managed and predictable manner, thereby allowing all residents an optimum park usage experience.

## **1. DEFINITIONS**

The Park Priority Policies utilize a number of definitions for clarity to allow objective use by all park users. Following is a list of definitions found throughout the Park Priority Policies.

***Designated Representative:*** Each organization or group requesting priority field or facility use shall designate and file with the City the name, address, and contact information of the individual who shall serve as the sole contact for the City of Shorewood. This individual shall serve as the liaison for all matters between the City of Shorewood and the sports organization or group requesting field use.

***Facility Use Equation:*** An equation which assists the City in allocating facility use for organized sporting events. This equation (described further in this document) sets forth the maximum allocation of facility time available to each organization for all athletic events.

***Organized Park Users:*** Any group desiring dedicated field time and/or space within the Shorewood parks system for an activity with ongoing use throughout the sporting season. Groups fitting this definition would be required to submit the required user packet, attached to the back of these policies, including certificate of insurance, rosters and full payment of all user fees, in accordance with the Maximum Field Use Equation outlined in this policy. Any group wishing to secure dedicated field time/space for a single use, such as a tournament, would also submit the appropriate application for that activity along with the user packet, and would also be governed by the city permit regulations applicable for that request.

***Preseason Coordination Meeting:*** A meeting, hosted by the City of Shorewood, prior to the anticipated seasons of activities between the City Staff, and, sports organizations, nonprofit groups and non-organized groups who are requesting dedicated use of facilities. The purpose of this meeting is to outline policies and regulations for requests and scheduled use of the facilities, and to address questions, concerns, or issues associated with field use or schedules. All organizations or groups requesting dedicated facility usage shall have a representative at the preseason Coordination meeting. Failure to attend this meeting shall result in loss of dedicated field time for the season.

It is anticipated that Preseason Coordination meetings will be conducted as follows:

- ◆ Spring and Summer Events:      *March proceeding the spring sporting season.*
- ◆ Fall and Winter Events:          *July proceeding the fall sporting season.*
- ◆ Other preseason coordination meetings may be conducted, should event schedules dictate.

***Sports Organization:*** An Organization registered with the City of Shorewood and has successfully filed with the City of Shorewood a copy of the bylaws with which they are governed, appropriate certificates of insurance, fees, and team rosters, prior to any field use.

***Tournament Permit:*** Permit required for all activities involving a succession of activities falling within a defined period outside of the normal game or practice times allocated for the organization. *This permit must be approved by City Staff at least 60 days prior to tournament date.*

## **2. CATEGORIZATION OF FACILITIES**

The City of Shorewood owns and operates athletic, non-athletic, and passive use type facilities. To assist with the administration of these facilities, each one has been placed in a category shown below.

### **Category 1 Facilities: Athletic Facilities**

Little League ball diamonds  
Babe Ruth ball diamonds  
Softball diamonds  
Soccer fields  
Football fields  
Hockey rinks  
Free skating rinks  
Volleyball courts  
Skate park facilities

### **Category 2 Facilities: Non Athletic Facilities**

Park Shelters and Multi-Use Buildings  
Playgrounds  
City of Shorewood Parking Lots  
Tennis Courts

### **Category 3 Facilities: Passive Use**

Open Park Space for events

### 3. AVAILABILITY OF FACILITIES

<b>Facility Description</b>	<b>Available From</b>	<b>To</b>
Softball Fields	April 1	<i>October 20</i>
Babe Ruth Field	April 1	<i>October 20</i>
Little League Fields	April 1	<i>October 20</i>
Soccer Fields	April 1	<i>October 20</i>
Football Fields	August 1	October 31
Hockey Rinks	December 20	February 15
Free Skating Rinks	December 20	February 15
Open Spaces	Year Round	Year Round
Playgrounds	<i>Year Round</i>	<i>Year Round</i>
Skate Parks	May 1	October 31
Park Shelters	Year Round	Year Round
Volleyball Courts	May 1	October 31
Tennis Courts	May 1	October 31
Parking Lots	Year Round	Year Round

### 4. PRIORITIZATION OF FACILITY USE REQUESTS

As stated, the intent of this policy is to grant all users the opportunity to utilize facilities within a managed and predictable manner. Facility allocations shall be evaluated first by the type of request (or need) received, in accordance to the “Category of Facility” outlined previously within this document, and then by the prioritization schedule listed below.

#### Prioritization for Category 1 Facilities

**Note: Throughout the priority schedule, *organized user activities* shall take precedence over scheduled tournament activities.**

- ◆ Priority 1: Field resting time.
- ◆ Priority 2: Organized users’ activities within the predetermined time allocations.
- ◆ Priority 3: All other organizational requests, such as church picnics, family reunions, School District 276 Groups or Programs (examples curriculum programs, interscholastic team practices, etc.), and other athletic tournaments, shall be considered on a first come first serve basis.

#### Prioritization for Category 2 and 3 Facilities:

- ◆ Priority 1: Resident request on first come first served basis.
- ◆ Priority 2: Organized activity previously registered with the City. Tennis court use for for-profit groups may reserve the tennis courts Monday-Friday from 9:00 a.m. to 3:00 p.m. no more than 3 hours a day and not exceed 15 hours a week.

- ◆ Priority 3: Non-resident request on a first come first serve basis.

## 5. MAXIMUM FACILITY USE EQUATION

The intent of this equation is to provide allocations of time for Category 1 facilities in a uniform and nondiscriminatory manner. Therefore, the City of Shorewood has compiled an equation to determine the maximum time that is to be allocated to any organization for initial facility assignments for seasonal use.

The maximum number of initial Facility Time Periods (MTPs) available to any team is based upon the following equation.

Variables:

P = Average Number Kids Per Team in Organization

T = Total Pop. Vying for Field Use

TS = Time Slots

Equation:

$$\text{MTP} = \frac{(P)(TS \text{ per Wk})(\# \text{ of Teams in Org})}{T}$$

While using the Maximum Facility Use Equation as a starting point, the City has the authority to increase the MTP for any one organization, providing that a separate organization has indicated that an equivalent amount of their allocated time is not going to be utilized.

### **This equation is based upon the following assumptions:**

- ◆ All turf areas are to be “rested” the equivalent of one day per week.
- ◆ Facility Time Periods are based upon 1.5-hour time periods.
- ◆ Times may be further limited based upon the occurrence of limited parking or other facility demands.
- ◆ The Maximum Facility Use Equation will arrive at a decimal equivalent as to the maximum time allotted per activity. The final maximum time slots shall be rounded down.
- ◆ The Maximum Facility Use Equation is evaluated “Per Activity.” The City has the authority to adjust scheduling based upon compatibility between two events occurring simultaneously, or other facility limitations.

## 6. Process for Requesting Field Use for Each Season

The City of Shorewood welcomes all persons interested in utilizing park space and/or field usage. In order to establish an objective non-discriminatory manner in which all parties interested in using the City's parks can be facilitated, it is important to follow the listed procedures below.

1. Notify City of interest in requesting field use. Contact the City of Shorewood Parks Secretary, Twila Grout, at 952.960.7902.
2. Complete appropriate documentation. If a group is classified as an organized user, the following documentation should be completed, submitted, reviewed and approved by the City, prior to **any** park usage:
  - Certificate of insurance for the year the organized user activity will occur
  - Facility Use Agreement
  - Memorandum Agreement
  - Organizational Data Sheet

If group is a sports organization, the following additional information must also be submitted to the City prior to field usage of any kind:

- Complete rosters of all participants within the organization utilizing City park facilities
- Sports Data Sheet
- User fees paid in full

**Should the requested documentation not be made available to the City prior to the designated deadline for completion, absolutely no field usage shall take place until such time as completed documentation has been received and approved by the City.**

3. Submit appropriate documentation to City of Shorewood at:  
5755 Country Club Road Shorewood, MN 55331 Or online at: [cityhall@ci.shorewood.mn.us](mailto:cityhall@ci.shorewood.mn.us) or  
Fax: 952-474-0128
5. Receive confirmed field schedule. City Hall Staff will notify applicant in writing of park usage times allotted for activity. Modifications to that allotted time may be made at the sole discretion of City Staff at any time based on the Prioritization of Facility Use Requests section and in accordance with the Maximum Facility Use Equation, if applicable, as described earlier in this document.

The City of Shorewood enforces these policies for the benefit of all park users, and wishes to thank you in advance for making application to the City of Shorewood for park usage. The City of Shorewood wishes you all the best in maximizing your park experience!

**If approved, all documentation found in the user packet (specifically detailed in Item 3 above) would then be attached to these priority policies.**