



WASHOE COUNTY

Integrity Communication Service
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STAFF REPORT

BOARD MEETING DATE: January 28, 2026

DATE: January 16, 2026

TO: Open Space and Regional Park Commission

FROM: Stephanie D'Arcy, Park Operations Superintendent
Community Services Department, 328-2181, sdarcy@washoecounty.gov

THROUGH: Aaron Smith, Division Director, Operations
Community Services Department, 328-2172, aasmith@washoecounty.gov

SUBJECT: Presentation, discussion, and recommendation to approve the Athletic Field Use Policy to be effective for the Spring sports season effective March 1, 2026.

SUMMARY

The Washoe County Regional Parks and Open Space Athletic Field Use Policy (attached) incorporates the typical language of a policy including purpose, policy, procedures, and terms. It outlines roles and responsibilities for park staff, administration and field users in allocation, scheduling and use of sports fields for recreation and competitive play. The update addresses field use requests and how fields are allocated to users. In addition, the completed policy clarifies expectations of users who utilize Washoe County fields in order to maintain safe and accessible spaces for the community to enjoy. This policy formalizes the field use process that has been in practice for many years and adds structure to the relationship between Washoe County and the leagues who utilize the community's fields.

BACKGROUND

For many years, Washoe County has allocated athletic field space by giving scheduling priority to leagues and organizations that have historically used specific fields. This long-standing approach has generally worked well and helped maintain continuity for established user groups. However, in recent seasons the number of field requests has increased significantly, with more leagues, independent teams, and community organizations seeking access and looking for transparency into the process.

As demand grows, relying on past use as the primary basis for scheduling has become less effective and can lead to confusion or conflict when multiple groups request the same fields. The Athletic Field Use policy creates a more formal and transparent prioritization schedule to ensure equitable access, provide clear expectations for all users, and support staff in managing competing requests. The proposed Athletic Field Use Policy establishes a consistent framework that reflects current needs and helps maintain safe, well-managed fields for the community.

PREVIOUS ACTION

Feb 5, 2008 – Open Space and Regional Park Commission moved to approve implementation of an Athletic Field Maintenance agreement between leagues and the County to identify roles and responsibilities in field maintenance. This agreement is included in the overall Athletic Field Use Policy proposed.

RECOMMENDATION

Staff recommend that the Open Space and Regional Park Commission move to approve the Athletic Field Use Policy to be effective for the Spring sports season effective March 1, 2026.

POSSIBLE MOTION

Should the Commission agree with the recommendation, a possible motion would be: “Move to approve the Athletic Field Use Policy to be in place for athletic play to begin on March 1, 2026.”



**Washoe County Community Services Department
Regional Parks and Open Space**

Policies and Procedures

| | |
|---|-----------------------------------|
| Title/Topic: Athletic Field Use | Number: 1.0 |
| Author: Park Operations Staff | Effective Date: 01/28/2026 |
| | Revision Date: 01/14/2026 |
| Reviewed by: DA <input type="checkbox"/> ; HR <input type="checkbox"/> ; Risk Mgt. <input type="checkbox"/> | Number of pages: 10 |
| Commission Approval: | Attachments: 4 |

I PURPOSE

The purpose of this policy is to establish clear guidelines for the use of Washoe County athletic fields and facilities. These policies are designed to ensure fair and equitable access for all user groups, protect the integrity and safety of County-owned assets, and promote responsible stewardship of public resources.

II PERSONS AFFECTED

This policy applies to all individuals, organizations, and entities seeking to use Washoe County athletic fields and facilities for organized activities.

III ATHLETIC FACILITIES COVERED BY THIS POLICY

Any organized use of facilities by a team, league, promoter or other group requires a valid field use permit or rental agreement. *Note:* Fields are not available for use November through February. To inquire about these reservable fields, contact Park Reservations at (775) 823-6501 or reserveparks@washoecounty.gov.

Permitted fields:

| Regulation Soccer Fields | Youth Baseball Fields |
|---------------------------------|-----------------------------------|
| Eagle Canyon Park | Eagle Canyon Park |
| Forest Park | Golden Valley Park |
| Lazy 5 Regional Park | Lemmon Valley Park |
| Lemmon Valley Park | North Valleys Regional Park |
| North Valleys Regional Park | South Valleys Regional Park |
| South Valleys Regional Park | |
| Village Center Park | Regulation Baseball Fields |

| | |
|------------------------------------|---------------------------------|
| | Golden Valley Park |
| Youth Soccer Fields | New Washoe City Park |
| North Valleys Regional Park | South Valleys Regional Park |
| South Valleys Regional Park | |
| | Practice Turf/Flat Field |
| Youth Baseball/Soccer Combo | Golden Valley Park |
| Gator Swamp Park | Lemmon Valley Park |
| Eagle Canyon Park | Silver Knolls Park |
| Silver Knolls Park | Arrow Creek Park |
| Cold Springs Park | White's Creek Park |
| | Virginia Foothills Park |

IV POLICY

4.1 Applications for Field Use

An application for field use must be submitted for each league season. Spring season runs from March 1 through June 30. Fall season runs from July 1 through October 31. The application requires organizations to submit the following information:

1. Facilities requested
2. Proposed usage dates, days and times
3. Contact person's preferred phone number(s), mailing address, and email address, as well as a secondary contact.

All applications received prior to January 31st will be considered for spring season and all applications received prior to May 31st will be considered for fall season permits.

In-league tournaments restricted to players listed on the league roster (such as playoffs) are considered an extension of league play and must be included in the Field Use application. Tournaments that include players not listed on the submitted league roster are considered special events and must be applied for separately using the County's Special Use application.

Due to the limited facilities, meeting the criteria above does not guarantee that Parks will be able to accommodate your organization's request, only that you are eligible for consideration.

Once an organization is notified that a Field Use Permit can be issued, the following items must be received before the Field Use Permit will be issued.

1. Damage/Cleaning deposit in the amount of \$550.00,
2. Certificate of Insurance in the amount of \$1,000,000 naming Washoe County as additionally insured, and
3. List of officers and/or board members with addresses and telephone numbers.

4.2 Priorities for Issuing Permits

All Field Use Applications received on time will be considered according to the following list of priorities on a space available basis:

1. County operated programs
2. Established user groups in good standing
3. New youth sports leagues
4. New adult sports leagues
5. New youth sports teams
6. New adult sports teams

Note: Field allocations are determined based on priority, demonstrated need, and equitable access. Higher-priority organizations may receive a greater proportion of available field space; however **higher priority does not guarantee full allocation of all fields requested**. Allocations for all organizations—regardless of priority—consider factors such as the number of registered teams or participants, historic field usage, scheduling patterns, and operational capacity. When total demand exceeds available field capacity, space may be distributed proportionally among organizations to ensure fair access.

Requested park locations are not guaranteed. Organizations may be assigned to alternative sites based on availability and overall demand.

Field allocations are issued to leagues, not individual teams. Individual teams may only request field space if their rostered players are not already participating in another league utilizing Washoe County facilities.

Special Event Overrides

Tournaments, camps, opening and/or closing ceremonies, emergency operations deployment and one-time events may supersede regular field schedules on select dates throughout the season. The County reserves the right to temporarily reassign or suspend regular weekly field allocations to accommodate these events. Advance notice of any excluded dates will be provided at the time seasonal permits are issued or in the case of an emergency, as soon as possible.

4.3 Conditions of Field Use

Field Use Permits authorize organizations to use the specified facility only on the days and times listed on the permit. Permits do **not** grant open access within a date range, include adjacent turf areas, or covered pavilions, which require a separate Facility Rental Agreement obtained through Washoe County's facility reservations office.

To maintain a valid Field Use Permit, organizations must:

1. Remain current on all required payments, including damage/cleaning deposits, field rental or player fees, utility reimbursements, and any other fees outlined in this policy.
2. Provide an up-to-date practice and game schedule to the County.

3. Follow all guidelines in the “Athletic Field Use Requirements Agreement” and “Field Maintenance Agreement” submitted with the application. Signed copies are kept on file by Washoe County.

Organizations must have a valid Field Use Permit on the premises during permitted use and present it to County staff upon request. Failure to do so may result in immediate removal from the facility.

Field Use Permits are **non-transferable** and may not be assigned, rented, leased, or subcontracted to another organization. Leagues operating under a Field Use Permit may divide their allotted time among teams in the form of a practice or game schedule, which must be submitted to the County and updated as changes occur.

Washoe County reserves the right to modify or revoke permits, including increasing or decreasing the number of fields/facilities assigned, for reasons including but not limited to:

1. Field unavailability due to maintenance
2. Contractual agreements or priority scheduling
3. Abusive usage or failure to use fields in accordance with County policies
4. Non-payment of fees
5. Failure to maintain cleanliness standards

4.4 Damage / Cleaning Deposit

Before a Field Use Permit will be issued to an organization, the organization must provide a cash deposit of \$550 to the County. If the facilities are left in satisfactory condition and all issued equipment or keys are returned by the organization, it will receive a full refund after the season has concluded.

An organization’s deposit can be reduced in a number of ways:

1. By failing to follow Parks Facility Reservations Payment and Cancellation Policy.
2. By applying for field use under false pretenses.
3. By failing to pay player fees by the set deadline. Spring: April 15, Fall: September 15.
4. By failing to pay utility costs within the thirty (30) day deadline.
5. If applicable, by failing to pay concession fees by the set deadline. Spring: July 10, Fall: November 10.
6. If a facility is damaged by an organization, the deposit up to the full amount will be used to cover the cost of repairs. If the fields are damaged in excess of the deposit amount, the cost for the repair of damages will be billed to the organization holding the Field Use Permit.
7. By damaging turf as a result of driving vehicles on the field or using a field in violation of our Inclement Weather Policy (see Section 4.8 – Inclement Weather).
8. By not returning all keys issued to an organization requiring a lock change.
9. By failing to clean a facility of garbage after using it and thereby requiring County staff time to do the cleanup.
10. By failing to remove league equipment from fields within 30 (thirty) days of the end of the Fall season.

4.5 The Certificate of Insurance

Before a Field Use Permit will be issued to an organization, the organization must provide proof of liability protection in the form of a certificate of insurance that names Washoe County as an additional insured. Organizations must maintain a policy of general liability insurance at its sole cost and expense, in the amount of \$1,000,000 or as may be required by the County's Risk Manager. The policy shall provide for thirty (30) days' notice of cancellation to Washoe County.

An organization's insurance coverage shall be primary insurance with respect to Parks, its officials, employees, and volunteers. Any insurance or self-insurance maintained by Parks, its officials, employees or volunteers shall be considered in excess of the organization's insurance and shall not contribute to it.

Parks acceptance of such insurance certificate does not relieve an organization of liability nor shall the amount of insurance limit its responsibility.

4.6 Player Fees

Fees are charged by Parks to recover a portion of costs incurred in providing facilities. The fee is \$25 per player. Spring Player Fees are due on April 15 and Fall Player Fees are due on September 15 to allow leagues and teams to finalize their rosters.

When submitting fees, leagues must also provide current player rosters stating players first and last names, age, zip code, and the team they are registered with (if applicable).

4.7 Utility Reimbursements

Organizations permitted to play on lighted fields are required to reimburse Parks for 100% of the electric bill that results from using the lights. Parks currently pays all other costs associated with utilities at Parks facilities.

Parks with lighted fields are:

1. Lemmon Valley Park youth baseball fields
2. North Valleys Regional Park youth baseball fields
3. Eagle Canyon Park youth baseball field
4. South Valleys Regional Park youth baseball fields

In the event that more than one organization holds a Field Use Permit for a facility with lights and/or concessions, the amount billed to each organization will be calculated proportionately to the number of hours a facility is permitted to them in that billing cycle.

After the expiration of a Field Use Permit, and after receiving the corresponding power bills, the costs paid to Power Company for electricity service will be tabulated and billed to the organization. Payment is due within thirty (30) days of the invoice date.

4.8 Inclement Weather

Washoe County may contact leagues or organizations to close fields due to unsafe conditions, maintenance, or weather-related hazards. However, due to staff schedules and limited County availability, it is ultimately the responsibility of the league or organization to cancel or reschedule games and practices if conditions make play unsafe, or if field use may result in damage to the playing surface.

Organizations are responsible for monitoring field conditions, ensuring participant safety, and covering any costs associated with damage to fields or facilities caused by their use during inclement weather; Washoe County is not liable for injuries or damages resulting from use of the fields under unsafe conditions.

4.9 Facility Maintenance

Organizations using County facilities must adhere to the Field Maintenance Agreement found in the application packet, which is reviewed and updated each season.

Organizations with a Field Use Permit are solely responsible for any and all damages related to and arising out of their use of a facility during the term of the permit. This includes any and all persons associated with the organization. If a facility is damaged by an organization, their damage/cleaning deposit will be used to cover the cost of repairs. If the fields are damaged in excess of the deposit balance, the cost for the repair of damages will be billed to the organization holding the Field Use Permit.

If a deposit is reduced for any reason outlined in this policy, the organization must replenish the deposit to the full amount of \$550 before continuing any scheduled practices or games. Failure to restore the deposit to the required level will result in suspension of field use privileges until compliance is achieved.

4.10 Facility Modifications / Improvements

Organizations may not perform any construction, repair or alterations in or additions to any building, structure, backstops, dugouts, concession stand, etc., without advance written consent from Parks. Any and all permanent improvements made to parks shall become the property of Parks.

Organizations must not attempt to change or adjust irrigation clocks. Contact Parks immediately if they notice excessively wet fields or discoloration of turf due to lack of water.

Any organization desiring to perform site improvements must submit plans to Parks for consideration. If labor is to be completed by volunteers, all work must be inspected per Washoe County Code. Volunteers must complete appropriate volunteer documents. The organization must pay for all costs related to approved improvements. All materials must meet or exceed Parks' green book standards.

4.11 Keys & Locks

Washoe County will issue keys to a permitted organization when a Field Use Permit is issued. Organizations assume responsibility for securing the premises and must take effective measures to prevent unauthorized use or duplication of keys. Organizations may not place any unauthorized lock on any door, cabinet, storage bin, or other County-owned structure. Washoe County reserves the right to remove any unauthorized locks.

If an authorized lock is approved by the County (for example, for securing soccer goals), it must be a combination lock, and the combination must be provided to Washoe County prior to installation.

Upon expiration or termination of a Field Use Permit, all issued keys must be returned to the County. Failure to return keys will result in the County rekeying the facility. The cost of replacement keys and locks will be deducted from the organization's deposit, and any remaining balance will be billed to the organization.

4.12 Bathrooms / Portable Toilets

Some facilities have bathroom facilities near the athletic fields. However, these facilities were not designed for winter use, and due to area winter temperatures, they will not open in the spring until the Washoe County Department of Facilities Management feels we are out of danger of a freeze. If early winter conditions occur, water for restrooms also cannot be guaranteed through the end of fall permits.

If these facilities are unavailable, organizations are responsible for providing portable toilets at facilities under permitted use. Because there may be maintenance, safety and emergency access issues, the location of units must be approved by Parks staff.

4.13 Scoreboards

All scoreboards permanently installed at a facility are the property of Parks. As such, these scoreboards are maintained by Parks. If an organization wishes to donate a scoreboard it must meet all standards/procedures outlined under "Section 4.10 - Facility Modifications / Improvements" of this manual. The parks athletic facilities with permanent scoreboards are:

1. Lemmon Valley Park youth baseball fields
2. Golden Valley Park regulation baseball field
3. North Valleys Regional Sports Complex youth baseball fields
4. South Valley Regional Sports Complex youth baseball fields
5. South Valley Regional Sports Complex regulation baseball field

Parks maintains scoreboards while users are responsible for the repair and replacement of scoreboard controllers.

4.14 Concession Stands

All concession stands permanently installed at an athletic facility are the property of Parks. As such, these stands are maintained by Parks. If an organization wishes to donate a concession stand it must meet all specifications set forth by Parks as written in the "Section 2.10 - Facility Modifications/Improvements" of this manual. Permanent concession stands exist at the following parks' athletic facilities:

1. Lemmon Valley Park youth baseball fields
2. South Valley Regional Sports Complex youth baseball fields
3. North Valleys Regional Sports Complex youth baseball fields
4. Eagle Canyon Park youth baseball fields

The use of these concession stands requires a Lease Agreement to be completed between Parks and the permitted organization.

Food concessions serving items that are not prepackaged require a temporary food permit from Washoe County District Health Department and the appropriate business license. The permit must be acquired prior to operation, and a copy of this permit must be posted on the premises of the concession stand during hours of its operation.

Organizations operating a concession stand are responsible for the total contents of their concession stand as well as the maintenance and upkeep of equipment belonging to the organization. Although Parks recommends securing insurance for the contents of the building, it is optional and up to the discretion and responsibility of the organization.

Organizations can only operate concessions during the dates and times specified on the Field Use Permit. No alcohol or tobacco products are permitted to be sold. No glass containers are allowed. The organization is responsible for clean up of all litter in and around the concession area. Immediately following the end of an organization's season, it must clean and turn off all concession stand equipment and all related storage rooms.

Parks concession stands were not designed for winter use, and due to area winter temperatures they will not be open until the Washoe County Department of Facilities Management feels we are out of the danger of a freeze. Also, if early winter conditions occur water for restrooms cannot be guaranteed through the end of fall permits.

Concessions may be inspected throughout the season for electrical, plumbing and safety code violations. There are to be no extension cords running across floors, outside the building, or through doors and windows. Each permanent concession stand has its own electrical load limit. Parks is not responsible for problems associated with the various concessions where an organization exceeds these limits.

Any and all changes or additions to the concession stand interior or exterior must be proposed in writing and approved in writing by Parks. See "Section 4.10 - Facility Modifications / Improvements" of this manual.

It is the organization's responsibility to remove and store equipment when facility repairs, maintenance or improvements are to be made. Parks shall inform the organization of planned repairs, maintenance or improvements a minimum of fourteen (14) days before the commencement of work unless it is an emergency situation requiring immediate action.

4.15 Storage Facilities

All storage structures permanently installed at an athletic facility are the property of Parks. As such, these structures are maintained by Parks. Some athletic facilities have permanent storage structures that are available for use. If an organization wishes to donate a storage structure it must meet all specifications set forth by Parks.

The use of a permanent storage structure requires written permission from Parks whether it is owned by Parks or a temporary one owned by an organization.

There is to be no storage of equipment or supplies in plumbing chases. There is to be no storage of equipment or supplies blocking an accessible pathway to electrical boxes, circuit breakers and doors. Storage of flammable, hazardous, or toxic substances at the facilities is strictly prohibited.

Any and all changes, including the size and color, to the exterior must be proposed in writing to and approved in writing by Parks. See "Section 4.10 - Facility Modifications/Improvements" of this manual.

It is the organization's responsibility to remove and store equipment when facility repairs, maintenance or improvements are to be made. Parks will inform the organization of planned repairs, maintenance or improvements a minimum of fourteen (14) days before the commencement of work.

4.16 Batting Cages

All batting cages permanently installed at an athletic facility are the property of Parks. As such, these cages are maintained by Parks. The contents of the cage, including the netting and pitching machines, remain the property of the organization that purchased it, and as such, they are responsible for its maintenance, upkeep, and repair.

During the time when a permit for one of these facilities is valid, the batting cages are included in the Field Use Permit at no charge, whether or not the permit explicitly includes the cages. If an organization wishes to donate a batting cage it must meet all specifications as found in "Section 4.10 - Facility Modifications/Improvements" of this manual.

Due to the risk of bird entanglement, all netting must be removed from batting cages during winter break. Failure to remove netting may result in penalties, including but not limited to withholding of deposits and removal and confiscation of nets by Washoe County.

4.17 Soccer Goals

Each league permitted to use a Parks athletic facility must provide the equipment needed for its sport, including soccer goals. Each league is fully responsible for:

- The complete and safe installation and takedown of all sporting equipment and structures throughout the duration of the season or league.
- Making a reasonable inspection of equipment and taking steps to adequately protect its users from injury or death.
- Inspecting the goals for safety before each practice and game throughout the season or league since weather and vandalism can cause a goal's stability to change in a short period of time.
- Removing any goal that is broken and/or not being regularly used.

Soccer goals must be labelled with the organization that owns them, and must be in adequate condition to be moved for turf maintenance and upkeep (e.g. mowing).

Leagues must remove all soccer goals from the turf within 30 days of their permit's end. Any goals remaining on the turf after this period will be moved or disposed of at Washoe County's discretion, and all associated labor or disposal costs will be deducted from the league's security deposit. When securing goals with locks, the standards in Section 4.11 (Keys & Locks) must be followed.

V ATTACHMENTS

The following attachments are included in the Field Use Application Packet:

- 5.1 FACILITY – GROUP USE PERMIT HOLD HARMLESS AGREEMENT
- 5.2 DEPOSIT AGREEMENT
- 5.3 ATHLETIC FIELD USE REQUIREMENTS AGREEMENT
- 5.4 ATHLETIC FACILITY MAINTENANCE AGREEMENT



Washoe County COMMUNITY SERVICES DEPARTMENT



FACILITY – GROUP USE PERMIT HOLD HARMLESS AGREEMENT

The undersigned wishes to use certain County facilities known as Washoe County Parks Fields from _____ to _____ for the purpose of games/practice, closing/open ceremonies or tournaments.

The provisions of this agreement apply to me, my entity, group or organization and our invitees or guests. I agree to abide by all applicable rules and regulations relating to the property. Failure to do so may result in revocation of permission to use the facilities and an order to vacate the premises.

I agree to reimburse Washoe County for any damage done to its property by myself or any other person associated with myself or my group. I also agree to save and hold Washoe County and its officers, agents, servants and employees harmless from any claim by any person resulting from my use of the facilities including, without limitation, any claims for damages resulting from death or injury to any person or damage to any property arising out of my activities at the facilities except those directly and proximately resulting from the intentional or negligent acts of County employees acting within the scope of their official duties.

I agree to give Washoe County prompt and timely notice of any claims made or suit instituted which may directly or indirectly affect Washoe County or its officers, agents, servants and employees.

I agree to reimburse Washoe County for any expenses incurred in responding to or defending any claims or suits, including the reasonable value of any services rendered or time spent by County officers or employees in responding to or defending such claims or suits.

I also agree to obtain and maintain a policy of General Liability Insurance (Occurrence form) in the amount of \$1,000,000 or as may be required by the County's Risk Manager. Said policy shall be endorsed to include Washoe County as an insured with respect to liability arising out of my activities pursuant to this Agreement. Proof of coverage shall be provided in the form of a Certificate of Insurance and shall provide for thirty (30) days' notice of cancellation to Washoe County. Washoe County's acceptance of such insurance certificate shall not relieve me of liability nor shall the amount of insurance limit my responsibility.

If I fail to secure such insurance, Washoe County may, at its option, secure such insurance and I will be responsible to reimburse Washoe County for the expenses incurred.

I certify that I have the authority to enter into this agreement on behalf of the entity or organization described below and am executing this agreement on its behalf.

DATED this _____ day of _____ 20_____.

AUTHORIZED SIGNATURE

NAME OF ORGANIZATION



Washoe County COMMUNITY SERVICES DEPARTMENT



Deposit Agreement

As a representative of _____ (League), I am providing to Washoe County (hereafter referred to as "County") a security and cleaning deposit of \$550.00 for the use of the following facilities: _____.

Initial each of the following statements as you read them in the blank provided.

I understand that the payment will not be held uncashed, but rather it will be deposited into a trust account.

I understand that the entire amount will be returned to our league should the rented facility be left in the same or better condition than it was found in and all borrowed equipment or keys is returned.

I understand that the deposit can be reduced for any of the following reasons:

- By failing to follow County's Facility Reservations Payment, Cancellation, Date and/or Room Change Policy.
- By applying for field use under false pretenses.
- By damaging a facility, turf or structure, during our use.
- By damaging turf as a result of using a field in violation of our Inclement Weather Policy.
- By ignoring the decision of the County to close a facility and using it anyways.
- By failing to clean a facility of garbage after using it and thereby requiring County staff to cleanup.
- By not returning all keys issued to an organization requiring a lock change.
- By failing to pay league player fees within the thirty (30) day deadline.
- By failing to pay league utility costs within the thirty (30) day deadline.

I understand that our deposit will be used to cover the cost of repairs caused by our use, and any repair costs in excess of the deposit amount will be billed to us.

I understand that we should inspect the facility for damage or hazards before using it to ensure the safe use by our league and to minimize our responsibility for damages caused by others. Report problems to the County at (775) 823.6500, for facility emergencies outside of business hours, refer to emergency numbers listed on permits.

I understand that we will be notified in writing as to each debit against the deposit.

Signature

League

Printed Name

Title

Preferred Phone #

Date of Acceptance



Washoe County COMMUNITY SERVICES DEPARTMENT



Athletic Field Use Requirements Agreement

The use of athletic facilities owned and managed by Washoe County, through its Community Services Department (County) is authorized by permit only. A Field Use Permit or Rental Agreement allows the holder to use a specific facility only on the days and times specified on the permit. Holders of a Field Use Permit or Rental Agreement must leave a facility in the same or better condition than it was found in. The following conduct must be always followed and doing so will keep athletic facilities in great condition.

- Alcoholic beverages** are not allowed on the premises of an athletic facility, its surrounding spectator area or its parking areas. Police will be notified when this policy is violated.
- Leagues cannot make **alterations** to any building, structure, backstops, fields, dugouts, concession stand, etc., without prior written consent. Only temporary protective netting or screens on baseball fencing and dugouts can be installed for the purpose of protecting spectators and players from balls or the sun and must be removed at the end of the permitted period.
- As part of Washoe County Code, Chapter 95, vendors are prohibited from conducting any business within County parks without specific written authority from the Director. Upon written approval, Temporary Concessions or Vendors are required to obtain a temporary food permit from the Washoe County Health Department (775-328-3743), a valid business license and must be approved in advance by Washoe County.

Will you be Serving Food/Beverage Yes ___ No___

- No person can set or maintain any **fire** in a County athletic facility except in stoves or grills maintained for that purpose and installed by the County. Possession or ignition of **fireworks** is prohibited.
- Leagues must pick up **garbage** around playing field and facility and keep restrooms clean. Groups are also required to remove trash liners and place all trash in provided dumpsters as necessary during permitted use. Facilities that need to be cleaned after by County staff will billed for the labor against their cleaning deposit.
- No **glass** containers are allowed at the athletic facilities.
- Facilities cannot be used during **inclement weather**, such as prolonged steady rain, heavy rainstorms, snow, lightning or severe weather storms, or other unforeseen circumstances that create unsafe playing conditions or may cause damage to the playing surface. Fields also cannot be used in the days following inclement weather when the playing surfaces are slippery or create unsure footing for users, when the ground is water logged ("squishy"), when there is standing water, or melting snow. Violators of this clause will be charged for the actual costs of repairs and will have their Field Use Permit suspended until financial restitution is made.
- Users must ensure that its participants are **parking** in designated areas at all times. Vehicles may not be driven or parked on turf surfaces, sidewalks, service driveways, or in fire lanes. Tournament organizers must provide parking enforcement at their events.
- Pets** are not allowed on any athletic field.
- League's **publicity** must be designed in such a way that no suggestion of endorsement and/or sponsorship by the County is implied. With temporary outfield fencing, users must obtain permission before installing physical advertising (i.e. signs, painted logos, etc.) to ensure it doesn't interfere with irrigation systems. **Advertising** cannot be offensive or political in nature. The back of all signage must be uniform in color - white, tan or green. Vinyl banners are recommended for safety.
- No person can use any **sound amplification** equipment (PA system, car stereos) in the parks except by special permit. Those with permission shall maintain amplified sound at a level not to exceed 80 decibels at the perimeter of the park.
- Vandalism** is a criminal act. No person can damage, deface, destroy or remove any Parks property, including but not limited to: signs, structures, equipment, natural growth or other material. Police will be notified when this is violated.

I agree that my league will follow and abide by this agreement, the Athletic Field Use Policy, all Washoe County regulations and ordinances, and all laws and statutes of the State of Nevada.

Signature

Date

Name of League

Title



Washoe County Community Services
Department
Athletic Facility Maintenance
Agreement 2026

League: _____

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ATHLETIC FIELD MAINTENANCE AGREEMENT

This Athletic Field Maintenance Agreement is made and entered into this ____ day of _____, 2026 and shall terminate **31st** day of **October**, 2026, by and between the Washoe County a political subdivision of the State of Nevada, through its Community Services Department, hereafter called "County" and permitted sports leagues utilizing Washoe County athletic facilities, hereafter called "League," which provide opportunities to participate in organized sports programs for recreation and education.

The County reserves the right to modify this Agreement in writing, signed by both parties.

The County reserves the right to terminate this Agreement in the event the League fails to maternally and substantially comply with all the terms of this Agreement or any applicable federal, state, county or city laws, ordinances or rules. County may not terminate this agreement with out first providing 14 days written notice to the League of the alleged failure to maternally and substantially comply and allowing League a reasonable opportunity to cure any alleged compliance issues.

WITNESSETH:

WHEREAS, the County has instituted an annual Athletic Field Maintenance Agreement, hereinafter called "Agreement" for athletic facilities under its ownership and control, which is utilized by League; this Agreement includes all regular and ongoing maintenance activities for each park site based upon the County's approved staffing levels and budgets available at the time of the Agreement.

WHEREAS, in conjunction with the County, League may perform maintenance and improvements over and above the standard maintenance levels performed by the County. Maintenance and improvements may be accomplished by volunteers or contracts administered by the League; and with prior written approval by the County.

Based upon the foregoing recitals, which are incorporated by this reference, the parties agree on the following terms and conditions:

1. IRRIGATION

- A. County is responsible for maintaining all turf and flat field turf irrigation systems. League shall not make any changes to these irrigation systems without approval from the County prior to the commencement of such work. The League shall not adjust irrigation controllers or turn on or off irrigation systems, which are maintained by the County.
- B. County will turn on the irrigation systems on a schedule developed by the County and coordinated with the League. The County will turn off all irrigation systems at appropriate times. Irrigation systems are weather dependent, in that, irrigation will not be turned on when the forecast predicts low temperatures below 32 degrees. The County reserves the right to adjust the irrigation schedule to protect the irrigation systems from freezing.
- C. Maintenance scheduling is dependent upon weather conditions and forecasts and may be modified in the County's sole discretion based on sound irrigation and turf management

practices. Because of the unpredictable nature of local spring and fall weather patterns and the danger of freezing irrigation systems or icing sidewalks, the County cannot assure irrigation systems will be operable on or by a certain date each year. The infield hose bibs and quick couplers used for infield prep are also a part of the irrigation system and as such will also be unavailable for use.

2. RESTROOM SERVICE

- A. County will provide regular restroom service for County-maintained restrooms in accordance with the level of maintenance standards. The County will clean restrooms and restock paper supplies based on use patterns and available staff resources. During League permitted times, each League shall be responsible for keeping the restrooms clean and stocked with supplies as necessary above and beyond County service. League may also be asked to assist in daily restroom lock up procedures to accommodate permits at various facilities.
- B. County will activate seasonal restrooms on or about April 1 and deactivate them on or about November 1 of each year, dependent on weather conditions.
- C. The league will be responsible for supplying a standard number of extra portable restrooms at designated locations for which they are permitted. Standard numbers will be determined by the County and may vary according to the size of the permitted facility and the impact of League use. County must approve the location of additional portable restrooms prior to their placement.

3. FIELD MAINTENANCE

- A. Turf Maintenance. County will be responsible for regular and routine turf maintenance according to the management plans. In general, this includes:
 - 1. Weekly mowing of all fields. The County mows all fields once each week at a standard height.
 - 2. County will maintain all field irrigation systems and perform all required repairs. League shall not attempt to adjust irrigation clocks or turn them on or off.
- B. Infield Maintenance. League will maintain all baseball/softball infields. The minimum mow height for infield turf areas is 2 inches. Infield drags should be kept a minimum of 3 feet from the edge of turf areas. Leagues are responsible for all costs associated with repairs to turf or irrigation, which arise as a result of improper maintenance practices or improper field use.
- C. League may use the necessary and appropriate equipment (i.e., ATV's, small utility vehicles/golf carts or mowers) to perform the required League maintenance. Equipment such as Water Trucks, Tractors, Loaders and Dump Trucks either contracted or otherwise will require County approval prior to use at the facility.
- D. Field Marking. Each League will be responsible for the layout and marking of their respective fields. At the start of the season League is required to provide County with the

proposed layout and dimensions of fields at each facility prior to marking. Only water based paints with no growth inhibitors may be used to mark fields. County requires rotation of multi-purpose fields to avoid excessive wear, which can create poor playing conditions and possible field closures.

4. FIELD LIGHTS

County will contract for field light repairs once each fiscal year. It is not economical for the County to correct minimal lighting issues, i.e., replacement of an individual bulb. However, if in the discretion of the County, a sufficient number of lights on a field need replacement or the lack of lighting jeopardizes player safety, the County will perform light maintenance as needed. League shall contact County staff with light maintenance requests for all lighted fields. County staff will coordinate the necessary repairs or light replacement with the appropriate contractor.

5. LITTER AND TRASH

- A. League shall be responsible for picking up all litter, debris and trash during games and practices and maintaining the fields and parking lots in a clean and safe manner. In locations where dumpsters or garbage totes are provided, League will be responsible for removing and replacing all trash liners from trash receptacles and placing liners, at the League's expense, in dumpsters or totes as needed during permitted use.
- B. For league tournaments or other events, which are expected to generate above normal amounts of litter and trash, League will be required to provide additional dumpsters and portable restrooms, at the League's expense, and arrangements shall be made with the County as least a month in advance prior to the event.

6. RESTROOM/CONCESSION BUILDINGS

- A. Repairs. County will repair all restroom buildings as necessary and will activate and deactivate water service to all concession buildings in conjunction with the restrooms. County will take reasonable measures to secure concession buildings following notification that such building is damaged or vandalized. The League shall be responsible for the cost of repairs to concession buildings if the necessary repairs are due to negligence on the part of the League. League should contact County when repairs are needed and a request will be submitted. If the needed repair poses a safety hazard for participants or spectators the area in question must be closed off until the necessary repairs can be made.
- B. Painting. County will be responsible for painting all buildings owned and maintained by County. Requests for painting of all concession buildings and restrooms should be made well in advance to County. An inspection of the building in question will be made to determine if painting is needed at that time. It should be noted that County buildings are on a maintenance schedule, which includes painting on a periodic basis.
- C. Improvements or Modifications. Any requests for improvements or modifications to County buildings should be submitted in writing well in advance to County staff. No improvements or modifications shall be conducted until requests are reviewed and written approval is provided by the County.

7. FENCES AND NETS

- A. County shall maintain all outfields, baselines, backstops and other general security fencing. League shall maintain all fencing around batting cages and other facilities installed by the League.
- B. League shall maintain all foul ball safety nets.

8. OTHER FIELD AMENITIES

- A. Benches/Bleachers. County shall maintain all benches and bleachers.
- B. Dugouts. League shall maintain and clean all dugouts, including paved surfaces in the dugouts after every use.
- C. Batting Cages. League shall maintain all batting cages and fences.
- D. Scoreboards. County shall replace light bulbs at the start of the season, if needed. League shall maintain all scoreboard control units and be responsible for their repair and replacement.
- E. Bases, Goals, and Pitching Mounds. League will be required to repair or replace base pegs, pitching rubbers and home plates as needed. League shall maintain all bases, goals and pitching mounds, including practice mounds. Necessary replacement of base pegs, home plate and/or pitching rubbers will be considered a field improvement and League shall seek County approval prior to replacement. Bases will be removed and secured at the end of each day. Leagues shall be responsible for removing portable goals from the premises within two weeks after the expiration of the permit. In certain areas and with prior approval by County, goals can be moved off the fields and secured on premises within two weeks after the expiration of the permit.

9. LOCKS AND KEYS

- A. County issued locks will be placed on gates, restrooms, utility boxes, irrigation controllers (except those which control infield irrigation systems), concession stands and other facilities on County property for which the County requires access for regular or emergency maintenance. League may install locks at their own expense on storage boxes, batting cages and other facilities provided these facilities do not contain any utility services or prohibit the general public from accessing the field for recreational use.
- B. League will be issued a set of keys for each facility as required.
- C. Combinations locks will be placed on all utility boxes at County facilities. League will be given a new combination at the beginning of each season to distribute at their discretion.
- D. If a key is lost the league will bare the actual cost to re-key the facility.
- E. Keys shall be returned within 30 days of the expiration of the field permit. A League not returning keys within 30 days shall bare the actual cost to re-key the facility.

- F. League expressly assumes all risks associated with the storage of non-county property on any site owned or maintained by the County and does hereby hold County harmless from any and all damages relating thereto, including but not limited to costs, expenses, vandalism, damage, destruction, and attorney's fees. In addition the League, assumes all liabilities, including all claims, damages, personal injuries, costs, and expenses of any kind, related to or resulting from the storage of any personal property of a League at any site owned or maintained by the County and agrees to indemnify and hold County harmless there from.

10. FIELD IMPROVEMENTS

- A. League requesting to make changes or otherwise make improvements to County facilities must first submit a written request with plans to the County for review and approval before any work begins. All work must meet applicable codes, design standards, and be and permitted through the appropriate jurisdictional authority.
- B. Improvements may include, but are not limited to, the following:
1. Any change to irrigation systems, including infield irrigation systems.
 2. Any change to turf areas, including re-sodding, adding new turf areas, or skinning to align base paths or outfield skirts. No sod shall be cut which exposes any irrigation heads to skinned areas.
 3. New fencing, batting cages, dugouts, walls, or other facilities.
 4. New concession buildings, storage buildings, restrooms or other real property improvements including modifications to existing buildings.
 5. New paved or concrete surfaces.
 6. Field lighting.

11. FIELD CONDITIONS

- A. In the interest of player safety and to limit damage to County property, the League will prohibit member teams from practicing or playing on fields during periods of excessive rain or snow and/or when standing water is present on the fields. Failure to adhere to this rule may result in: loss of League's field damage deposit, and/or League to pay full cost of repair for damage as a result of the play, and/or revocation of permit.
1. County will assess field conditions and issue closures that may be necessary during and after periods of inclement weather. League permits for field use are not valid during County issued closures.
 2. Due to the size of our geographic area, the nature of isolated thunderstorms we experience, as well as the time or day of the week games may occur County may not be able to issue closures in all instances. It is ultimately the responsibility of League to use good judgment when determining the playability of a field.

B. Field Wear

1. County will review all fields periodically to assess field conditions and to determine maintenance requirements and/or field closures that may be necessary.
2. League will be required to realign field layouts on multi-purpose turf areas at the County's request. County staff may require additional realignments if it is deemed necessary due to excessive wear patterns and safety concerns.

12. PARKING

- A. League will educate players, parents and spectators on the designated parking locations at the various facilities used for league games and practice. County will provide League with parking information specific to their field(s) permitted facility prior to the start of season.
- B. No individual is allowed to drive or park on a field or the perimeter of a field unless it is a designated parking area.
- C. Parking attendance and additional signage may be required for game days or tournaments as directed by County.
- D. Vehicles should be strictly limited in the areas between baseball fields. Only vehicles used for maintenance or dropping off/picking up supplies should have access to these areas.

13. VENDORS

As part of Washoe County Code, Chapter 95, vendors are prohibited from conducting any business within County parks without specific written authority from the Director of the Regional Parks and Open Space Department. If you are interested in having a non-profit vendor present during your permitted games/activities, please contact parks staff for more information on how to start the process.

Temporary Concessions or Vendors require a temporary food permit from the Washoe County Health Department (775-328-3743), a valid business license and must be approved in advance by Washoe County

14. RESERVABLE PICNIC PAVILIONS

Facilities that contain reservable picnic pavilions near athletic fields will be noted on your field permits. Reservable pavilions are not a part of field permits and must be reserved separately through Washoe County Parks reservations (775) 823.6501. Any un-permitted use of a reservable area and/or disruption of a paid groups reservation will result in fines or revocation of field permits.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

I declare under penalty of perjury under the laws of the State of Nevada that I executed this document for the purposes stated.

LEAGUE _____

League Representative (Print)

Signature

Date

WASHOE COUNTY, NEVADA
Acting by and through its
Community Services Department - Operations

By _____
Stephanie D'Arcy, Park Operations Superintendent