



Field Scheduling and Use Policy

I. General Statement

The City of Carver encourages and prioritizes the use of City and maintained athletic facilities by athletic associations, community groups, and other organizations that provide recreational opportunities for residents of Carver and communities making up Eastern Carver County Schools.

II. Field Conditions and Closures

The City may close fields due to inclement weather, poor turf conditions, or to perform field resting, in order to maintain safe and high quality playing surfaces. The City will provide notice of field closures via the City’s website no less than two (2) hours prior to the reservation.

In circumstances where the City has not “officially” closed fields, but inclement weather or poor field conditions exist, groups are expected to use good judgement in proceeding with use. Damage caused to fields under these conditions will cause additional field closures due to resting and repair needs.

During times of field resting the City may deviate from this policy to ensure equitable access to fields.

III. Field Reservations

Due to the large number of requests for the City's athletic facilities, it is necessary to establish a priority system to ensure that the City's facilities are made available in an equitable manner to best meet community needs.

1. Field reservations must be made using a form provided by the City.
2. Fields will be scheduled in blocks of time

Block 1: 8:00 am to 12:00 pm

Block 2: 12:00 pm to 4:00 pm

Block 3: 4:00 pm to 7:00 pm

*Block 4: 7:00 pm to 10:00 pm

*Note: 10:00 pm for Ironwood Park and 9:30 for all others.

Carver Elementary has exclusive use of the fields in Ironwood Park on all school days from 7:00 am to 3:00 pm.

3. Groups or individuals must provide a Certificate of Insurance for General Liability coverage in the amount of \$1,000,000 naming the City of Carver as an additional insured prior to submitting a reservation request.
4. Field “priority” will be as shown in Exhibit A.
5. Groups with a designated field priority, per this policy, must submit their field requests to the City of Carver sixty (60) days prior to the first day of their month of priority. Additional field requests will be scheduled on an alternating basis (group to group) after the priority use has been scheduled.
6. Groups found to be reserving blocks of field time and “no-showing” are subject to losing future priority.
7. The City will not be responsible for field closures or practice/game cancellations due to weather conditions. Field usage during wet or other inclement conditions may cause damage to the field resulting in the potential for fields to be closed for an extended period of time.
8. Each organization shall be able to assign up to two contacts to communicate with City staff regarding field conditions and requests. The City will only communicate with organizational contacts regarding field conditions and requests.
9. Organizations and participants are required to followed City, State, and Federal regulations as established from time to time to meet community needs.

IV. Permanent Field Equipment and Park Structures

Individuals and user groups are not allowed to install permanent equipment, storage boxes, or structures in City parks without the written consent of the City of Carver.

V. Field Maintenance and Operations

The City will be responsible for the following:

1. Mow fields per City standards.
2. Operate and repair irrigation systems.
3. Provide and empty trash and recycling receptacles.
4. Provide portable restrooms to parks that do not have permanent structures.
5. Drag and groom during the week for scheduled use, with the

exception of Field 2 in Community Park.

6. Maintain and stock base boxes. Purchase bases.
7. Maintain fences and signage.
8. Provide field illumination at Ironwood Park until 10:00 pm.
Fees for lighting fields charged as identified in Appendix A of the Fee Schedule.

User groups will be responsible for the following:

1. Purchase, install, maintain, remove, and store nets, corner flags, markers, mounds, pitching machines, cones, and equipment where applicable.
2. Set up corner flags, markers, bases, pitching machines, cones, and remove upon the conclusion of use.
3. Practice and provide necessary field maintenance within permitted times and spaces.
4. Clean up entire bench and spectator seating area after each use, including trash, and return all equipment to appropriate locations.
5. Chalk infield and foul lines for baseball and softball games (if desired).
6. Stripe fields for soccer in Bluff Park (if desired).
7. Rake out any additional material placed for transition between field and mound lips. Rake base/mound areas and home plate after each use. Fill in and tamp/pack any holes.
8. Remove bases after each use and put into storage box. Install base plugs in infield.
9. Stripe Ironwood Park Field #1 for football no earlier than September 1 (if desired).
10. Stripe Ironwood Park Field #1 for soccer until August 31 (if desired).
11. Stripe Ironwood Park Field #2 for lacrosse until August 14 (if desired).
12. Stripe Ironwood Park Field #2 for football no earlier than August 15 (if desired).
13. Perform field manicuring and infield work as desired on Community Field #2.
14. Obtain permission for inflatable bounce houses or tents of any kind.

No staking these items into the ground due to electrical/gas/irrigation lines. Other methods of anchoring must be utilized.

VI. Behavior

To ensure that those using the fields have a comfortable and pleasant experience, the following rules of use have been established:

1. Electronic amplification for music or voice projection must be approved in advance by the City of Carver.
2. No temporary field lighting may be used.
3. No open fires allowed.
4. All pets must be leashed at all times.
5. Litter pick-up is the responsibility of the reserving entity.
6. Parking is only allowed in designated parking areas.

Adopted by the City Council on this 5th day of April 2021.

Courtney Johnson, Mayor

Attest:

Vicky Sons-Eiden, City Clerk

