



Village of New Maryland - Policy

Policy Name: <i>Field Booking Procedure and Schedule of Fees</i>		Number: RD-1
Date of Original Adoption by Council: <i>May 20, 2007</i>	Date of Revisions approved by Council: <i>August 17, 2016</i>	
Clerk's Signature:		

Regular weekday maintenance begins at the end of May and will end on the last Friday of August of the same year, inclusive.

FIELDS INCLUDE:

New Maryland Centre Field
New Maryland Centre Park
Village Office
Victoria Hall and Park
Centennial Park
Athletic Park
Sunrise Estates Park
Orchard Park
Shaw Park
New Maryland Elementary School Playgrounds and Soccer Field
All village trails leading into parks

FEES

ALL FEE CHARGES ARE TO BE PREPAID TO THE RECREATION AND LEISURE SERVICES DEPARTMENT AT 584 NEW MARYLAND HIGHWAY PRIOR TO THE COMMENCEMENT OF THE PLAYING SEASON. ALL CHEQUES MUST BE MADE PAYABLE TO THE VILLAGE OF NEW MARYLAND.

For the purpose of this policy three (3) sessions have been identified and will represent a specified season. The identified sessions are:

Fall Session	September - December
Winter Session	January - April
Summer Session	May - August

It will be the organization and/or instructor's responsibility to collect the appropriate Village User Fees.



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The group will provide the User Fees and a complete list of participants and proof of liability coverage to the Village of New Maryland Recreation and Leisure Services Department no later than mid-August.

All fees will have applicable taxes added to the total cost.

Minor organizations - User Fee (\$15 per participant per season)
No charge for field usage. Games will be a maximum of 1 and 3/4 hours.

One Time Usage Fee: \$45
(1 hour and 45 min)

Village User Fee not applicable

Adult leagues - Village User Fee (\$15 per participant per season)
One Time Usage Fee: \$45
(1 hour and 45 min)

Village User Fee not applicable

Light Fees:

The Light Fees for evening games on the Pee Wee Field are \$25.00 per game or any part thereof. The light fee is in addition to the game fee. Games will be a maximum of 1 and 3/4 hours.

For one-time bookings that require lights, a \$45 fee will apply.



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TOURNAMENTS

All Groups

There is a \$75.00 per day tournament fee which applies for all weekend tournaments on Village fields.

PLAY-OFF GAMES

It will be the responsibility of all groups to book two weeks in advance for play-offs or make-up games during August and September. Only those fields required and booked will receive maintenance.

REFUNDS

- Refunds will not be given to Recreational Tournaments due to inclement weather.
- Refunds for rain games under the lights will be issued upon completion of the regular season.
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SCHEDULING PROCEDURES FOR EACH SEASON

Groups wishing to use the Village of New Maryland fields and facilities are asked early spring (end of March/beginning of April) to provide the following information:

- to confirm whether the groups are planning to proceed with their leagues for the upcoming summer months;
- to attend a users' scheduling meeting at the beginning of May to arrange field time usage;



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(Groups/associations are informed to not schedule practice, league games and/or exhibition games prior to users scheduling meeting in May. At the users scheduling meeting groups are asked to submit in writing the times and dates of all games in order to inform the Recreation and Leisure Services Department of start dates. A schedule of field times and location is derived from this meeting.

- And to provide a list of players and community they live in as well as proof of liability insurance prior to the commencement of the season.

WEEKDAY FIELD MAINTENANCE

- Weekday field maintenance begins the last week in May. ***Do not schedule practice, league games or exhibition games prior to this week.***
- Groups are informed that lining may not occur prior to the start of the regular scheduled games.

WEEKLY SUMMER USE

All village fields, parks and facilities are maintained on a regular basis through the week, which includes:

- mow all village fields, facility and park areas;
- drag infields three times per week;
- repair infields as required;
- repair dugouts, fences and backstops as required;
- line infields daily or as needed;
- line soccer fields for scheduled games; and
- other required tasks as determined by the Recreation Coordinator



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All of the above are subject to weather permitting. It is also the users' responsibility to report any irregularities in the field that we may overlook. Users are requested to put in writing any irregularities they notice in the field(s) and submit the written information to the Recreation Coordinator.

Regular maintenance will be not done on village fields after August 31st, unless booked for playoffs. Make-up games or tournaments must be booked at least two weeks in advance through the Recreation and Leisure Services Department. Only those fields required and booked will receive maintenance.

REGULATIONS GOVERNING ALL PLAYING FIELDS/BALL DIAMONDS

1. **Only** the Village of New Maryland recreation vehicles and authorized maintenance employees are permitted on ball diamonds/playing fields to drag or work on fields. Some exceptions may be made with prior authorization from the Recreation Department. Please check with the Recreation and Leisure Services Department (451-8508).
2. We request your assistance in keeping the diamonds/playing fields clean and instruct all to use our garbage containers.
3. Teams practicing on ball diamonds/playing fields without having Village permission, must vacate the field for the team that has booked the field. In the event of a scheduling error resulting in a field conflict, a scheduled game will have precedence over a scheduled practice session.
4. All games, practices and tournaments on Village ball diamonds/playing fields must be booked through the Recreation and Leisure Services Department (Phone 451-8508).
5. Practicing golf and other unauthorized sports on Village of New Maryland playing fields, fringes and green areas is prohibited.
6. Drinking Alcoholic beverages is prohibited in Village parks and on fields.



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7. Tampering with lighting, or other Village owned equipment, is prohibited.
8. Closing of fields, due to weather conditions, will be recorded no later than 3:30 pm on the Recreation Line (451-4732). We have until 3:30 pm to make this decision. Field updates are also provided daily on our Facebook and Twitter pages.

With cooperation from all, YOUR facilities will be better maintained.