



# Park Advisory Board Memorandum

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February 21, 2017

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**SUBJECT:** Approve Athletic Facility Use Guide

**RECOMMENDATION:** It is requested that the Park Advisory Board approve the Athletic Facility Use Guide, which outlines the detailed rules and procedures for the use of City of Moorhead owned athletic fields and facilities.

**BACKGROUND / KEY POINTS:** The rules and procedures when using City of Moorhead / Moorhead Parks and Recreation fields and facilities are outlined in detail in the Athletic Facility Use Guide (Attachment 1). The intent of this guide is to standardize the rules for all user groups such as Babe Ruth Baseball, Tri City Soccer, Moorhead Softball, Agassiz Soccer, Red River Lacrosse, American Legion Baseball, and FM Athletics Football.

In the winter of 2016-2017, parks staff met with various board members of these user groups to review the details in this guide. It was the intent of the parks staff to confirm that certain information such as deadlines, rules, penalties, etc., were deemed reasonable by all parties involved. A number of changes were made in the guide to accommodate requests. All user groups have been asked to sign off that they are aware of the requirements of this guide.

Required deadlines for submitting schedules will now make it possible for other user groups to know in advance if facilities are available. Examples of other groups that are not under contract with the City include Moorhead Crush Softball, FM United Soccer, Little League Baseball, etc.

This guide also identifies consequences if the deadlines for notification of field use and payment are missed by the primary user groups. In essence, the fields will then become available to other user groups to lease; with pricing initially offered in the agreements defaulting to the full adult rate.

**FINANCIAL CONSIDERATIONS:** The pricing in this document has been approved as part of the City of Moorhead fee schedule. This will change on an annual basis as fees are approved.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Holly Heitkamp".

Holly Heitkamp  
Parks and Recreation Director

**Department:** Parks and Recreation  
**Prepared by:** Holly Heitkamp, Parks and Recreation Director

**Attachments:** 1. Athletic Facility Use Guide