

City of Troy Recreation & Parks Department Athletic Field Use Policy (Revised 2025)

Purpose

The City of Troy Recreation Department and Park Department are committed to meeting the recreation and leisure needs of the community. This policy has been established to monitor, control and prioritize facility usage in a fair and non-discriminatory manner.

Scheduling Priorities for Facility Usage

The scheduling of use by community organizations and other agencies of City facilities are based on the following criteria:

- Level of affiliation to City of Troy Recreation Department programs
- City of Troy residency *
- Level of broad-based benefit for Troy residents

Approval of requests for use will be evaluated based on the organization classification in the following order and availability of fields:

- Category A: City of Troy Recreation Department Programs
- Category B: Troy Public and Private Schools and their affiliated programs. (Booster Groups, Parents Association, events, camps, tournaments, etc.)
- Category C: Troy Athletic Board or Troy Associations with an organized governing board with organizational bylaws and a 501(C) (3) status. Troy Non-Profit organizations with official mailing address (no P.O. boxes) located within Troy Corporate limits.
- Category D: Fundraisers in which for-profit organizations or residents located within Troy Corporate limits receive direct benefit. Teams not affiliated directly with an organized athletic board or organization with bylaws and having 66% or more of the players on the team residing in Troy School District or requests by City of Troy residents and businesses for private use.
- Category E: Other organizations, groups or individuals that do not qualify for Categories A – D status.
- Category F: National Sanctioned Tournament organizations looking to host weekend tournaments in facilities. These tournaments can be scheduled prior to the first business day of the year. Tournaments pay daily field rates, field lining and prep fees, and light usage.

*Resident is defined as a person or business who lives within the City of Troy corporation limits. This is different than a Troy mailing address.

*Verification of residency, non-profit status and scope of usage (purpose, participants and benefactor) must be submitted with each use request. Non-Profit organizations must have a tax identification number, an organized governing board and organizational bylaws, and be willing to provide copies upon request.

*If a request for field usage is reviewed and approved by one or both boards, the event takes precedent over the field from any later requests unless it is needed for use by the City of Troy.

Schedules

All requests for facility usage must be received in writing with exact dates and times. The request must be accompanied with:

- Request for usage form (Pg. 5)

- Certificate of insurance – Insurance must meet the specifications on Page 6 of forms. Categories B thru F only.
- Hold Harmless agreement (Pg. 7) Categories B thru F only.
- Rules and Regulations Terms (Pg. 8)
- Official Team Roster (Pg. 9)
- Background check form (Pg. 10) – Background check for the hosting team and/or all league coaches of youth sports must be submitted. If background checks need to be done through the Troy Recreation Department there will be an additional \$52 fee per check.
- Heat Index Guidelines for Outdoor Youth Sport – See Recreation reference within packet (Pg. 11 to 12)
- Lighting Detection Policy at Duke Park (Pg. 13 – 14): All user groups using Duke Park Facility must sign this policy and return with all paperwork.
- Sudden Cardiac Arrest Policy (Pages 15 to 21) – Page 17 must be signed and returned.

Requests will be accepted the first business day of the new calendar year but no later than four (4) weeks before the start of their program. The scheduling of facilities will follow the procedures outlined under “Scheduling Priorities” section of this policy. Special event requests may be accepted prior to the first business day of the year.

User Fees

Fees for facility usage are waived for categories A thru C.

Fees for facility usage will be calculated as follows for categories D & E.

Baseball/Softball

Category D	Category E
\$20 per game, \$30 per doubleheader or \$100.00/field/day Field prep not included	\$25 per game, \$40 per doubleheader or \$125.00/field/day Field prep not included
Category F	
\$125.00 per field/per day Field prep not included	

Soccer

Category D	Category E
\$15 per game or \$75.00/field/day	\$20 per game or \$100.00/field/day
Category F	
\$125.00 per field/per day	

Football/other (e.g. Rugby, Lacrosse, Tennis, Pickleball, etc.)

Category D	Category E
\$25 per game or \$125.00/field/day	\$30 per game or \$150.00/field/day
Category F	
\$125.00 per field/per day	

Soccer Equipment Rental

- ◆ Equipment such as soccer goal frames, nets, and corner flags can be rented for tournament use for tournament fields located outside of the City of Troy Park Department facilities but located within the City of Troy. Field users renting the equipment must pay a \$2,500 refundable deposit upon approval of their event. Field users are responsible for coordination of pickup and return of the rental equipment with the Parks Superintendent. Upon approval of the event, the Parks Superintendent will contact the Field User. Field User renting equipment is responsible for picking up, transporting and setting up the equipment. Field User is also responsible for tearing down equipment, transporting it back and placing it

in its original location. Equipment must be returned by 3pm on the Friday after the events' completion to receive the refundable deposit. Should the Field User not return equipment by the deadline, the Field User will not receive the refundable deposit.

Light Fees

- ◆ Light Usage fee of \$25/game for Categories B, C, D, E, and F.
- ◆ Lights are not available for use during practices

Scoreboard Use Fees

- ◆ Scoreboard usage fee of \$5/game for use of North market Baseball and Softball fields, Duke Park Softball fields, and Mercer Field (excluding school organizations).

Field Lining Fee & Prep (Applicable for Categories B, C, D, E, and F)

- ◆ 7v7 & 9v9 Soccer Field: Initial Lining: \$98 Re-linings: \$60 per application
- ◆ 11 vs 11 Soccer Field: Initial Lining: \$98 Re-linings: \$70 per application
- ◆ Football Field: Initial Lining: \$120 Re-linings: \$90 per application
- ◆ Baseball/Softball Field: \$20 per lining, per field (Includes Field Prep)
- ◆ Baseball/Softball Field Dri bag charge of \$12/bag
 - Fields will be prepped for organizations to use. Once fields have been prepped, and inclement weather is anticipated, bags of Field Dri materials will be left in dugouts for organizations to use. Should an organization choose to use the Field Dri to play their game, they will be charged for use of the bag. Use of any Field Dri will be invoiced at the end of the season with field lining and light fees.

****Fields will be lined on Friday afternoons for all weekend activities. There are no guarantees that fields will be lined when an event is held on Saturday and/or Sunday.**

- **National Sanctioned Tournaments:** If the baseball/softball organization chooses to have the City of Troy Parks Department prep base areas, home plate and pitcher's area and re-line the fields, an initial charge or \$20/field/lining will occur. Any additional linings on Saturdays and Sundays will be charged \$40 per lining (includes all 3 fields at Duke park). If the organization prefers to prep and re-line their own fields, arrangements can be made to use materials provided by the City of Troy Parks Department. The organization will be charged on a per bag basis for Liner and Field Dri. Please contact the Troy Recreation Department at 937-39-5145 to coordinate. We ask that this be coordinated at least 30 days prior to the tournament taking place.

*Minimum Refundable deposit of \$100 is due with final payment prior to event

The Park and/or Recreation Boards have the right to waive usage and/or lighting and field prep fees at its discretion.

*Litter control: All litter from the event shall be bagged or containerized and placed in the trash truck placed near the fields.

Restricted Activities

ALCOHOLIC BEVERAGES ARE NOT PERMITTED WITHIN CITY OR PARK FACILITIES

Denied Request

Requests for City of Troy Parks & Recreation Department fields will be refused when any of the following factors exist, as determined by staff:

1. **Risk & Liability** – Activities deemed by Miami Valley Risk Management and/or the City Law Director that involve high risk to participants or high liability to the City of Troy
2. **Delinquent User or Group** – An individual, group or organization that has demonstrated the inability to follow the rules and regulations of the facility; respect staff, patrons or the facility and/or the inability to make restitution for damages from previous facility use.
3. **Right to Exclude** – The City of Troy reserves the right to exclude any program/activity that is determined to be detrimental to existing City Programs and activities or is not in the best interest of the city and its residents.
4. User and/or light usage fees have not been paid per the established criteria. If fees are not paid within 30 days of the initial invoice, user groups will not be able to use fields for the following season.
5. Parks Superintendent or his designee may cancel scheduled events to negate damage to fields.

To reschedule any make-up games, you must notify the Recreation Department at least 48 hours before the date of the rescheduled game. The Recreation Department must approve all make-up dates. Please contact Alli Schiffer at 937-339-5145 or by email at alli.schiffer@troyohio.gov

To fill out a Facility Use Request packet, please contact the Recreation Department office at 937-339-5145 and ask for Alli Schiffer. You can also email alli.schiffer@troyohio.gov