

Parks Board

December 7, 2023
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

AGENDA

A. CALL TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

D. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

E. STAFF/DIRECTOR REPORT

F. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. November 2, 2023 Minutes - Consider approval of the minutes from November 2, 2023.

G. REGULAR ITEM(S)

1. Smith Foundation Conservation Development - Consider recommending to Planning and Zoning Commission and Town Council Park Land Dedication and Park Development Fee requirements for the Smith Foundation Conservation Development generally located south of Cross Timbers Rd. and west of Scenic Dr.

2. Sale and consumption of alcohol (beer and wine) at 2024 Independence Fest - Consider recommending approval for Town Council consideration the sale and consumption of alcoholic beverages (beer and wine) at Bakersfield Park during the 2024 Independence Fest.
3. Update to the Sports Field Reservation/Allocation and Use Policy - Consider approval for an update to the Sports Field Reservation/Allocation and Use Policy

H. COORDINATION OF CALENDARS

1. The next Parks Board Meeting is Thursday, January 4, 2024

I. ADJOURN

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Flower Mound, Texas, in a place convenient and readily accessible to the general public at all times and said Notice was also posted on the Town's website in accordance with GC Section 551.056 on the following date and time: Monday, December 4, 2023, at 5 p.m., at least 72 hours prior to the scheduled time of said meeting.

Jade Olson, Staff Liaison

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6076. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.

Parks Board



November 2, 2023
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

DRAFT MINUTES

A. CALL TO ORDER

The Parks Board met in a regular meeting with the following members present:

Teresa Thomason, Chair, Place 3
Rick Kenyon, Vice Chair, Place 4
Christopher Chastain, Place 1
Dart West, Place 2
Holly Royer, Place 5
Mark Mayer, Place 6
Jennifer Romaszewski, Place 7
Doug Graves, Place 9, Alternate

with the following member(s) absent:

Susan Borella, Place 8, Alternate
Ron Ruthven, Place 10, Alternate

constituting a quorum with the following members of the Town Staff participating;

Chuck Jennings, Director of Parks and Recreation
Travis Cunniff, Assistant Director of Parks and Recreation
Clayton Litton, Parks Superintendent
Brennon Peltier, Park Development Manager
Matt Chutchian, Athletic Supervisor
Tish Carter, Community and Cultural Events Manager
Kimberly Cheek, Programs Supervisor
Dainiznorai Orozco, Programs Coordinator
Jade Olson, Administrative Assistant

B. INVOCATION

Board Member West gave the invocation.

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

Chair Thomason led the pledges.

D. PUBLIC COMMENT

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In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

N/A

E. PRESENTATIONS

1. As prescribed in the Youth Sports Contract, a report will be given by Flower Mound Youth Sports Association of their operations in regards to youth baseball and softball in the Town of Flower Mound.
Matt Chutchian, Athletic Supervisor, introduced Jeff Nelson and Tracy Black to represent the Flower Mound Youth Sports Association (FMYSA). The Board was updated with FMYSA's operations in regards to youth baseball and youth softball.
2. Recap presentation of the Arts Festival at Heritage Park
Tish Carter provided the Board with a recap of the Arts Festival at Heritage Park.

F. STAFF/DIRECTOR REPORT

Chuck Jennings, Director of Parks and Recreation, Travis Cuniff, Assistant Director of Parks and Recreation, and Brennon Peltier, Park Development Manager provided updates.

G. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. October 5, 2023 Minutes - Consider approval of the minutes from October 5, 2023.
ACTION: Vice Chair Kenyon moved to approve as presented in the agenda caption. Board Member Mayer seconded the motion.
AYES: Ervin West, Holly Royer, Jennifer Romaszewski, Mark Mayer, Richard Kenyon, Christopher Chastain
NAYS: None
ABSTAIN: None

RESULT: 6 : 0

H. REGULAR ITEM(S)

1. Consider recommending approval for Town Council co - Consider recommending approval for Town Council consideration the naming requests for two future Town parks located within the Furst Ranch development.
ACTION: Board Member Mayer moved to approve as presented in the agenda caption. Vice Chair Kenyon seconded the motion.
AYES: Ervin West, Holly Royer, Jennifer Romaszewski, Mark Mayer, Richard Kenyon, Christopher Chastain
NAYS: None
ABSTAIN: None
RESULT: 6 : 0
2. Public Hearing for Standards of Care - Public Hearing to consider recommending for Town Council consideration, Standards of Care for Youth Recreation Programs operated by the Town, in accordance with the Texas Human Resources Code - Section 42.041 and to adopt an ordinance providing for said Standards.
ACTION: Board Member Mayer moved to approve as presented in the agenda caption. Board Member Royer seconded the motion.
AYES: Ervin West, Holly Royer, Jennifer Romaszewski, Mark Mayer, Richard Kenyon, Christopher Chastain
NAYS: None
ABSTAIN: None
RESULT: 6 : 0

I. WORK SESSION ITEMS
N/A

J. COORDINATION OF CALENDARS

1. The next meeting is scheduled for December 7, 2023.

K. ADJOURN

Chair Thomason adjourned the meeting at 7:34 p.m. on Thursday, November 2, 2023 and all were in favor.



PARKS BOARD AGENDA G.1. REGULAR ITEM(S)

DATE: December 7, 2023
FROM: John Habern, Parks Trails & Landscape Manager
ITEM: **Consider recommending to Planning and Zoning Commission and Town Council Park Land Dedication and Park Development Fee requirements for the Smith Foundation Conservation Development generally located south of Cross Timbers Rd. and west of Scenic Dr.**

BACKGROUND: Background Information: The proposed development has one application in with the Town: a Conservation Development (CON23-0002) in order to develop a single-family residential development. The maximum residential density within the proposed development is 223 single-family dwelling units to be developed under the conservation development standards (Minimum lot size of 3/4 acres).

Park Land Dedication and Park Development Fees:

Park Land Dedication is determined as follows:

- 3.36 acres of land per 100 dwelling unit lots = 0.0336 acres/dwelling unit lot
- 0.0336 acres/dwelling unit lot X **223** dwelling unit lots = **7.4928** acres of Park Land Dedication required

Conservation Development Incentives are as follows:

- 50% reduction in Park Land Dedication. **7.4928** acres of Park Land Dedication X 50% = **3.7464** acres of Park Land Dedication

Payment of cash in lieu of the otherwise dedicated park land is determined as follows:

- **\$100,000.00** per acre is the fair market value of land within the development as determined by the Town and the developer
- **\$100,000.00** per acre X 3.7464 acres = **\$374,640.00** payment of cash in lieu of land to satisfy Park Land Dedication

The Park Development Fees are determined as follows:

- \$1,388.00 fee per dwelling unit lot X **223** dwelling unit lots = **\$309,524.00** in Park Development Fees

For further details of the Town's Land Development Regulations regarding Park Land Dedication and

Park Development Fees, please review The Flower Mound Code of Ordinances; Subpart B - Land Development Regulations; Chapter 90 – Subdivisions; Article VI. – Standards; Division 8. - Parks and Recreational Areas; Sections 90-441 through 90-448.

Link to the Flower Mound Code of Ordinances:

<http://library.municode.com/index.aspx?clientId=13329&stateId=43&stateName=Texas>

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES: The Board may wish to recommend land be dedicated for park use within the proposed development or receive cash in lieu of land.

FISCAL IMPACT: N/A
N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Concept Plan

DRAFT MOTION: Draft Motion:

Move to recommend approval to Planning and Zoning Commission and Town Council Park Land Dedication of **7.4928 acres of land** and Park Development Fees in the amount of **\$309,524.00** for the Smith Foundation Conservation Development generally located south of Cross Timbers Rd. and west of Scenic Dr.

- OR -

Move to recommend approval to Planning and Zoning Commission and Town Council **cash**, in the amount of **\$374,640.00**, be accepted **in lieu of** the otherwise required Park Land Dedication, and Park Development Fees in the amount of **\$309,524.00** for the Smith Foundation Conservation Development generally located south of Cross Timbers Rd. and west of Scenic Dr.





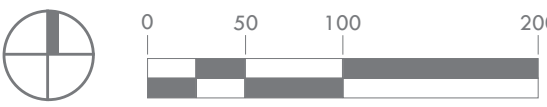




SMITH TRACT
TOWN OF FLOWER MOUND

CONCEPTUAL LANDSCAPE MASTERPLAN EXHIBIT - 2023 September

SHEET FOUR





MULTI-USE TRAILHEAD

- Parking: to be of similar size and finish to the Cross Timbers Trailhead @ Dunham Road
- Informational Kiosk
- (1) Bike Repair Station
- (2) Trash Receptacles
- (1) Bench
- (1) Bike Rack

KEY

- 01 12' CONCRETE TRAIL
- 02 8' CONCRETE TRAIL
- 03 EQUESTRIAN TRAIL
- 04 ECO-FRIDGE - 20' WIDTH MIN.
- 05 LOW DRYSTACKED ENTRY WALL
- 06 RETAINING WALL
- 07 SCENIC ROADWAY
 - 50' LANDSCAPE BUFFER within 200' SCENIC RD. BUFFER
 - TREE QUANTITY PLANTED + EXISTING TO BE PRESERVED within BUFFER, TO MEET OR EXCEED 1 TREE EVERY 25 LF REQ.
- 08 RURAL COLLECTOR
 - 25' LANDSCAPE BUFFER MIN.,
 - TREE QUANTITY PLANTED + EXISTING TO BE PRESERVED within BUFFER, TO MEET OR EXCEED 1-3" CALIPER TREE EVERY 30 LF REQ.



PARKS BOARD AGENDA G.2. REGULAR ITEM(S)

DATE: December 7, 2023
FROM: Travis Cunniff, Assistant Director of Parks and Recreation
ITEM: **Consider recommending approval for Town Council consideration the sale and consumption of alcoholic beverages (beer and wine) at Bakersfield Park during the 2024 Independence Fest.**

BACKGROUND: Staff is requesting approval of the sale of alcoholic beverages (beer and wine) at the 2024 Independence Fest that will be held on Tuesday, July 4 at Bakersfield Park. On December 2, 2022, the Town Council unanimously approved alcohol sales for the festival that was held on July 4, 2023. There have been no issues or concerns related to the sale of alcoholic beverages during the previous twelve Independence Fest signature events.

The sale of beer and wine on park property requires Parks Board consideration and the Town Council's approval since the event will be held at Bakersfield Park. An excerpt from the Code of Ordinances states:

- It shall be unlawful to possess alcoholic beverages in any portion of a public park or recreation facility, with the exception that the use of alcoholic beverages may be permitted during designated activities upon recommendation of the Town's Parks Board and with approval of the Town Council.

Similar to what has been planned for previous events, Promoter Line, Inc., will secure a third-party retailer to handle the sale of alcoholic beverages. The retailer will take on the risk and liability of selling alcohol at the festival. Additionally, the retailer will acquire all appropriate licenses and permits from the Texas Alcoholic Beverage Commission and name the Town as an additional insured on their liability insurance. The Town will be paid a 25% commission of the total beverage sales.

If approved for the event, alcohol would be prohibited from being taken out of the fenced in festival area. Similar to previous years, this would be controlled by fencing, signage, police officers, and festival security staff. With the festival taking place on Independence Day, the Town has instructed the Flower Mound Youth Sports Association to not schedule their National "The Natty" baseball tournament the week leading up to July 4th.

If the sale of alcohol is not approved for the event, the Town could lose sponsorship opportunities and the revenue stream created by the sale of alcoholic beverages. For the 2023 festival, Budweiser sponsored the festival by contributing \$3,000, donating the backdrops for the stage, and producing event signage. In addition, the Town received \$13,992 in commissions from the sale of beverages for the 2023 event.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES: If the sale of alcohol is not approved for the event, the Town will still run the event but would lose the revenue stream created by the sale of alcoholic beverages and possibly lose sponsorship opportunities.

FISCAL IMPACT: N/A
N/A

LEGAL REVIEW: N/A

ATTACHMENTS:
None

DRAFT MOTION: Move to approve as presented in the agenda caption.



PARKS BOARD AGENDA G.3. REGULAR ITEM(S)

DATE: December 7, 2023
FROM: Travis Cunniff, Assistant Director of Parks and Recreation
ITEM: **Consider approval for an update to the Sports Field Reservation/Allocation and Use Policy**

BACKGROUND: The purpose of the Sports Field Reservation/Allocation and Use Policy is to communicate the department's goals of providing quality sports fields for the use and enjoyment of the residents of Flower Mound as well as establish procedures and criteria for individuals or teams that desire to reserve sports fields owned and/or leased by the Town. This policy serves to create a standardized approach to sports field allocation and fee assessment for all users. It also describes specific rules and regulations governing the use of sports fields in Flower Mound.

The current Sports Field Reservation/Allocation and Use Policy was approved by the PALS Board and subsequently went into effect September 1, 2015. Since this time, many fields have been updated, lighting (including LEDs) has been added to fields that have not had them in the past and organizations with official Town Sports agreements have grown in size or been added. Staff have worked to evaluate and subsequently update the current Sports Field Reservation/Allocation and Use Policy to take into consideration these factors.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES: If not approved, staff will continue upholding the current policy. This will become more difficult as staff expect an increase in light utilization requests on fields where it has not been available in the past.

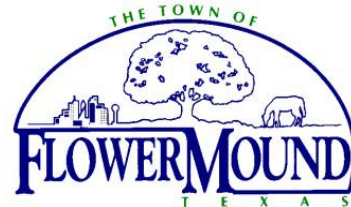
FISCAL IMPACT: N/A
N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Draft Sports Field Reservation Allocation and Use Policy 2023
2. Sports Field Reservation-Allocation and Use Policy

DRAFT MOTION: Move to approve as presented in the agenda caption.



SPORTS FIELD RESERVATION/ALLOCATION AND USE POLICY

(Effective December 7, 2023, as approved by the Parks Board)

Purpose

To provide quality sports fields for the use and enjoyment of the residents of Flower Mound as well as establish procedures and criteria for individuals or teams that desire to reserve sports fields owned and/or leased by the Town. This policy serves to create a standardized approach to sports field allocation and fee assessment for all users. It also describes specific rules and regulations governing the use of sports fields in Flower Mound.

General Information

All sports field reservations (with the exception of soccer practice fields), including designated game and practice sports fields, must be made in person at the Parks and Recreation office located in the Community Activity Center. Individuals must be at least 18 years of age or older to reserve a sports field; proper identification is required to determine residency status and/or age. A driver's license and/or current utility bill is an acceptable form of identification. The Parks and Recreation Department Director, or his designee, reserves the right to approve or deny sports field use requests.

Individuals and organizations reserving sports fields must comply with all applicable rules, regulations, Town ordinances, policies, and procedures. Sports field reservations are governed by rules and regulations outlined in [Town of Flower Mound Ordinances – Chapter 54](#), and the Town's [Inclement Weather Guidelines and Procedures](#). Failure to comply may result in denial of any subsequent use of sports fields. Lighted fields are set on a timer and will be activated 15 minutes prior to the scheduled reservation and deactivated 15 minutes after the scheduled reservation. Reservations will not be permitted after 10:30 p.m.

Youth sports organizations that have a contract with the Town are granted block times and reservations for scheduling in accordance with the terms of their contract. This may limit time slots available for sports field reservations. Sports field reservations made during youth sports organization's designated seasons are subject to cancellation due to possible league scheduling of makeup games for rainouts, etc.

Practice and Game Fields

The Town of Flower Mound Parks and Recreation Department maintains multiple practice and game sports fields for various sports. Game fields include any field that has been designated by the Director of Parks and Recreation or his/her designee to be used for the purpose of conducting league or tournament play for Town-sponsored or co-sponsored athletic events. Practice fields include any portion of a public park that is either owned or leased by the Town that has been designated as an area in which Town-sponsored or co-sponsored athletic activities can be played.

Sports Field Conditions

The Parks and Recreation Department reserves the right to close any sports field that is exhibiting signs of overuse or turf damage. All sports fields are subject to availability depending on weather conditions and seasonal maintenance. Sports field conditions can be obtained by calling the Town's rainout line at 972.874.6277. This line will be updated by 4:00 p.m. on weekdays and 7:00 a.m. on weekends. If a sports field is determined to be unplayable due to inclement weather conditions, it is the responsibility of the individual making the reservation to call the rainout line to obtain that information. If a sports field is determined to be unplayable, staff will lock the field (where applicable) and the lights will not activate.

Baseball/Softball Reservations

Sports field reservations for baseball and softball are available on a limited basis from February 1 – July 31 and August 15 – November 30. Reservations are limited to one time per week, 1½ hours per session and are reserved by the week.

Reservation requests for Flower Mound residents will be accepted on Fridays of the preceding week for which the reservation is intended. A lottery system will be utilized to allocate sports fields reservations. To participate in the lottery, a Flower Mound resident must be present at the Parks and Recreation office at 12 p.m. After the Flower Mound resident lottery, field reservations will be available in person on a first come, first served basis.

Baseball/softball reservation fee is \$10 for non-lighted and \$15 for lighted per session for Flower Mound residents and \$15 for non-lighted and \$25 for lighted per session for non-Flower Mound residents. Individual game fields for baseball and softball reservations are available at the following locations:

- Bakersfield Park, 1201 Duncan Ln (fields 1-11)
- Gerault Park, 1200 Gerault Rd (fields Red, Green, and Blue)
- Wilkerson Field, 2880 Garden Rd
- Glenwick Park, 4100 Weldon Dr
- Jake's Hilltop Park, 3975 Timber Creek Rd (fields 1-5)
- Tiger Field, 1850 Timber Creek Rd (fields 1-4)

Practice fields, which are not reservable and available on a first come basis, include the following locations:

- Prairie Trail Park, 5700 Fox Glen Drive
- Colony Park, 1015 Colony Street (backstop only)
- Gaston Park, 2651 College Parkway (backstop only)
- Windsor, Windsor Road (backstop only)
- Westchester Park, 3901 Churchill Drive (backstop only)

Soccer Reservations

Sports field reservations for soccer are available on a limited basis from February 1 – July 31 and August 15 – November 30. Reservations are limited to two times per week, 1 hour per session. All practice soccer fields are divided into halves (½ field) for reservations. Reservations for a full field are limited to one time per week, 1 hour per session, and are at the discretion of the Parks and Recreation Department.

Reservation requests will be accepted on the 3rd Tuesday of the preceding month for which the reservation is intended. A lottery system will be utilized to allocate sports fields reservations. To participate in the lottery, a reservation request form must be submitted via email to recreation@flower-mound.com between 8-9 a.m. After the lottery is completed, field reservations will be available on a first come, first served basis by emailing a reservation request form. Reservations for March-May, and September-November, will be allocated for all three months. All other reservations will be allocated monthly.

There is no fee to reserve practice soccer fields at the following locations:

- Stone Creek Park, 1400 Fuqua Dr
- Cortadera Park, 2000 Cortadera St
- Spring Meadow Park, 4001 Spring Meadow Ln
- Bluebonnet Park, 1801 Parkview Dr

Soccer game field reservation fee is \$10 for non-lighted and \$15 for lighted per session for Flower Mound residents and \$15 for non-lighted and \$25 for lighted per session for non-Flower Mound residents. Individual game fields for soccer reservations are available at the following locations:

- Bakersfield Park, 1201 Duncan Ln (soccer fields 1-7)
- Gerault Park, 1200 Gerault Rd (East field)
- Chinn Chapel, 6401 Chinn Chapel Rd (fields 1-5)

Lacrosse/Football Reservations

Sports field reservations for lacrosse/football are available on a limited basis from February 1 – July 31 and August 15 – November 30. Reservations are limited to two times per week, 1 hour per session and are reserved by the month.

Reservation requests for Flower Mound residents will be accepted on the last Monday of the preceding month for which the reservation is intended. A lottery system will be utilized to allocate sports fields reservations. To participate in the lottery, a Flower Mound resident must be present at the Parks and Recreation office at 12 p.m. After the Flower Mound resident lottery, field reservations will be available in person on a first come, first served basis.

Lacrosse/Football game field reservation fee is \$10 for non-lighted and \$15 for lighted per session for Flower Mound residents and \$15 for non-lighted and \$25 for lighted per session for non-Flower Mound residents. Individual game fields for lacrosse/football reservations are available at the following locations:

- Bakersfield Park, 1201 Duncan Lane (multipurpose fields 1-4)
- Gerault Park, 1200 Gerault Rd (North and South fields)

Cricket Reservations

Game field reservations for cricket are available on a limited basis from February 1 – July 31 and August 15 – November 30. Reservations are limited to one time per week, 2 hours per session and are reserved by the week.

Reservation requests for Flower Mound residents will be accepted on Fridays of the preceding week for which the reservation is intended. A lottery system will be utilized to allocate sports fields reservations. To participate in the lottery, a Flower Mound resident must be present at the Parks and Recreation office at 1 p.m. After the Flower Mound resident lottery, field reservations will be available in person on a first come, first served basis.

Cricket reservation fee is \$20 for non-lighted and \$30 for lighted per session for Flower Mound residents and \$30 for non-lighted and \$50 for lighted per session for non-Flower Mound residents. Individual game fields for cricket reservations are available at the following locations:

- Bakersfield Park, 1201 Duncan Lane (multipurpose field)

Tournament Reservations

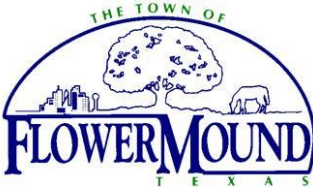
The reservation fee for tournaments, which includes any event with three or more teams participating in multiple games, is \$100 per field, per day. A \$100 refundable tournament deposit is required for potential damage to the facility. The Town of Flower Mound retains all concession rights to include selling any food and drink products during tournaments. The tournament rental rate includes initial field preparation for each day of the tournament, i.e. dragging, chalking, bases, etc. The Parks and Recreation Department must approve all tournaments, and fees are due at the time of the reservation. Tournament directors must submit a tournament schedule no later than three business days prior to the scheduled tournament.

Tournament directors must also submit a Certificate of Liability Insurance for commercial general liability insurance, which provides bodily injury and property damage coverage at limits not less than \$1,000,000 combined single limit per occurrence. The Town of Flower Mound shall be named as an additional insured on the certificate, listing the date(s) and location(s) of the tournament.

Additional maintenance fees will be assessed for any custodial, maintenance, or grounds/field work that is required outside of regular working hours tournaments and game field reservations (i.e., weekends and evenings) for an additional fee of \$25 per hour per employee. There will be a minimum charge of 2 hours per employee, per day requested. This includes any additional field preparation such as dragging and chalking beyond the initial field preparation for each day of the tournament. Organizations that have a contract with the Town may be required to pay maintenance fees.

More Information

For more information about the reservation process, or reservation requests for facilities not listed within this policy, please contact the Parks and Recreation office by calling 972.874.6300, or via email at recreation@flower-mound.com.



**Town of Flower Mound
Parks and Recreation Division
1200 Gerault Rd.
Flower Mound, TX 75028
972.874.6300**

SPORTS FIELD RESERVATION/ALLOCATION AND USE POLICY

(Effective September 1, 2015, as approved by the PALS Board)

Purpose

To provide quality sports fields for the use and enjoyment of the residents of Flower Mound as well as establish procedures and criteria for individuals or teams that desire to reserve sports fields owned and/or leased by the Town. This policy serves to create a standardized approach to sports field allocation and fee assessment for all users. It also describes specific rules and regulations governing the use of sports fields in Flower Mound.

General Information

All sports field reservations, including designated game and practice sports fields, must be made in person at the Parks and Recreation office located in the Community Activity Center. No telephone, e-mail, or fax reservations will be taken. Reservations are accepted during business days (M-F) and hours (8:00 a.m. - 5:00 p.m.) as described in this policy. **Fees are required for the reservation of designated game fields** (Checks, cash, Visa and MasterCard are the only acceptable forms of payment). **There is no fee for designated practice fields.** Failure to pay appropriate reservation fees (if applicable) and/or complete required paperwork will result in denial of the reservation request. Must be at least 18 years of age or older to reserve a sports field. Proper identification is required to determine residency status and/or age. A driver's license and/or current utility bill is an acceptable form of identification. Individuals and organizations reserving sports fields must comply with all applicable rules, regulations, Town ordinances, policies, and procedures. Failure to comply may result in denial of any subsequent use of sports fields. Lighted fields are set on a computerized timer and will be activated 15 minutes prior to the scheduled reservation and deactivated 15 minutes after the scheduled reservation,

- Sports Field conditions can be obtained by calling the Town's Rainout and Field Condition Line at 972.874.6277. This line will be updated by 4:00 p.m. on weekdays and 7:00 a.m. on weekends. If a sports field is determined to be unplayable due to inclement weather conditions including cold temperatures, it is the responsibility of the individual making the reservation to call the Rainout and Field Condition Line to obtain that information. If a sports field is determined to be unplayable, staff will lock the field (if that capability exists) and the lights will not activate.
- Game Field reservations for baseball and softball fields are available on a limited basis from February 1 – July 31 and August 15 – November 30. Organizations that have a

Youth Sports Facility Agreement with the Town are granted block times for scheduling in accordance with the terms of their agreement. This may limit time slots available for game field reservations. Game field reservations made during this time period are subject to cancellation due to possible league scheduling of makeup games for rainouts, etc. All game fields may be closed for turf maintenance procedures from December 1 - January 31 and August 1 - August 14. **Fees are required for game field reservations.** Reservations are limited to two times per week, 1½ hours per session on a space available basis. Additional game field reservations and times may be obtained or limited at the discretion of the Parks and Recreation Division. Designated game fields available for baseball and softball reservations include:

- ◆ Bakersfield Park, 1201 Duncan Lane (lighted, youth and adult)
 - Bakersfield #1
 - Bakersfield #2
 - Bakersfield #3
 - Bakersfield #4
 - Bakersfield #5
 - Bakersfield #6
 - Bakersfield #7
 - Bakersfield #8
 - Bakersfield #9
 - Bakersfield #10
 - Bakersfield #11
 - ◆ Gerault Park, 1200 Gerault Road (lighted, youth and adult) up to 54'/80'
 - Gerault Red
 - Gerault Blue
 - Gerault Green
 - ◆ Wilkerson Field, 2880 Garden Road (lighted, youth and adult)
 - ◆ Glenwick Park, 4100 Weldon (lighted, youth only)
 - ◆ Jake's Hilltop Park, 3975 Timbercreek Road (non-lighted, youth only)
 - Jake's Hilltop #1
 - Jake's Hilltop #2
 - Jake's Hilltop #3
 - Jake's Hilltop #4
 - Jake's Hilltop #5
 - ◆ Tiger Field, 1850 Timber Creek Road (non-lighted, youth only)
 - Tiger #1
 - Tiger #2
 - Tiger #3
 - Tiger #4
- Practice Field reservations for baseball and softball fields are available from December 1 - January 31 and August 1 - August 14. Limited practice field reservations are available from February 1 - July 31 and August 15 - November 30. Organizations that have a Youth Sports Facility Agreement with the Town are granted block times for scheduling in accordance with the terms of their agreement. This may limit time slots available for practice field reservations. **No fee is required for practice field reservations.**

Reservations are limited to two times per week, 1 hour per session. Additional practice field reservations and times may be obtained at the discretion of the Parks and Recreation Division. Designated practice fields available for baseball and softball reservations include:

- ◆ Prairie Trail Park, 5700 Fox Glen Drive
- ◆ Colony Park, 1015 Colony Street (backstop only)
- ◆ Shadow Ridge Park, 1350 Lexington (backstops only)
 - Shadow Ridge East
 - Shadow Ridge West
- ◆ Gaston Park, 2651 College Parkway (backstop only)
- ◆ Windsor, Windsor Road (backstop only)
- ◆ Westchester Park, 3901 Churchill Drive (backstop only)

- Game Field reservations for soccer, cricket, lacrosse, or football fields are available from December 15 - January 31 and June 16 - July 31. Reservations may be limited and subject to availability due to turf maintenance procedures. Limited game field reservations are available from February 1 - May 31 and August 1 – December 15. Organizations that have a Youth Sports Facility Agreement with the Town are granted block times for scheduling in accordance with the terms of their agreement. This may limit time slots available for game field reservations. Game field reservations made during this time period are subject to cancellation due to possible league scheduling of makeup games for rainouts, etc. **Fees are required for game field reservations.** Reservations are limited to two times per week, 1½ hours per session. All game fields are divided into halves (½ a field) for reservations (small-sided). Game field reservations for a whole field and additional field allocations are available at the discretion of the Parks and Recreation Division. Designated game fields available for soccer, cricket, lacrosse, or football fields reservations include:

- ◆ Gerault Park (football or lacrosse), 1100 Gerault Road (lighted, youth and adult)
 - Gerault 1 (North Goal)
 - Gerault 1 (South Goal)
 - Gerault 2 (North Goal)
 - Gerault 2 (South Goal)
 - Gerault 3 (East Goal)
 - Gerault 3 (West Goal)
- ◆ Chinn Chapel (Soccer), 6401 Chinn Chapel Rd. (lighted, youth and Adult)
 - Chinn Chapel #1 (North Goal)
 - Chinn Chapel #1 (South Goal)
 - Chinn Chapel #2 (North Goal)
 - Chinn Chapel #2 (South Goal)
 - Chinn Chapel #3 (North Goal)
 - Chinn Chapel #3 (South Goal)
 - Chinn Chapel #4 (North Goal)
 - Chinn Chapel #4 (South Goal)
 - Chinn Chapel #5 (East Goal)
 - Chinn Chapel #5 (West Goal)

- ◆ Bakersfield (Soccer), 1201 Duncan Ln. (lighted, youth)
 - Bakersfield #1
 - Bakersfield #2
 - Bakersfield #3
 - Bakersfield #4
 - Bakersfield #5
 - Bakersfield #6
 - Bakersfield #7
 - Bakersfield #8
 - Bakersfield #9

- ◆ Bakersfield (football/lacrosse/cricket), 1201 Duncan Ln
 - Northeast multipurpose field
 - Northwest multipurpose field
 - Southeast multipurpose field
 - Southwest multipurpose field
 - Cricket Pitch (Entire Field)

- Practice Field reservations for soccer, cricket or football/lacrosse fields are available year-round. Organizations that have a Youth Sports Facility Agreement with the Town are granted block times for scheduling in accordance with the terms of their agreement. The Town reserves the right to identify and block certain days and times for a specific sports use. This may limit time slots available for practice field reservations. **No fee is required for practice field reservations.** Reservations are limited to two times per week, 1 hour per session. All practice soccer, football and lacrosse fields are divided into halves (½ field) for reservations (small-sided). Practice field reservations for a whole soccer field and additional field allocations are available at the discretion of the Parks and Recreation Division. Designated practice fields available for soccer, cricket and football/lacrosse reservations include:
 - ◆ Stone Creek Park (soccer), 1400 Fuqua
 - Stone Creek East Goal
 - Stone Creek West Goal
 - ◆ Cortadera Park (soccer), 2000 Cortadera
 - Cortadera East Goal
 - Cortadera West Goal
 - ◆ Spring Meadow Park (soccer), 4001 Spring Meadow
 - Spring Meadow East Goal
 - Spring Meadow West Goal
 - ◆ Bluebonnet Park (soccer), 1801 Parkview Drive
 - Bluebonnet East Goal
 - Bluebonnet West Goal
 - ◆ Bakersfield Park (football/lacrosse/cricket), 1201 Duncan Lane
 - Northeast multipurpose field
 - Northwest multipurpose field
 - Southeast multipurpose field
 - Southwest multipurpose field
 - Cricket Pitch (Entire Field)

Reservation/Allocation Procedures

All sports field reservations, including designated game and practice sports fields, are scheduled on a month-to-month basis. Multiple team reservations by one individual will not be allowed unless the individual can provide proof that he/she is coaching multiple teams. The Parks and Recreation Division reserves the right to deny or reject reservation requests on any game or practice field that is exhibiting signs of overuse or turf damage. All game and practice fields are subject to availability depending on weather conditions and seasonal maintenance. All game fields will be closed if the temperature is forecast to drop below freezing.

- Reservation requests for Flower Mound residents will be accepted on the 3rd Monday of the preceding month for which the reservation is intended. A **Sports Field Reservation Lottery System** will be utilized to allocate sports fields on this day. In order to participate in the field lottery, a Flower Mound resident must be present at the Parks and Recreation office no later than 8:05 a.m. At precisely 8:05 a.m., each person present will draw a number. The number drawn will be the order of field selection. Only one lottery number can be drawn per person, per sport. After the Flower Mound resident lottery, field reservations will only be accepted in person at the Parks and Recreation office on a first come, first served basis.
- Reservation requests for non-Flower Mound residents will be accepted on the Wednesday following the 3rd Monday of the preceding month for which the reservation is intended. A **Sports Field Reservation Lottery System** will be utilized to allocate sports fields on this day. In order to participate in the field lottery, a non-Flower Mound resident must be present at the Parks and Recreation office no later than 8:05 a.m. At precisely 8:05 a.m., each person present will draw a number. The number drawn will be the order of field selection. Only one lottery number can be drawn per person, per sport. After the non-Flower Mound resident lottery, field reservations will only be accepted in person at the Parks and Recreation office on a first come, first served basis.
- Reservation requests for activities such as try-outs and clinics will be accepted on a first come, first served basis at the discretion of the Parks and Recreation Division.

Reservation Fees (if applicable)

Reservation fees are charged for designated game fields only. Checks, cash Visa and MasterCard are the only acceptable methods of payment. Please make checks payable to the Town of Flower Mound. **There is no fee for designated practice fields.** Refunds are available due to inclement weather provided that a request for a refund is submitted to the Parks and Recreation Division no later than five business days after the date of the scheduled reservation. Rescheduling in lieu of a refund is permitted based upon the availability of time slots. In order to be considered for approval, the reservation must be rescheduled no later than five business days after the date of the original scheduled reservation. Failure to submit a request for a refund or to reschedule in the time frame noted forfeits the opportunity for a refund or rescheduling in lieu of a refund. Please contact the Parks and Recreation Division for all scheduling requests.

- The reservation fee for each baseball/softball game field is \$10 for non-lighted and \$15 for lighted per session for Flower Mound residents and \$15 for non-lighted and \$25 for lighted per session for non-Flower Mound residents. Each session will last for no longer than 1½ hours in accordance with the reservation schedule maintained by the Parks and Recreation Division. This includes any league play that is not sanctioned or co-sponsored by the Town of Flower Mound.
- The reservation fee for each half (small sided) soccer or lacrosse/football game field is \$10 for non-lighted and \$15 for lighted per session for Flower Mound residents, and \$15 for non-lighted and \$25 for lighted per session for non-Flower Mound residents. Each soccer, lacrosse and football session will last for no longer than one (1) hour in accordance with the reservation schedule maintained by the Parks and Recreation Division. This includes any league play that is not sanctioned or co-sponsored by the Town of Flower Mound.
- The reservation fee for tournaments is \$100 per field, per day. A \$100 refundable tournament deposit is required for potential damage to the facility, scoreboard controller and scoreboards. If no damage is done to the facility, scoreboard controller and scoreboards, as determined by the Parks and Recreation Division, the deposit shall be returned. The Town of Flower Mound retains all concession rights to include selling any food and drink products during leagues and tournaments. The tournament and league rental rate includes initial field preparation for each day of the tournament or league, i.e. dragging, chalking, bases, as well as lights and scoreboard usage. The Parks and Recreation Division must approve all tournaments and leagues. Tournament or league fees are due at the time of the reservation. Tournament and league directors must submit a tournament or league schedule no later than three business days prior to the scheduled tournament or league. Tournament and league directors must also submit a Certificate of Liability Insurance for commercial general liability insurance, which provides bodily injury and property damage coverage at limits not less than \$1,000,000 combined single limit per occurrence. The Town of Flower Mound shall be named as an additional insured on the certificate, listing the date(s) and location(s) of the tournament or league.
- Maintenance fees will be assessed for any custodial, maintenance, or grounds/field work that is required outside of regular working hours for leagues and tournaments (i.e., weekends and evenings) for an additional fee of \$25 per hour per employee. There will be a minimum charge of 2 hours per employee, per day requested. This includes any additional field preparation such as dragging and chalking beyond the initial field preparation for each day of the tournament or league. Organizations that have a Sports Facility Agreement with the Town may be required to pay maintenance fees.
- A Non-Sufficient Funds (NSF) fee of \$25 will be assessed for any returned check to the Town of Flower Mound.

Definitions

- Public Park - Includes all parks, playgrounds, sports fields, and recreational areas owned, leased, operated or under control of the Town.

- Game Field - Includes any field that has been designated by the Executive Director of Community Services or his/her designee to be used for the purpose of conducting league or tournament play for Town-sponsored or co-sponsored athletic events.
- Practice Field - Includes any portion of a public park that is either owned or leased by the Town that has been designated as an area in which Town-sponsored or co-sponsored athletic activities are played.
- Closed Field - Includes any game or practice field that has been closed for use due to inclement weather conditions, or maintenance requirements by order of the Executive Director of Community Services or his/her designee.
- Resident – Denotes a person who lives in the territorial jurisdiction of the Town of Flower Mound.
- Non-resident - Denotes a person who lives outside the territorial jurisdiction of the Town of Flower Mound.
- Tournament - Includes any event with three or more teams participating in multiple games.

Rules and Regulations (Flower Mound Code of Ordinances – Chapter 54)

- Hours - Sports field use should not extend outside the hours of the approved reservation/allocation request. No reservations will be allowed after 10:30 p.m.
- Game Field - It shall be unlawful for any person to go on a field which has been designated a game field and has been posted, unless for the purpose of participating in league play or tournament play in a Town of Flower Mound-sponsored or co-sponsored athletic event, or with written permission from the Executive Director of Community Services or his/her designee; provided, however, that the prohibition contained in this subsection shall not apply to Town officials, employees, or agents performing maintenance or other authorized activities.
- Closed Field - It shall be unlawful for any person to go on a game or practice field which has been designated a “Closed Field” and has been posted, unless for the purpose of field maintenance.
- Intended Use - It shall be unlawful for any person to use any game field or tennis court for any sport or activity other than its intended use except as authorized in writing by the Executive Director of Community Services or his/her designee. Examples: golf on softball fields, softball on soccer fields, skateboarding on tennis courts.
- Alcoholic Beverages - It shall be unlawful to possess alcoholic beverages in any portion of a public park or recreation facility, with the exception that the use of alcoholic

beverages may be permitted during designated activities upon recommendation of the Park, Arts, and Library Services Board and with approval of the Town Council.

- Glass Containers - It shall be unlawful to possess glass beverage containers in any portion of a public park or recreation facility.
- Activity Disruption - It shall be unlawful for any individual or group to prevent, disrupt, interfere with or obstruct in any manner any authorized, permissible and/or organized activities, programs or uses in any public park.
- Refuse/Litter - It shall be unlawful to leave garbage, cans, paper or other refuse in a public park or recreation facility anywhere other than in the receptacles provided.
- Motor Vehicle Operation - It shall be unlawful for any person to operate a motor vehicle in, on, upon, over, across, and/or through any public park or recreation facility.
- Parking of Motor Vehicles - It shall be unlawful for any person to leave, stand or park any motor vehicle in any area not designated for such purpose. If designated parking areas do not exist and if not prohibited by appropriate signage, motor vehicles shall be parked on street, adjacent to the curb, or, if there is not a curb, adjacent to the edge of the roadway, whether improved or unimproved.
- Parking Obstruction - It shall be unlawful for any person to leave, stand or park any motor vehicle in any public park, or on or along any street, in or adjacent to a public park in such a manner as to block, obstruct or otherwise render inaccessible or unusable a vehicle entryway or exit or traffic circulation lane. The Town shall be authorized to have such vehicle removed at the owners' expense.
- Fees Charges or Solicitation of Donations - It shall be unlawful for any person to charge fees or solicit donations or contributions for any activity; to sell or offer for sale any food, drinks, confections, merchandise or commercial services; to conduct any commercial business activities of any kind; and/or to post, place or erect on any public park or recreation facility any advertising, notice, billboard, paper or other advertising device without the written consent and approval of the Town's Park, Arts, and Library Services Board.
- Construction - It shall be unlawful for any person to build, construct or place any structure or improvement, temporary or permanent, in any public park without the written consent and approval of the Town's Park, Arts, and Library Services Board.
- Weapons Possession - It shall be unlawful for any person other than a federal, state or local law enforcement officer or agent, to possess a loaded or unloaded firearm, (excluding handguns as authorized by the state concealed handgun statute), ammunition, bow and arrow, cross bow and arrows, any other type of loaded or unloaded projectile firing devices, in any public park or recreation facility.

- Damage/Defacement – It shall be unlawful to damage or deface any trees, plants, turf, structure, fence, bench, table, apparatus, or paved surface or other area.
- Damage Assessment - Any person convicted of damaging or defacing any improvements, equipment, structures, or authorized materials in any public park or recreation facility, regardless of whether such items are the property of the Town or of an individual or entity, or convicted of removing such items from any public park or recreation facility, shall be required to pay damage fees to include the cost of materials and labor for repair or replacement.
- Unauthorized Trespass - It shall be unlawful to enter any portion of a public park or recreation facility posted as “CLOSED – DO NOT ENTER \$50 - \$500 Penalty for Violation” unless approved in writing by the Executive Director of Community Services or his/her designee.
- Failure to Comply - Failure to comply with park rules and regulations may cause the cancellation of the sports field reservation/allocation and possible denial of the use of sports fields in the future. Some rules and regulations carry misdemeanor penalties for violations and, upon conviction, shall be fined as provided in section 1-13 of the Town of Flower Mound Code of Ordinances.