



Fieldhouse Reservation Policies

In an effort to utilize a fair and equitable system for fieldhouse reservation for all user groups, the following policies have been established:

1. Priority Classifications - Due to the number of organizations that request usage of the fieldhouse, it is necessary to classify users by type of activities and establish reservation priorities to best meet community needs.
 - Priority 1 – Springville Parks & Recreation programs & leagues (**Tuesdays and Thursdays have been reserved for these city programs**)
 - Priority 2 – Springville High School (**Reserved times from 3:00pm-4:00pm on weekdays, and before school when needed**)
 - Priority 3 – Youth organizations practice times. **Groups that reserve consistent times for the whole season from November through February will be given the highest** priority in this group, followed by multi-month rentals.
 - Priority 4 – For-profit groups running leagues or tournaments not affiliated with Springville Parks & Recreation
2. Facility Allocation Process
 - Reservation requests will be accepted from July 1st to July 31st by filling out the application at <https://forms.gle/cbZhnjxpy6vUE4ib9>
 - Reservations will be allocated in a fair and equitable manner. Allocations will be conducted with consistency as it relates to the group's priority level.
 - If two or more organizations in the same priority level submit competing dates, the allocation will be done by lottery.
 - Groups will be notified of their approved requests via email or telephone.
 - For those groups that are assigned reservation times, they will be required to pay the 25% down payment upon approval. The remaining balance will be invoiced monthly. Monthly balance is due before the month of service.
 - Any reservations made after the July deadline will be first come first serve based on times still available.
3. Fee Schedule – fees are charged on an hourly basis as follows
 - \$70 per hour for practices
 - \$100 per hour for for-profit league or tournament play
 - 25% down payment is due upon approval
 - Remaining monthly dues will be invoiced and must be paid prior to the beginning of the month of service
 - Reservations made during the month of service must be paid at the time reservation is made.

4. Cancellation/Change of Date Policy and Fees: (These apply to multi-day reservations). In the unfortunate situation that a renter cancels their reservation, the renter agrees and understands that the facility has been turned down to other prospective renters. For this reason, the below cancellation fee schedule will apply
 - Cancellations made 30 days or more in advance will be issued a full refund minus a \$5 processing fee.
 - Cancellations made 15 or more days before the reservation date will be issued a full refund minus a \$50 cancellation fee and \$5 processing fee.
 - Cancellations made 7-14 days before the reservation date will be issued a full refund minus a \$100 cancellation fee and a \$5 processing fee.
 - Cancellations made on the day of the rental or any less than 7 days before the reservation date will not be given a refund.
 - Changes can be made to a rental date with at least two week's notice without a penalty.
 - Springville Parks and Recreation reserves the right to cancel any individual date(s) or an entire permit due to the following:
 - i. Conflict with a city sponsored program, league, activity or event
 - ii. Maintenance needs/issues
 - iii. Unsafe conditions
 - iv. Violations of policies or damage by reserved group
5. Excessive Damage – Facility users are responsible for any and all damages to the fieldhouse property and will be charged accordingly. Failure to pay for additional maintenance caused by damages may result in the immediate revocation of the existing permit(s) and the refusal of future allocation requests. To initiate a request for reimbursement for excessive damage, Springville City shall submit to the permit holder a detailed written accounting of the excessive damages and the cost of their repair as evidenced by cost estimates, quotes and documentation of staff time. The permit holder shall remit payment no later than thirty (30) days from the receipt of the accounting.
6. Indemnification and Hold Harmless - To the fullest extent allowable by law, the permit holder shall indemnify and shall defend and hold harmless Springville City, its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorney's fees, costs and expenses of whatsoever kind of nature weather arising before, during or after the use of the City facility and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any negligent act, omission, fault, or control or on its behalf in connection with or incident to the use of the City facility. The permit holder's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability

caused by the sole fault, sole negligence, or willful misconduct of Springville City, its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the expiration of the permit.

7. Insurance Requirements -

- All groups with multiple bookings are required to provide proof of liability insurance for a minimum of \$1,000,000.00 with the city of Springville listed as the “additional insured.”
- Certificate of Insurance must be submitted within two weeks of reservation approval.