

# **City of Lufkin**

## **Park User Guide**

Department of Parks and Recreation



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Welcome!

In this document, you will find baseball/softball fields and multi-use fields that are available for Park User Permits within the City of Lufkin. Included are the address of the fields, an overhead view of the field and amenities at that field or park. This does not include trails or open spaces and the information herein is not all inclusive. Please utilize this guide as the primary resources when seeking

## Introduction-Purpose and Background

This policy is intended to guide the Lufkin Parks and Recreation Department (LPARD) in decision making with regards to athletic fields within the parks.

This policy recognizes the symbiotic relationship between the community's sports organizations and the Parks and Recreation department. These organizations provide a valuable community recreation opportunity in a mostly volunteer workforce.

Use of all fields will be influenced and guided by the Park Administration's commitment to maintain a high standard of playability and safety. In order to provide space for spontaneous play by persons not affiliated with an organized sports group, certain areas within LPARD properties may be set aside for such activities and are not reserved by permit. These areas can be used on a first come first serve basis.

The Lufkin Parks and Recreation Department reserves the right to unilaterally revise, supplement or discontinue any of the standards, guidelines, procedures, and addenda described in this Park User Guide Policy.

The Lufkin Parks and Recreation Department reserves the right to designate and approve one league type (soccer, baseball, youth sports, lacrosse, etc.) per sport. If scheduling conflicts arise among the recognized organizations, priority will be given to the returning organization in good standing. If necessary an additional measure will be given to the recognized organizations with the highest Lufkin residency percentage.

## **REQUESTING ATHLETIC FIELD USE**

1. Organizations, groups or individuals must submit a complete Park User request form. Park use request forms can be found at the end of this manual or on the City of Lufkin Parks and Recreation website at [www.lufkinparks.com](http://www.lufkinparks.com)
2. Applications will be reviewed by the Parks and Recreation Director with assistance from the Parks Advisory Board. If the City of Lufkin can accommodate the request, a permit will be issued to the coach and/or RSO director(s).
3. Permit dates are listed below and subject to change. If you are requesting field usage outside of these parameters please call The Parks and Recreation Office 936-633-0250.

## **REQUIRED PARK USER DOCUMENTATION**

All organizations must provide the following documents to be considered in the field allocation process. If the information is not available at the time of the request a written letter will need to be submitted in its place.

- Non-Profit Status /Organizational Structure Proof
- Proof of Insurance
- Organizations board information: Positions, Contact information
- Financial Report
- Season Schedule/Season Outline
- Background checks: Coaches, Officials, Board Members

## **PARK USER REQUEST **IMPORTANT DATES****

### **Park User**

### **Requests Accepted:**

Spring March 1- May 31	Spring: Nov-January
Summer: Jun 1-Aug 15	Spring: Nov-January
Fall: Aug 16-Oct 31	Fall: May -June
Nov 1-Nov 31 <b>SPECIAL PERMIT</b>	Fall: May- June

- Weather Pending: Fields are available for Park User request and rentals **February 1<sup>st</sup> -Nov 1<sup>st</sup>**. The water is on from March 26<sup>th</sup> – November 1<sup>st</sup>
- Park Hours: 8am- 10pm
- Dependent upon field conditions, special permits may be issued for practices and/or tournaments played between November 1<sup>st</sup> and November 31<sup>st</sup>. There is no guarantee that field conditions will allow the issuance of special permits after November 1<sup>st</sup>.

## **ATHLETIC FIELD ASSIGNMENT PRIORITY**

City of Lufkin Parks & Recreation will issue field permits based on the following priority:

1. City of Lufkin (LPARD) own programs and activities.
2. Recognized Sports Organizations (RSO) Lufkin School District or A Recognized 501(c) 3.
3. Travel/Volunteer with **non-paid coaches or administration.**
4. New user groups, new requests, or Travel/Select with **paid coaches or administration.**

### **Athletic Field Priority Levels**

	Priority 1	Priority 2	Priority 3	Priority 4
Organization Provider	City of Lufkin Programs and Activities	RSO/LISD/ 501(c)3	Travel/Volunteer	New Org./New Request or Travel/ Select
Residency Requirement	N/A	90%	90%	51%
Team Coaching Restrictions	N/A	Volunteers Only	Volunteer Only	No Restrictions
Exclusionary Try Outs	N/A	Not Permitted	No Restrictions	No Restrictions

# Priority Level Definitions

## **Priority 1:** City of Lufkin (LPARD)

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**Priority 2:** Organizations or groups that provide a city-wide opportunity to all to participate in a sport/recreational activity. These groups do not have selective criteria for choosing players and make the opportunities for play as economically affordable as possible. A non-profit 501(c)3 registered as a 501(c)3 with the State of Texas, Secretary of State Division of Corporations. The non-profit must be listed as active in <https://comptroller.texas.gov/taxes/exempt/search.php> and must have a valid City of Lufkin principal address. Priority 2 organizations are granted first rights to all field request and the Department makes every effort to accommodate their needs.

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## **Priority 3:** Travel Volunteer -**Non-paid coaches and administration**

Organizations that provide sporting activities on a more competitive level. These organizations have a selection criteria and process that could exclude players based on ability and /or number of players. Teams. Priority 3 organizations are volunteer led and have only volunteer coaches.

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## **Priority 4** New Organization or New Request or Travel/Select- **Paid coaches and administration**

Organizations that provide sporting activities on a more competitive level. These organizations have a selection criteria and process that could exclude players based on ability and/or number of players/teams. Priority 4 organizations have paid coaches and or administrators.

## **New Organizations**

New organizations must fill an unmet need, serve multiple teams and multiple age groups. New organizations will be offered practice and game time at off peak hours and remaining space available after the other organizations previously accepted into the priority system have been accommodated. An organization will be deemed a New Organization if there is a 12-month lapse in play, if an organization changes their name and leadership board or if the organization is dissolved.

## **Permits/Permit Term**

If your organization is approved to use our parks you will receive a permit for the time period you have access to the fields. Each approved athletic organization will receive a permit detailing the start of the permit and the end of the permit. The Parks and Recreation Department may process annual renewals, without significant change in the agreement. League Directors must have this permit with them when using our parks for league practice or games. The Parks and Recreation staff will monitor fields and check permits. One-time rentals or tournament users will receive a permit that they must have with them at the time of the rental.

## **Lights**

Lights at all City of Lufkin fields are \$20.00 an hour

Organizations requiring the use of fields with lights for practice or games will need to call the Parks and Recreation office and pay for each use.

**No portable lights are permitted on any City of Lufkin property without prior written permission from the City of Lufkin.**

## **TRASH SERVICE**

Please be respectful of the parks and the surrounding community by placing trash in the proper receptacle. Organizations/Coaches will be responsible for placing trash in the proper receptacle provided at each athletic field after each practice, game, camp or clinic. Failure to do so will result in:

**First Offense:** Warning from City of Lufkin.

**Second Offense:** Organizations will be charged \$35.00 per hour for trash pickup by City of Lufkin for each offense.

# **FIELD USE GUIDELINES**

## **Field Maintenance and Field Closure Practices:**

The purpose and intent of these field use guidelines is to ensure that Parks and Recreation fields remain in a safe and well-maintained condition. It is our intent to protect and enhance playing conditions through proper field maintenance and rotation practices so that field conditions are given time to heal after a season or more of constant use.

### **1. Open Fields:**

- o Open fields will receive regular weekly or bi weekly mowing.
- o Open fields will receive regular application of irrigation in accord with weather, soil conditions, and rates.
- o Open fields will receive aeration and fertilizer based upon field use, soil conditions, and weather conditions to allow for adequate air and water penetration.

### **2. Closed Fields:**

- o Closed fields will have “field closed” signs and fencing to clearly identify closure for the season; baseball field gates will be locked along with placement of “field closed” signs.
- o Closed fields will receive continued aeration to ensure adequate water, air, and soil conditioner penetration.
- o Closed fields will be renovated through use of aeration, fertilizer, top dressing, placement of seed, sod, or other soil conditioners dependent upon field conditions and when the next season is scheduled to begin.

### **3. Field Closure Cycles:**

- o The opening and closing of fields will be established one calendar year ahead of the scheduled season to ensure that adequate notice and program scheduling may occur (this schedule depends upon weather conditions and intensity of field use and may be adjusted at any time).
- o City of Lufkin has the authority to temporarily close fields due to inclement weather, player safety issues, and/or maintenance related issues.

### **4. Construction and Real Property**

- o All real property at the facility belongs to the City. Any improvements made by the organization become the property of the City.
- o Construction, renovation, and replacement projects shall be presented in writing to the City for action. No work shall take place until plans, procedures, materials, specifications, colors, permits, and contracts are approved by the City.
- o Volunteer projects shall meet the same standards as all other building projects and shall meet all local, state, and federal building codes. All projects shall be in compliance with A.D.A. requirements and other rules and regulations related to the disabled.



## **Field use, Length of Season, Field Rotation:**

### **Field use & length of season:**

- o Field use shall be restricted to permitted areas (lined areas) due to concern of field destruction outside of the permitted areas. No practice or games shall occur outside the boundaries of lined field areas. This practice shall ensure that field rotation from a north/south to an east/west axis can occur on a seasonal basis.
- o In cases where deteriorating turf results in unsafe conditions, City of Lufkin may reduce the number of days any particular field is open.

## **FIELD USE VIOLATIONS**

### **Teams or organizations that violate the adopted guidelines shall be subject to the following:**

- o **The first field permit violation** results in a warning from City of Lufkin.
- o **The second field permit violation** results in a \$250.00 fine to the sports organization, coach, or user group.
- o **A third field permit violation** results in termination of the team field permit for the remainder of the existing season. This may extend into the following season as well. Teams may continue participating in already scheduled games, but are not permitted to use fields for practice.

## **RULES AND REGULATIONS**

1. NO ALCOHOLIC BEVERAGES ALLOWED IN ANY PARKS.
2. NO SMOKING ALLOWED IN ANY PARKS
3. The Parks Department reserves the right to cancel field rentals at any time.
4. Field usage may also be cancelled due to the playability of the field. For field updates call the field conditions weather line (936-630-2004).
5. Play is permitted only when conditions allow; no play when snow or standing water is present or when field damage may occur. If an organization plays on a closed field, the organization will be billed for all damage.
6. All park rules and regulations and City ordinances must be adhered to by participants renting the field. This is the responsibility of the permit holder.
7. Alterations to the field is a violation of the permit and can be a cause for immediate termination of the Park User Permit with no refunds.
8. Sub-leasing of time is strictly against the terms and conditions of all permits. Permittees found to be sub-leasing time will lose all access to the specific field(s) in question.
9. No collection of charges to spectators may take place without written approval of the City of Lufkin.
10. All trash must be collected and placed in the proper receptacles before leaving the reserved area.. Example: dugout, parking lot, playing field, picnic shelters.
11. No glass bottles are permitted in any park operated by City of Lufkin.
12. Individuals shall **NOT** use any violent, obscene or profane language while on the park grounds nor shall anyone conduct him or herself in a disorderly manner or commit any nuisance that interrupts the normal operations.
13. Individuals shall **NOT** solicit the sale of any merchandise or solicit contributions whether public, private profit or non-profit, without prior written authorization from the City of Lufkin.
14. Fields may **NOT** be sublet to other users/agencies/organizations for practices, tournaments, clinics or any other special event without written authorization of City of Lufkin.
15. Any violation of park rules or regulations will be cause for revocation of field permits without warning.
16. Practices and games are not to exceed time specified on the permit.
17. Vehicles of any kind are not permitted on fields.
18. All vehicles must park in designated marked space. Vehicles will be ticketed and/or towed if parked in non-designated parking areas



## City of Lufkin Field Request Form

Lufkin Parks and Recreation  
516 Montrose Street Lufkin, TX 75901  
(936)633-0250

Please complete the information on this page and submit to Rudy Flores at [rflores@cityoflufkin.com](mailto:rflores@cityoflufkin.com).

*Submitting a request form does not guarantee rental.*

### Contact Information:

Organization:

Name:

Address:

Cell Phone:

Work Phone:

Email:

### Sport and Purpose:

Circle one: ☐ Baseball ☐ Softball ☐ Soccer ☐ Lacrosse ☐ Football

☐ Other: \_\_\_\_\_

Circle one: ☐ Practice ☐ Game ☐ Tournament

Requested Field Size:

Age Group:

### Specifics:

Field (one field per line)	Day(s) Requested	Date(s)	Start & End Times (include set up & tear down)	Additional
<i>Example: Winston Field</i>	<i>Thursday's</i>	<i>May 7- Aug 20</i>	<i>6PM-10PM</i>	<i>Lights</i>

### Applicant Signature:

As the applicant, I have read and agree to the policies and procedures laid out in the City of Lufkin's Park User Guide Information. I hereby agree and understand that it is my responsibility to oversee all parties affiliated with the Park User Agreement and to ensure compliance with all policies, rules, regulations, ordinances, and guidelines of the City of Lufkin Parks, Recreation. I understand that any violations may result in immediate cancellation of the reservation(s) and/or revocation of the current and/or future permit(s).

Signature of Applicant:

Date:

*All rentals are subject to change or cancellation at any time due to Force Majeure and the requirements following that event outside of Human control.*

### Office Use Only

Date Received:

Permit Sent:

Approved:

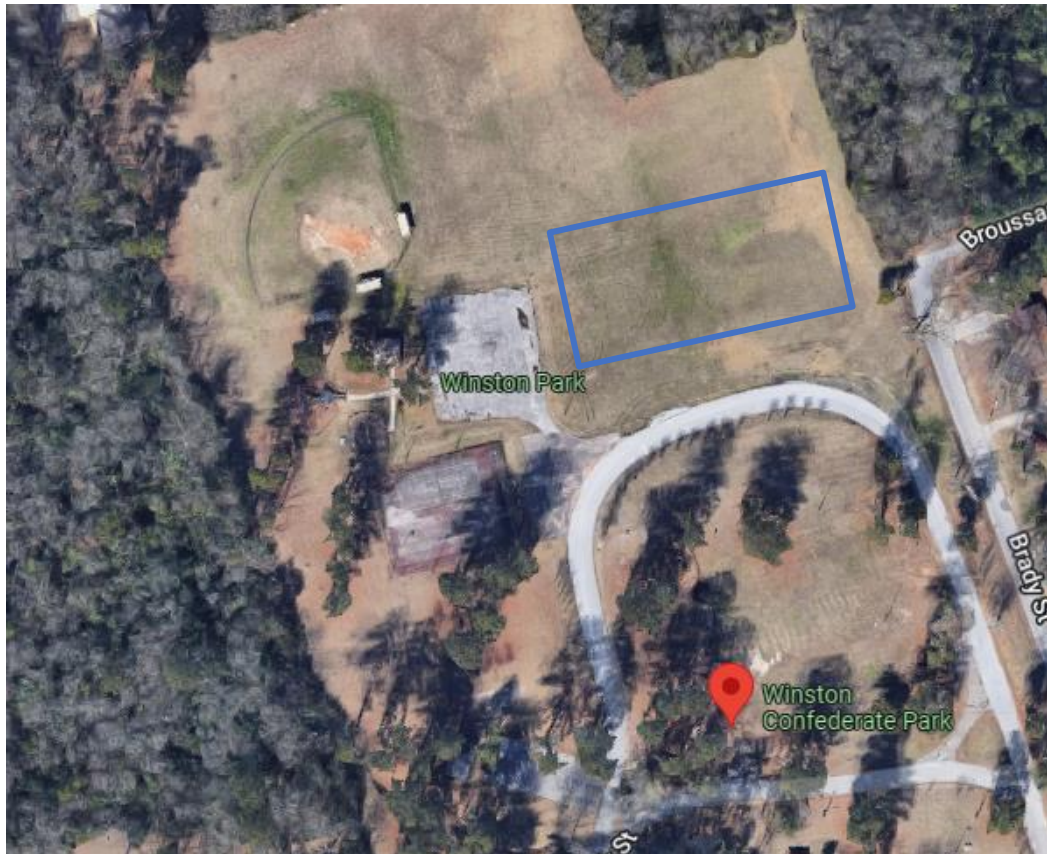
Denied:

Adjustments:

**Winston Park (Vacant Lot)**

418 Jack St Lufkin, TX

**Amenities: Restrooms**



**Winston Park (T-ball Field)**

418 Jack St Lufkin, TX

**Amenities: Restrooms, Bleachers**





**Grace Dunn Richardson Park**

200 Mott Dr Lufkin, TX

**Amenities:** Restrooms, Backstop,



### **Morris Frank Park Soccer Fields**

Morris Frank Park Lufkin, TX

513 Windsor Drive

**Amenities:** Restroom



**Morris Frank Park  
(soccer fields)**



## Kit McConnico Park

903 Moffet Rd

Kit McConnico Drive Lufkin, TX

**Amenities:** Restrooms





## **Morris Frank Park Football Field**

513 Windsor

**Amenities:** Restrooms, Bleachers

