



**DOUGLAS COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES**

TITLE County Field and Park Use	Approval Date 12/14/93
POLICY CUSTODIAN Community Development Parks and Trails Division	Revision Date 6/19/06

PURPOSE: To meet the regional park, field and trail use needs of Douglas County.

DEPARTMENT RESPONSIBLE: Community Development
Parks and Trails Division

DEPARTMENT(S) AFFECTED: Community Development
Parks and Trails Division

POLICY:

The following policy is implemented in order to provide for the safe use of county regional park facilities, trails and field facilities to county residents:

County Park Use Priority: The order of priority for groups to schedule fields and other park facilities at all County regional parks is as follows:

1. Douglas County organized groups with prior history of usage
2. New Douglas County organized groups
3. Douglas County groups with prior history
4. Non-Douglas County residents

Reservations and Fees: Reservations, procedures, deadlines and fees for the use of County park facilities will recommended annually by the County Parks Advisory Board and approved by the Board of County Commissioners. A signed original *Douglas County Parks and Trails Division Park Reservation Permit* must be signed along with proof of insurance prior to the first game or practice. Once fields have been reserved by an organization and a confirming park reservation permit has been issued by Douglas County Parks and Trails, there will be no refunds unless games are cancelled due to snow or rain and cannot be rescheduled.

Liability Insurance: All organized field user groups will be required to provide insurance coverage per Douglas County policy.

Field Usage Procedures: Procedures for the use of county athletic fields, including rain-out and field lighting procedures will be established by the Douglas County Parks and Trails Division annually and made available to all user groups. Only the organization

reserving a field will be allowed to pay on that field. No sub-leasing of any field will be allowed.