

# City and Borough of Sitka



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## ATHLETIC FIELD USE POLICY & GUIDELINES

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Athletic fields are available for use by the general public on a first-come, first-served basis **when not in use for scheduled league or club activities.**

The fee charged is \$5 per player for sport clubs, leagues, and other organized recreational activities that regularly use a CBS sport field. Adult softball is \$250 per team. All fees are due after league registration is complete or before the first game of the season, whichever comes first. Specific maintenance requests must be made at least two weeks in advance of the scheduled event.

Field scheduling is the responsibility of each league, sport or recreational user group. **Player fees and field use schedules (practices and games) must be submitted prior to each league's first game for fields to be "reserved."** Copies of the field use schedules must be submitted to the Public Works office on the second floor of City Hall or [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Athletic field use fees can be paid at the Utilities Counter, located on the first floor of the Municipal Building (100 Lincoln Street) during regular business hours, Monday through Friday, 9:00 am to 4:00 pm.

\*\*\*\*\* NO REFUNDS for Player Fees \*\*\*\*\*

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## GENERAL GUIDELINES FOR ATHLETIC FIELD USE

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The field use policies establish guidelines for organized team or group use of City and Borough of Sitka athletic fields. Municipal Parks and Recreation staff will fairly and consistently enforce this policy.

### I. General Policies

- A. All municipal parks are open from 6AM to 10 PM daily, unless requested otherwise. Walk-on use is permitted on City and Borough of Sitka fields. The field must be vacated if a scheduled team arrives to use the field. The City reserves the right to limit or prohibit an organized group from using a field if permit or schedule has not been submitted to the City.
- B. Fields may be closed if conditions dictate.
- C. All coaches must be notified of field use policies, game and practice schedules by league officials.
- D. **Fields must be left in a litter free condition. Please do your part and leave the parks cleaner than you found them.** Teams that have repeated violations of this field use requirement may be asked to forfeit use of fields for a portion of or the remainder of the season. **No refunds.** Trash bags, trash cans, and other components can be provided by CBS with adequate notice. CBS asks that user group empty trash in these areas after use of the field and put in the large 300 gallon trash can outside.
- E. Field rules shall be followed by all.

## City & Borough of Sitka - GENERAL GUIDELINES FOR ATHLETIC FIELD USE

### II. Field Assignment

- A. Each league is requested to submit a field use schedule for practices and games **no later than one week prior** to the commencement of practices. Copies should be sent electronically to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org) and/or the Buildings, Grounds, & Parks Supervisor. Time slots can be blocked out for league use and don't need to denote specific team use.
- B. Each league needs to include an estimate of the number of participants.
- C. FIELD USE PRIORITY  
User groups that are in season shall get priority over those that are not. Moller Upper priority is baseball programs over those that are not. However, if there are special events or user groups that can bring business or support to the community, the priority groups have the opportunity to work together to do what is best for the community.

### II. Tournaments, Camps, Special Events

All requests for tournaments, camps and special events that use the fields must be submitted separately **four weeks prior to the event**. The request should include a prediction for the total number of out-of-town players who will be in attendance. Any additional facilities, maintenance or supplies should be requested at this time.

### III. Maintenance or Work Requests

- A. Any **athletic field maintenance or work request** needs to be made **14 days in advance** of the projected date that maintenance needs to be completed. Maintenance requests should be emailed to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org) or (907) 747-4039. Calls after 5pm, will not be received until the next day.
- B. The spaces need to be left SECURED, clean and organized (no trash please).
- C. If you find damage done to the facility, please notify your direct point/supervisor and/or [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Photos help!
- D. Items within the facilities may belong to someone else's organization and should be treated with respect and/or used per manufacturer's recommendations. If you notice issues with misuse of "your" or other's items, please let Buildings, Grounds, & Parks Supervisor know and CBS will bring it up with the appropriate party.
- E. Coaches and/or user groups are responsible for chalking or painting lines on the field. CBS will provide some guidance, proper products, and assistance when possible.

CBS Grounds Department's role is to maintain the facilities, infrastructure, and grounds for the community's best interest and keeping a safe environment. Internal operation of the user group's process is the responsibility of the user groups but CBS will happily assist if needed.

Thank you for adhering to this policy and guidelines.