



Excelsior Springs Parks & Recreation

Athletic Field Use Policy

1. Purpose: The purpose of this Athletic Field Reservation Policy is to establish guidelines for the fair and efficient allocation of athletic field space within Excelsior Springs Parks and Recreation Department. Priority will be given to internal teams and programs affiliated with the Parks and Recreation Department to promote community engagement and support local sports initiatives.

2. Reservation Categories:

1. Internal Teams/Programs: Teams and programs directly affiliated with the Parks and Recreation Department.
2. External Organizations: Non-departmental groups, clubs, and organizations seeking field reservations.

3. Priority System:

1. Tier 1 - Internal Teams/Programs:
 - a. Parks and Recreation Department-sponsored leagues and programs.
 - b. City-sponsored youth and adult sports leagues.
 - c. School-affiliated sports programs in collaboration with the Parks and Recreation Department.
2. Tier 2 - External Organizations:
 - a. Non-profit community organizations promoting sports and recreation.
 - b. Commercial organizations and private groups.

4. Reservation Periods:

1. Priority reservations for internal teams/programs can be made up to 12 months in advance.
2. External organizations may reserve fields up to 4 months in advance.
 - a. Spring Season may begin scheduling on January 2nd to begin in February
 - b. Summer Season may begin scheduling on May 1st to begin in June
 - c. Fall Season may begin scheduling on August 1st to begin in September

5. Allocation Process:

1. Internal Teams/Programs:
 - a. Submit reservation requests through the Parks and Recreation Department's office. Recreation Coordinator will schedule internal teams.
 - b. Requests will be reviewed and approved on a first-come, first-served basis within the specified reservation period.

2. External Organizations:
 - a. Submit reservation requests following the designated application process timeline.
 - b. Reservation approval will be contingent on field availability after internal team/program allocations.
 - c. External teams will be limited to one weekday and one weekend practice per week.
 - i. Teams can contact the Parks and Recreation office on Monday each week to check open availability for the week ahead and reserve an additional time slot if available.
 - ii. Changes to reserved time slots can be made at any time during the week but will not take effect until the following week.

6. Field Access Fees:

1. Internal Teams/Programs:
 - a. May be subject to nominal fees for maintenance and operational costs.
 - b. Fees waived for youth programs and community initiatives.
2. External Organizations:
 - a. Will be charged standard field rental fees as established by the Parks and Recreation Department.

7. Special Events:

1. Internal teams/programs planning special events must provide advance notice to ensure coordination with other field users.

8. Schedule Adjustments:

1. The Parks and Recreation Department reserves the right to adjust field allocations in the event of unforeseen circumstances or emergencies.

9. Appeals Process:

1. Any disputes or concerns regarding reservations can be submitted in writing to the Parks and Recreation Department for review.

10. Policy Review: a.

1. This policy will be reviewed annually to ensure its effectiveness and relevance.

By adhering to this reservation policy, we aim to support the vibrant sports community within Excelsior Springs while maintaining fairness and accessibility for all residents. For inquiries and reservations, please contact the Parks and Recreation Department at 816-630-1520.