



Sports Field Allocation Policy and Guideline

Policy #	68
Effective Date	September 1 2018
Status	Current
Final Approver	Council

1.0 Purpose

The purpose of this policy is to establish guidelines for the allocation and management of Fields owned and operated by the City. This policy does not cover arenas or swimming pools.

2.0 Persons Affected

2.1 Any person, organization, club, community member, community group, commercial group or partner group interested in renting or using a sports field.

2.2 Partner Group: a Partner Group is a type of Permit Holder with the following characteristics:

- i. It shall be local:
- ii. Community based sport associations, organizations and clubs or not-for profit recreational groups based in the City of Kingston;
- iii. Will be the main provider of its particular activity for youth in the City of Kingston;
- iv. Membership in the group will be dominated (more than 50%) by residents of the City of Kingston (note: if b is dominant, c may be waived);
- v. Participation in the executive of the Partner Group will require civic residency in Kingston.

It shall provide recreation programs:

- i. Will be established providers of quality recreational programs, primarily for youth; and
- ii. Will be a main provider of its particular activity for youth in Kingston.

It shall be formally constituted under law:



Sports Field Allocation Policy and Guideline

- i. Must have constitutions and other up-to-date documentation authorizing its activities;
- ii. Must be incorporated and in good standing;
- iii. Must have an auditable financial statement made available to the City; and
- iv. Must be affiliated with a responsible regional, provincial or national organization within its field of programming activity.

3.0 Policy Statement

3.1 It is the goal of this policy to:

- i. provide a fair and transparent means for service delivery;
- ii. consider the needs of Kingston residents before residents of other communities;
- iii. consider the needs of youth in the community;
- iv. strive to ensure fair access to Fields and recreational amenities;
- v. allow flexibility to meet the needs of sports associations and other users;
- vi. establish uniform criteria and procedures for the reservation and use of Fields;
- vii. facilitate scheduling that will support proper and sufficient maintenance and repair of Fields facilitating long term quality and health of the Fields and in accordance with the Sustainable Turf Care Management Plan;
- viii. permit the planning and implementation of special sport events and programs in which a large number of people are expected to participate;
- ix. ensure that the City's Fields are used for the benefit of the entire community; and
- x. balance the needs of Permit Holders, casual participants and the City as a whole.

3.2 Who should apply for a Permit

3.2.1 Tennis, Volleyball and Basketball

Tennis courts do not require a permit for casual use.

Tennis courts require a permit for league/club use; however, there is no requirement to submit a fee, certificate of insurance or security deposit. A maximum of one-half of the total number of courts will be booked at one time with the exception of tournaments for this purpose. An all-weather sign posted by the Permit Holder, stating date and time and activity (as outlined in permit) must be posted one week prior to the use of the courts. This sign must be located near the main entrance and on the exterior fence of the courts. This informs the public when the courts aren't available for casual use.

Volleyball courts do not require a permit and are open for casual use at any location other than Woodbine Park.



Sports Field Allocation Policy and Guideline

Basketball courts do not require a permit and are open for casual use.

Softball, Baseball, Soccer, Ultimate Frisbee, Volleyball, BMX and New/Emerging Sport

Softball, baseball, soccer, ultimate Frisbee, volleyball (Woodbine Park only), BMX Fields and new/emerging sport require a permit.

3.3 How to Apply for a Permit

Complete the sport field permit application form.

Forward your application to the Facility Booking Staff, by email to: facilitybooking@cityofkingston.ca.

Forward any additional information as outlined in section 3.7.1 to the Facility Booking Staff within 2 business days of application submission: by mail or in person to 1350 Gardiners Road, Kingston, ON K7P 2Y2

3.4 Permit Due Dates

All applications must be received by the City no later than January 15th of the current booking period. Associations and or leagues that may not have finalized their league schedules due to dependency on scheduling by governing leagues/ bodies must submit an anticipated schedule no later than January 15th. This will allow the sport field booking staff to commence the construction of the sport field master schedule by mid-January. Every effort will be made to accommodate any required changes as a result of submission of an anticipated schedule.

Any renewal applications received after these due dates will be treated as new applications.

3.5 Fees

All user fees, equipment and service fees are subject to the provisions of the City's Fees and Charges By-Law Number 2005-10, as amended.

3.6 Permits – Terms and Conditions

The City may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect City property or maintain the enjoyment of the Park for the public, which shall include identification of:

3.6.1 Permit Holder whether an individual, individuals or a corporation

- i. permitted use
- ii. fee (if applicable)
- iii. confirmation of payment of insurance (if applicable)



Sports Field Allocation Policy and Guideline

- iv. time and date of permitted use
- v. place of permitted use

3.6.2 No permit shall be issued without the payment of the applicable fee as well as acknowledgment of the requirements of Park and Rec Facilities By-Law Number 2009-76 and all applicable policies of the City. An administration charge will be levied for any payments returned as non-sufficient funds.

3.6.3 All groups will be required to pay a minimum of 25% of their total seasonal permit at the time of issuance of said seasonal permits.

3.6.4 Permits issued to a permit holder under By-Law Number 2009-76 may be revoked by the City, if, in the sole opinion of the City, the permit holder fails to comply with the requirements of the permit or any other provisions of this by-law or for any other reason that the City deems appropriate.

3.6.5 Payment for all permits must be received in advance of the start of the bookings. If a permit has multiple bookings over several dates, payments are to be arranged on a monthly basis with post-dated payments being received at the Facility Bookings Office upon confirmation of the permit. Payments can be made by cash, cheque, debit, MasterCard, Visa or American Express with post-dated payments being accepted by pre-authorized debit, cheque and credit cards only. Cheques should be made payable to the City of Kingston.

3.6.6 In the event any partner group, seasonal client, resident and/or occasional user has an outstanding account, rental privileges will be suspended until the account(s) have been paid in full.

3.7 Permits - Additional Information Required

3.7.1 Before the final permit will be issued the following information must be submitted with the application:

- i. contact names, including 2 email addresses of Permit Holder leaders;
- ii. insurance certificate: minimum \$2,000,000 of commercial general liability coverage, naming the City as additional insured;
- iii. fee (if applicable); and
- iv. security deposit (if applicable).

3.7.2 Club/League/Association membership information including total membership, youth vs. adult, male vs. female, and resident vs. non-resident statistical data is due 5 business days prior to the commencement of the first field



Sports Field Allocation Policy and Guideline

rental. This information is invaluable for future field maintenance and operational planning.

3.7.3 Failure to provide any item in section 3.6.5 or 3.7.1 before the due date will result in an automatic rejection.

3.8 Permit Refunds

3.8.1 Refunds will be considered and pro-rated if applicable during poor Field conditions or when rescheduling is not possible.

3.8.2 The Permit Holder must submit a request for refund within 48 hours of the date of the event in writing/ e-mail.

3.9 Priority Status for Issuing Permits

3.9.1 Client Priority Criteria

The following criteria shall be used for the allocation of Fields in this priority order:

- i. all City of Kingston sponsored programs and events;
- ii. all Partner Groups sponsored programs and events;
- iii. casual use/games for City of Kingston residents; and
- iv. all other requests.

3.9.2 Application Priority

Upon processing applications for Fields the City will also consider the following in this priority order:

- i. Partner Groups that are established providers of quality recreational programs, primarily for Youth Sports;
- ii. actual number of Kingston residents in the Partner Group;
- iii. previous year's performance of Permit Holder including:
 - a. adherence to policies and procedures;
 - b. overall conduct of players, fans, coaches and teams on the field and adjacent facilities; and
 - c. condition of the Field.
- iv. historical use of Field (excludes non-residents).

3.9.3 Programming Criteria

The following programming criteria will be used for the allocation of Fields in this priority order:

- i. tournaments, special events, provincial, national, international championships;



Sports Field Allocation Policy and Guideline

- a. sanctioned provincial or higher championships or events
- b. sanctioned tournaments or events
- ii. seasonal play (Partner Groups) with majority of bookings given to Youth Sports;
- iii. invitational, open and charity tournaments and events;
- iv. occasional play, practices and exhibition games; and
- v. revenue producing programs (Commercial Groups).

3.10 Permits for New Organization/Emerging Sport

When reasonable and feasible the City will recognize a new Permit Holder or emerging sport and will allocate Field time to enable it to establish its programs and services. Recognition and allocation will occur once the conditions and criteria of this policy are met and if existing affiliated users will not be adversely affected. The City will use unallocated time first to meet the needs of a new applicant and will work with existing Permit Holders to explore potential reallocation of their hours. New users cannot bump resident historical users.

3.11 Bookings and Communications for Permit Holders

3.11.1 Communications is a vital component of the bookings and allocations process. To foster this communication the City will organize and facilitate an annual meeting with all Partner Groups to review, define or confirm Field open and close dates, hours of operation, Field uses, amenities, classifications and restrictions, planned closures, special operating hours and capacity calculations and Field allocation. Also, other issues will be discussed such as administration, Field maintenance, the use and care of adjoining buildings and possible capital projects for which input from the Partner Groups will be encouraged. Notes and action items will be recorded and distributed.

3.11.2 To improve efficiency and record keeping, all formal bookings and inquiries will be done electronically via email. Partner Groups are asked to list 2 email addresses to which they prefer to receive communications from the City.

3.12 Cancellation Policy for Permits

3.12.1 In the event that a Permit Holder cancels a booking for which user fees have been levied, a full refund/credit will be granted provided that the City receives 30 days notice or is able to re-sell the said allocation with no loss of revenue.

3.12.2 The City reserves the right to cancel any time for the purpose of repairs to the Fields or structures located within a Park or for any reason it deems



Sports Field Allocation Policy and Guideline

necessary. In the event of such cancellation, the affected Permit Holders will be provided as much notice as possible and any applicable fees will be refunded.

3.12.3 The City reserves the right to cancel the permit if any Permit Holder or individual members of this group violate any prohibited activity as established by the municipality or by the provincial or federal government. No fees will be refunded under these circumstances.

3.12.4 If Fields are not being used as requested then permits may be revoked. Permit Holders not using Fields as stated on the permit may lose allocation consideration for future allocations.

3.12.5 Any Permit Holder that has been allocated space and does not intend to use it regularly shall notify the City so time may be reallocated or otherwise used at its maximum.

3.13 Security Deposits for Permits

A refundable security deposit will be required at the time of application by all seasonal users and may be required by other users. The security deposit must be paid before the permit will be issued by the City. If the Field is left clean, undamaged and the Permit Holder does not exceed approved time or conduct activities that have not been approved, the deposit will be returned at the end of the permit. Should groups be witnessed by City staff, or proven by other means by staff, to be in breach of the terms and conditions of their rental agreement or the Sports Field Allocation Policy and Guideline, the deposit or partial deposit may not be returned. Refunds may take up to 30 days to receive.

3.14 Permit Changes

3.14.1 Amendments

It is recognized that last minute changes to use of a Field may occur under rare, infrequent or unforeseen circumstances; however, the City must be notified of these changes within 2 business days of the occurrence. A fee will be charged for any permit amendments.

3.14.2 Subleasing

No Permit Holder shall transfer, trade or sub-lease permit rights granted by the City. Such assignments are strictly prohibited and may lead to the cancellation of permits and allocations.



Sports Field Allocation Policy and Guideline

4.12.3 Field Use

Changing the intended use or users of the Field (i.e. practice becomes a game or team A replaces team B) within a single Permit Holder's permit is acceptable upon advance written notification, including amended schedules, to the City no later than 2 business days before the occurrence.

3.15 Supply of Field Time for Permits

3.15.1 Allocation Procedures

3.15.1.1 The supply of Field time will determine the total number of weekly hours each Permit Holder is entitled to and the distribution of those hours to different age and skill levels. The City will communicate this entitlement to Permit Holders shortly after the application data has been reviewed and time has been allocated.

3.15.1.2 Field allocations will be divided into Prime Time and Non-Prime Time. Supply of Field time is the total amount of time available for rent in both Prime Time and Non-Prime Time.

3.15.1.3 Generally, the City will allot 2 hours for a game and 1 hour for a practice.

3.15.1.4 During allocation deficit periods, the total number of hours will be pro-rated so that all Permit Holders will receive an equitable deficit allocation adjustment.

3.15.1.5 If more hours are needed beyond what is available then each Permit Holder must justify this need in writing well in advance of the season application process. Requests will be satisfied pending availability and demand.

3.15.1.6 Demand for Field time by Permit Holders will take into account the priority status of the Permit Holder and the proportionate number of participants in a group requesting time.

3.15.1.7 Permits will be issued for Field use based on the overall condition of the Field and the ability of the Field to withstand the impact of the related sport.

3.15.1.8 The City, at its discretion, may place a cap on the proportion of the total available Prime Time that adult Permit Holders may access in



Sports Field Allocation Policy and Guideline

order to ensure that Youth Sports have a majority of Prime Time allocated to them.

3.15.1.9 The City, at its discretion, may prioritize the use of Fields for games over practices.

3.15.1.10 To ensure a fair and equitable distribution of Field rental time, the City may at its discretion schedule up to 5% of a Permit Holder's total time at Non-Prime Times.

3.15.1.11 Once time has been allocated by the City, each Permit Holder is responsible to distribute its allocation amongst its various subgroups in accordance with established rules of its organization and in keeping with the principles of this policy.

3.15.1.12 Generally, the City will determine the maximum number of games per week for each Field based on rest and regeneration requirements, including tournaments.

3.15.2 Tournaments

All general rules and reservation procedures as specified in this policy are applicable during tournaments.

3.15.2.1 With some exceptions tournaments generally occur on weekends. Staff will allocate and restrict tournament play primarily to weekends except for championship, national or international tournaments. Seasonal Permit holders may be impacted and will be advised of any potential exceptions at the time their permit is issued.

3.15.2.2 Field allocations for tournaments are dependent upon available resources, and may be modified to provide required resources for regular season games.

3.15.2.3 All tournament bookings are to be made in writing to the City prior to the allocation of Seasonal Permits. Tournaments are not allowed on Fields until May 15th. A tournament/sports special events request form must be submitted no later than November 30 for all tournaments to be conducted in the following calendar year.

3.15.2.4 All returning tournament permits and related fees must be paid in full within 30 business days prior to the event. If payment is not received within this



Sports Field Allocation Policy and Guideline

time period then the applicant will be charged interest on the outstanding balance for every day or part thereof that it remains unpaid.

3.15.2.5 All Permit Holders hosting tournaments must meet with City staff at least 30 days prior to the tournament.

3.15.2.5 Should City Staff identify a need for portable washrooms, the permit holder will be required to provide these at their own expense.

3.15.2.6 The following facilities will be considered as the primary place to host tournaments and special events for their respective sports and skill levels:

Sport	Youth	Adult
Baseball	Woodbine 1,2, 3, 4 Megaffin	Woodbine 1 Megaffin
Softball	Cloverdale 2 LaSalle 1,2 Bayridge 1	Cloverdal 1,3,4 Meadowcrest Perison 1,2 Victoria John Brewer
Beach Volleyball	Woodbine Park	Woodbine Park
Soccer	Invista Field Woodbine 1,2,3,4,5 Jim Beattie Grenadier John Machin Complex Caton's	Invista Field Woodbine 1,2,3,4,5 Jim Beattie Grenadier John Machin Complex Caton's
Football	Invista Turf John Machin Turf John Machin Fields McCullough Jim Beattie	Invista Turf John Machin Turf John Machin Fields McCullough Jim Beattie
Ultimate Frisbee	Woodbine John Machine McCullough Jim Beattie	Woodbine John Machine McCullough Jim Beattie
Tennis	Bayridge Park Henderson Park Grenadier Friendship	Bayridge Park Henderson Park Grenadier Friendship



3.16 Field Maintenance and Regeneration

3.16.1 Grass mowing is performed once a week except if irrigated, which is performed twice a week. Inclement weather may alter mowing schedules.

3.16.2 Fields with irrigation systems will be watered as required and in accordance with the City's watering by-law.

3.16.3 The City does attempt to be flexible in accommodating Permit Holders but ultimately the health and safety of the user and the condition and playability of the Fields takes priority. This may require the closure of Fields, denial of use and/or suggested alternate sites.

3.16.4 Fields may be closed at the discretion of the City. Closures are kept to a minimum when conditions remain playable. Priority is given to maintenance needs and rest and regeneration periods for all Fields. The City may close all or part of a Park for any of the following reasons:

- i. City engages in work involving any of the Fields or Parks
- ii. When the health and safety of participants is threatened due to impending conditions, including but not limited to rain, poor surface conditions, damage to fields and smog alerts.

3.16.5 The City's Fields will be closed between September 30th and April 30th for baseball Fields and September 15th and May 15th for soccer Fields in order to allow time for Fields to rest, especially during the wettest time of year when the most damage can occur and in accordance with the Sustainable Turf Care Management Plan. Should the use of specific ball diamond(s) or soccer field(s) be required after the above specified closure dates, a written request must be submitted to the City before September 15th for given consideration. Decisions on field use after field closure dates will depend on the established fall maintenance schedule and field conditions at that time.

3.16.6 Select fields may be closed for extended maintenance and rest for up to the entire season at the city's sole discretion as per the Sustainable Turf Care Management Plan.

3.16.7 Requests to modify or improve any City Field shall be submitted in writing for review and if approved by City staff, will be submitted to Council for consideration.



Sports Field Allocation Policy and Guideline

3.16.8 City staff will review Field conditions and maintenance schedules will be communicated to Permit Holders annually. Maintenance schedules are weather dependant and may vary.

3.17 Inclement Weather/Poor Field Conditions (excludes Tennis, Basketball, Volleyball, BMX)

3.17.1 The City reserves the right to cancel or suspend permits for games, practices or other uses whenever Field conditions could result in damage to the Fields or injury to players.

3.17.2 Permits may be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to rain, poor Field conditions or smog alerts.

3.17.3 The Supervisor of Public Works, or designate, shall have the authority to close any or all Fields whenever weather or Field conditions dictate. During inclement weather City staff will assess the playability of City Fields to determine if use will occur.

3.17.4 City staff will assess conditions and notify by noon if fields are deemed unplayable.

3.17.5 Assessment results will be emailed to Partner Groups upon release. During inclement weather, it is the responsibility of the Permit Holders to check the email accounts provided in section A of their application before every game or by calling the City's Facility Booking Office at 613-546-4291 extension 1800. Field closure information will also be posted on the City's website.

3.17.6 Permit Holders cannot play on Fields that have been closed. If play does take place the City will bill the user for damages and reserves the right to cancel future bookings.

3.17.7 During periods of changeable, adverse weather conditions, where fields remain open, referees and team officials will be responsible for pre-game inspections to determine field safety and surface damage potential. If fields are judged to be unfit based on the foregoing criteria, the game should not be played. Failure to comply with these conditions may result in an administrative penalty (forfeiting of all or some of security deposit).

3.17.8 The permit holder will be responsible for all damages to the Field if used during inclement weather or restricted access.



Sports Field Allocation Policy and Guideline

3.17.9 Only authorized City staff can re-open a previously closed Field.

3.18 Unplayable Criteria – Determined by the City

3.18.1 Baseball/Softball Infields: foot sinks into brick dust at least ½ inch.

3.18.1.2 Soccer/Utility/Baseball/Softball Fields: based on the results of moisture readings (readings will be taken by inserting a soil moisture reader probe to a depth not to exceed 2 ½ inches).

- i. Baseball/softball Fields will have readings taken at location where players would normally be positioned such as left, centre and right Fields and shortstop.
- ii. Soccer/utility Field readings will be taken in front of each goal, between each goal line, along centre and sideline areas.
- iii. Other instances as deemed necessary by City.

3.18.2 Unplayable Criteria – Determined by the Permit Holder

3.18.2.1 Whenever inclement weather occurs, the Permit Holders must evaluate the Field conditions using the following criteria. If any of this criterion is met, then the Fields are not to be used as it is considered unplayable:

- i. the presence of standing water/puddles.
- ii. water sponges up around your feet when you walk on the Field.
- iii. if the games begin and the conditions deteriorate so that the Field is being damaged, the game must be stopped.

3.19 Code of Conduct

As a responsible user of the City's Fields, all leagues/teams/individuals are expected to follow these guidelines as well as the provisions of the Parks and Recreation By-Law Number 2009-76:

- i. The consumption of alcohol is not permitted in any Park or on any Field unless authorized. This includes adjacent facilities and parking areas.
- ii. Players, coaches and team supporters must be courteous and respectful to the residents, other Park users, caretakers, City staff and other agencies at all times.
- iii. Designated washroom facilities or portable washrooms must be used at all times.
- iv. Change clothing in public washrooms and change rooms only.
- v. Obey all traffic signage, regulations, by-laws and conditions.
- vi. Remove all litter generated while using the park and deposit same in receptacles provided for such purpose.



Sports Field Allocation Policy and Guideline

- vii. Respect and protect public and private property.
- viii. Obey every by-law of the City and every provincial or Federal Act and related regulations.
- ix. Lighting of a Field, ball diamond, tennis and basketball court is permitted until 11:00 p.m, unless otherwise authorized by the City.
- x. Field access is limited to your assigned allocation times as noted on the Field Permit. Permit holders are allowed onto their assigned area at their Permit start time. All Permit Holders must leave the area by the end time of their Permit. No Field shall be used for any purpose other than as designated on the permit.
- xi. The Permit Holder will not allow any person, group or organization not named on the permit to use or occupy the Field.
- xii. No person shall sell or expose for sale any refreshments or any article or thing, or any service for a fee in any Park unless authorized by the City.
- xiii. Ensure that approval is obtained from the City before erecting any signs, banners or pennants and that they do not deface public property. If done without approval or damages occur, the user will be billed for any related expenses.
- xiv. Obtain permission from the property owner before retrieving any balls or equipment from private property.
- xv. Use good judgment and follow procedures in section 3.18.2 when assessing Field conditions and not use them when conditions are such that said use is likely to cause injury to participants or result in damage to playing surface.
- xvi. Amplified sound is not permitted on any Field, unless authorized by the City and must be noted on the permit. Use of artificial noisemakers, horns, rattles, bells or whistles by spectators are not allowed.

3.20 Loss Privileges

3.20.1 In addition to the charges applicable under By-Law Number 2009-76 the following loss of privileges may apply for any permit infraction including but not limited to:

- i. Revocation of permit;
- ii. Loss of Field time;
- iii. Refusal of future applications; and
- iv. Increase to amount of security deposit for future use.

3.20.2 Loss of privileges for any infraction of this policy will consider:

- i. The circumstances and severity of the infraction, the damage to the Field and the effect to the other users of the Field;



Sports Field Allocation Policy and Guideline

- ii. The general previous conduct and cooperation of the Permit Holder at City facilities as documented in City files;
- iii. Previous infractions by the Permit Holder as documented in City files; and
- iv. The level of cooperation and understanding by the Permit Holder in resolving the issues around the infraction.

3.20.3 Discipline may range from, but not excluded to, verbal warnings, written warnings, cost of repair to the Field and/or loss of Field use. It is understood a number of discipline measures can be used in combination with each other and discipline measures will generally be progressive in nature.

3.20.4 A security deposit will be posted by each Permit Holder. This security deposit will be drawn upon if it is determined by the City that a Permit Holder has violated this policy or caused damage to a Field or if the Permit Holder has an outstanding or unpaid balance of user fees.

3.20.5 When a Permit Holder is found to have played on a Field that is officially closed; sub-leased a Field without permission; or played on a Field not permitted to their association, they could forfeit the right to play on a City Field for the remainder of their season (tournament and play-offs included). In addition, any repair costs to the Field associated with the infraction will be levied against the offending Permit Holder(s).

3.20.6 No one is allowed to play on a Field or in proximity to one that would cause one to walk on the surface of a playing Field in the form of a practice without a permit. No permit, no play, no practice. This would include the fouling of end zones while using the goal posts in reverse to facilitate a practice off the Field. Violations in this regard, as per By-Law Number 2009-76, may be subject to a fine per person participating.

3.20.7 Any Permit Holder assessed a loss of privileges under this section must remit all fines/damage repair costs within 60 days. Failure to meet this obligation may result in further action.

3.20.8 A permit amendment fee will be charged for changes made to any permit.

3.20.9 League schedules – the City requires this information in order to efficiently schedule maintenance and staff and Field preparation, maintenance and regeneration and reserves the right to format the schedule. Failure to provide schedules could result in discontinuation of Field maintenance and the



Sports Field Allocation Policy and Guideline

cancellation of all or some of the permit for the remainder of the season. Seasonal schedules and team rosters are due at least 5 business days prior to the commencement of the first use of the Permit Holder, excluding Field time allotted for tryouts.

3.21 Parking and Traffic

Permit Holders must inform their participants and spectators to park in parking lots and public parking areas. If needed, Permit Holders should post directional signs to assist participants and spectators to appropriate parking areas. No vehicles are allowed on City Fields or property other than parking lots without written permission of the City.

3.22 Lit Fields

At all locations where lights are available, Permit Holders are required to turn the lights on and off. For energy conservation and respect for neighbours, Permit Holders are required to turn off the Field lights at the conclusion of their game. Lights are on timers set to be activated ½ hour prior to dusk and turn off no later than 11:10 p.m. All participants are required to vacate lit Fields by 11:00 p.m., unless otherwise authorized by the City.

3.23 Keys

Keys may be required for access to some Field locations, light switch boxes and washroom/change rooms. A refundable key deposit is required in order to sign out a key. Keys are to be obtained from the booking office at least 1 week prior to the start date and returned within 30 days of the completion date of the permit or the deposit will be forfeited.

4.0 Responsibilities

4.1 The City of Kingston's Facility Booking Staff (FBO) are responsible for booking and coordinating Fields.

5.0 Approval Authority

Role	Position	Date Approved
Subject Matter Expert	<i>Facility Booking Office Supervisor, Customer & Administrative Services</i>	
Legal Review	<i>Senior Legal Counsel</i>	



Sports Field Allocation Policy and Guideline

Management Review	<i>Supervisor, Customer & Administrative Services Manager, Recreation Programs Manager, Parks Development Manager, Recreation Facilities Manager, Public Works Director, Recreation & Leisure Services</i>	
Final Approval	<i>Council</i>	

6.0 Revision History

Effective Date	Revision #	Description of Change
<i>Sept.1, 2018</i>	<i>1</i>	

7.0 Appendix.

7.1 Related links and documents

[Sustainable Turf Care Management Plan](#)