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CITY OF PITTSBURGH
DEPARTMENT OF PUBLIC WORKS
CITY-COUNTY BUILDING

**ATHLETIC FIELD/COURT USE
GUIDELINES
&
APPLICATION**

414 GRANT STREET | CITY-COUNTY BUILDING, THIRD FLOOR | 412-255-8850

PURPOSE

The City of Pittsburgh (City) builds, maintains and rents park and recreation facilities for the benefit of all City residents. The City's primary intention in developing this policy is to ensure a transparent and equitable allocation of facilities for residents who wish to rent them. The secondary intention is to collect and share data around usage, to assist the Public Works Department with regular field and court maintenance as well as inform the Mayor and City Council with the development of capital projects for the ever-changing tastes in recreational facilities. All applications, especially ones where we are unfortunately unable to accommodate a request, help guide City leadership in making future investment decisions around park facilities.

ATHLETIC FIELD & COURT USE APPLICATIONS / SCHEDULING

Athletic field and court use permits are issued through the Public Works Department. Requests are made by submitting a completed application (see below) and must be submitted and approved prior to field use. The following are what constitute an athletic field or athletic facility permitted in the City:

- Baseball Fields
- Basketball Courts
- Bocce Courts
- Dek Hockey Courts
- Football Fields
- Sand Volleyball Courts
- Soccer Fields
- Tennis/Pickleball Courts – Rentals are managed by the Department of Parks & Recreation. Please visit their website at <https://pittsburghpa.gov/citiparks/tennis>
- For an interactive map of City permitted athletic facilities, please click [HERE](#).

In order to ensure fairness to all applicants, the City utilizes a tiered process for accepting applications for athletic leagues and issuing permits. In the end, only complete applications will be accepted. Submission of a completed application does **NOT** constitute a permit. To access the online application via GoogleForms, please click [HERE](#).

In addition to the application, we require insurance (see attached example of COI on page 8), game/practice schedules, and rosters prior to first day of permit (this is especially important for youth). Applicants are asked to be realistic in their field requests by listing only times that they will actually use. The City employs inspectors to monitor field usage.

Applicants must adhere to the tiered process for applying for athletic field permits. Failure to adhere to process deadlines may result in a drop in prioritization or inability to accommodate a request for permits. We understand this process may seem inconvenient; the process gives the City ample time to identify alternative sites for requestors (if necessary) and allows for adequate time for organizations to communication with parents and participants. The tiered process for application for the season is located in the “Seasons” section below.

SEASONS:

Artificial turf surfaces (Schenley/Riverview) can be permitted year-round, while the grass surfaces are permitted from April 1st to October 1st. The City may issue permits as early as March 1st and as late as October 31st, weather and circumstance dependent. The City will also limit permitted activities on fields and courts during the season to account for maintenance activities, to ensure a healthy playing surface for participants.

The permitting season for athletic fields and courts is broken down into three (3) distinct seasons:

- Spring/Summer: April 1st to June 30th
- Summer/Fall: July 1st to September 30th
- Winter: October 1st to March 31st

Again, grass surfaces may be permitted, on an as-needed basis and weather dependent, during the months of March and October, at the City’s sole discretion. No grass surface will be permitted during the months of November through February. The City cannot guarantee that field or court lighting be available for use during the month of March.

The tiered process for application deadlines is as follows:

Initial Application – Opens November 1st, the year prior to the season, and ends December 31st of the season year. The initial application includes at a minimum, the following information:

1. Organization Name
2. Organization Point of Contact (if new contact, please list former point of contact)
3. Type of activity (sport, youth/adult)
4. Number of participants
5. Preferred field/court of activity and dates/times of activity

Completed Application – Opens November 1st, and the deadline depends on the season of permit:

- Spring/Summer season completed application deadline is March 7th for youth applications, and March 14th for adult applications.
- Summer/Fall season completed application deadline is June 6th for youth applications, and June 13th for adult applications.
- Winter Season: Exclusively for artificial surfaces only. Rolling application period. No deadline, the City will never permit during the winter season more than twelve (12) months in advance, and no winter permits granted may overlap spring/summer season.

Completed applications will require, at a minimum, the following pieces of information prior to the deadline:

1. Insurance (see page 8 for example)
2. Game/Practice Schedule
3. Roster*
4. Any preferred alternate sites
5. Permit Fees (for adult leagues)

*Rosters may be updated up to a week before a permit is issued. However, no increase in total requested participants will be allowed. It is recommended that respondents update their applications with more accurate participant information when submitting completed applications. “Stacking” participant totals without respective corresponding rosters in the hopes of securing additional field permits is expressly prohibited, and may result in rejection of application.

The deadline will allow the City to adequately accommodate requests, work with respondents to find alternative sites if necessary, and provide ample time to for league/event organizers to communicate with participants and/or parents. Failure to meet either the initial may result in the loss of prioritization and/or result in the City being unable to issue a permit to the organization.

If more than one organization applies for the same day and time, the City will first work collaboratively with both organizations to come up with a mutually agreeable compromise. The City will utilize the following techniques to reach a mutually agreeable comprise:

1. Capping or otherwise limiting field usage to specific times based off applications received.
2. Blocking alternative organizations for different days of the week, and/or alternating days.

The City’s goal is to accommodate EVERYONE requesting a field permit somewhere within the City. Unfortunately, due to limited resources, this is not always possible. If the parties involved are not able to achieve compromise, City staff will use the priority order outlined below when allocating fields:

Order of Priority

1. Pittsburgh Public Schools
2. City Private/Other Schools
3. CitiParks Programs
4. Youth Organizations/Leagues
5. Adult Organizations/Leagues
6. Other Users

In addition, all City resident organizations will be given priority over non-resident organizations, regardless of participant age. If multiple organizations request the same field and times, the City will review rosters. The organization that has the most City residents on their roster (regardless of team size) will be prioritized. This policy applies to all applicants.

****Act 33 Clearance for youth organizations are required. Please visit**

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/CY113%20form%20-%20English.pdf>

PARK RULES & REGULATIONS

All park user groups/visitors must abide by the park and field use rules and City ordinances outlined in this policy and in the application attached. The applicant is responsible for ensuring that the rules and conditions for use are communicated to all coaches, players, volunteers and others associated with the organization's use of the field(s).

FIELD & COURT MAINTENANCE

October through March are reserved for field/court renovation and maintenance. During the remainder of the year the Parks Superintendent, or their designee, reserve the right to close fields or courts at any time, for needed maintenance and repairs, or for any other purpose deemed necessary due to inclement weather, unsafe conditions or to comply with the demands of any City programs, school programs or emergency requirements. In the event of a field or court closure, the permit holder will be notified in advance whenever possible and alternate space will be arranged if feasible. In these instances, permit fees may be refunded. The City of Pittsburgh will make a reasonable attempt to publish or otherwise provide notice to permit holders up front regarding maintenance and renovation projects.

The City is expected to perform the following work on any given field or court that may impact the field or court of play:

- Ground disturbance to repair water lines or other underground utilities
- Ground disturbance such as aeration, or to amend the field soil condition, or improve field/court drainage
- Re-establishment of the playing surface, to include grass grow-in periods or pavement repairs

LITTER PREVENTION

It is the City's priority to keep fields and courts clean for all organizations. All organizations are expected to maintain field/court surfaces in playable condition for the next user. No littering (Ordinance 473.02b); violators are subject to citation and/or fine. Through the application

process, the City will review documentation relevant to the organization keeping the field or court free of litter. Litter violations during permitted seasons may result in fees to the permit holder for each hour it takes City staff to clean. This may also result in loss of priority status to the permit holder.

OTHER NEW REQUESTS & CHANGES TO PERMITTED USE

Permitted user groups are responsible for adhering to their approved/permitted schedule(s). Any cancellations and changes must be communicated with the Public Works Department within at least two (2) business days prior to the requested permit date/change, so that field schedules can be maintained completely and accurately. Acceptable methods of communication are emails to the designated Permit Administrator. Rainouts should be communicated to the Public Works Department no more than twenty-four (24) hours after the permitted time. The Permit Administrator will assist the permit holder to find an alternate date. Unauthorized use of fields causes conflicts with routine maintenance and field use schedules and poses challenges in communicating quickly in the event of unexpected problems or field closures.

Unscheduled/unapproved usage of a field or facility is grounds for revocation of a permit. Teams twice failing to use the field on scheduled dates without notifying the Permits Office will be cause for immediate forfeiture of permit and fee. Permit revocation automatically results in a loss of priority status for the following season.

FIELD USE FEES

Youth – Free of charge

Adults - \$23/Hour in 2022. Check annual Operating Budget for updated fees.

Checks are payable to “Treasurer, City of Pittsburgh” and mailed to 611 Second Ave., Pittsburgh, PA 15219

*** Tournaments and/or events scheduled prior to, or beyond, normal permitted league requires a separate application and permit. Fees for special events and tournaments will be assessed a special rate depending on the services required for the event.

Time for warm-ups and all pre and post-game activities must be included in requested and permitted reservation.

VENDING, STORAGE, AND RESTROOM USAGE IN CITY FACILITIES

The City of Pittsburgh maintains additional limited facilities at various locations throughout the City to support athletic organizations. Access to these facilities may be granted in conjunction through an athletic field permit, for no additional fee, with a Public Works Director’s Letter.

The Director's Letter will clearly state the expectations and responsibilities of the organization with regards to the additional facilities requested. Requests for additional facilities must be made at the time of the completed permit application. Director's Letters are only issued in conjunction with a field permit, and will last a maximum of one calendar year. Additional rules apply

Organizations are expected to keep all additional facilities in clean and orderly fashion. This includes restrooms and locker rooms. Organizations are also expected to report any building maintenance issue to the Permit Administrator or Parks Superintendent in a timely fashion. Failure to abide by these rules may result in the drop of prioritization for the following season.

Storage and/or Locker Rooms

At select fields, storage for organization sports equipment and locker rooms may be available. The City guarantees that storage areas are reserved for primary use of the permittee, provided the above rules are adhered. Locks and keys or key codes will be provided. For the permit holder to obtain a key, a form should be filled out with the Permits Administrator and can be picked up by appointment at the Permits Office. It may be requested that equipment be relocated for the purposes of building maintenance. Any equipment left behind at the start of the following season, when the field in question has not been permitted to the previous permittee, becomes the property of the City of Pittsburgh.

Locker rooms are reserved for the primary permittee of the field. The primary permittee of field is the user or organization with the predominant permitted use of available time. A locker room consists of restrooms and integrated equipment storage in the changing area. Locks and keys or key codes will be provided. The City guarantees the exclusive use of the locker room for the primary permittee. The City of Pittsburgh may request access to the locker room to support other community events during the season.

Restrooms

Some facilities have dedicated public restrooms. The City reserves the right to have restrooms be available to the public during posted hours. If organizations have permitted hours that are outside of posted hours, organizations may request via Director's Letter access to the restroom. Locks and keys or key codes will be provided. The organization is responsible for cleaning of the restroom, and may not discriminate against, or otherwise prohibit or limit public access to the restroom during permitted times.

Vending

Food vending is permitted by athletic organizations for the sole purpose of fundraising for the organization, in an appropriate concession area. If the organization is preparing food on-site, they must first obtain a food safety certification from the Allegheny County Health Department and have it posted in the facility.

EXAMPLE OF CERTIFICATE OF INSURANCE (COI)



Example

CERTIFICATE OF LIABILITY INSURANCE

OLSM11

DATE (MM/DD/YYYY)
4/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s)

PRODUCER	CONTACT NAME	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR I/R	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		4/2/2019	4/2/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City of Pittsburgh is listed as Additional Insured with respects to General Liability Coverage

CERTIFICATE HOLDER City of Pittsburgh 414 Grant Street Pittsburgh, PA 15219	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE