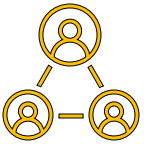


Athletic Fields/Courts Permitting Meeting

Wednesday, 1/5/22, 6PM

Banksville Park Shelter





I. Welcome and Introductions

- DPW Staff
- Field Permit Holders/Applicants
 - (Name/Organization)





Overview

- Reason for New / Further Development of Policy
- Summary of Permitting Process
- Timeline and Next Steps
- Public Participation / Questions and Answers
- Closing Remarks / Thank You



II. Reason for New/Further Development of Policy

- **Equitability**
 - Ensure a transparent and equitable allocation of facilities for residents who wish to rent them (residents will be prioritized).
 - Prevent "blanket" permits and the monopolization of a field by a single group.
- **Collect Data for Facility Usage**
 - Collect and share data around usage, to assist DPW with regular field and court maintenance.
 - Inform the Mayor and City Council with the development of capital projects for recreational facilities.



III. Summary of Permitting Process

- Sports Fields/Courts Permitted:
 - Baseball Fields, Basketball Courts, Bocce Courts, Dek Hockey Courts, Football Fields, Sand Volleyball Courts, Soccer Fields.
- *Reminder - Tennis/Pickleball Court Rentals are managed through the Department of Parks & Recreation
(<https://pittsburghpa.gov/citiparks/tennis>)
- Seasons:
 - Spring/Summer: April 1st to June 30th
 - Summer/Fall: July 1st to September 30th
 - Winter: Oct 1st to March 31st





III. Summary of Permitting Process (contd.)

- **Completed Application Deadlines for Each Season:**
- Spring/Summer Season (April 1st – June 30th) – March 7th (youth); March 14th (adults).
- Summer/Fall Season (July 1st – September 30th) - June 6th (youth); June 13th (adults).
- Winter Season (October 1st – March 31st) - Exclusively for artificial surfaces only. Rolling application period (no official deadline) *Note: 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.*



III. Summary of Permitting Process (contd.)

- **What is a Completed Application?**

- **In addition to completing the GoogleForm application, the following must be submitted prior to/by deadline:**
 - Rosters
 - Game/practice schedules
 - Certificate of Insurance (COI) naming City of Pittsburgh as additional insured (see website for example).
 - Permit fees will be paid prior to issuing permit if adult application is approved (adults - \$23/hour)
 - ****Act 33 Clearance for youth organizations are required. Please visit <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/CY113%20form%20-%20English.pdf>**

III. Summary of Permitting Process (contd.)

If more than one organization applies for the same day and time, the City will first utilize the following techniques to reach a mutually agreeable comprise:

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





III. Summary of Permitting Process (contd.)

If the parties involved are not able to achieve compromise, City staff will use the priority order outlined below:

Order of Priority:

- Pittsburgh Public Schools
- City Private/Other Schools
 - CitiParks Programs
- Youth Organizations/Leagues
- Adult Organizations/Leagues
 - Other Users
- **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.**



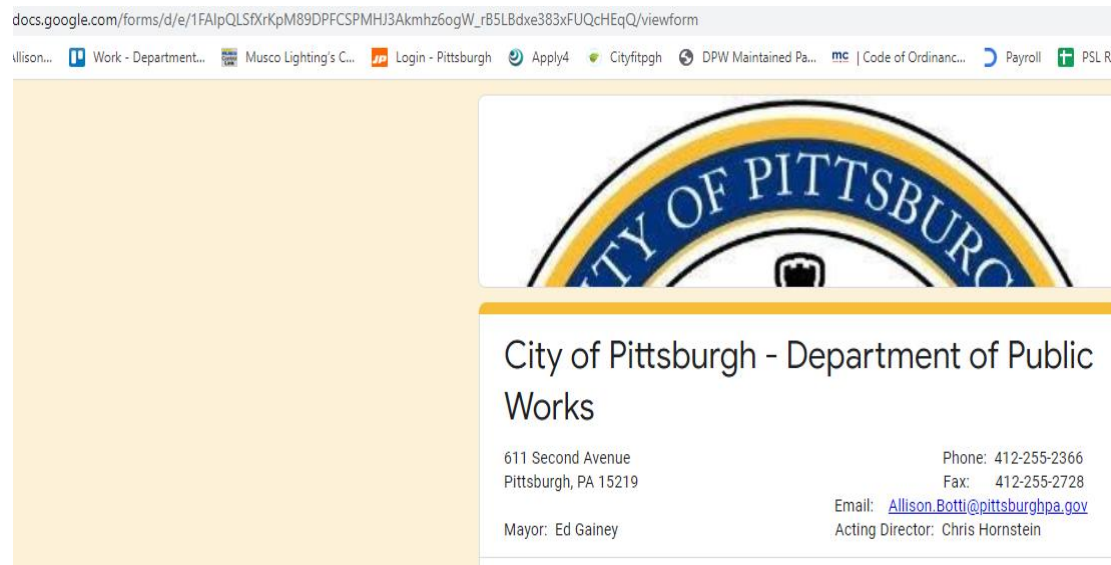
III. Summary of Permitting Process (contd.)

- **Changes to Permits:** Request to Permit Administrator within at least two (2) business days prior to requested permit date/change.
- **Rainouts:** Should be communicated to the Public Works Department no more than twenty-four (24) hours after the permitted time.



IV. Timeline and Next Steps

- Fill out application online and send necessary documents via email by deadline (slide #5).
- Permit Office will notify you via email when permit is ready.
- 2022 Pricing:
 - Youth – Free
 - Adults - \$23/hour



V. Public Participation/Questions and Answers



VI. Closing Remarks/Thank You

