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**CITY OF PITTSBURGH**  
**DEPARTMENT OF PUBLIC WORKS**  
**CITY-COUNTY BUILDING**

# **ATHLETIC FIELD/COURT USE GUIDELINES & POLICY**

## 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 facility use. The following is what constitutes an athletic facility permitted in the City:

- Baseball/Softball/Kickball Fields
- Basketball Courts
- Bocce Courts
- Dek Hockey Courts
- Football/Rugby Fields
- Sand Volleyball Courts
- Soccer Fields
- Ultimate Frisbee Fields
- Tennis/Pickleball Courts – Rentals are managed by the Department of Parks & Recreation. For inquiries, 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 (priority) 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, the City of Pittsburgh requires 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 leagues and organizations). Applicants are asked to be realistic in their requests by listing only dates and times that they will actually use.

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

Requests for “blanket” permitting may be modified to fit a more realistic permitting schedule and to accommodate other permit holders at given locations. The City employs inspectors to monitor field usage and violations.

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

### **SEASONS:**

The City’s artificial turf surfaces (Schenley Oval Turf/Riverview Turf Field) can be permitted year-round, while the grass surfaces are permitted from April 1<sup>st</sup> through November 30<sup>th</sup>. The City may issue permits earlier or later than these dates, weather depending. The City may 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 1<sup>st</sup> to July 31<sup>st</sup>
- Summer/Fall: August 1<sup>st</sup> to November 30<sup>th</sup>
- Winter: December 1<sup>st</sup> to March 31<sup>st</sup>

Grass surfaces may be permitted, on an as-needed basis and weather dependent, during other months, at the City’s sole discretion.

Throughout the year, the lights at fields/courts are set throughout the City for the public, per the schedule below:

### **Fields, Dek Hockey, Volleyball and Bocce Courts:**

- December 2022 – March 1<sup>st</sup>, 2023 – Sunset through 8PM
- March 2<sup>nd</sup>, 2023 – November 4<sup>th</sup>, 2023 – Sunset through 9PM

### **Tennis and Basketball Courts:**

- Set in perpetuity from sunset through 10PM except for Schenley Park, Moore Park, and Allegheny Commons Park (West Park), which are set through 11PM.

### **Parking, Security, Walkway, and Night Lighting is scheduled from sunset through sunrise year-round.**

*\*Please note that while the lights are set for the public, permit holders with an official permit reserve the right for exclusive use of the field/court.*

## DEADLINES FOR SEASONS:

- Spring/Summer season completed application deadline is February 20<sup>th</sup> at 5PM EST for youth applications; February 27<sup>th</sup> at 5PM EST for adult applications.
- Summer/Fall season completed application deadline is June 20<sup>th</sup> at 5PM EST for youth applications; June 27<sup>th</sup> at 5PM for adult applications.
- Winter Season: Rolling application period starting December 1<sup>st</sup>. 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. Certificate of Insurance (COI) naming the City of Pittsburgh as the additional insured (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. “Stacking” participant totals without respective corresponding rosters in the hopes of securing additional 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 the initial deadline may result in the loss of prioritization and/or result in the City being unable to issue a permit to the applicant. Pursuant to Council legislation, if more than one applicant applies for the same day and time for the same facility, the City will first review the Order of Priority below:

### Order of Priority

- **First priority for fully completed athletic field and court permit applications will be given to Pittsburgh Public Schools Interscholastic Athletics only during the school year, Monday through Friday, between 2:30 PM and 5:00 PM.**
- **Second priority for fully completed athletic field and court permit applications will be given to private school interscholastic athletics located within the City of Pittsburgh with the \*majority of participants on rosters living in the City.**
- **Third priority for fully completed athletic field and court permit applications will be given to CitiParks and CitiSports affiliated programs, upon verification of status as such through the Department of Parks & Recreation.**

- **Fourth priority for fully completed athletic field and court permit applications will be given to any youth sports leagues or organizations that do not fit the above criteria, but consist of a majority of City of Pittsburgh residents.**
- **Fifth priority for fully completed athletic field and court permit applications will be given to any adult sports leagues or organizations that do not fit the above criteria, but consist of a majority of City of Pittsburgh residents.**
- **Sixth priority for fully completed athletic field and court permit applications will be given to any youth and adult sports leagues which do not fit the above criteria.**

\*Majority - 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, however all organizations may be subject to capping hours if other applicants are unable to find an alternative location, regardless of priority.

The City’s goal is to accommodate EVERYONE requesting athletic facility permit somewhere within the City. Unfortunately, due to limited resources, this is not always possible. If one (1) applicant is below the other applicant’s order of priority, the applicant with first order of priority would be granted their first preferred location, while the second applicant on order of priority would be given their alternative location, if available. If two (2) applicants are on the same order of priority, the City will review alternative locations in addition to reviewing rosters.

If there are no feasible alternative locations, the City will utilize the following techniques to reach a mutually agreeable compromise:

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

**Season Summary:**

<b><u>Season</u></b>	<b><u>Youth Application Deadline</u></b>	<b><u>Adult Application Deadline</u></b>
<b>Spring/Summer</b> April 1 <sup>st</sup> to July 31 <sup>st</sup>	February 20 <sup>th</sup> at 5PM EST	February 27 <sup>th</sup> at 5PM EST
<b>Summer/Fall</b> August 1 <sup>st</sup> to November 30 <sup>th</sup>	June 20 <sup>th</sup> at 5PM EST	June 27 <sup>th</sup> at 5PM EST
<b>Winter</b> December 1 <sup>st</sup> to March 31 <sup>st</sup>	Rolling application period starting December 1 <sup>st</sup> . No deadline	Rolling application period starting December 1 <sup>st</sup> . No deadline

## **OTHER NEW REQUESTS & CHANGES TO PERMITTED USE**

Permitted user groups are responsible for adhering to their approved/permited schedule(s). Any cancellations and changes must be communicated with the Public Works Department within at least four (4) 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 at [dpwfields&parkshelters@pittsburghpa.gov](mailto:dpwfields&parkshelters@pittsburghpa.gov).

### **Rainouts**

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 and facility, if needed. Unauthorized use of facilities causes conflicts with routine maintenance and facility use schedules and poses challenges in communicating quickly in the event of unexpected problems or facility closures. Unscheduled/unapproved usage of a facility may result in revocation of a permit. Teams twice failing to use the facility 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.

### **Reviewing Applications**

The City is not responsible for oversights or unclear applications. If applicants need to change an existing application, they can modify the application through the confirmation email they receive after submitting initial application. DPW cannot guarantee availability of requested time changes. If applicant needs to submit additional permit requests, applicant is required to submit a new application. If submitted after the season deadline, request will solely depend on facility availability, regardless of priority.

### **Act 33 Clearances**

\*\*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 athletic facility use rules and City ordinances outlined in this policy and in the online application. 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

Throughout the year, athletic facilities may be reserved for field/court renovation and maintenance. During 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. **Keep area free of litter. Permit holder (including spectators, staff, and participants) is responsible for keeping the field/court litter free during the duration of their permitted time. Any litter found accumulated during permitted time is 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.

## ATHLETIC FACILITY USE FEES

Youth – Free of charge

Adults - \$23/Hour in 2023. Check annual Operating Budget for updated fees.

Permit fees must be paid prior to issuing permit if application is approved. The City accepts card payment via the permit holder's online account at [registerparks.pittsburghpa.gov](http://registerparks.pittsburghpa.gov). Checks and money orders are also accepted, and must be payable to "Treasurer, City of Pittsburgh" and mailed to 611 Second Ave., Pittsburgh, PA 15219, addressed to the attention of the Permits Administrator. The City does not accept cash payment.

\*\*\* Events scheduled prior to, or beyond, normal permitting deadlines or that require additional City services may require a Special Events Permit through the Office of Film & Events Management. Fees for these events will be assessed a special rate depending on the services

required for the event. To apply for a permit, please click [HERE](#) (click “EventApp Overview” and “Launch App”).

## **VENDING, STORAGE, AND RESTROOM USAGE IN CITY FACILITIES**

The City of Pittsburgh owns and 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 facility 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.

### **Storage and/or Locker Rooms**

At some athletic facilities, storage for 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 facility 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 facility. The primary permittee of facility is the user or organization with the predominant permitted use of available time. If the predominant user or organization does not reserve the locker room, the services will be offered to the next prioritized permit holder. 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.

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. The City is not responsible for lost or stolen item or equipment.



## **Batting Cages & Other Additional Facility Amenities**


Priority of batting cages will be given to permittees only during the time they hold the field permit.

## **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. Link to the Allegheny County Health Department website here: <https://www.alleghenycounty.us/Health-Department/Programs/Food-Safety/Temporary-and-Seasonal-Food-Facilities-and-Events.aspx>

If vending is taking place on-site the athletic facility permit holder may need a Special Events Permit in addition to the DPW Permit. The online application can be found here: <https://pittsburghpa.gov/publicsafety/ofem> (click "Launch EventApp"). Please note, however, the application must be submitted to the Office of Film & Event at least fourteen (14) business days and no more than one-hundred eighty (180) before the date and time at which the event is proposed to commence.

## 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):
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

**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 LTR	TYPE OF INSURANCE	ADDL INSR	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	COMMERCIAL GENERAL LIABILITY				4/2/2019	4/2/2020	EACH OCCURRENCE \$ 1,000,000		
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X					DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000		
	GENL AGGREGATE LIMIT APPLIES PER:							MED EXP (Any one person) \$ 5,000	
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROTECT <input type="checkbox"/> LOC							PERSONAL & ADY INJURY \$ 1,000,000	
	OTHER:							GENERAL AGGREGATE \$ 2,000,000	
	AUTOMOBILE LIABILITY								COMBINED SINGLE LIMIT (EA accident) \$
	<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								BODILY INJURY (Per person) \$
									BODILY INJURY (Per accident) \$
									PROPERTY DAMAGE (Per accident) \$
									PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/>						EACH OCCURRENCE \$		
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$		
	DED <input type="checkbox"/> RETENTION \$						\$		
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/DIRECTOR EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$		
	If yes, describe under DESCRIPTION OF OPERATIONS below:						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

<p><b>CERTIFICATE HOLDER</b></p> <p style="text-align: center;">City of Pittsburgh 414 Grant Street Pittsburgh, PA 15219</p>	<p><b>CANCELLATION</b></p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p style="text-align: center;">AUTHORIZED REPRESENTATIVE <i>M. Cey</i></p>
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**City of Pittsburgh**

**Department of Public Works: Permit Office**

**dpwfields&parkshelters@pittsburghpa.gov ; 412-255-2366**

**GAME AND PRACTICE SCHEDULE**

Field/Court Name: \_\_\_\_\_ Month(s): \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Week of : (Monday through Sunday) \_\_\_\_\_

*\* A separate schedule must be filled out for each field being requested. \* Indicate selected time(s) by placing an X in requested time slot. An application must be completed in addition to this form.*

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
Noon							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							
10:30 PM							
11:00 PM							

***\*If you are unable to submit a request or send inquiries via the form, phone or email, in-person reservations will be done by appointment only.***

**City of Pittsburgh**

**Department of Public Works: Permit Office**

**dpwfields&parkshelters@pittsburghpa.gov ; 412-255-2366**

**GAME AND PRACTICE ROSTER**

Field/Court Name: \_\_\_\_\_ Month(s): \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Last Name	First Name	Address	City	State	Zip Code	Phone Number	Age


*\*If you are unable to submit a request or send inquiries via the form, phone or email, in-person reservations will be done by appointment only.*