



October 27, 2022

Dear Sports & Event Organizations,

Thank you for your interest in requesting a City of Mason Athletic Complex. The City of Mason's Athletic Complex Usage Policy provides a framework to accommodate the high demand for Mason's facilities in an equitable manner.

The Athletic Complex Usage Policy has been updated for the 2023 season. Please take time to carefully read the updated Policy. Below are just a few items of note:

- An Athletic Complex Request Form must be completed for each season and/or event.
- There is no cost for use of City fields for non-profit organizations who meet the 65% Mason residency requirement, provide the required supplemental information and complete the Financial Management Course, hosted by the Warren County Prosecutor Office.
- Non-resident, Community Center Premier members are considered Mason residents under this policy. The non-resident Premier member must have an active membership during the sports season.
- New this year, organizations that do not meet the 65% residency requirement but have minimum residency rate of 60% can pay an additional fee of \$75 per non-resident player until the 65% residency requirement is met. For example, if an organization is not meeting the residency requirement by 10 players, they will pay \$75 for each of the 10 players to meet the 65% requirement per season.
- A completed and submitted Athletic Complex Request Form request does not guarantee an Athletic Complex reservation. Forms are reviewed and approved by City staff. If approved, organizations will receive an Athletic Complex Use Confirmation from the City with specific details related to their request. Please do not make any commitments prior to receiving the City's confirmation.
- The organization using the facility must complete and submit each request. Completing requests on behalf of other organizations is prohibited and may jeopardize an organization's ability to request fields in the future.

Check Out Improvements and Additions to Mason's Parks

The City of Mason made several significant investments to City parks.

- The City's newest Park, Pawmyra Dog Park, is located at the lower level of Mason Sports Park at 3400 Mason Morrow Millgrove Road. This inclusive dog park is on approximately 4-acres and includes concrete walkways large enough for wheelchairs to maneuver, easily accessible gates, an entrance vestibule with turf and concrete, a dog water fountain, and separate play areas for large and small dogs.
- The Mason Municipal Aquatic Center enclosed 50-meter pool is open and available for use year-round. The new 50-meter enclosed pool was constructed through a partnership with a Matter of 50 Meters. The Aquatic Center leisure pool and enclosed 50-meter pool facilities are available for hosting events. The Aquatic Center canopy is a great outdoor space for events such as 5k walks and runs. The Aquatic Center also has a large Community Room, food staging area, reception area and locker room facilities.



Several years ago, the City developed a Master Plan for City parks and Mason City Council continues their commitment to direct significant investments to recreational opportunities for residents and businesses. The City has a strong track record for partnering with area organizations for improvements and development of recreational amenities that further Mason's mission for building a culture of wellness for the community. We encourage organizations to ask about how they can give back to the community they serve.

Enclosed is the 2023 City of Mason Athletic Complex Usage Policy. Completed forms are **due by Monday, November 14, 2022**. Staff anticipates confirmations to be communicated by Friday, November 19. Completed forms returned after the deadline will be processed as received.

Please contact Dan Chambers with any inquiries or concerns. All requests for facilities/fields should be directed to fieldscheduling@masonoh.org

Dan Chambers
6050 Mason Montgomery Rd, Mason, OH 45040
Phone: 513.229.8555
Email: dchambers@masonoh.org

Thanks for your interest in Mason's parks.

Chrissy Avery
Parks and Recreation Director
513.229.8555
cavery@masonoh.org



City of Mason Athletic Complex Usage Policy

The City of Mason's Athletic Complex Usage Policy provides a framework to accommodate the high demand for Mason's facilities in an equitable manner. When fulfilling requests, the City tries to maintain a balance and variety of play for youth recreational sports, youth competitive sports, adult recreational sports, adult competitive sports, single team requests and one day event requests. City events and activities receive priority scheduling.

Included in this packet is a listing and brief description of park facilities and amenities, frequently asked questions, dates facilities are not available, pricing, and information for organizations that are primarily serving City of Mason residents.

Athletic Complex Facilities

The below City of Mason parks and facilities available for use.

Corwin M. Nixon Park & Pine Hill Lakes Park

- 4 lighted baseball/softball fields w/dugouts
- Large multipurpose space that can accommodate multiple fields for various sports
- Additional amenities include a park concession stand, restrooms, access to walking paths, and the Mason Municipal Aquatic Center.
- The City's established 5k walk & run route utilizes Corwin M. Nixon Park and Pine Hill Lakes Park. See page 11 for a map of the route.

Mason Sports Park

- 5 lighted baseball fields w/dugouts
- Additional amenities include a park concession stand, press box, restrooms, playground, disc golf course, walking paths, dog park and bike path leading to the Little Miami bike trail.

Sundin Fields at Heritage Oak Park

- 9 baseball/softball fields
- 4 large soccer fields
- 4 medium soccer fields
- 7 small soccer fields
- 1 cricket pitch
- Additional amenities include a park concession stand, restrooms, playground, 1-mile paved walking path, basketball courts, tennis courts (tennis court lights have been removed) and a skatepark.

Quinn Park

- 1 baseball field
- 1 cricket pitch
- Additional amenities include a port-a-let, playground, tennis and basketball courts.



Makino Park

- FC Cincinnati Mini Soccer Pitch (The soccer pitch is designed for recreational play at Makino Park and cannot be reserved)
- Additional amenities include an inclusive playground, picnic area and restroom facility.

Mason Municipal Aquatic Center

- This new facility can be reserved for special events. The Center features a leisure pool that includes a zero-depth entry, two water slides a lazy river and an accessible splash pad as well as an adjoining facility that features an enclosed 50-meter pool. There are two buildings with restroom and locker room facilities, a concession stand, as well as a large community room and outdoor canopy.

Athletic Complex Request Policy & Procedures

1. **Athletic Complex Availability** - Athletic Complex Fields are available beginning April 1 through October 31. Requests for fields before or after these dates will be evaluated on a case-by-case basis and may be subject to additional fees.
2. **Mason Residency Requirement – Supplemental Information Required**

Sports organizations must meet the 65% City of Mason residency requirement to have Athletic Complex fees waived. A maximum of two coaches per team will be counted toward the residency requirement.

A Mason resident is defined as a household residing in Mason City limits. Please note that someone may be a resident of the Mason City School District but not reside in the City of Mason.

Organizations that do not meet the 65% residency requirement but have minimum residency rate of 60% Mason residency can pay an additional fee of \$75 per non-resident player until the 65% residency requirement is met. For example, if an organization is not meeting the residency requirement by 10 players, they will pay \$75 for each of the 10 players to meet the 65% requirement per season.

The City will accept non-resident, Community Center Premier members towards the residency requirement. The non-resident Premier member must have an active membership during the sports season.

Non-profit organizations requesting use of park facilities at no cost based upon meeting the 65% Mason resident requirement must provide the supplemental information outlined below along with their completed Athletic Complex Request Form.

- o Current or past team rosters identifying coaches' names, player names, address, and residency status.
 - i. Visit https://www.wcauditor.org/Property_Search/ to verify if a coach or a player is a Mason or non-Mason resident.
 - ii. A Mason resident can be identified by MASON CORP appearing on the tax district line on the Warren County Auditor's website.
- o A list of registration dates & fees for the current season/year
- o Roster of Board of Directors with contact information

- Copy of Organization’s Code of Regulations or Bylaws
- Code of Conduct for Athletes and Coaches
- Policy for addressing behavior problems with athletes, coaches, officials & spectators
- Emergency communication plan for inclement weather
- Documentation of tax-exempt status with the IRS and IRS determination letter
- Submit the most recent federal tax filing submitted to the IRS (Form 990) to demonstrate compliance with tax return filing requirements
- Documentation of attendance of the Financial Management Course for Non-Profits
Annually the City will host a program offered by Warren County Prosecutor, David Fornshell related to financial management for non-profit organizations. Any Board member of a non-profit agency to attend. At least one board member of any non-profit organization seeking to secure fields in Mason for no cost, is required to attend this session. At least one active Board member for the organization must annually provide proof that they have attended this course.
- Provide financial details of all direct and indirect affiliations with individuals or organizational entities associated with financial gain resulting from use of City property, including but not limited to foundations, sports tournaments, corporate sponsorships, etc., that are not disclosed on the organization’s federal tax filing forms
- Organizations must submit a valid certificate of general liability insurance with the City of Mason listed as additionally insured as outlined on page 9 of this packet.
- Verification that coaches, referees, umpires, and any other adults working within the organization have a completed background check verifying they are safe to work with children and serve in their role.

3. Athletic Complex Blackout Dates

Annually the City hosts significant events that may influence availability of facilities and fields. Please view the dates below that are confirmed for the 2023 season. Field/Event requests for the facilities and dates listed below cannot be accommodated.

Date	Facility	Event
Friday, May 27- Monday, May 29	Heritage Oak Park	Ultimate Frisbee College Nationals
Friday, June 23 – Thursday, June 29	Mason Sports Park	Youth Baseball Nationals
Friday, June 30 – Tuesday, July 4	All parks & athletic complexes	Red, Rhythm and Boom*
Friday, July 7- Thursday July 13	Mason Sports Park	Youth Baseball/Softball Nationals
Friday, July 19- Thursday July 23	Mason Sports Park	Youth World Series
Wednesday, July 26- Sunday, July 30	Mason Sports Park	Youth World Series
Thursday, September 7 - Sunday, September 10	Corwin M. Nixon Park & Pine Hill Lakes Park	Mason Cross Country Invitational
Saturday, September 16	All parks & athletic complexes	Heritage Festival*

4. **Park and Field Maintenance** – Mason parks and amenities are maintained by the City of Mason. Ballfields are drug each weekday morning and on weekend mornings when activities are scheduled. Organizations using ballfield are responsible for lining the fields, pegging & providing bases. If desired, organizations can request to have field drug on weekend afternoons. The fee is \$60 per field, per occurrence for this service and is itemized as Field Preparation on page 8 of this packet.
5. **Schedules** – Game and practice schedules must be provided to the City prior to use of the facility/fields. Failure to do so may result in future use of the facility/field. Please notify the City on a daily basis of any changes to schedules so that this information may be available to maintenance and concessionaire services.
6. **Cancelation Policy**
 - No fee will be assessed if a written notice is received within 30 days of the start of the event.
 - A fee equal to 50% of the total estimated fees will be assessed for written notices received less than 30 but within 14 days in advance of the start of the event.
 - 100% of the total estimated fee will be assessed for events and tournaments canceled with less than a 14-day notice of the start of the event.
 - Cancellation of field preparation must be done more than 3 days prior to the start of the event

The City will remit invoices for amounts owed based upon information available at the time of invoicing. It important that any changes to games or practices be communicated to the City on a daily basis so invoices can accurately reflect usage of the facilities/fields. Changes communicated after invoices are prepared will not be accepted and full amount of invoice must be paid. All invoices should be paid within two weeks of the invoice date. Final invoices will be emailed to the representative listed on the Athletic Complex Request Form the following business day after the event or tournament.

The City understands that inclement weather can interrupt planned events. Organizations will not be charged a cancelation fee for events canceled because of inclement weather. The City has invested significant funds to make facilities and fields available to use. Please help us protect the facility and participants during inclement weather events. Organizations will be responsible for any damage to park facility or fields because of improper use. Please be a good partner and exercise good judgement when inclement weather is expected.

There are many weather apps available today for organizations to use in helping keep their participants and guests safe. The City uses the guideline of “When thunder roars, go indoors.” If thunder is present, organizations should stop all activities, seek shelter in a substantial building or hard-topped vehicle and wait 30 minutes after the storm to resume activity.

7. **Frequently Asked Questions** - Organizations using City of Mason parks for events and sports are required to follow all park ordinances. A complete listing of park ordinances can be found online at www.imaginemason.org. Below are some frequently asked questions:

- **Can alcohol be consumed or sold at City parks and facilities?** Alcoholic beverages are not permitted in public parks.
- **Can a park shelter be reserved?** Park shelters are available to the public on a first come, first serve basis.
- **Can signs and tents be used at events?** Signage, tents, and banners placed in parks must be approved by the City. Tents under 400 square feet must be secured to the ground. A permit is required for tents larger than 400 square feet. Tent permits are available online at www.imaginemason.org
- **Can we charge a gate fee for our event?** Charging a fee for parking (gate fee) is prohibited at all parks unless approved by the City of Mason. Organizations can request approval by indicating interest to do so on the Athletic Complex Request. There is a \$500 per day, per park fee for charging a gate fee. Gate fees must be collected at the fields and not at the park entrance. Park visitors interested in using the park but not attending the organization's event must have the ability to do so without impediment.
- **Can bounce houses be set up for our event?** Bounce houses and inflatables are not permitted in City of Mason parks.
- **Will the concession stands be open this year?** The City does not have a concessionaire operating park concession stands. Organizations are welcome to utilize the concession stands as a revenue opportunity. Organizations interested in utilizing a park concession stand will need to coordinate use of the concession stand with City staff and complete a user agreement.
- **Can we bring a food truck to our event?** The City understands organizations hosting special events may be interested in additional offerings such as food trucks to accommodate large crowds. Event organizers should contact City of Mason staff to discuss the use of food trucks. The request must be reviewed and approved by the City prior to the event.
- **When are Mason parks open?** City of Mason parks are open from Dawn to Dusk unless organization have an approved reservation.



City of Mason Special Events, Field & Tournament Costs

We thank you for choosing Mason to host your event. The City of Mason has available the following event items to help support your event. Please contact us if you have any questions or additional requests that may not appear on the list below.

Name of Event: _____ **Number of People Expected:** _____

Item	Number Requested	Price	Per	Total	Number Delivered	Number Returned
Field Use		\$50/\$20	game/hour			
Tournament/Special Event		\$250	Per field/per day			
Gate Fee		\$500	Per park/per day			
Field Lights		\$60	occurrence/ field			
Field Preparation		\$42	Field			
Drying Agent/Field Dirt		\$15	50 lb. bag			
Ballfield Lining Chalk		\$20	bag			
Lifeguard Use		\$25	hour/guard			
Community Center Lobby		\$250+	occurrence			
Traffic Barricades/ Signs		\$12	barricade			
Cones		\$3	cone			
Water Service		\$25	occurrence			
Electrical Service		\$25	occurrence			
Administration Fee		\$50	occurrence			
Dumpster Rental		\$425	occurrence			
Port-a-let Rental		\$100	piece			
Additional Trash Receptacles		\$8	piece			
Trash Receptacle Liners		\$1	piece			
Maintenance Assistance		\$83	hour/per staff (3 hr. min.)			
Extra Duty Police Officer		\$51.50	hour (3 hr. min.)			
Fire/EMS on Duty (dedicated)		\$117	hour (4 hr. min.)			
Total Due in Costs						
\$500 Deposit Check for events/tournaments; \$50 for single day rentals must be received 14 days before the event	\$500/\$50					

- If maintenance assistance is requested, please note there will be a 3-hour minimum charge.
- Gate fees must be approved by the City of Mason and there is a \$500 per park/per day fee for charging a gate fee. Gate fees must be collected at the fields and not at the park entrance.
- The deposit check ensures all areas and equipment are properly cleaned and returned in good condition.
- Deposit checks are returned if areas are restored to original condition and equipment has been returned in original condition.

Organization Representative Signature: _____ Date: _____

City of Mason Representative Signature: _____ Date: _____



Release, Indemnity, and Insurance Requirements Agreement

The _____ shall indemnify, hold
(Name of Organization)

harmless and defend the City of Mason (OH), their elected and appointed officials, all employees, agents, all boards, commissions, and all volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including any attorney fees which the City of Mason, its elected and appointed officials, employees, agents, all boards, commissions, and volunteers may incur or be required to pay, arising out of or by any act or omission on the part of the Organization, its employees, representatives, agents, and volunteers, while occupying any City of Mason facility/property during any time members of the organization are utilizing said property/facility during the year of 2023.

The Release and Indemnity Agreement is given in consideration of the use of certain facilities owned by the City of Mason and shall include any and all expenses incurred by the City of Mason as a result of any such liability claims, actions, demands, and/or judgments, etc., including but not limited to attorney’s fees and any costs associated herewith.

Insurance Requirements:

In connection with the use of the Property, _____
(Name of Organization)

shall maintain for the duration of this Agreement Commercial General Liability (CGL) Insurance Coverage, including athletic participants’ coverage (if applicable) in an amount not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. Said CGL policy shall be endorsed to name the City of Mason, its elected and appointed officials, all employees, agents, volunteers, all boards, commissions and/or authorities and board members, including employees, agents and volunteers thereof as additional insureds. Also, the CGL policy shall be endorsed to make the coverage primary and non-contributing as respects the additional insureds.

The Organization shall present to the City a certificate of insurance evidencing compliance with these specifications at least one week in advance of the event.

The City of Mason reserves the right to require complete certified copies of all insurance policies, including endorsements, required by these specifications at any time.

Representative’s Name (Please Print)

Representative’s Signature & Date

Witness Name

Witness Signature & Date

Approved 5k Walk/Run Route

In response to a number of requests, the City has established a 5k Walk/Run Route for event organizers. Route signage will be placed and removed by the City of Mason. The map below provides the approved route for a 5k walk/run path beginning and ending at Corwin M. Nixon Park. Paint and tape are not permitted to be used on the course path and will result in loss of deposit.

