

Marcus Gallegos, Member
Jacqueline Steinbacher, Member



Amy Shadowens, Member
Rachel Cristiano, Member

Robin Amerine, Chair
CITY OF JUSTIN
PARKS AND RECREATION ADVISORY BOARD AGENDA
JULY 9, 2024
415 N COLLEGE AVE
JUSTIN, TEXAS 76247
6:00 PM

CALL TO ORDER

Convene into Session:
Invocation and Pledge of Allegiance
American Flag

Texas Flag: *"Honor the Texas Flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible"*

PUBLIC COMMENT

In order to expedite the flow of business and to provide all the citizens the opportunity to speak, the Park and Recreation Committee Chair may impose a three-minute limitation on any person addressing the board.

STAFF/BOARD UPDATE

Updates on new developments related to parks.

1. Discuss future Parks Board Agendas and future Training and Workshops.

CONSENT

2. Consider and act on meeting minutes from the May 14, 2024 and June 11, 2024 Parks and Recreation Advisory Board meeting; and take appropriate action

DISCUSSION / ACTION ITEMS

3. Consider and discuss a Facility Use Policy; and take appropriate action.

FUTURE AGENDA ITEMS

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 N College Ave, Justin, Texas, a place of convenience

and readily accessible to the general public at all times, and said notice posted this 3rd day of July by 5 p.m., at least 72 hours preceding the scheduled meeting time.

Kira Sedivy

Kira Sedivy, Public Works Administrative Coordinator

MINUTES

**State of Texas
County of Denton
City of Justin**

Justin Parks and Recreation Advisory Board – May 14, 2024

The Justin Parks and Recreation Advisory Board convened into a regular meeting the same being open to the public the 14th day of May at 6:00 p.m. at the Justin Municipal Complex, and notice of said meeting giving the time, place, date, and subject thereof having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: Public Works Admin Staff Liaison, Kira Sedivy, and Public Works Director Josh Little.

Justin Parks and Recreation Committee Members: Amerine, Steinbacher, Gallegos, Cristiano and Shadowens were in attendance.

CALL TO ORDER

Invocation and Pledge of Allegiance

Member Amerine called the meeting to order at 6:00 pm

PUBLIC COMMENT

To expedite the flow of business and to provide all the citizens with the opportunity to speak, the Parks and Recreation Committee Chair may impose a three-minute limitation on any person addressing the board.

No comment from the Public

CONSENT ITEMS

1. Consider and take appropriate action to approve minutes dated April 9, 2024.

Member Gallegos motioned to approve the minutes dated April 9, 2024.

Seconded by: Member Cristiano

Aye Votes: Members Amerine, Steinbacher, Gallegos, Cristiano and Shadowens

Motion Carries

STAFF UPDATE

None

DISCUSSION / ACTION ITEMS

1. Consider and take appropriate action regarding the Parks, Recreation and Open Space (PROS) Plan.

Members reviewed the PROS plan with Consultant Brad Lonberger. They reviewed the Park Improvement list and the Project Wish List. With the assistance of the consultant members assigned a short, medium or long term recommendation for each item on the wish list.

Member Steinbacher motioned to recommend approval of the PROS plan with the amended wish list.

Seconded by: Member Shadowens

Aye Votes: Members Amerine, Steinbacher, Gallegos, Cristiano and Shadowens

Motion Carries

FUTURE AGENDA ITEMS

- Invite

ADJOURN

Motion to adjourn at 7:24 PM

Passed and approved on the 9th of July 2024.

SEAL:

Kira Sedivy

Public Works Administrative Coordinator

MINUTES

**State of Texas
County of Denton
City of Justin**

Justin Parks and Recreation Advisory Board – June 11, 2024

The Justin Parks and Recreation Advisory Board convened into a regular meeting the same being open to the public the 11th day of June at 6:00 p.m. at the Justin Municipal Complex, and notice of said meeting giving the time, place, date, and subject thereof having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: Public Works Admin Staff Liaison, Kira Sedivy, and Public Works Director Josh Little.

Justin Parks and Recreation Committee Members: Amerine, Cristiano and Shadowens were in attendance.

CALL TO ORDER

Invocation and Pledge of Allegiance

Member Amerine called the meeting to order at 6:16 pm

PUBLIC COMMENT

To expedite the flow of business and to provide all the citizens with the opportunity to speak, the Parks and Recreation Committee Chair may impose a three-minute limitation on any person addressing the board.

No comment from the Public

CONSENT ITEMS

None

STAFF UPDATE

None

DISCUSSION / ACTION ITEMS

1. Consider and provide recommendations for the City Facility Use Policy.
Members reviewed the City Facility Use Policy.

**Member Shadowens motioned to table the Facility Use Policy until the July 9th meeting to allow time for members to provide feedback.
Seconded by: Member Cristiano**

Aye Votes: Members Amerine, Cristiano and Shadowens
Motion Carries

2. Consider and provide recommendations regarding the Timberbrook Neighborhood Park.

Members discussed the acceptance of the donation of Timberbrook Neighborhood Park. Don Dykstra with Bloomfield Homes provided the board members with information on the park design and answered questions.

Public Comment – Tom Cronberger, 806 W 12th St, Justin, TX 76247 – regarding the amphitheater stage, when its built can they have it prepped to add a covering in the future. Is there a schedule for having 7th Street be a thru street? Will there be picnic tables in the covered pavilion area? He expressed concerns about the proximity of the park to homes that will be built.

Public Comment – Ed Adams, 921 Timber Ridge Dr, Justin, TX 76247 – has concerns about Bloomfield being the developer for the park project. He would like to encourage staff, the park board and city council to make sure staff have the appropriate controls to ensure the developer provides a quality built product. He does not want to see the city inherit a poorly designed and built park that city staff are then responsible for maintaining. Would like the pickleball and basketball courts to have lighting. He is concerned about parking and there will not be enough. His recommendation is that the park should be donated to the city as the location does not lend itself to an HOA park.

Member Shadowens motioned to recommend approval contingent that construction plans are brought back to the Park Board for approval.

Seconded by: Member Cristiano

Aye Votes: Members Amerine, Cristiano and Shadowens

Motion Carries

FUTURE AGENDA ITEMS

- Park Development Design Manual
- PROS Plan update

ADJOURN

Motion to adjourn at 7:42 PM

Passed and approved on the 9th of July 2024.

SEAL:

Kira Sedivy

Public Works Administrative Coordinator



Parks and Recreation Advisory Board Coversheet

July 9, 2024

415 N COLLEGE AVE

JUSTIN, TEXAS 76247

Agenda Item: 3. (DISCUSSION / ACTION ITEMS)

Title: Consider and discuss a Facility Use Policy; and take appropriate action.

Department: Administration

Contact: Josh Little, Public Works Director

Recommendation:

Provide staff direction and consider recommending a Facility Use Policy.

Background:

The City of Justin currently does not have a clear policy on City Facility uses. The proposed draft provides a policy and outlines programs, partnerships, fees, rules and regulations, including procedures on facility rentals and use. The draft is being provided for Park Board review and discussion.

City Attorney Review: Yes

Attachments:

1. Facility Use Policy
2. City of Justin Facility Use Policy - attorney markup
3. Facility Use Policy Comments - Amy
4. Facility Use Policy Comments - Marcus
5. Facility Use Policy Comments - Robin



City of Justin, Texas Facility Utilization Policy

PURPOSE:

The City of Justin has limited facilities that may offer opportunities for public use. This facility use policy is designed to govern the use of City owned facilities by non-profit and not-for-profit organizations and/or organizations that are not directly associated with the City of Justin. This facility use policy covers the facilities designated under the available facilities section and all other City owned facilities that become available in the future for public use and do not have other specific facility rental use policies.

GENERAL INFORMATION:

Facilities of the City of Justin are primarily designed to accommodate the programs, activities and meetings of various, local, volunteer managed athletic associations to offer several year round athletic programs. These partnerships are authorized by the City Council through a Facility Utilization Policy (FUP). Which is an agreement between the City and an athletic association that desires to utilize the City's athletic facilities to provide an athletic program for the recreation, use, benefit, and enjoyment of Justin residents and the public. The City Council determines who the City will lease its athletic facilities to and will make final decisions on the authorization and termination of all FUP's at their discretion. The following guidelines and list of criteria are to assist the City Council in making their determination when considering the eligibility of a potential FUP partner.

- The City will authorize only one FUP per sport except in the case where there is a gender specific designation with the sport.
- The program must prioritize Justin residents
- The program must make recreational level play a priority
- The program must provide and maintain liability insurance coverage naming the City as additionally insured
- The program must have an adequate method for selecting coaches, volunteers and conducting regular background checks
- The program's board must have procedures in place for handling program concerns
- By signing the FUP the program certifies that it meets these qualifications

AVAILABLE FACILITIES:

Indoor Gym at City Hall
Community Park Baseball fields
Community Park Soccer fields

RESERVATION POLICIES AND PROCEDURES:

- All groups wanting to utilize the facilities are required to complete a City of Justin Rental Application.
- The individual signing the application must be 18 years of age or older.

- Field reservations may only be made seven calendar days in advance of the rental date. If the rental date is on a weekend the application must be submitted and approved and payment made prior to noon on the Friday before the rental date.
- The applicant is responsible for the event and will be held responsible for all actions, behavior and damage caused by any guests/attendees.
- The applicant shall be present at all times while the city facilities are being used.
- Non-compliance may result in denial of future requests.
- Due to the size and nature of an event the City may require an Event permit and/or general liability insurance for bodily injury and property damage be acquired by the group with policy limits set by the City and name the City as an additional insured.
- An Event permit may have different requirements and deadlines than a facility rental application. The applicant is responsible for being knowledgeable about all appropriate deadlines.
- The City reserves the right to cancel all reservations without providing any other accommodation in the event the facility is needed for municipal government purposes or if the facility becomes unavailable due to unforeseen maintenance or safety issues.
- A group may not assign or transfer its reservation to another group.

RESERVATION FEES:

See City of Justin Master Fee Schedule

PROHIBITED USES:

- Any event where the noise level will interfere with activities in City offices or adjacent properties
- Any groups that will have participants more than the occupancy limit
- Any illegal activity
- Any purposes contrary to federal, state or local law
- Any other use deemed inappropriate by the City Manager

GENERAL RULES AND REGULATIONS:

For the facilities to be enjoyed by everyone the following basic rules of good conduct must be observed at all City facilities.

- Park and City facilities close at 10pm
- Alcoholic beverages are prohibited. It shall be unlawful for any person to possess or consume any alcoholic beverage in any City Park or facility.
- Ballfields close at 10pm and lights are on an automated timer and will automatically turn off.
- Littering is prohibited in any City facility. Littering shall include leaving trash or other items by persons and not placing trash and other items in appropriate trash receptacles provided at facilities.
- Failure to comply with facility rules and regulations may cause the cancellation of reservations and possible denial of future reservation requests. Some rules and regulations carry misdemeanor penalties for violations and upon conviction shall be fined per the City of Justin ordinances.
- The City of Justin reserves the right to limit the use or alter the schedule due to any City related event or condition which poses a conflict with the requested rental period.

EQUIPMENT:

The use, alteration, removal, damage or destruction of any City equipment is strictly prohibited. The applicant will be held responsible for any damages to any City owned property or equipment.

FIELD CLOSURES AND CANCELLATIONS:

- It is unlawful for any non-City employee to go on a ballfield which has been designated as a Closed Field and has been posted.
- The City will make every attempt to not have field closures during peak sports season however fields may be closed due to unforeseen maintenance, safety concerns, inclement weather or any reason that the City feels is in the best interest and safety of the participants.

TOURNAMENTS:

The City of Justin realizes the importance of athletic tournaments. These events have a major impact on the local economy as well as provide a revenue source for the City and the City's approved athletic association programs. All tournament requests must submit a Ballfield Rental Application to the City. Tournament approvals are based on field availability and will not interfere with previously approved and scheduled events.

CONCESSIONS:

All food or beverage related concession operations are provided either by the approved athletic association program or by the City.

FACILITY ACCESS:

The applicant will receive access instructions/information upon application approval and payment. In the event of an unforeseeable emergency the applicant may contact the Public Works Department at 940-648-2541 during the hours of 7am to 3:30pm Monday – Friday or after hours at 817-876-7956. All lights must be turned off and facility doors or gates must be secured at the conclusion of the reservation.

INSURANCE REQUIREMENTS:

Proof of insurance that lists the City of Justin as an additional insured entity is required for all organized programs of athletic competitions, including but not limited to basketball, soccer, baseball and softball. Insurance is not needed for individuals or groups of residents who use the athletic fields on a one-time use basis. Proof of insurance may be required for other groups renting the facilities will be addressed on an individual basis.

DISCLAIMER:

Use of City facilities does not constitute City endorsement of the viewpoints, beliefs, ideas or policies expressed by organizations or individuals using the space and may not be advertised or implied as having such approval or endorsement.

RELEASE OF LIABILITY:

The City assumes no responsibility for personal injury or injury to or loss of property brought or placed in the facility in connection with the use of the facility. Users are responsible for their guest's adherence to the policies described herein.

USE OF CITY NAME OR LOGO:

The use of the City of Justin name and logo is strictly prohibited by any organization or person for any purpose in connection with the use of the city facilities for publicity or otherwise except to identify the location of the event. Unapproved use of the City of Justin name or logo may be grounds for termination of the use agreement and may be subjected to other legal actions.

**EXHIBIT “A”
MASTER FEE SCHEDULE**

XI. MUNICIPAL FACILITIES

Gym Rentals	\$20.00 first hour \$10.00 additional hour
Baseball/Softball field rental *Fee applies only to hourly rentals for practices or events. No pre-work by City staff to prepare fields for games	\$25.00 first hour \$7.50 per additional half hour

(Ordinance 33, Section 3, adopted 2/16/72; Ordinance 172, Sections 4, 22, adopted 2/22/89; Ordinance adopting Code; Ordinance 188, Sections 1, 6, adopted 2/11/91; Ordinance 233 adopted 6/17/96; Ord. No. 235, § 1, 12-15-97; Ord. No. 345, § 1, 11-11-02; Ord. No. 383, § 1, 11-8-04; Ord. No. 399, § 1, 3-13-06; Ord. No. 452-08, § 1, 9-8-08; Ord. No. 471, § 1, 5-11-09; Ord. No. 475, § 1, 8-10-09; Ord. No. 492, § 2, 7-12-10)



City of Justin, Texas

Athletic Facility Utilization Policy

PURPOSE:

The City of Justin has ~~limited certain athletic~~ facilities that may offer opportunities for public use. This facility use policy is designed to govern the use of City-owned athletic facilities by ~~non-profit and not-for-profit organizations select persons~~ and/or organizations ~~that are not directly associated with the City of Justin that are contracted with the City of Justin through a partnership agreement, in which these policies are incorporated.~~ This athletic facility utilization policy covers the facilities designated ~~under the available facilities section herein~~ and all other City-owned athletic facilities ~~that which may~~ become available in the future for public use. ~~and do not have other~~ If there is a conflict between these policies and specific facility-specific rental use policies, the facility-specific policies shall prevail.

GENERAL INFORMATION:

Athletic facilities of the City of Justin are primarily designed to offer and accommodate year-round the programs, activities, and meetings of various, local, volunteer-managed athletic associations through a partnership with the City of Justin to offer several year-round athletic programs. These partnerships are authorized by the City Council through a Facility Utilization Policy (FUP). ~~Which is an agreement between the City and an~~ Such agreement provides to certain athletic associations authorization to that desires to utilize the City's athletic facilities in order to provide an athletic program for the recreation, use, benefit, and enjoyment of Justin residents and the public. The City Council determines who the City will lease its athletic facilities to and will make final decisions on the authorization and termination of all ~~FUP's partnership agreements~~ at the City Council's sole ~~their~~ discretion. The following guidelines and list of criteria are to assist the City Council in making ~~its~~ their determination when considering the eligibility of a potential ~~FUP athletic services~~ partners.

Commented [MB1]: Seems like the practice is that these partnerships are authorized through a separate agreement from these policies? So, it's a little confusing. If this what the agreements are called, I think we should brainstorm a different name, such as Athletic Facility Partnership Agreement.

- The City will authorize only one athletic services partner ~~FUP~~ per sport, except in ~~the cases~~ where the partnered organization ~~re~~ is a gender specific ~~designation with the sport.~~
- The program must prioritize Justin residents.
- The program must make recreational-level play a priority.
- The program must provide and maintain liability insurance coverage naming the City as additionally insured. The minimum limits for this coverage shall be \$1,000,000.00 per occurrence / \$2,000,000 aggregate for general liability and for property damage.
- The program must have an adequate method for selecting coaches and volunteers. ~~and~~ Such methods must include, at a minimum, conducting regular background checks of coaches and volunteers.
- The program's board must have procedures in place for handling program concerns.
- When executing the partnership agreement, By signing the FUP the selected program/organization must certify that it meets these qualifications

AVAILABLE FACILITIES:

Indoor Gym at City Hall
Community Park Baseball fields

Community Park Soccer fields

RESERVATION POLICIES AND PROCEDURES:

- ~~All groups wanting to~~ Prior to utilizing ~~any the city-owned athletic facility~~ ~~ies organizations~~ are required to complete a City of Justin Rental Application.
- The individual signing the application must be 18 years of age or older.
- ~~Applications for facility~~ reservations ~~may~~ ~~must only be made~~ ~~submitted at least~~ seven calendar days in advance of the rental date. ~~The applicant is not authorized to use an athletic facility until the application is approved and the applicable fees are paid.~~ If the rental date ~~is falls~~ on a weekend ~~day~~, the application must be ~~submitted and~~ approved and payment made prior to noon on the Friday before the rental date.
- The applicant is responsible for the event and will be held responsible for all actions, behavior, and damage caused by any ~~players, coaches, or~~ guests/attendees.
- ~~At all times,~~ ~~The~~ applicant shall be present ~~at all times~~ ~~at the athletic facility~~ while the ~~city~~ ~~facility~~ ~~ies are~~ ~~is~~ being used.
- Non-compliance may result in denial of future requests.
- Due to the size and nature of an event, the City may require an Event permit ~~and/or general liability insurance for bodily injury and property damage be acquired by the group with policy limits set by the City and name the City as an additional insured.~~
- An Event permit may have different requirements and deadlines than a facility rental application. The applicant is responsible for being knowledgeable about all appropriate deadlines.
- The City reserves the right to cancel all reservations without providing any other accommodation in the event the facility is needed for municipal government purposes or if the facility becomes unavailable due to unforeseen maintenance or safety issues.
- ~~A group may not assign or transfer its reservation to another group~~ ~~Facility reservations are non-transferrable.~~

Commented [MB2]: It's unclear what it means for a reservation to be "made." Is it the application submission? Approval? Payment of fees? I tried to clarify – all of these deadlines can be adjusted.

RESERVATION FEES:

See City of Justin Master Fee Schedule

PROHIBITED USES:

- Any event where the noise level will interfere with activities in City offices or adjacent properties.
- Any groups ~~where the number of~~ ~~that will have~~ participants ~~more is greater~~ than the ~~applicable~~ occupancy limit.
- Any illegal activity.
- Any purposes contrary to federal, state or local law.
- Any other use deemed inappropriate by the City Manager.

GENERAL RULES AND REGULATIONS:

For the facilities to be enjoyed by everyone the following basic rules of good conduct must be observed at all City facilities.

- Park and City facilities close at 10pm.
- Alcoholic beverages are prohibited. It shall be unlawful for any person to possess or consume any alcoholic beverage in any City Park or facility.
- Ballfields close at 10pm, ~~at which time and the~~ lights ~~are on an automated timer and will automatically will~~ turn off ~~via automatic timer.~~
- Littering is prohibited in any City facility. Littering shall include leaving trash or other items by persons and not placing trash and other items in appropriate trash receptacles provided at facilities.

- Failure to comply with facility rules and regulations may cause the cancellation of reservations and possible denial of future reservation requests. ~~Additionally, a Some-violation of a rules and-or regulations that is carry misdemeanor set forth by the City of Just Code of Ordinances may result in the conviction of misdemeanor and imposition of fines. penalties for violations and upon conviction shall be fined per the City of Justin ordinances.~~
- The City of Justin reserves the right to limit the use or alter the schedule due to any City related event or condition which poses a conflict with the requested rental period.

EQUIPMENT:

The use, alteration, removal, damage or destruction of any City equipment is strictly prohibited. The applicant will be held responsible for any damages to any City owned property or equipment.

FIELD CLOSURES AND CANCELLATIONS:

- It is unlawful for any non-City employee to go on ~~or enter a facility~~ ~~a ballfield~~ which has been designated as ~~a Closed Field and has been posted.~~
- The City will make every attempt ~~to not to avoid have facility~~ ~~field~~ closures during peak sports season. ~~However, the City may close fields~~ ~~facilities may be closed~~ due to unforeseen maintenance, safety concerns, inclement weather, or any reason that the City feels is in the best interest and safety of the participants.

TOURNAMENTS:

The City of Justin realizes the importance of athletic tournaments. These events have a major impact on the local economy as well as provide a revenue source for the City and the City's approved athletic association programs. All tournament requests must ~~be submitted through a Ballfield-Facility~~ Rental Application to the City. Tournament approvals are based on field availability ~~and will not interfere with previously approved and scheduled events.~~

CONCESSIONS:

All food or beverage related concession operations are provided either by the approved athletic association program or by the City.

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INSURANCE REQUIREMENTS:

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DISCLAIMER:

Use of City facilities does not constitute City endorsement of the viewpoints, beliefs, ideas, or policies expressed by organizations or individuals using the space. Further, no organization or individual using a city facility and may not be advertised or imply that the City endorses the viewpoints, beliefs, ideas, or policies expressed by such organization or individual as having such approval or endorsement.

RELEASE OF LIABILITY:

The City assumes no responsibility for personal injury or injury to or loss of property brought or placed in the facility in connection with the use of the facility. Users are responsible for their guest's adherence to the policies described herein.

USE OF CITY NAME OR LOGO:

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City of Justin, Texas Facility Utilization Policy

PURPOSE:

The City of Justin has limited facilities that may offer opportunities for public use. This facility use policy is designed to govern the use of City owned facilities by non-profit and not-for-profit organizations and/or organizations that are not directly associated with the City of Justin. This facility use policy covers the facilities designated under the available facilities section and all other City owned facilities that become available in the future for public use and do not have other specific facility rental use policies.

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Summary of Comments on Packet 6-11-24 - MG comments.pdf

Page: 1

- | | | | |
|--|-------------------|--------------------------|-----------------------------|
| Number: 1 | Author: mgallegos | Subject: Comment on Text | Date: 6/11/2024 11:43:33 AM |
| This statement is very subjective. I would phrase it something for example- "for an organization to be eligible for a FUP,51% of the participants must live within the Justin ETj" | | | |
| Number: 2 | Author: mgallegos | Subject: Comment on Text | Date: 6/11/2024 11:45:59 AM |
| I would add a certain percentage say 90% of the teams must be recreational, meaning anyone who signs up gets to participate. | | | |
| Number: 3 | Author: mgallegos | Subject: Comment on Text | Date: 6/11/2024 11:45:06 AM |
| Another item you may want to add is the Organization must have a scholarship function for those that cannot afford the fees. | | | |
| Number: 4 | Author: mgallegos | Subject: Comment on Text | Date: 6/11/2024 11:46:14 AM |
| Define adequate? | | | |



City of Justin, Texas Facility Utilization Policy

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Commented [AS1]: and private?

Commented [AS2]: What about individuals?

Commented [AS3]: Remove this comma

Commented [AS4]: Might not limit this to volunteer-managed only

Commented [AS5]: Wouldn't limit this to athletic programs only. Charity events, city events, senior citizen events, holidays events, etc.

Commented [AS6]: Doesn't need to be capitalized.

Commented [AS7]: Don't limit to athletic association.

Commented [AS8]: Don't limit to athletic.

Commented [AS9]: Facilities should be able to be rented for a multitude of reasons. Private picnics, birthday parties, festivals, etc. Not just for athletic events.

Commented [AS10]: Remove athletic.

Commented [AS11]: Why? If multiple are wanted and they are generating revenue and another facility isn't being requested, rent it out.

Commented [AS12]: Is this right? If two submit for the same facility, the first submitted should be approved. Not the latter just because they are a Justin resident.

Commented [AS13]: Facility can be rented for reasons other than recreational athletic play.

Commented [AS14]: What if this is for a private birthday party? Retirement party?

Commented [AS15]: Is this necessary? Any background checks required by the program would already be required. Can the city enforce this on the program? I understand it can be a reason a facility is not rented.

Commented [AS16]: Why? Vague.

Commented [AS17]: Not sure this is necessary. Any qualifications would be written into the signed FUP anyway.

Commented [AS18]: Concessions stands? What about a general field space at a park? Pavilion rental?

Commented [AS19]: Available to rent Monday through Sunday? What time do rented facilities open? What time do rented field open? What time do rented pavilions open?

- Field reservations may only be made seven calendar days in advance of the rental date. If the rental date is on a weekend the application must be submitted and approved and payment made prior to noon on the Friday before the rental date.
- The applicant is responsible for the event and will be held responsible for all actions, behavior and damage caused by any guests/attendees.
- The applicant shall be present at all times while the city facilities are being used.
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Commented [AS47]: Capitalize

Robin Comments on Facility Use Policy

The City of Justin has limited facilities that offer opportunities for public use. This FUP governs the use of city-owned facilities by non-profit and not-for-profit organizations and/or organizations not directly associated with the City of Justin. The FUP covers the facilities listed in the “Available Facilities” section, all other city-owned facilities and all future city-owned facilities designated for public use.

2nd paragraph – it's wordy, a bit confusing. Suggest consideration for the last sentence: The Council shall (or may) use the following criteria when considering the eligibility of a potential FUP partner:

Item 5 under the Criteria: A question - What is considered an “adequate method for selecting coaches and volunteers?”

Suggest “Must conduct regular background checks” as a separate item.

Reservation Policies:

All groups must complete a City of Justin Rental Application.

Item 7: “Due to the size and nature of an event, the City may require the group(s) to secure an event permit and/or a general liability insurance policy for bodily injury and property damage. The City will set policy limits.

General Rules and Regs:

The following rules must be observed at all City facilities.

Item 4: Littering is prohibited at all City facilities. Trash and other discarded must be placed in the appropriate trash receptacles.

Field Closures and Cancelations: Only city employees may enter a ballfield that’s been designated and posted as closed.

Use of City Name/Logo: The use of the City of Justin name and logo is strictly prohibited except to identify the location of the event.



City of Justin, Texas

Athletic Facility Utilization Policy

PURPOSE:

The City of Justin has ~~limited certain athletic~~ facilities that may offer opportunities for public use. This facility use policy is designed to govern the use of City-owned athletic facilities by ~~non-profit and not-for-profit organizations select persons~~ and/or organizations ~~that are not directly associated with the City of Justin that are contracted with the City of Justin through a partnership agreement, in which these policies are incorporated.~~ This athletic facility utilization policy covers the facilities designated ~~under the available facilities section herein~~ and all other City-owned athletic facilities ~~that which may~~ become available in the future for public use. ~~and do not have other~~ If there is a conflict between these policies and specific facility-specific rental use policies, the facility-specific policies shall prevail.

GENERAL INFORMATION:

Athletic facilities of the City of Justin are primarily designed to offer and accommodate year-round the programs, activities, and meetings of various, local, volunteer-managed athletic associations through a partnership with the City of Justin to offer several year-round athletic programs. These partnerships are authorized by the City Council through a Facility Utilization Policy (FUP). ~~Which is an agreement between the City and an~~ Such agreement provides to certain athletic associations authorization to that desires to utilize the City's athletic facilities in order to provide an athletic program for the recreation, use, benefit, and enjoyment of Justin residents and the public. The City Council determines who the City will lease its athletic facilities to and will make final decisions on the authorization and termination of all FUP's partnership agreements at the City Council's sole ~~their~~ discretion. The following guidelines and list of criteria are to assist the City Council in making its ~~their~~ determination when considering the eligibility of a potential FUP athletic services partners.

Commented [MB1]: Seems like the practice is that these partnerships are authorized through a separate agreement from these policies? So, it's a little confusing. If this what the agreements are called, I think we should brainstorm a different name, such as Athletic Facility Partnership Agreement.

- The City will authorize only one athletic services partner ~~FUP~~ per sport, except in ~~the cases~~ where the partnered organization ~~is a~~ gender specific ~~designation with the sport.~~
- The program must prioritize Justin residents.
- The program must make recreational-level play a priority.
- The program must provide and maintain liability insurance coverage naming the City as additionally insured. The minimum limits for this coverage shall be \$1,000,000.00 per occurrence / \$2,000,000 aggregate for general liability and for property damage.
- The program must have an adequate method for selecting coaches and volunteers. ~~and~~ Such methods must include, at a minimum, conducting regular background checks of coaches and volunteers.
- The program's board must have procedures in place for handling program concerns.
- When executing the partnership agreement, By signing the FUP the selected program/organization must certify that it meets these qualifications

AVAILABLE FACILITIES:

Indoor Gym at City Hall
Community Park Baseball fields

Community Park Soccer fields

RESERVATION POLICIES AND PROCEDURES:

- ~~All groups wanting to~~ Prior to utilizing ~~any the~~ city-owned athletic facility, ~~ies organizations~~ are required to complete a City of Justin Rental Application.
- The individual signing the application must be 18 years of age or older.
- ~~Applications for facility~~ reservations ~~may~~ ~~must only be made~~ ~~submitted at least~~ seven calendar days in advance of the rental date. ~~The applicant is not authorized to use an athletic facility until the application is approved and the applicable fees are paid.~~ If the rental date ~~is falls~~ on a weekend ~~day~~, the application must be ~~submitted and~~ approved and payment made prior to noon on the Friday before the rental date.
- The applicant is responsible for the event and will be held responsible for all actions, behavior, and damage caused by any ~~players, coaches, or~~ guests/attendees.
- ~~At all times,~~ ~~The~~ applicant shall be present ~~at all times~~ ~~at the athletic facility~~ while the city-facility ~~ies are~~ is being used.
- Non-compliance may result in denial of future requests.
- Due to the size and nature of an event, the City may require an Event permit ~~and/or general liability insurance for bodily injury and property damage be acquired by the group with policy limits set by the City and name the City as an additional insured.~~
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- The City reserves the right to cancel all reservations without providing any other accommodation in the event the facility is needed for municipal government purposes or if the facility becomes unavailable due to unforeseen maintenance or safety issues.
- ~~A group may not assign or transfer its reservation to another group~~ Facility reservations are non-transferrable.

Commented [MB2]: It's unclear what it means for a reservation to be "made." Is it the application submission? Approval? Payment of fees? I tried to clarify – all of these deadlines can be adjusted.

RESERVATION FEES:

See City of Justin Master Fee Schedule

PROHIBITED USES:

- Any event where the noise level will interfere with activities in City offices or adjacent properties.
- Any groups ~~where the number of~~ ~~that will have~~ participants ~~more is greater~~ than the ~~applicable~~ occupancy limit.
- Any illegal activity.
- Any purposes contrary to federal, state or local law.
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GENERAL RULES AND REGULATIONS:

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- Failure to comply with facility rules and regulations may cause the cancellation of reservations and possible denial of future reservation requests. ~~Additionally, a Some-violation of a rules and-or regulations that is carry misdemeanor set forth by the City of Just Code of Ordinances may result in the conviction of misdemeanor and imposition of fines. penalties for violations and upon conviction shall be fined per the City of Justin ordinances.~~
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EQUIPMENT:

The use, alteration, removal, damage or destruction of any City equipment is strictly prohibited. The applicant will be held responsible for any damages to any City owned property or equipment.

FIELD CLOSURES AND CANCELLATIONS:

- It is unlawful for any non-City employee to go on ~~or enter a facility~~ ~~a ballfield~~ which has been designated as ~~a Closed Field and has been posted.~~
- The City will make every attempt ~~to not to avoid have facility~~ ~~field~~ closures during peak sports season. ~~However, the City may close fields~~ ~~facilities may be closed~~ due to unforeseen maintenance, safety concerns, inclement weather, or any reason that the City feels is in the best interest and safety of the participants.

TOURNAMENTS:

The City of Justin realizes the importance of athletic tournaments. These events have a major impact on the local economy as well as provide a revenue source for the City and the City's approved athletic association programs. All tournament requests must ~~be submitted through a~~ ~~Ballfield-Facility~~ Rental Application to the City. Tournament approvals are based on field availability ~~and will not interfere with previously approved and scheduled events.~~

CONCESSIONS:

All food or beverage related concession operations are provided either by the approved athletic association program or by the City.

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Commented [AS1]: and private?

Commented [AS2]: What about individuals?

Commented [AS3]: Remove this comma

Commented [AS4]: Might not limit this to volunteer-managed only

Commented [AS5]: Wouldn't limit this to athletic programs only. Charity events, city events, senior citizen events, holidays events, etc.

Commented [AS6]: Doesn't need to be capitalized.

Commented [AS7]: Don't limit to athletic association.

Commented [AS8]: Don't limit to athletic.

Commented [AS9]: Facilities should be able to be rented for a multitude of reasons. Private picnics, birthday parties, festivals, etc. Not just for athletic events.

Commented [AS10]: Remove athletic.

Commented [AS11]: Why? If multiple are wanted and they are generating revenue and another facility isn't being requested, rent it out.

Commented [AS12]: Is this right? If two submit for the same facility, the first submitted should be approved. Not the latter just because they are a Justin resident.

Commented [AS13]: Facility can be rented for reasons other than recreational athletic play.

Commented [AS14]: What if this is for a private birthday party? Retirement party?

Commented [AS15]: Is this necessary? Any background checks required by the program would already be required. Can the city enforce this on the program? I understand it can be a reason a facility is not rented.

Commented [AS16]: Why? Vague.

Commented [AS17]: Not sure this is necessary. Any qualifications would be written into the signed FUP anyway.

Commented [AS18]: Concessions stands? What about a general field space at a park? Pavilion rental?

Commented [AS19]: Available to rent Monday through Sunday? What time do rented facilities open? What time do rented field open? What time do rented pavilions open?

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Summary of Comments on Packet 6-11-24 - MG comments.pdf

Page: 1

- | | | | | |
|--|-----------|-------------------|--------------------------|-----------------------------|
|  | Number: 1 | Author: mgallegos | Subject: Comment on Text | Date: 6/11/2024 11:43:33 AM |
| This statement is very subjective. I would phrase it something for example- "for an organization to be eligible for a FUP,51% of the participants must live within the Justin ETj" | | | | |
|  | Number: 2 | Author: mgallegos | Subject: Comment on Text | Date: 6/11/2024 11:45:59 AM |
| I would add a certain percentage say 90% of the teams must be recreational, meaning anyone who signs up gets to participate. | | | | |
|  | Number: 3 | Author: mgallegos | Subject: Comment on Text | Date: 6/11/2024 11:45:06 AM |
| Another item you may want to add is the Organization must have a scholarship function for those that cannot afford the fees. | | | | |
|  | Number: 4 | Author: mgallegos | Subject: Comment on Text | Date: 6/11/2024 11:46:14 AM |
| Define adequate? | | | | |

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- Ballfields close at 10pm and lights are on an automated timer and will automatically turn off.
- Littering is prohibited in any City facility. Littering shall include leaving trash or other items by persons and not placing trash and other items in appropriate trash receptacles provided at facilities.
- Failure to comply with facility rules and regulations may cause the cancellation of reservations and possible denial of future reservation requests. Some rules and regulations carry misdemeanor penalties for violations and upon conviction shall be fined per the City of Justin ordinances.
- The City of Justin reserves the right to limit the use or alter the schedule due to any City related event or condition which poses a conflict with the requested rental period.

EQUIPMENT:

The use, alteration, removal, damage or destruction of any City equipment is strictly prohibited. The applicant will be held responsible for any damages to any City owned property or equipment.

FIELD CLOSURES AND CANCELLATIONS:

- It is unlawful for any non-City employee to go on a ballfield which has been designated as a Closed Field and has been posted.
- The City will make every attempt to not have field closures during peak sports season however fields may be closed due to unforeseen maintenance, safety concerns, inclement weather or any reason that the City feels is in the best interest and safety of the participants.

TOURNAMENTS:

The City of Justin realizes the importance of athletic tournaments. These events have a major impact on the local economy as well as provide a revenue source for the City and the City's approved athletic association programs. All tournament requests must submit a Ballfield Rental Application to the City. Tournament approvals are based on field availability and will not interfere with previously approved and scheduled events.

CONCESSIONS:

All food or beverage related concession operations are provided either by the approved athletic association program or by the City.

FACILITY ACCESS:

The applicant will receive access instructions/information upon application approval and payment. In the event of an unforeseeable emergency the applicant may contact the Public Works Department at 940-648-2541 during the hours of 7am to 3:30pm Monday – Friday or after hours at 817-876-7956. All lights must be turned off and facility doors or gates must be secured at the conclusion of the reservation.

INSURANCE REQUIREMENTS:

Proof of insurance that lists the City of Justin as an additional insured entity is required for all organized programs of athletic competitions, including but not limited to basketball, soccer, baseball and softball. Insurance is not needed for individuals or groups of residents who use the athletic fields on a one-time use basis. Proof of insurance may be required for other groups renting the facilities will be addressed on an individual basis.

DISCLAIMER:

Use of City facilities does not constitute City endorsement of the viewpoints, beliefs, ideas or policies expressed by organizations or individuals using the space and may not be advertised or implied as having such approval or endorsement.

RELEASE OF LIABILITY:

The City assumes no responsibility for personal injury or injury to or loss of property brought or placed in the facility in connection with the use of the facility. Users are responsible for their guest's adherence to the policies described herein.

USE OF CITY NAME OR LOGO:

The use of the City of Justin name and logo is strictly prohibited by any organization or person for any purpose in connection with the use of the city facilities for publicity or otherwise except to identify the location of the event. Unapproved use of the City of Justin name or logo may be grounds for termination of the use agreement and may be subjected to other legal actions.

**EXHIBIT “A”
MASTER FEE SCHEDULE**

XI. MUNICIPAL FACILITIES

Gym Rentals	\$20.00 first hour \$10.00 additional hour
Baseball/Softball field rental *Fee applies only to hourly rentals for practices or events. No pre-work by City staff to prepare fields for games	\$25.00 first hour \$7.50 per additional half hour

(Ordinance 33, Section 3, adopted 2/16/72; Ordinance 172, Sections 4, 22, adopted 2/22/89; Ordinance adopting Code; Ordinance 188, Sections 1, 6, adopted 2/11/91; Ordinance 233 adopted 6/17/96; Ord. No. 235, § 1, 12-15-97; Ord. No. 345, § 1, 11-11-02; Ord. No. 383, § 1, 11-8-04; Ord. No. 399, § 1, 3-13-06; Ord. No. 452-08, § 1, 9-8-08; Ord. No. 471, § 1, 5-11-09; Ord. No. 475, § 1, 8-10-09; Ord. No. 492, § 2, 7-12-10)

Robin Comments on Facility Use Policy

The City of Justin has limited facilities that offer opportunities for public use. This FUP governs the use of city-owned facilities by non-profit and not-for-profit organizations and/or organizations not directly associated with the City of Justin. The FUP covers the facilities listed in the “Available Facilities” section, all other city-owned facilities and all future city-owned facilities designated for public use.

2nd paragraph – it's wordy, a bit confusing. Suggest consideration for the last sentence: The Council shall (or may) use the following criteria when considering the eligibility of a potential FUP partner:

Item 5 under the Criteria: A question - What is considered an “adequate method for selecting coaches and volunteers?”

Suggest “Must conduct regular background checks” as a separate item.

Reservation Policies:

All groups must complete a City of Justin Rental Application.

Item 7: “Due to the size and nature of an event, the City may require the group(s) to secure an event permit and/or a general liability insurance policy for bodily injury and property damage. The City will set policy limits.

General Rules and Regs:

The following rules must be observed at all City facilities.

Item 4: Littering is prohibited at all City facilities. Trash and other discarded must be placed in the appropriate trash receptacles.

Field Closures and Cancelations: Only city employees may enter a ballfield that’s been designated and posted as closed.

Use of City Name/Logo: The use of the City of Justin name and logo is strictly prohibited except to identify the location of the event.