



This Agreement is made between Alamogordo Parks and Recreation (“City”), New Mexico, and _____ Youth Travel Team (“Youth Travel Team”) in consideration of the use of fields and facilities owned by the City, the parties agree as follows:

1. FIELD/COURT ALLOCATION

Youth Travel Team agrees that Alamogordo Parks and Recreation is responsible for allocating and permitting all city facilities. The Youth Travel Team is responsible for submitting a weekly Facility Use Application request one week before the desired practice date(s). The request should indicate all desired practice dates and times for the following week. The Youth Travel Team representative is encouraged to submit their request to Alamogordo Parks & Recreation (AP&R) as early as possible during the week to ensure facility availability best. If a request is submitted after the one-week requirement, AP&R will not guarantee field maintenance or lights for the requested date(s).

Youth Travel Team also understands that AP&R only recognizes one established youth league per sport per year. The established leagues will have priority use of fields during their respective season(s). Subsequently, a Youth Travel Team’s permit would be denied and/or canceled if there was a conflicting request from an established league within the season(s).

Upon receipt of a request, the Alamogordo Family Recreation Center (AFRC) Manager will review the dates/times and communicate any availability issues with the designated Youth Travel Team representative. Once the request has been reviewed and any issues resolved, the AFRC Manager will generate a facility permit for the Youth Travel Team and provide a copy of the permit to be signed by the designated Youth Travel Team representative. The signed copy must be returned to AP&R before the first scheduled practice.

All Youth Travel Team coaches must have a copy of the issued permit(s) in their possession during all practices. Coaches are required to present their copy of the permit(s) when asked by City personnel. Those without a permit will be asked to leave the premises.

2. LIGHT USAGE AND FEES

FEES: All Youth Travel Teams will pay \$12.00 per hour (per field/court/rink) for any light use.

USE CODES: Individual light code(s) will NOT be provided to Youth Travel Teams. AFRC Manager will set light schedules by the travel team's Facility Use Application request upon approval. Payment for field light use will be due immediately upon approval/permitting of fields *before* practice(s). If light fees are not paid before scheduled practices, lights will be terminated, and/or the Youth Travel Team will be considered in violation of the agreement, and future scheduled practices may be terminated.

HOURS: Lights at all City facilities will be turned off by 10:30 pm each night. Any desired exceptions must be addressed in writing to the Alamogordo Parks and Recreation Director for approval.

3. YOUTH TRAVEL TEAM FIELD FEES

Alamogordo Parks and Recreation will waive field use fees for all youth travel team practices.

4. KEY AGREEMENT

A restroom key will be provided one (1) week before Youth Travel Team's scheduled practice. The designated Youth Travel Team representative must sign a Key Agreement when the key is distributed. If a key is not returned, the Youth Travel Team will be liable for the lost key charge, which is \$100.00. The charge will be placed on the Youth Travel Team account and must be paid immediately upon notification.

5. YOUTH TRAVEL TEAM RECOGNITION AND NATIONAL ORGANIZATION MEMBERSHIP

The Youth Travel Team must be a member of a national sports organization (e.g., USSSA, Little League) before the effective date of this agreement and must maintain membership in that national organization throughout the season(s) of play. Youth Travel Team agrees to provide Alamogordo Parks & Recreation with proof of membership, to abide by the policies and procedures of its national organization, and to provide AP&R with a copy of current by-laws when requested.

6. YOUTH TRAVEL TEAM REPRESENTATIVES

Youth Travel Team agrees to provide AP&R with a list of designated representatives with phone numbers for contact purposes. Youth Travel Team agrees to have a representative ON SITE at ALL practices. This individual must remain in the immediate area of the specific facility and be available for all questions, concerns, and/or disputes that arise during their scheduled time.

7. VOLUNTEER BACKGROUND CHECKS

Youth Travel Team permitting and utilizing City facilities is required to conduct an annual criminal background check on ALL positions, which may result in direct

contact with children participating on the travel team (board members, coaches, volunteers, etc.) before the first interaction with the children. The Youth Travel Team is responsible for keeping annual records of the background checks and ensuring disqualified applicants do not interact with children on the travel team. League agrees to provide AP&R with a copy of background check policies and proof of background checks when requested.

8. YOUTH TRAVEL TEAM PRACTICE SCHEDULE CHANGES

Youth Travel Team agrees to notify the AFRC Manager of any schedule change and/or cancellation at least 48 hours in advance for a weekday or by Tuesday at 5:00 pm for a weekend day. If notification is not made by the deadlines indicated, light use fees will not be refunded (except for instances of severe weather).

9. FACILITY CLOSURE (e.g., Severe Weather)

If a sports field or court is determined by Parks Maintenance staff to be unplayable due to severe weather conditions (e.g., flooded fields) or maintenance issues, Parks Maintenance staff will close the facility to use. AP&R staff will notify the designated Youth Travel Team representative of the closure. The Youth Travel Team representative is responsible for notifying all the necessary Youth Travel Team personnel and/or participants of closure to ensure the practice is not conducted on the closed field or court.

10. YOUTH TRAVEL TEAM INSURANCE

Youth Travel Team will acquire general liability insurance equal to that required by the New Mexico Tort Claims Act, which is \$1,000,000, and will provide proof of insurance to Alamogordo Parks and Recreation (e.g., Certificate of Liability). The City of Alamogordo shall be named as an additional insured on the insurance certificate. Proof of insurance must be supplied to AP&R before the Youth Travel Team uses any fields or facilities for practice or play.

11. CITY ORDINANCES

Youth Travel Team understands and agrees that all City ordinances (e.g., no alcohol consumption on City property, no smoking inside of City facilities) are to be observed during Youth Travel Team's use of City fields/facilities. Youth Travel Team agrees that it will enforce or notify appropriate law enforcement officials to enforce City ordinances.

12. SIGNS AND ADVERTISEMENTS

Youth Travel Team will NOT place any signs or advertisements in or on any City facilities.

13. FIELD MAINTENANCE

The Parks Maintenance staff will provide general maintenance and upkeep of the fields, including watering, mowing, and dragging. Maintenance is not guaranteed if Youth Travel Team does not submit their Facility Use request one week before the practice date(s).

14. FACILITY MODIFICATIONS

Youth Travel Team agrees not to alter city property (e.g., ballfields, tennis courts, roller hockey rink...). This includes but is not limited to bringing in sand and/or dirt to alleviate areas damaged by inclement weather for the ballfields. If any modifications are desired, a written request must be submitted to the Parks Supervisor at least 30 days before the start of the season. If the Parks Supervisor approves the modifications, the City of Alamogordo will provide the modifications. Any modifications made to City-owned property, whether funded by the City or Youth Travel Team, become the property of the City.

15. CONCESSION STANDS AND/OR FOOD TRUCK SERVICE

The City does not guarantee the provision of concessions services. The Youth Travel Team itself may not conduct food service/sales on city property without prior City approval and all proper city and state-required agreements, licenses, and permits pertaining to food service.

The City can provide the Youth Travel Team with contact information for authorized food truck vendors that have current service agreements in place with the City. The Youth Travel Team is responsible for contacting the Food Truck Vendor, requesting service, and coordinating service schedules if the Food Truck Vendor is available. The Youth Travel Team may not charge or solicit any fee from Food Truck Vendors. Non-authorized Food Truck Vendors cannot conduct service/sales on city property.

16. SELLING OF ITEMS

Youth Travel Team will NOT conduct any fundraisers on City property.

17. FACILITY DAMAGE

Damage to facilities will be reported to Alamogordo Parks and Recreation as soon as possible. The City is responsible for making repairs if the facilities are damaged; the Youth Travel Team will not attempt to repair damaged facilities without the prior approval of the Parks Supervisor. The Youth Travel Team agrees to contact the AP&R regarding any problems or concerns that may occur during the use of the fields and facilities.

18. GENERAL CLEAN-UP

The Youth Travel Team agrees to be responsible for a general clean-up and policing dugouts, ballfields, football fields, soccer fields, roller hockey rink, and/or tennis courts. General clean-up includes ensuring all garbage is picked up and placed in a garbage can (bathroom, dugouts, fields...), wiping up any spills, and flushing toilets if needed.

Facilities will be checked regularly by Parks Maintenance staff. If they are not cleaned to our satisfaction, Alamogordo Parks and Recreation staff will charge the Youth Travel Team a \$50.00 clean-up fee for each infraction. The AP&R staff will notify the Youth Travel Team Representative the following workday of the infraction. The \$50.00 clean-up fee will be charged to the Youth Travel Team's account. Fees must be paid immediately upon notification.

19. RESTROOM AND STORAGE AREAS

The Parks Maintenance staff will be responsible for cleaning restrooms, including disinfecting/sanitizing and stocking supplies each morning after the scheduled Youth Travel Team play. The onsite Youth Travel Team representative is responsible for opening/closing restrooms and cleaning restrooms after each practice.

Youth Travel Team will NOT be provided any storage space. The City of Alamogordo is not responsible for the loss of or damage to Youth Travel Team property.

20. ADDITIONAL BALLFIELD POLICIES

Youth Travel Team agrees to ensure that the following policies are being adhered to:

- ***Parking is allowed in designated parking areas only.* THERE WILL BE NO PARKING INSIDE THE PARK AREA (e.g., on the asphalt surrounding the concession area). VIOLATORS WILL BE TICKETED BY APD.**

21. AGREEMENT VIOLATIONS

Should the Youth Travel Team be deemed in violation of the provisions of this Agreement, a written notice will be given along with one week to resolve the violation (including payment of any fees assessed for violations). Should the Youth Travel Team fail to take appropriate action within the allotted time, the AFRC Manager may notify the Youth Travel Team in writing that this Agreement is terminated immediately. At that point, the Youth Travel Team's sole remedy is an appeal to the Parks and Recreation Director.

22. AGREEMENT DATES

This Agreement is effective for the 2023 calendar year and must be signed before the issuance of any permits or use of the fields/court. A new agreement will cover subsequent years.

Printed Name

Signature

Date

NOTE: The Youth Travel Team MAY NOT dictate field usage during non-permitted dates and times. Anytime outside the Youth Travel Team's approved/permitted practices(s), field use will be based on the general public policy of first-come, first-served.

23. YOUTH TRAVEL TEAM DESIGNATED REPRESENTATIVE(S) AND CONTACT INFORMATION

Name: _____

Address: _____

Phone #: _____

Cell Phone#: _____

E-mail: _____

Name: _____

Address: _____

Phone #: _____

Cell Phone#: _____

E-mail: _____

24. CITY CONTACTS

Heather Casebolt, AFRC Manager
1100 Oregon Ave, Alamogordo, NM
88310
575.439.4142 (AFRC)
575.430.2574 (cell)
hcasebolt@ci.alamogordo.nm.us

Erik Marion, Parks Supervisor
2600 N. Florida Ave, Alamogordo, NM
88310
575.439.4139 (office)
575.551.4733 (cell)
emarion@ci.alamogordo.nm.us