



# CITY OF ALAMOGORDO

## YOUTH TRAVEL TEAM AGREEMENT

This Agreement is made between the City of Alamogordo (“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 the City is responsible for the allocation and permitting of all city facilities. The Youth Travel Team is responsible for submitting a weekly Facility Use Application request one week prior to 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 Family Recreation Center (AFRC) as early as possible during the week to best ensure facility availability. If a request is submitted after the one-week requirement, the City will not guarantee field maintenance or lights for the requested date(s).

Youth Travel Team also understands that the City 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 City 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 City 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 the City prior to the first scheduled practice.

All Youth Travel Team coaches must have a copy of the City 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. Light schedules will be set by AFRC Manager in accordance with the travel team’s Facility Use Application request upon approval. Payment for field light use will be due immediately upon approval/permitting of fields, prior to practice(s). If light fees are not paid prior to scheduled practices, scheduled lights will be terminated and/or the Youth Travel Team will be considered in violation of 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 Community Services Director for approval.

### **3. YOUTH TRAVEL TEAM FIELD FEES**

Youth Travel Team will not be charged field fees for practice(s).

### **4. KEY AGREEMENT**

A restroom key, if needed, will be provided 1 week prior to Youth Travel Team's scheduled practice. A Key Agreement must be signed by the designated Youth Travel Team representative at the time the key is distributed. If a key is not returned, the Youth Travel Team will be held 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) prior to 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 City with proof of membership, to abide by the policies and procedures of its national organization and to provide the City with a copy of current by-laws when requested.

### **6. YOUTH TRAVEL TEAM REPRESENTATIVES**

Youth Travel Team agrees to provide the City 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. 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).

### **8. FACILITY CLOSURE (e.g., Severe Weather)**

If a sports field or court is determined by Parks Department staff to be unplayable due to severe weather conditions (e.g., flooded fields) or maintenance issues, Parks staff will close the facility to use. AFRC staff will then 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 practice is not conducted on the closed field or court.

## **9. YOUTH TRAVEL TEAM INSURANCE**

Youth Travel Team will acquire general liability insurance in an amount equal to that required by the New Mexico Tort Claims Act, which is \$1,050,000 and will provide proof of insurance to the City (e.g., Certificate of Liability). As well, the City of Alamogordo shall be named as an additional insured on the insurance certificate. Proof of insurance must be supplied to the City prior to the Youth Travel Team using any City fields or facilities for practice or play.

## **10. 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 use of City fields/facilities. Youth Travel Team agrees that it will enforce or notify appropriate law enforcement officials to enforce City ordinances.

## **11. SIGNS AND ADVERTISEMENTS**

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

## **11. FIELD MAINTENANCE**

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

## **12. 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 in writing to the Parks Supervisor at least 30 days prior to the start of the season. If the modifications are approved by the Parks Supervisor, the City of Alamogordo will provide the modifications. Any modifications made to City owned property, whether funded by the City or Youth Travel Team, becomes the property of the City.

## **13. 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 type of fee from Food Truck Vendors. Non-authorized Food Truck Vendors are not allowed to conduct service/sales on city property.

#### 14. SELLING OF ITEMS

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

#### 15. FACILITY DAMAGE

Damage to facilities will be reported to the City 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 prior approval of the Parks Supervisor. The Youth Travel Team agrees to contact the Parks Department regarding any problems or concerns that may occur during the use of the fields and facilities.

#### 16. GENERAL CLEAN-UP

The Youth Travel Team agrees to be responsible for general clean up and policing of dugouts, ballfields, football fields, soccer fields, roller hockey rink, and/or tennis courts. General cleanup 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 on a regular basis by Parks Department staff. If they are not cleaned to our satisfaction, the City will charge the Youth Travel Team a \$50.00 clean up fee for each infraction. The AFRC will notify the Youth Travel Team Representative the following work day 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.

#### 17. RESTROOM AND STORAGE AREAS

The City Community Services Department will be responsible for cleaning restrooms which includes disinfecting/sanitizing and stocking supplies each morning after scheduled Youth Travel Team play. The onsite Youth Travel Team representative is responsible for opening/closing restrooms and general cleanup of restrooms after each practice.

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

#### 18. 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.**

**19. 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 a one-week period in which 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 Community Services Director.

**AGREEMENT DATES**

This Agreement is effective for duration of the 2021 calendar year and must be signed prior to the issuance of any permits or use of the fields/courts. Subsequent years will be covered by a new agreement.

Printed Name	Signature	Date
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**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.**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell Phone#: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell Phone#: \_\_\_\_\_

E-mail: \_\_\_\_\_

**21. CITY CONTACTS**

Heather Casebolt, AFRC Manager  
 1100 Oregon Ave, Alamogordo, NM 88310  
 575.439.4142 (AFRC)  
 575.430.2574 (cell)  
[hclark@ci.alamogordo.nm.us](mailto:hclark@ci.alamogordo.nm.us)

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 2600 N Florida Ave, Alamogordo, NM 88310  
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 575.551.4733 (cell)  
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