

# Plain Township Parks Programming Department

---

## **Park Facility Reservation/Usage/Fee Policies, Procedures/Protocol**

The Plain Township Parks Programming Department prides itself in offering superior facilities and grounds within Stark County for active use including, but not limited to, events, tournaments, leagues, competition and practices. The primary venue is Diamond Community Park, a 42- acre facility that includes five ball fields, up to sixteen soccer or lacrosse fields and an indoor sport complex. This facility operates year round accommodating recreational and travel leagues as well as large scale tournaments. Plain Township also boasts Alpine and Schneider parks, which are available for different uses, events, tournaments, leagues, and programming.

The facility reservation/usage/fee policies, procedures and protocol exists to provide consistent rules relative to reservations due to high demand, as well as safe usage as it relates to facility conditions based on inclement weather. Due to the facility value, costs of maintenance, and year round usage, formal contracts will be entered into by Plain Township and facility users to protect these community assets and those of our partners entering into these agreements.

### **Request Procedures and Policies**

- Any tournament, league, team or individual who is interested in reserving facilities or fields may do so as a request for new tournaments, programming, events, league play or practice on a first come first served basis. You may contact Parks Programming Director Rob Steinberg via email at [rsteinberg@plaintownship.com](mailto:rsteinberg@plaintownship.com) or by phone at (330)244-8473. Priority will be given to tournaments, return customer league play, new customer league play, returning customer practice reservations, and new customer practice reservations based on availability.
- Requests will be granted on a case by case basis and cannot interfere with any other scheduled games/events that have already been requested and approved.
- The Board of Trustees during a Board meeting will approve usage and date requests based upon the recommendation of the Parks Programming/ Director of Recreational Community Outreach following the request and a contract being finalized.
- An updated master game/practice schedule will be posted for all facilities at [www.plaintownship.com](http://www.plaintownship.com) and onsite at the facility hosting the scheduled programming.
- Each organization further agrees to submit proof of insurance, naming PLAIN TOWNSHIP as an additional insured, in the amount of one million dollars (\$1,000,000) for participants and spectators to PLAIN TOWNSHIP prior to the date of the scheduled tournament, event, game(s), and/ or programming.
- FACILITY CONTRACTS ARE GRANTED ON THE CONDITION THAT IF THE FACILITY IS NEEDED FOR A PARKS DEPARTMENT OR TOWNSHIP FUNCTION, GRANTEE AGREES TO FORGO USE OF THE FACILITY. A FULL REFUND WILL BE MADE IF THIS OCCURS.
- A \$500.00 Tournament CANCELLATION/Retainer deposit MUST be paid 60 days prior to the tournament date. This deposit is nonrefundable for cancellation within 60 days of the tournament start. The \$500.00 deposit will be credited towards the final invoice following the event and will be counted towards expenses incurred by the tournament with Plain Township.

# Plain Township Parks Programming Department

---

## Field Use Policies and Rules

- Plain Township reserves the right to alter schedules as needs arise, but in all cases will notify the league/tournament/team representative, or individual. In addition, Plain Township will manage the athletic fields according to the conditions, limit the number of games on any given field, and determine the amount of time required between games as is deemed necessary. Fields may be closed as conditions dictate based on the new facility usage policies attached herein. Credit will be issued under these circumstances.
- Please refer to the facilities and field usage policies packet attached herein.
- Please note: unauthorized usage of a field by a team not reserved for usage, private coaching instruction not reserved for usage, or by citizen on an unplayable and closed field due to inclement weather or scheduled repairs will result in a \$150.00 fine plus the costs of wages and materials for damage repairs if incurred. Final decisions on damages will be made by the Public Service Director.

## Concessions, Vendors, Solicitation

- Plain Township has full authority over the hours of operation, products, and number and location of sales for all games, tournaments, events and programming.
- Organizations associated with any game, tournament, program or event must follow the Plain Township Parks Programming and Grounds policies.
- The opportunity to provide concession volunteers for game(s), tournament(s) or event(s) may be available to the organization if deemed acceptable and/or necessary by the Parks Programming/Director of Recreational Community Outreach. Plain Township will pay the organization 20% of the net profit on a case by case basis within guidelines stipulated in the formal contract for the tournament or event as per the addendums attached.
- Participation of vendors are subject to approval by the Plain Township Board of Trustees based on the recommendation of the Plain Township Parks Programming/Director of Recreational Outreach presented with the finalized formal contract for an event or tournament.
- Fundraising activities are permitted on a case by case basis as stipulated by a formal contract and approved by the Plain Township Board of Trustees based on the recommendation of the Plain Township Parks Programming/Director of Recreational Community Outreach.

## Facility Fees

- **League Play:** \*Games are constituted as any inter squad or two team scrimmage league or tournament game in which judgment is made and/or score kept regulating or determining the outcome of a game.
- **Practices:** Practices are constituted by any formalized instruction by a coach, parent (who is coaching a team), or individual (private coach), formally addressing skill sets, strategy, fundamentals or education of athletes onsite.
- **Camps:** Camps are constituted as a congregation, especially for youth, operated at defined predetermined times that utilize facilities for instruction, eating, competition, and can include housing that develop fundamental skills, and physical conditioning for a particular athletic endeavor. They are invoiced based on the combination of instruction hours and competition played.

## Plain Township Parks Programming Department

---

OUTDOOR SPORT FIELDS	TWP RESIDENT PER FIELD FEE	NON RESIDENT PER FIELD FEE
LEAGUE PLAY	\$45/game	\$50/game
PRACTICE	\$10/hour	\$15/hour
CAMP	\$45/game	\$50/game
• CAMP INSTRUCTION	\$10/hour	\$15/hour
TOURNAMENTS	\$55/game	\$55/game

OUTDOOR BASEBALL/SOFTBALL	TWP RESIDENT PER FIELD FEE	NON RESIDENT PER FIELD FEE
LEAGUE PLAY	\$30/game	\$35/game
PRACTICE	\$10/hour	\$15/hour
CAMP	\$30/game	\$35/game
• CAMP INSTRUCTION	\$10/hour	\$15/hour
TOURNAMENTS	\$35/game	\$40/game

INDOOR FIELD	UNDER 10 HOURS USAGE PER SESSION	OVER 10 HOURS USAGE PER SESSION
TEAM/CLUB NOT REGISTERED IN PARK'S LEAGUE	\$80/hour	\$70/hour
TEAM/CLUB REGISTERED IN PARK'S LEAGUE	\$80/hour	\$60/hour
TOURNAMENTS	\$70/hour	\$70/hour

Rob Steinberg  
Plain Township  
Parks Director  
[rsteinberg@plaintownship.com](mailto:rsteinberg@plaintownship.com)  
330.244.8473 Direct  
330.492.4689 Township Hall

Joyce Ichikawa  
Plain Township  
Parks & Recreational Specialist  
[jichikawa@plaintownship.com](mailto:jichikawa@plaintownship.com)  
330.492.4689 Office