

Municipality of Anchorage
Sports & Recreation Div.
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Attachment B
Anchorage School District
Community Services Dept.
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Procedures for Joint Outdoor Sport Facility Permit Application

The Municipality of Anchorage Sports and Recreation Division and the Anchorage School District Community Services Department allocate and reserve outdoor athletic facilities for public use. Typically, use permits are issued annually and include written terms and conditions to ensure protection of the resource, as well as efficient and compatible use of these public resource. Concession and special event permit requests are treated separately from sports facility requests. Sport facilities include all outdoor athletic facilities/fields, courts and rinks.

Goal

The Goal of the Joint Application Process is to provide better utilization of Anchorage School District and Municipality of Anchorage outdoor sport facility resources, to improve the quality of the experience by users and to strengthen partnerships with the community.

Application Procedures

In order to use athletic facilities, sport leagues and teams, referred to hereafter as “users” must obtain a permit from the Sports and Recreation Division or Community Services. On the attached Joint Outdoor Sports Facilities Permit Application a user is to identify the facilities (Municipal and/or School District) and dates needed to conduct the activity. A separate request form is required for each facility. In addition, all users must comply with established Sports and Recreation policies and regulations (Regulations 25.10) and Anchorage School District policies and regulations (S.B. 850)

Partnerships

Partnerships that will enhance the experience and quality of the recreation opportunities at all facilities are encouraged. In return, the organization may be considered for a higher priority of use and/or longer term use agreement and benefits. Partnerships can be proposed for facility upgrades, enhanced maintenance, operations and management, or new development. Terms of partnership with the Municipality of Anchorage or the Anchorage School District are in addition to the basic requirements for permit holders. (see attached sheet) Partnership (MOA) and Adoption (ASD) Applications must be completed in addition to the Joint Permit Application.

Time line for Summer Use of Fields

January 1st to March 1st *	First date for permit applications to be accepted for summer league, tournament, and practice facilities
March 1st	Evaluation of requests received to date begins

April 1st Letter sent to users indicating tentative allocation(s)
 April 1st to 25th Sports facility use permits issued

* - Requests received after March 1 may not be included in the first screening of applications

Time line for Winter Use of Ice Rinks

April 1st to June 1st * First date for permit applications to be accepted for winter league, tournament, and practice facilities
 September 1st Evaluation of requests received to date begins
 October 1st Letter sent to users indicating tentative allocation(s)
 October/Nov Ice Rink permits issued (use is contingent on ice conditions)

* - Requests received after June 1 may not be included in the first screening of applications

Evaluation Criteria

To ensure fair and equitable utilization of public facilities, the following criteria will be used when evaluating requests:

- Applications for use of School District facilities will be considered in the following order of priority as outlined in School Board policy:
 1. Youth non-profit organizations
 2. Adult non-profit organizations
 3. Commercial organizations
- Established programs/organizations which have been active more than two years

New programs or organizations in the first and second year of operation will be considered in a probationary status. Remaining available time will be allocated to new programs and organizations. During this two year probationary period, the use of public facilities will be evaluated in the areas of appropriate use and contributions to maintenance and upgrading of the facilities used. After successful completion of the two year probationary period, a program or organization will be considered “Established.”

- Demonstration of a history of substantial financial and/or volunteer contributions to the development or improvement of public facilities
- Number of teams and players who will use the facility
- Willingness and ability of the program or organization to maintain, improve or develop the quality of the facility
- Frequency of projected use, e.g. days per week, games per day, times per day; as well as the impact on the facility related to maintenance requirements

Allocations for use of public athletic facilities will be scheduled in the following order:

1. Leagues and Tournaments
2. Camps or Clinics
3. Practice needs
4. General Public (MOA facilities only)

Insurance Requirements

A Certificate of Insurance with a minimum liability of \$1,000,000 naming the Municipality of Anchorage or the Anchorage School District as additional insured for the activities is required. Permits will not be issued without a Certificate of Insurance on file.

Issuance of Permit

Once a request is processed and approved a permit stating the conditions of use will be issued. The permit will be activated upon signature and payment by the user group representative. The permit must be on site during activity use to verify authorization.

Compliance

The Municipality of Anchorage and the Anchorage School District will work with each user group to establish appropriate performance measures for the type of facility or facilities permitted. By mutual agreement, a schedule of inspections will also be established to confirm compliance with the performance measures. Both the performance measures and schedule of inspections will be included in the permit's conditions of use.