

Outdoor Sport Facility Use Procedure

The Anchorage School District (ASD) Community Services Department and the Municipality of Anchorage (MOA) Sports and Recreation Division 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 resources. Sport facilities include all outdoor athletic facilities: fields, courts and rinks.

GOAL

The goal 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 through a Joint Application process.

What's New?

Permit Applications

A Joint Application has been developed to simplify the request process. Applications must be complete including number and length of games and practices per week, comments regarding past contributions for facilities' maintenance and upgrades, and requested attachments.

A separate application is required for each facility. All users must comply with established MOA Sports and Recreation policies and regulations (Regulations 25.10) and Anchorage School District policies and regulations (School Board Policy 850).

Insurance Requirements

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

Timeline for Summer Use of Fields

January 1st to First date for permit applications to be accepted for summer league,
March 1st* 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

Timeline for Winter Use of Ice Rinks

April 1st to First date for permit applications to be accepted for winter league,
June 1st* tournament, and practice facilities
September 1st Evaluation of requests received to date begins
October 1st Letter sent to users indicating tentative allocation(s)
October/November 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

Outdoor Sport Facility Use Procedure (cont.)

Partnerships/Adoptions

Partnerships/Adoptions 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. Partnership (MOA) and Adoption (ASD) Applications must be completed in addition to the Joint Permit Application.

Advisory Committee

An Advisory Committee will be established which includes representatives of all programs and organizations which utilize School District and Municipal outdoor athletic facilities. The Advisory Committee will review applications and supporting documents submitted for outdoor athletic facilities/fields, courts and rinks and will provide input for allocations based on Facility Use Formulas to the Community Services Department and the Sports and Recreation Division.

Evaluation

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: (does not apply to applications for Municipal facilities)
 1. Youth organizations
 2. Adult organizations
- * Established Programs and 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 of 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

Outdoor Sport Facility Use Procedure (cont.)

How It Works:

- **Team Verification**

Permit requests must be accompanied with documentation verifying number of teams and team rosters/participants from the past season. This will be used as a base line with a small growth allowance. Special considerations will be given if a transfer of program responsibilities and participants occurs from one organization to another.

- **Evaluation/Screening**

Applications will be reviewed by the Advisory Committee. The Committee will provide input on space allocations based on Facility Use Formulas. The Committee's input will be utilized by the appropriate department: Community Services Department (ASD) or Sports and Recreation Division (MOA).

- **Facility Use Formula**

The formula will consider the following: sport, number of teams, time needed for average game, number of weeks in season, amount of practices per team, length of practice time, and the multiple scheduling of teams at a practice.

For example: a requester has 10 teams

League needs:

*games are scheduled at 1.25 hours apart; the league has a 14 week season;
each team plays twice a week*

10 games/week x 14 weeks x 1.25 hours per game =

12.5 hours/week; 175 hours total

Practice needs: one hour practices once per week are needed

10 teams x 1 hour x 14 weeks =

10 hours/week; 140 hours total

If two teams can practice together, practice request would be reduced in half -

5 hours/week; 70 hours

The recommended allocation would be:

<i>League need</i>	<i>12.5 hours/week</i>	<i>-</i>	<i>175 hours</i>
<i>Practice</i>	<i>5 hours/week</i>	<i>-</i>	<i>70 hours</i>
<i>Total</i>	<i>17.5 hours/week</i>		<i>245 hours</i>

- **Scheduling**

* 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)

* The Community Services Department (ASD) and Sports and Recreation Division (MOA) will consider the Advisory Committee's input in the allocation of outdoor sport facilities.