



**City of Central Point Parks & Recreation
Sport field Use Classification and Priority Policy**

Purpose:

The purpose of this policy is to establish a structured and transparent classification system for approving sport field use by various community groups. This system ensures fair and efficient allocation of City facilities while providing clear guidelines for priority usage and fee assessment.

Sport field Use Classification System:

The following classification system is established to prioritize sport field use and determine applicable fees for different user groups:

| Group | Priority | Description |
|--------------|------------------------|---|
| A | First Priority | City-sponsored or co-sponsored programs and meetings including City of Central Point programs and classes. |
| B | Second Priority | Non-profit organizations and service groups that have a contract with the Central Point Parks & Recreation Department or other City departments such as Central Point School District. |
| C | Third Priority | Non-profit organizations and service groups not affiliated with the Central Point Parks & Recreation Department or City departments including non-commercial general public reservations. |
| D | Fourth Priority | Commercial usage, including: <ul style="list-style-type: none">• For-profit groups and events• Groups charging event fees |

Policy Implementation:

1. **City Discretion:** The City of Central Point reserves the right to deny or adjust reservations based on maintenance schedules, special events, or unforeseen circumstances. Reservations may be requested up to six months in advance of the date of the scheduled event. All applications submitted for the scheduling season will be evaluated at the same time and will not be evaluated on a first-come first-served basis.
2. **Scheduling & Approval:** Sport field reservations will be scheduled based on the above priority system, with Group A receiving the highest priority and Group D the lowest.
3. **Fee Structure:** Fees will be established in the most recent fee schedule approved by resolution of the city council.
4. **Reservation Requirements:** All users must comply with City regulations, including insurance and liability requirements where applicable.



5. The Parks, Recreation, and Facilities Management Department reserves the right to cancel or reschedule any reservation due to circumstances beyond its control. This would include acts of nature and other such events which make use of the facility unsafe for the users or would be detrimental to the facility. If a group has reserved an area on an “on-going” basis for a period of time, and another event desires to use the facility, the Department may need to make some adjustments to the on-going reservation to accommodate other members of the community.”

Tie-Breaking Criteria for Sport Field Use Requests

In the event of a scheduling conflict between two groups of the same priority level, preference will be given based on a combination of factors, including community impact, fair access, and equitable scheduling. Priority may be given to programs that serve a greater public benefit, such as youth-focused activities or free and low-cost community events. When multiple groups frequently request the same time slots, scheduling may be rotated to ensure fair access. Additionally, preference may be given to local organizations over non-local ones. The City of Central Point Parks and Recreation Department has discretion to determine if additional criteria should be taken into consideration at the time of sport field allocation. If all other factors remain equal, priority will be determined on a random draw. All applications submitted for the scheduling season will be evaluated at the same time and will not be evaluated on a first-come first-served basis. The City of Central Point Parks & Recreation Department reserves the right to make the final decision based on overall community needs and sport field availability.

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City of Central Point