

***Palm Beach County Parks and Recreation Department
Memorandum of Understanding
Youth Sport Provider***

The purpose of this Memorandum of Understanding between Palm Beach County Parks and Recreation Department and the Youth Sport Provider is to outline specific responsibilities of both entities during utilization of Palm Beach County athletic facilities. This Memorandum may be amended when necessary and terminated when the Youth Sport Provider wishes to no longer use County athletic facilities or when continual delinquency of the Memorandum warrants termination. In the event of provider leadership changes, a new Memorandum will be required.

The terms of this Memorandum, commencing on the day it is signed, addresses the Facility

Permit for _____ (organization name) at _____

Park using field(s) # _____ with distribution of ____ (# of) keys # _____.

The Memorandum also covers use of a pressbox concession stand at the above park and structures constructed by the Facility User to include the following:

pressbox batting cage meeting building other _____.

1. Permit requirements:

- a. Conduct background checks on all coaches, board members and volunteers
- b. Copy of the by-laws, playing rules and guidelines
- c. Require all administrators, parents, players, coaches, officials and volunteers to successfully complete an orientation program and sign Code of Conduct Agreements
- d. Provide coaches training and submit to the County all coaches names that successfully completed training
- e. Copy of written volunteer job duties and job descriptions
- f. Copy of disciplinary guidelines
- g. Copy of current insurance policy listing Palm Beach County Board of County Commissioners as additional insured.

The Youth Sport Provider Will:

Administration

- Submit a Facility Request Application Form by September 1st of each year to the Athletics Coordinator or Facility Manager. All subsequent permit requests must also be in writing.
- Request only the field space needed.
- Provide annual contact list of board members.
- Provide practice and game schedules.
- Complete and submit to the County monthly participation reports by the 5th of each month.
- Request fields and facility permit for tournaments and or clinics, camps and opening/closing ceremonies, a minimum of 10 business days prior to activity date.
- Agree to not discriminate participation on the basis of disability while using County fields during practice, games and tournaments.
- Distribute advertising or flyers only after permit approvals have been obtained from the County.
- Submit in writing any request for construction, additional fields, batting cages, sponsor signs, other structures or facility modification. Approvals from the County must be obtained prior to beginning any work.
- Complete and submit to the County an Annual Survey within two weeks of program conclusion.
- Obtain proof of current Health Department Licenses.
- Provide the County three (3) copies of all keys to all non-County permanent structures. The County's need for these keys is for Park and Fire Marshal inspections and emergency use only.
- Provide the County with any security system codes.
- Provide a copy of the report by the Palm Beach County Fire Marshal of the semi-annual inspections of the hood extinguishing system in concession, (if applicable).
- Request in writing and obtain permission of the County prior to bringing a mobile concession into the park.

Financial

- Remit to the County all fees, billable invoices and monthly utility charges within 30 days of invoice.
- Submit to the Athletics Coordinator by June 1st the organizations' financial accountability for the prior calendar year.
- Maintain a strictly "volunteer" organization. No remuneration will be paid to organization administrators for their volunteer hours.

Insurance

- Provide proof of a current Commercial General Liability Insurance Policy with limits of at least \$1,000,000 each occurrence including Participant Legal Liability. The policy

must include Palm Beach County Board of County Commissioners as an additional insured. If any products including food and beverages are to be sold, the policy must also include Products Liability coverage. If a mobile concession stand will be used, provide proof of a current Automobile Liability Insurance Policy with limits of at least \$1,000,000 each accident.

- Proof of required insurance coverage shall be in the form of a currently dated Certificate of Insurance from insurer(s) with an A.M. Best's rating of B+ VII or higher. Certificate holder shall read Palm Beach County Board of County Commissioners c/o Parks and Recreation Department, 2700 6th Ave. South, Lake Worth, FL. 33461, Attn: Athletics or Facility Manager (whichever applicable).

Field Use

- Use the fields with due care and diligence to help reduce the expense of cleaning, maintenance repairs and renovation.
- Provide a representative from your program to monitor field use and adherence of coaches to the Code of Conduct.
- Turn off ballfield lights, air conditioners and properly secure supplies and buildings prior to leaving the park.
- Release to the County any permitted fields or time that is not needed.
- Never allow another organization or group to use the facility under the Youth Sport Provider permit.
- Adhere to field closures during severe weather, repair or renovation.
- Utilize bulletin boards for posting of all written materials. Flyers are not to be attached to doors, walls or posts.
- Utilize storage cabinets in the pressboxes that are equipped with locks, to store scoreboard control panels. Repair and replace controls when necessary.
- Provide additional garbage containers if amounts of trash exceed County provided containers.
- Provide all field lining equipment and supplies necessary for lining the fields.
- Apply and maintain all necessary infield lines.
- Paint all lines on soccer/football fields only with athletic field paint.
- Use NO field grooming machines or other motorized equipment on fields. Standing water removal and minor clay repairs should be completed using approved methods or materials only. Using cat litter to soak up standing water, digging drainage ditches or holes and raking wet clay into grass areas is prohibited.
- Instruct and enforce coaches NOT to remove standing water from infields.
- Locate cooking grills a minimum of 50 feet from any structures. Grills must be equipped with "drip pans" to catch grease.
- Remove propane gas containers from the mobile concession when not in use. At NO time may propane gas containers be stored on County property.
- Immediately remove mobile concession from the park when a hurricane watch alert is issued by the National Weather Service.
- Keys are the property of the Palm Beach County Parks and Recreation Department. They are provided to sport providers as needed to allow entrance into secure areas. Keys are

not to be duplicated or given to unauthorized users.

Building/Structure Maintenance

- Use the facilities with due care and diligence to help reduce the expense of cleaning, maintenance repairs and renovation.
- Keep pressboxes neat, clean and well maintained. Only authorized personnel are allowed in the pressboxes. At no time is smoking permitted in any pressbox.
- Remove food and debris prior to leaving. Floors and stairs are to be swept and counter tops wiped off weekly. Floors are to be wet mopped monthly.
- Report any graffiti or maintenance concerns to the County.
- Turn off all lights and air conditioners prior to leaving. Secure all windows and doors.
- Maintain batting cages to County standards: netting secured and without holes; interior grounds kept free of debris; routinely mowed and edged.
- Maintain a clean and safe concession. Park inspections will insure compliance.
- Leave no supplies or items outside of facility. Concessionaires are responsible for litter. Boxes must be broken down, bagged and properly disposed. Boxes must not be left in trash cans or piled outside.
- Provide all maintenance, upkeep and replacement of permanent structures constructed by the Youth Sport Provider.
- Provide all maintenance, upkeep and replacement of scoreboard controls.

Safety

- Notify the County by 5:00 PM the next business day after any accidents/incidents that require medical attention or when public safety personnel were called to assist with the situation. Complete a County Accident/Incident Report in its entirety and fax it to the Athletics Coordinator or Facility Manager.
- Adhere to NAYS Standards as outlined in the Sport Provider Handbook.

Delinquency

- At any time during the term of this Agreement the following punitive action will be taken for delinquency of this Memorandum of Understanding:
 - Reduction in use of fields
 - Loss of permits
 - Fines

The County will:

Administration

- Provide a Sport Provider Handbook detailing athletic field use procedures. This Handbook details the proper course of action for County facility utilization and must be used as a resource to this Memorandum.
- Mail the written status of a Field Use Request to the requestor within 14 business days of receipt.
- Assign Athletics staff to assist as necessary with field scheduling and use, review program schedules and manage use patterns.
- Notify of unsafe conditions or violations of County standards.
- Provide sport provider an after-hour contact number to Emergency Management in the event of a facility emergency. (Contact number in Handbook)
- Provide a sufficient number of keys for access to approved facilities and buildings.

Financial

- Provide non-billable maintenance consisting of one drag to the infields Monday - Saturday, scheduled mowing, sweeping, restroom cleaning and garbage removal.
- Invoice user for billable maintenance for any field drags needed for play on Sundays, County holidays, and any additional events. (Schedule in Handbook)
- Permit use to sanctioned youth sport provider, of specified facilities free of electrical, water and sewer costs.

Field Maintenance

- Provide foul lines painted and maintained on the outfield grass only.
- Provide an annual field renovation schedule. (Schedule in Handbook)
- Notify sport provider when fields may be unplayable due to inclement weather.
- Provide repair/replacement of County scoreboards.

The County Athletics Coordinator or Facility Manager and point of contact for this

Memorandum is:

Name:

Phone:

E-Mail:

Monday- Friday, 8:30 A.M. - 5:00 P.M..

Youth Sport Provider Contact Information

For inclement weather notification: Name: _____

Phone: _____

Contact for the County: Name: _____

Phone: _____

E-Mail: _____

Acknowledgment of Memorandum of Understanding

I, _____ have read this Memorandum and agree that,
(print name)

our organization will abide by all terms and I fully understand that non-compliance with this Memorandum and failure to work cooperatively with the County will jeopardize current and future facility permits. I, the permittee, agree to protect, defend, reimburse, indemnify and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action of every kind and character, including attorney’s fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of, or in connection with my use of the facility described in this permit. I hereby assume the risk associated with the use of the facility and agree to hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action of every kind and character, including attorney’s fees and cost, whether at trial or appellate levels or otherwise, due to their acts, errors or omissions resulting in bodily injury, including death, or damage to my property incident to or in connection with my use of the facility. I have full authorization of the Board to represent our organization by signing this Memorandum.

Signature of President

Date

Signature of Athletics Coordinator/ Facility Manager

Date