



# PARK RENTAL AGREEMENTS

The City of Prince George manages 12 Park Rental Agreements. These agreements provide sports groups with 'exclusive use' of city facilities in exchange for \$1,000 annual rental fee and the responsibility of facility investments and shared maintenance responsibilities with the City of Prince George.



## [mysportfields@princegeorge.ca](mailto:mysportfields@princegeorge.ca)

This is a team managed email address specifically set up for our park renters. This email address is seen by our team including the parks manager, supervisor and foreman. All renters are encouraged to communicate, ask any questions, report all issues, etc. so that we not only document and follow up but have historical record of any issues at our sites.

## [news.princegeorge.ca](http://news.princegeorge.ca)

Subscribe for the most up to date information including openings, warnings, event and maintenance information and closures of parks, trails and sport fields. Please tell all players, parents, coaches, etc. to subscribe today!

## Park Rental Agreement

Parks is committed to working with partners who sign **Agreements to Rent City Property** and have shared maintenance responsibilities to ensure the success of sport in our community. Through annual season start up and wrap up meetings, site visits, email communication and e subscriptions we are working to build and maintain positive working relationships with all our renters and key stakeholders.

The Parks Division has a sport field management program that sees over 75 staff each season work on turf and irrigation at every City outdoor facility, park and sport field. These staff work plans include weekly schedules to meet seasonal goals of mowing, aerating, fertilizing, irrigation, waste management, property maintenance, etc.

## Park Rental Agreement – Schedules Responsibilities

Renter Resp.	Definition	City Resp.	Definition
Building Maintenance	<ul style="list-style-type: none"> <li>Condition, operation, repair, replacement, maintenance and management of building on property.</li> <li>Inform City of any/all alterations or improvements to the building/property (4.10)</li> </ul>	Parking Lot Maintenance	<ul style="list-style-type: none"> <li>Maintenance, grading and sweeping of the parking lot</li> <li>Line maintenance</li> <li>Paving or heaving issues</li> </ul>
Clean & Maintain Concession	<ul style="list-style-type: none"> <li>Concessions 4.9 Ensure concession is kept in good condition. Valid health permit and food safe to be posted.</li> </ul>	Turf Maintenance	<ul style="list-style-type: none"> <li>Fertilization &amp; Aeration</li> <li>Top Dressing and over seeding</li> <li>Turf Repair (fox holes, divots, etc.)</li> </ul>
Fence Repairs	<ul style="list-style-type: none"> <li>Inspect and maintain the fencing and gates surrounding the Property</li> <li>Inspect and document fence condition seasonally</li> </ul>	Mowing	<ul style="list-style-type: none"> <li>City will mow the fields identified through this agreement on a schedule identified through the park operation plan and with user group needs</li> </ul>
Bleacher Inspection and Maintenance	<ul style="list-style-type: none"> <li>Ensure bleachers are structurally sound and safe</li> <li>Inspect bleachers annually and provide City with documentation</li> </ul>	Provide Paint	<ul style="list-style-type: none"> <li>City to provide the paint required by user group to ensure graffiti is dealt with and to upkeep building, bleachers, etc.</li> </ul>
Infield Maintenance	<ul style="list-style-type: none"> <li>Drag before and after games and practices and change direction of dragging to ensure proper infield care. Maintain levelness of infield</li> <li>If dirt gets on grass area, use a plastic fan rake which does less damage to grass roots when getting dirt back</li> <li>Mounting bases and lining</li> </ul>	Advertising signage	<ul style="list-style-type: none"> <li>4.15: The Renter will not permit any third party advertising signage to be placed on the Property without the City's prior written consent. The City agrees to consider advertising signage requests that will benefit the Renter's operating costs or that will assist with costs.</li> </ul>
Clean Property & Report any damage to the City	<ul style="list-style-type: none"> <li>Promptly remove graffiti and pick up any litter. Ensure property is clean</li> <li>Ensure dugout areas are free from spits, cans, etc.</li> </ul>	Backflow Inspection	<ul style="list-style-type: none"> <li>City provides inspection of backflow at beginning of season when water is</li> </ul>
Garbage Management	<ul style="list-style-type: none"> <li>Responsible for daily garbage disposal and management including emptying full garbage bags from barrels into bins</li> </ul>	Garbage Management	<ul style="list-style-type: none"> <li>Provide garbage bins for facility and manages contract for dumpsters</li> <li>Provide garbage disposal from bins as per schedule typically on a weekly service.</li> </ul>
Utility Costs – Hydro & Gas	<ul style="list-style-type: none"> <li>4.3 Hydro &amp; Gas: user groups are to arrange for direct billing</li> </ul>	Utility Costs	<ul style="list-style-type: none"> <li>Water &amp; Sewer (City Services)</li> </ul>
Cost of Security Monitoring	<ul style="list-style-type: none"> <li>Lock gates and secure buildings</li> <li>Coordinate extra security monitoring where desired.</li> </ul>	Security	<ul style="list-style-type: none"> <li>City manages a general contract to open gates and perform checks.</li> </ul>
Responsible for costs of any replacements	<ul style="list-style-type: none"> <li>Renter is responsible to replace any of the locks and keys that are lost throughout the season</li> </ul>	Lock and Keys	<ul style="list-style-type: none"> <li>City will provide an original set of lock and keys to the organizations and has security provided.</li> </ul>
Sport Equipment	<ul style="list-style-type: none"> <li>The organization is responsible for the purchase, maintenance and storage of their own sport equipment incl. nets, benches, etc.</li> <li>All equipment will have to be moved to allow for proper City mowing and turf maintenance.</li> </ul>	Sub Renting	<ul style="list-style-type: none"> <li>All requests from other groups for property use will be directed to the renter who is asked to let the City know of any use.</li> </ul>
Tournament/ Special Event	<ul style="list-style-type: none"> <li>The organization is responsible for any/all extra costs and permits associated with tournament/special events including garbage disposal, portable toilets, etc.</li> <li>An online tournament form must be filled out.</li> </ul>	Winterize Facility	<ul style="list-style-type: none"> <li>Will set closing date for season.</li> <li>Provide necessary services required to winterize facility including blowing out of all water lines at facility.</li> </ul>
Above Ground Irrigation	<ul style="list-style-type: none"> <li>Any above ground watering system and infrastructure</li> <li>Please contact City immediately with any irrigation concerns.</li> </ul>	Irrigation	<ul style="list-style-type: none"> <li>Provide annual maintenance and inspection irrigation program</li> <li>Will respond to any underground irrigation issues</li> </ul>