



FOUNTAIN HILLS

FACILITY RESERVATION

Guideline



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INTRODUCTION

Welcome to the Town of Fountain Hills Community Services Department. The Town of Fountain Hills Community Services Department currently has five parks with various amenities including Ramada's, athletic fields, sport courts, open space, Skate Park, playgrounds, splash pad, and an amphitheater. This facility reservation guideline serves as the procedures for our outdoor park amenity reservation process and priority usage.

Whenever any person or group desires to reserve any portion of a Town facility for an activity, a permit shall be obtained from the Parks and Recreation Division by contacting us at 480-816-5100 or requesting a reservation online at www.fh.az.gov/recreation.

Reservations can be made up to six months in advance and require a minimum 48 hour request.

Reservable Amenities

Ramada
Sport Courts
Athletic Fields
Amphitheater
Open Space

Non-Reservable Amenities

Playgrounds
Splash Pad
Skate Park

Steps to Make a Reservation

- Call 480-816-5100 Monday-Thursday between 7:00am-6:00pm to make a reservation or request a reservation at www.fh.az.gov/recreation
- Payment is required when requesting a reservation.
- Alcohol permits are permitted with Ramada reservations and are \$10.
- Vendors, bounce houses, and any equipment on Town property requires a certificate of insurance outlined on page six.

Cancellations and Refunds

- A full refund will be made if the Community Services Departments cancels the rental.
- Cancellations require a minimum of 3 business days advance notice for a full refund.
- Field Rentals: In case of inclement weather or poor field conditions, Town staff will make the final decision if the field may be used.
- In the event of inclement weather or light failure, a credit can be issued to the household. Call 480-816-5100 within 24 hours following the reservation to receive the credit.
- All changes to reservations need to be made at least 24 hours in advance. All changes to weekend reservations need to be made by the Thursday at 5:00pm prior to the reservation date.

PRIORITIZED USE

The Fountain Hills Community Services Department has priority use of all facilities and recreation areas. When facilities are not in use for Parks and Recreation sponsored activities, they shall be available for permits in the following order:

1. Fountain Hills Programs, approved events, and maintenance.
2. Organizations with formal agreements and youth serving agencies.
3. General public use.
4. Commercial/private organizations.

Local Youth Serving Agency Guideline

Groups that meet the following criteria will have priority use with those above, on potential reduced fee basis:

1. Youth Serving Agency is a 501c3 non-profit.
2. Agency is governed by a local, unpaid volunteer board and unpaid staff.
3. Participant members are made up of a majority of Town of Fountain Hills residents.
4. Agency participation is open to the public and not “by invitation only” or limited by any means other than the natural make-up of the league (i.e. no “cuts” and must have minimum participation/play rules in place).

When facilities are not in use by the Community Services Department, or the groups listed above, they will be made available to other Fountain Hills’ residents, groups, or organizations on a permit/fee basis.

Formal Agreement Requirements

Non-tournament and league groups that meet the following criteria may qualify for formalized agreements non-tournament and league definitions can be found on page 7.

1. Submit a certificate of insurance naming the Town of Fountain Hills as additional insured. Insurance requirements can be found online at <https://www.fh.az.gov/695/Fountain-Hills-Parks> or submit team waivers.
2. Submit participant rosters demonstrating a 60% residency participation rate.

PERMIT USE

Whenever any person or group desires to reserve any portion of a Town facility for an activity, a permit shall be obtained from the Parks and Recreation Division by contacting us at 480-816-5100 or requesting a reservation online at www.fh.az.gov/recreation.

Reservations can be made up to six months in advance and require a minimum 48 hour advance request. All reservations for Friday-Sunday must be secured with payment by 5:00pm on Thursday.

The Community Services Director shall interpret this policy and may act in any case not specifically covered by the policy.

General Use

It is recommended that requests of this nature be initiated at least 48 hours in advance. All weekend requests must be secured with payment by 5:00pm on Thursday. (General use i.e. family picnics, birthdays, ball field practices, etc.)

First-Come-First-Serve Use

Casual use is defined as informal pick-up games, small picnic or gathering that does not require services or accommodations. This type of use is available on a first-come-first-serve basis when the facility is not already reserved and as long as the group size is 25 people or less. Individuals wishing to guarantee their space or have special services (i.e. bounce house, amplified music, facility prep needs, etc.) must make a reservation and pay the associated fees. Reservations are highly recommended to ensure exclusivity of the space and that scheduled maintenance does not occur during the reservation.

Alcohol Permits

Alcohol permits are \$10 and is valid for a maximum of 50 consuming adults. The permit must be in conjunction with a Ramada reservation and must be secured at least 48 hours prior to the reservation. Alcohol permits for Friday-Sunday must be secured by 5:00pm on Thursday.

Special Events

This form is not intended for Special Event use. It is recommended that requests for Special Events at Town facilities be initiated at least 60 days in advance so that proper review and approvals may be obtained from all departments. Special event applications can be found at www.fh.az.gov/specialevents.

PERMIT USE

Permits Requiring a Certificate of Insurance

In addition to a permit, a certificate of insurance (COI) is required for the following:

- Whenever an organized team uses all or a portion of any town recreation facility for a team practice or game. Each organized team shall obtain its own permit, even if sharing use of the same facility. For purposes of this section, an organized team means a team that belongs to a league or other organization that schedules games.
- Whenever any person or group wants to reserve use for physical education, or recreation based classes, or obtain exclusive use of all or any portion of a town recreation facility.
- Whenever any person or group wants to move any large equipment in a park, set up large inflatable structures, dunk tanks, tents, generators, climbing walls, amplified music equipment, portable restrooms, lights, or other equipment or structures in any town recreation facility.
- Whenever any business or service using a facility as a location for the delivery of a program, service, or contest of any nature. This includes, but is not limited to, any person or entity providing exercise or fitness training, group or private lessons (ex. tennis, karate, etc.), and any type of dog training or competition.

All permits shall be revocable for cause by the Community Services Director upon the finding of a violation of these policies, other Town ordinances, or state statutes.

Insurance requirements can be found online <https://www.fh.az.gov/695/Fountain-Hills-Parks>

Prohibited Use

- Commercial activities
- Sales promotions
- Unintended Use of space (i.e., playing any sport other than tennis on the tennis courts).

PERMIT USE

Tournament Use

Applications are accepted up to one year in advance and reviewed for approval on a quarterly basis. For more information and details regarding tournament scheduling, please see <https://www.fh.az.gov/692/Tournament-Inquiries>

Non-Tournament/League Use

Applications are accepted six months in advance and are reviewed for prioritized use approval on a quarterly basis. All organizations and groups requesting priority usage require a formalized agreement with the Town of Fountain Hills. Groups with a 60% or higher residency have priority over groups with less than 60% residency. Non-tournament and league use includes sport organizations involving multiple on-going reservations, sport-specific games, practices, clinics, camps, etc.

Reservations for Non-Tournament/League use are accepted on the following dates:

- January 1 for reservations July-December
- July 1 for reservations January-June

Reservation requests submitted outside these dates may be considered based on availability.

All non-tournament and league use requires a certificate of insurance or team waiver as outlined on page 6.

All sports using sport courts non-tournament and league use with formal agreements are limited to two hours per day and three days per week. Weekend use is not permitted for tennis non-tournament and league use.

ATHLETIC FIELDS

The Town of Fountain Hills athletic fields includes baseball, softball, and multi-use fields.

- All ballfield rentals require a 48 hour advance reservation request. All reservation requests for Friday-Sunday and online requests must be completed by 5:00pm on Thursday.
- All reservations requiring a special service such as: ball field preparation, equipment delivery, etc. must be reserved at least 48 hours in advance (i.e. if a reservation request is made on a Monday it is not available until Wednesday). The last day to request a special service is 5:00pm on the Thursday prior to a Saturday/Sunday/Monday.
- Ball fields at Golden Eagle Park are locked and require a reservation. No drop-in play is available. Ballfields and multi-use fields at Four Peaks Park and Desert Vista Park are open as a first come, first serve basis. Organized groups using the fields on a regular basis require a permit.

Athletic Rental Fees (or as listed in the current fee schedule) Two hour minimum is required

Field	Resident-\$15/hour	Non-resident-\$22.50/hour
Lights	Resident-\$10/hour	Non-residents-\$10/hour
Field Prep (ballfields only)	Resident \$25/each	Non-resident \$25/each

**Includes field dragging, water, line batter's box, foul lines, and bases*

Ballfields

Golden Eagle Park- 4

Four Peaks Park- 2

Multi-Fields

Four Peaks Park – 1

Desert Vista Park – 3

Fountain Hills Facility Reservation Guideline

RAMADA

The Town of Fountain Hills offer Ramada's at our four parks. To ensure exclusivity, it is highly recommended that customers obtain a permit through the reservation process for the desired date and time. Ramada's that are not booked are available on a first come, first serve basis.

Rates listed below are hourly rates. All reservations require a two hour minimum and must include both set up and tear down in your reservation time.

Desert Vista Park	Size	# of Tables	Resident	Non-resident
Coyote	Small	2	\$10	\$15
Javelina	Medium	4	\$15	\$22.50
Fountain Park	Size	# of Tables	Resident	Non-resident
Chuparosa	Small	3	\$10	\$15
Golden Barrel	Small	3	\$10	\$15
Kiwanis	Small	3	\$10	\$15
Ironwood	Small	3	\$10	\$15
Red Yucca	Small	3	\$10	\$15
Four Peaks Park	Size	# of Tables	Resident	Non-resident
Mesquite	Small	4	\$10	\$15
Golden Eagle Park	Size	# of Tables	Resident	Non-resident
Cottonwood	Small	4	\$10	\$15.00
Ocotillo	Medium	7	\$15	\$22.50
Saguaro	Large	16	\$20	\$30

SPORT COURTS

The Town of Fountain Hills offers the following sport courts for reservation and on a first come, first serve basis. Sport courts can be reserved 48 hours in advance for a maximum of two hours per day, per resident. Residents can reserve 1 court at a time. Organizations with formal agreements may reserve up to 3 courts at a time and no more than 3 days per week. Commercial activity is not permitted on the sport courts. All activity and/or sports other than tennis are not permitted use on the tennis courts.

Tennis

- Golden Eagle Park- 4
- Four Peaks Park -2

Volleyball

- Golden Eagle -2

Basketball

- Four Peaks Park-1
- Golden Eagle Park -2

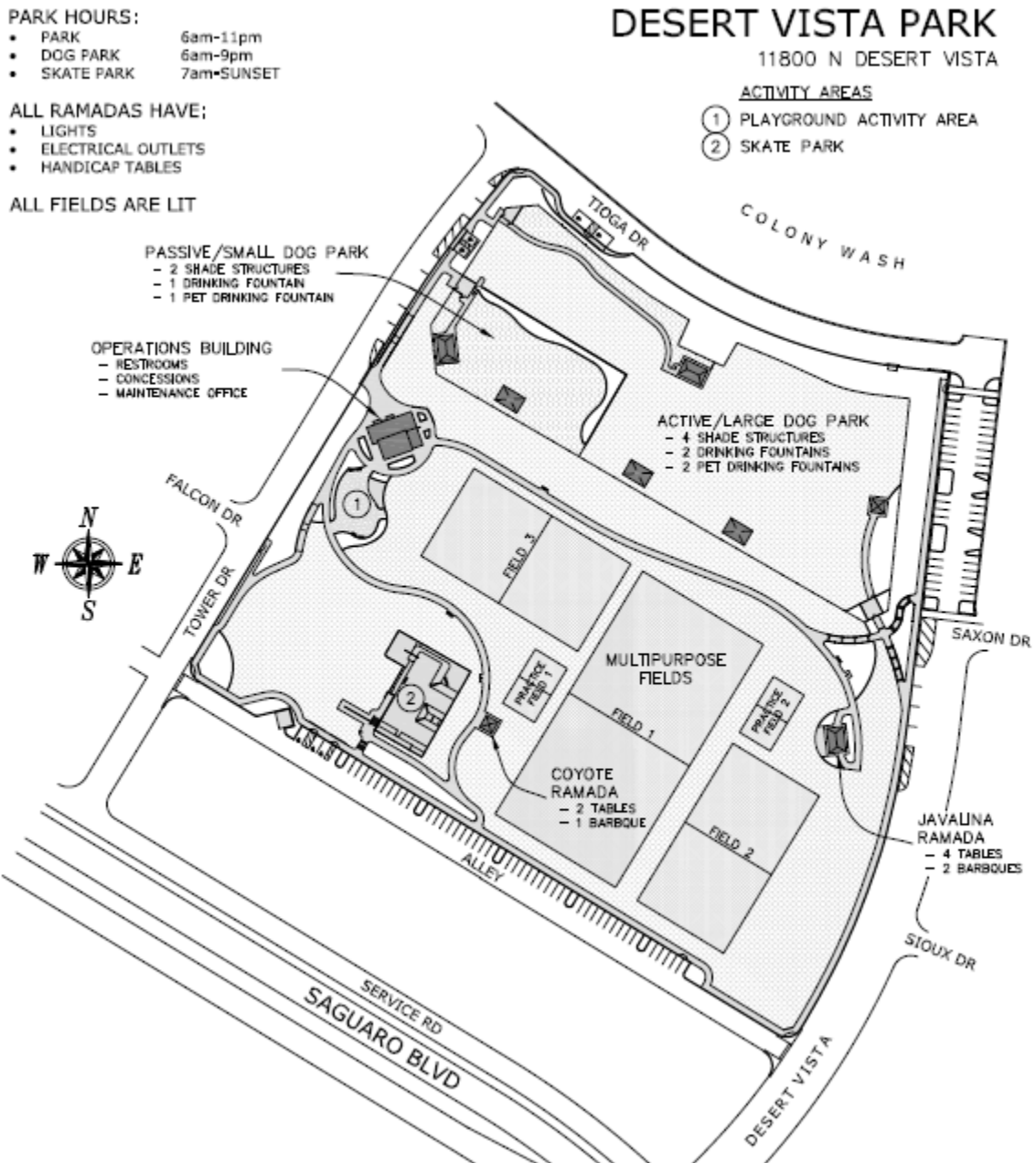
SPECIAL EVENTS

Special events such as festivals, contests, parades, demonstrations, carnivals, runs, etc. require a special event application. If you are planning an event, your special event application, with all fees, must be submitted **no later than 60 days** before your event. New or larger events or events will need additional time, so please plan accordingly.

Answering a few simple questions may help you determine if you need to apply for a Special Event Permit. You can either follow the [Special Event Flow Chart](#) online or feel free to contact our event manager at 480-816-5170 who will be happy to assist you with evaluating the need for a permit.

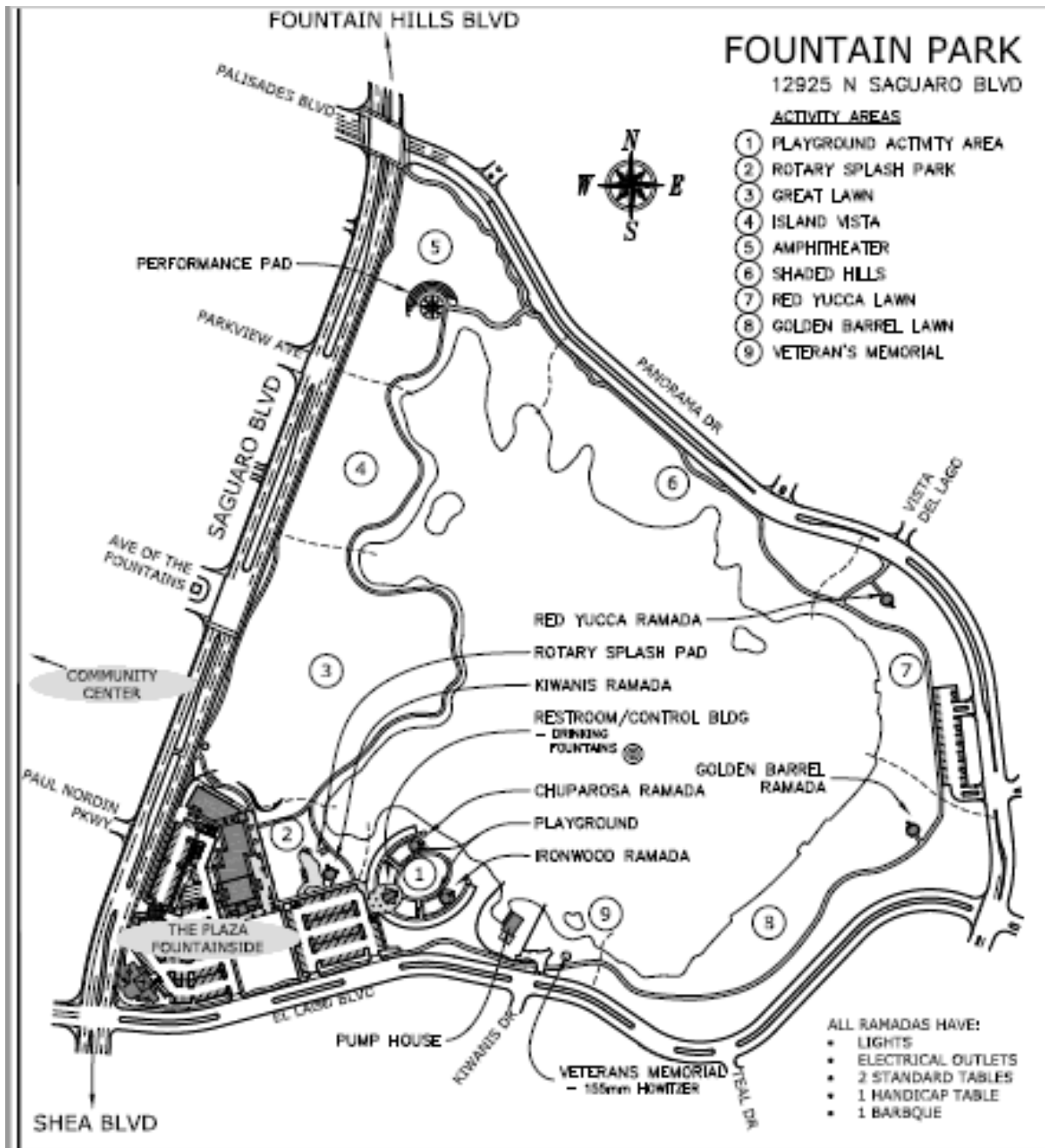
PARK MAPS

Desert Vista Map



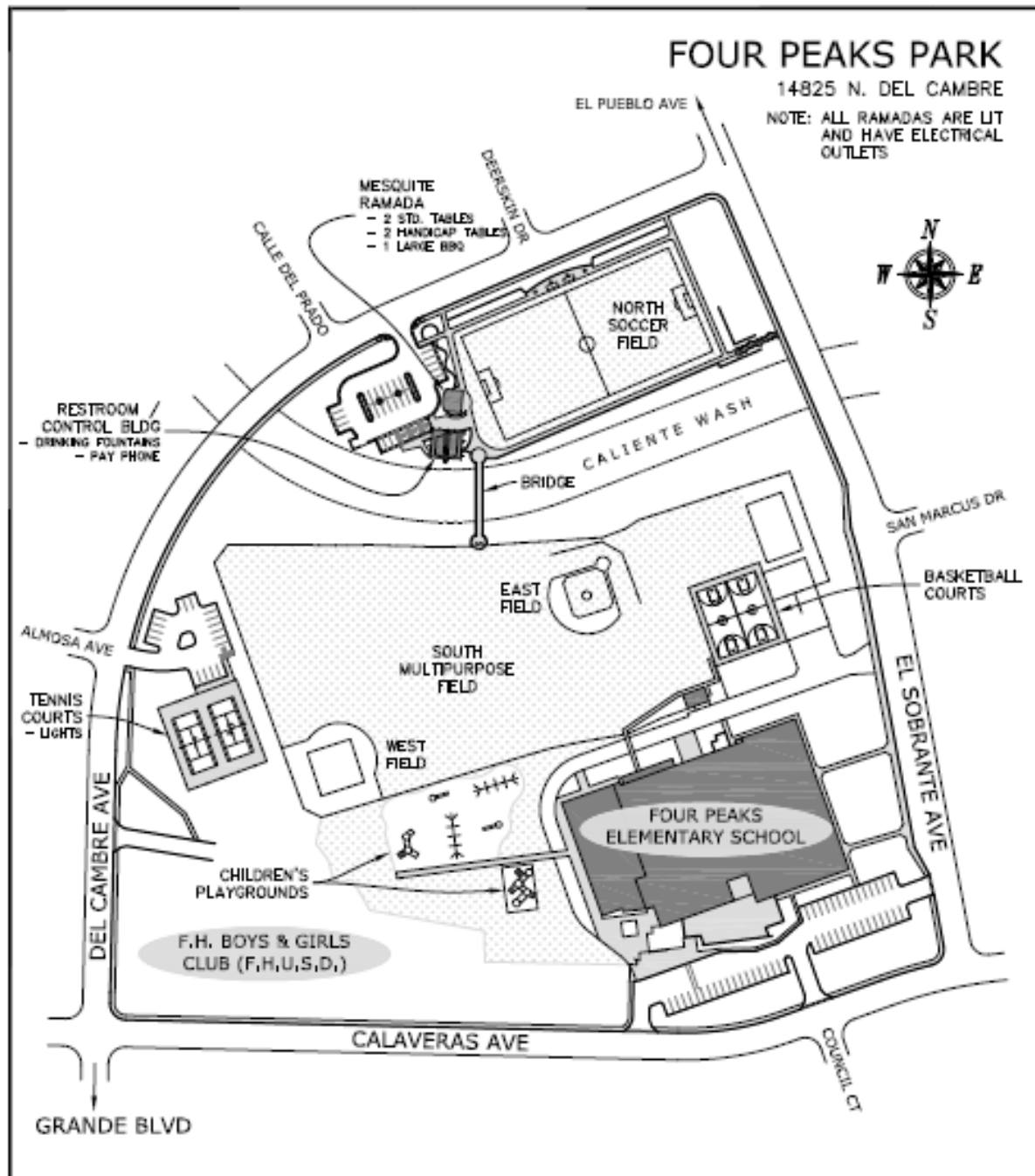
PARK MAPS

Fountain Park Map



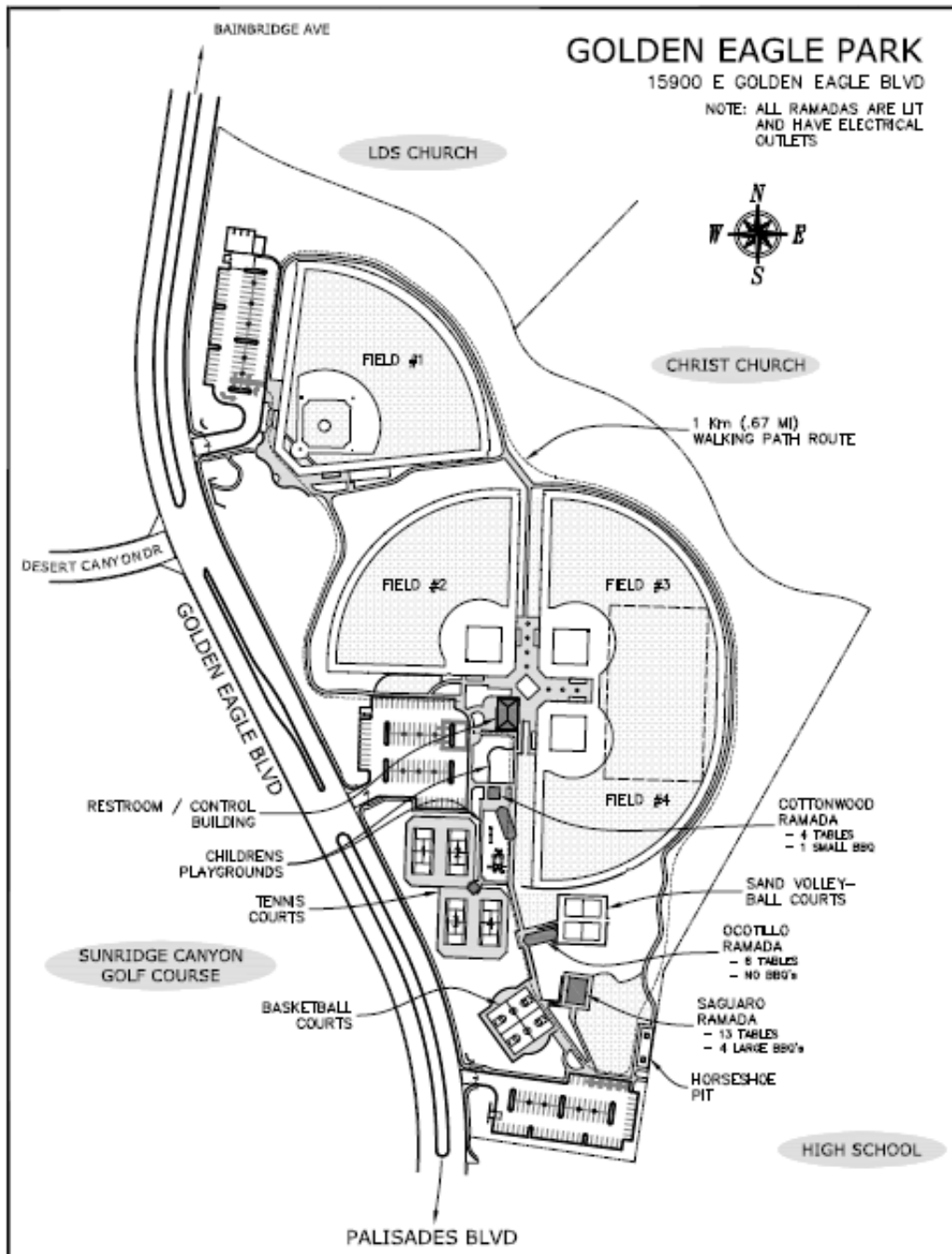
PAK MAPS

Four Peaks Park Map



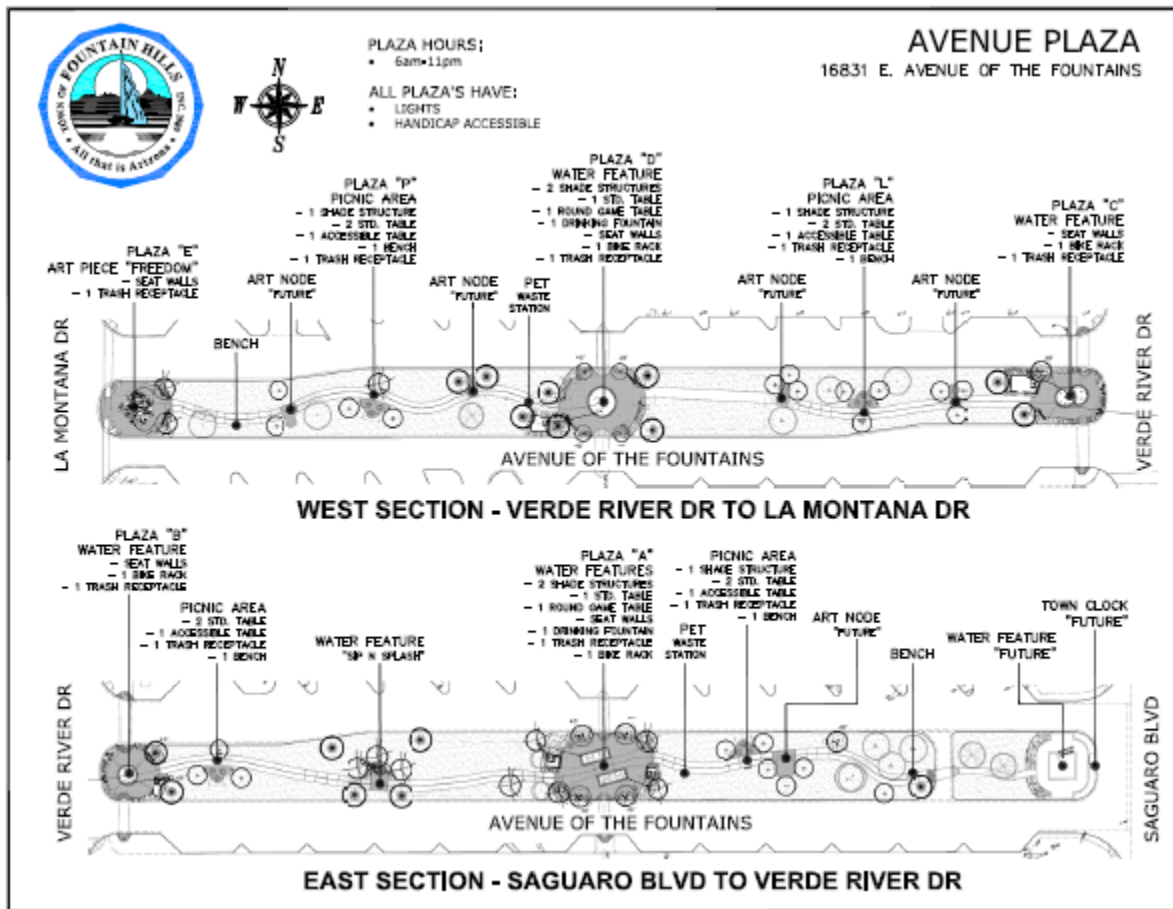
PARK MAPS

Golden Eagle Park Map



PARK MAPS

Avenue of the Fountains Park Map



PARK RULES

1. Park hours are from 6:00 a.m. to 11:00 p.m.
2. Vehicles left at any park after 11:00 p.m. will be towed.
3. No alcoholic beverages without a permit.
4. No glass containers.
5. No pets without a leash that is hand held and pets must be on the leash, not to exceed six feet in length at all times. Owners must clean up after pets.
6. No golfing.
7. No unauthorized vehicles outside of parking areas.
8. No open fires or overnight camping.
9. No firearms or weapons, except as authorized by Arizona law.
10. Do not destroy plants, grass, trees or equipment.
11. No model aircraft or unmanned aircraft, except at Desert Vista Park in designated areas and only when the park is not in use by others.
12. No unauthorized vendors.
13. Specific facilities may be reserved by obtaining a permit from the Community Services Department.
14. Violators of the law and park rules will be prosecuted.
15. Swimming, fishing, and boating are prohibited at Fountain Park Lake.
16. Use of tobacco, electronic cigarettes, or vapor pens within parks is prohibited except in parking areas. (Ordinance No. 18-08)
17. All park patrons will abide by any additional park rules specific to each park.