

## FIELD RESERVATION FEE SCHEDULE

### Group Designation Description

The following is a description of a group's designation for applicable usage fees:

**A - City Events:** City sponsored camps, or City-wide recreational programming.

**B - Local Youth Athletic Organization:**

- A non-profit organization of children from the ages of 4-17yrs of age, and
- An organization with 30% Medina residents on the roster. Residence is to be verified by submitting a copy of the teams' league roster to the City by the organization, or
- An organization that provides a public service in Medina.

**C – Non-resident Youth Athletic Associations:** A non-profit organization of children from the ages of 4-17 yrs of age.

**D – Local Adult Resident:** An adult team with 30% Medina residents on the roster. Residence is to be verified by submitting a copy of the teams' league roster to the City by the team.

**E - Non-Resident Adult / Corporate Events:** A private group/organization whose activities generate monies for the financial enrichments of the members and non-Medina based groups.

### Field Usage Fee Table

Facility*	A User	B User	C & D Users	E User	Tournaments**:	
					Youth	Adult
Ball Field**	No Fee	\$5/ game \$10/Day	\$10/game \$30/Day	\$45/3hrs	\$60	\$250
Open Field	No Fee	\$5/game \$20/Day	\$25/game \$40/Day	\$55/3hrs	\$330	\$600
Light Fee:	\$12 / field / hour – this fee will be required if lights are requested					

*\*Field fees are based on a game (2.5 hrs) or choosing per day (8am-10pm) that allows sole rights to the field for such usages as practices & multiple games.*

*\*\*Tournament fees are based on per field per day.*

### Security Deposit

\$500.00 Security Deposit for field reservations pertaining to games and/or practices per every Field Reservation Application submitted.

\$800.00 Security Deposit for field reservations pertaining to tournaments per every Field Reservation Application submitted.

\$25 Administration Processing fee will be charged to the Security Deposit for any cancellations or rescheduling of approved reservation submitted within thirty (30) days of the event.

### Key Deposit

A \$25 key deposit is required for issued keys to any building reservation on the facilities.

Keys must be returned by 5 pm of next business day after rental.

### Rental Fees for Amenities

#### **Portable Toilets**

The City of Medina will determine if Additional Toilets or Special Cleaning need to be scheduled on the day or days that the fields are reserved.

*Portable Toilet Fees:*

\$60 Additional Units (per unit); \$200 ADA Toilet; \$35 Special Cleaning (per unit)

## **RESERVATION FEE AND DEPOSIT POLICY**

### **Recreation Field Reservation fees**

Recreation Field Reservation fees are the fees required for the direct usage of the fields. This fee includes the field usage fee as well as any fees associated with the requested/required rental of amenities. All fees will be required by the City upon submission of the reservation application.

### **Refunds of Reservation Fees**

Refunds for all Recreation Field Reservation fees are processed on an individual basis with regards to the conditions of the cancellation. All cancellation notices and requests for rescheduling must be submitted in writing. Any cancellations that occur upon the day of the event, the City must receive the cancellation notice by the next business day.

- *REFUND FOR CANCELLATIONS DUE TO WEATHER CONDITIONS.* All cancellations that are due to weather conditions must be verified by the City staff prior to refund. A percent of the Recreation Field Reservation fees may be remitted to the City according to the percent of field used if event is interrupted due to weather conditions and is not rescheduled.
- *NO FEE REFUNDS.* Recreation Field Reservation fee refunds will not be given for cancelled game/practice reservations that are not related to weather conditions less than fourteen (14) days before the event.
- *NO FEE REFUNDS.* Recreation Field Reservation fee refund will not be given for cancelled tournament reservations that are not related to weather conditions less than thirty (30) days before the event.

### **Recreation Field Reservation Security Deposit**

Recreation Field Reservation Security Deposit is required to secure the performance of the field usage and any administration fees connected to cancellations or rescheduling. A security deposit will be required by the City upon submission of the reservation application.

### **Refunds of Security Deposit**

The applicant; having fulfilled the obligations under the field reservation application, City Code Chapter 515, and an after post-event inspection by the Public Works Department, will have their Security Deposit refunded.

- A full security deposit will be remitted to the applicant upon having left no financial obligation to the City and having caused no damage beyond ordinary wear and tear.
- A percent of the security deposit will be remitted to the City pending:
  - 1) any financial obligation to the City,
  - 2) the percent of damages to the facilities beyond the ordinary wear and tear.

### **Administrative Processing Fee For Rescheduling**

An Administrative Processing Fee will be charged in accordance with the City's Fee Schedule to the Security Deposit for the rescheduling an approved field reservation.

Cancellations that need to be rescheduled due to weather conditions are not applicable to the Administrative Processing Fee.