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League Permit Application (Parks & Recreation)

The League Permit does not require a public hearing. The Director of Parks and Recreation will issue a decision within 30 days. The review timeframe begins after the date of application acceptance by city staff.

In making this request, the applicant understands that the sponsor will hold harmless and indemnify the City of Stonecrest, its officers, employees, and agents against injury, loss or damage occurring as a result of this league. The league manager will be required to provide Liability Insurance in an amount not less than \$1 million dollars, naming the City of Stonecrest its officers, officials, employees and agents as an additional insured party to the contract. For additional information regarding this requirement please contact the City of Stonecrest Parks & Recreation Department at 770-224-0200.

Application Checklist

(Incomplete applications will not be accepted)

- Completed Application
- Proof of Liability Insurance
- Participation Reports (Spring, Fall, Winter, Summer)
- Park Use Agreement Acknowledgement
- Coaches List
- Board of Directors List
- Season Information Form
- Game Schedule
- Safety/Security plan
- Notification of Annual Meeting
- Copy of Charter
- Copy of Current By-Laws



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League Application

Applicant Information	Name:	
	Address:	
	Social Media/ Website:	
	Phone:	Fax:
	Cell:	Email:

This request is for: Adult / Youth	Spring Season	Fall Season	Summer Season
Type of Function:			
Date Submitted:			
Name of Requesting Organization			
Name of League Affiliation:			
PARTICIPANT MINIMUM AGE: _____ PARTICIPANT MAXIMUM AGE: _____			
Opening Ceremony: Yes ___ No ___ Time: _____ Date: _____			
1 st Preferred Location:	Southeast Athletic Complex	Farrington	Brownsmill Recreation center
2 nd Preferred Location:	Southeast Athletic Complex	Farrington	Brownsmill Recreation center

(Circle)	M	T	W	T	F	S	S
GAME START DATE: ___/___/___				GAME END DATE: ___/___/___			
Normal Start time:				Normal Ending time:			

Number of Fields:	1	2	3	4	5
Name of Organization President/Representative					
Address	City			State	Zip
Phone	Evening Phone		Cell Phone		
Email					
Person who should receive the invoice:					
Other Special Instructions:					



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Anticipated # of Players	# of Coaches	# of Teams
Age Range of Players:		
Date range requesting:		
First Practice date is:		Last practice date is:

Affidavit	To the best of my knowledge, this League permit application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Stonecrest Parks & recreation Department. I understand that failure to supply all required information (per the relevant Applicant Checklists and Requirements of the Stonecrest Chapter 19 Parks & Recreation CITY Code) will result in the rejection of this application. I have read the provisions of the Georgia Code Section 36-67A-3 as required regarding Campaign Disclosures. My Signed Campaign Disclosure Statement is included		
Applicant's Name:			
Applicant's Signature:		Date:	
Sworn to and subscribed before me this		Day of	20
Notary Public:			
Signature:			
Date:			
Application Received By:			Project Number:
Fee: \$		Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		Date:	

WILL FOOD BE DISTRIBUTED AT THIS EVENT: ___ YES ___ NO (If Yes a Temporary Food Permit will be required by the Health Department: TEMPORARY FOOD SERVICE PERMIT APPLICATION Division of Environmental Health DeKalb County Board of Health 445 Winn Way, Suite 320, Decatur, GA 30030 Phone: (404) 508-7900 Fax: (404) 508-7979 www.dekalbhealth.net)

ANY LP-GAS, CHARCOAL, FLAMMABLE or COMBUSTIBLE LIQUIDS USED: ___ YES ___ NO	
NUMBER OF FOOD VENDORS ___	CONTACT NAME (If different from Sponsor/Applicant): CONTACT TELEPHONE (If different from Sponsor/Applicant):



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1. Proof of Liability Insurance

- Accident insurance must be available to all sports participants by the approved sports provider. A fee for that insurance coverage may be levied separately or incorporated into the registration fee.
- Provide comprehensive liability insurance coverage with the following minimum coverage: \$1,000,000.00 each occurrence bodily injury; \$100,000.00 each occurrence property damage, fire, theft, or loss. In addition to players, insurance coverage must cover volunteer concessions and field maintenance workers, referees, coaches, and other association participants. The insurer must have an A.M. Best rating of B+ or better and must be licensed to do business in the state of Georgia. A certificate of insurance must be forwarded directly to the DEPARTMENT.
- Copy of disciplinary/behavioral guidelines for players, coaches, parents, board members and volunteers

2. Deposit

- Rental fee and refundable damage deposit must be paid up front to secure reservation. Reservations will not be held without payment.

3. Background Checks

- Applicants applying for a volunteer position with the City of Stonecrest athletic programs are subject to a criminal background check. Applicants with previous criminal record for a period up to ten (10) years may not be permitted to serve as a volunteer e.g. coach, board member, team parent, etc. Background checks must be completed before tryouts, practices, games or any other activity begins.
- Submit verification that all administrators, parents, coaches, and volunteers have successfully completed an orientation program and sign a Code of Conduct agreement with the organization.

The following offenses are unacceptable for a volunteer position with the City of Stonecrest.

- 1. Any violent acts against a child, spouse or another individual or property.**
- 2. Any sexual convictions of a child or another individual.**
- 3. Any drug conviction.**
- 4. Any violent felony offenses.**
- 5. Habitual offender.**
- 6. Pending cases that involve numbers 1 through 5.**
- 7. Any outstanding warrant will automatically terminate volunteer position.**
- 8. False information on an application will result in denial.**

After initial approval, the following will also be required:

- Provide a list of coaches and assistant coaches including names, addresses, email address and phone numbers one (1) week prior to the start of the season.

The Stonecrest Parks and Recreation Department will notify the requesting organization of receipt of their forms within ten (10) business days and inform them of missing items if any. Submitting the request and required information does not guarantee field usage. To ensure the needs of the community are being met, the DEPARTMENT will use the following priorities of use in the issuance of field use permits.

1. DEPARTMENT sponsored youth and adult recreation programs
2. Youth, non-profit organizations offering one recreational sport
3. Youth non-profit travel sports programs
4. Public School programs
5. Private school programs
6. Adult recreational use
7. Independent sports teams (subject to current rental requirements)
8. Non-profit agencies
9. For profit agencies



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The DEPARTMENT will recognize one organized sports group for the purpose of delivering that activity to Stonecrest residents. In no instance will the DEPARTMENT recognize nor provide regular ongoing facility use to any group, which is attempting to duplicate the service provided by the officially recognized group.

The DEPARTMENT reserves the right to withdraw a permit granted to an organization at any time.

4. Communication

- For the purpose of eliminating confusion and establishing one-on-one direct communication, sports providers shall appoint one (1) liaison, (who shall be a member of the organization's Board of Directors) to be the official spokesperson for their organization. All communication with the DEPARTMENT must be made through the officially designated liaison.

5. Maintenance

- The DEPARTMENT will maintain fields for games and practices. The DEPARTMENT will be responsible for all other maintenance above and beyond regularly scheduled maintenance services provided by the city, i.e., striping, dragging, raking and cutting grass. Users of fields may have the option of purchasing chalk and striping their own fields with DEPARTMENTS approval. The user will be invoiced for time and materials. All removal of water from fields will be handled only by department employees or under their approved and direct supervision.

Work requests for general maintenance (turf maintenance, fence repair, sand delivery, etc.) are to be made to the DEPARTMENT from the league commissioner. "The league is encouraged to submit post-season work orders to allow the department the opportunity to deal with major requests during the off season and/or to request funds in the next year's budget." Please submit your post-season work order in an email to the DEPARTMENT.

Email notifications should include the following:

- Specific date
- Field(s) affected
- Reason for maintenance
- Person leaving message
- Phone number to be reached at the next business day



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The following chart outlines maintenance responsibilities:

TASK	ASSOCIATION	City of Stonecrest	COMMENT
Seed/Fertilize		X	
Mow/Edge/Trim		X	
Chemical Treatments		X	
Irrigate		X	
Field Lights		X	Association Reports Problems
Fill Low Spots		X	Coordinate with Parks and Recreation
Paint		X	
Chalk	X		Coordinate with Parks and Recreation
Top Dress		X	
Litter Pick-Up (Fields and Parking lot)	X		Prior to leaving complex - DAILY
Dump Trash Cans	X	X	On special events/associations
Plumbing Repair		X	
Parking Lot Maintenance		X	
Winterize		X	
Building Light Bulbs Replacement		X	
Clean Restrooms	X		Prior to leaving complex - DAILY
Clean Concession Stand	X		
Main Storage Area		X	
Pest Control (Building)		X	
Equipment	X		
Electrical		X	Association to report problems
Scoreboards		X	Association to report problems
Water Infields		X	

- The DEPARTMENT provides basic maintenance services throughout the week. The City of Stonecrest Parks and Recreation reserves the right to assess a maintenance surcharge to the user to cover the cost of the direct expenses incurred due to maintenance services being provided outside of the regular maintenance staff schedule or repair to damaged facilities, including materials and supplies, labor, and electricity.



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6. Litter Control

The league is responsible for picking up litter daily and placing it in trashcans. The league is solely responsible for cleanup of event venue & all perimeter corridors affected by public attending the event. In short, “Anything that you & your guests bring, take with you.” All sidewalks, streets, parking lots, bathrooms, & surrounding park areas clearly affected by your event must be returned to their original condition. Failure to comply with the litter control requirement will result in the following fines: Time stamped pictures will be taken on all incidents, and reported to associations representative before any actions are taken:

If the areas of the park affected by the users are not restored to their original condition immediately following an event, and completed by noon the day following an event or sooner; The City of Stonecrest Parks & Recreation DEPARTMENT shall undertake the clean-up activities and the User shall be charged per man-hour for such time.

- **1st Offense:** \$5 for every 15 minutes per county staff person required to remove litter.
 - A warning letter will be sent to the league’s board of directors.
- **2nd Offense:** \$5 for every 15 minutes per staff person required to remove litter.
 - The league will submit a litter deposit of \$100 per field.
- **3rd Offense:** \$5 for every 15 minutes per staff person required to remove litter.
 - The league forfeits litter deposit and concession rights/and the ability to sell in the park

7. Concession Operations

The DEPARTMENT will maintain concession facilities, to include plumbing and electrical repairs. The responsibilities of the league include:

- Purchase, maintenance and repair of all concession equipment with DEPARTMENT approval.
- Cleaning of concession interior (sinks, floors, etc.) and exterior counters.
- Bag all trash and place in outside containers.
- Contact the DEPARTMENT for building maintenance or to report vandalism.
- Pest control.
- Maintain Health department requirements and is required to obtain any licenses or certifications.

The USER shall not mark or deface the Park/Facility and shall not cause or permit anything to be done whereby the facility shall be in any manner injured, marred, or defaced. **USER’S will not drive or permit to be driven, nails, hooks, tacks or screws into any part of the Park/Facility and will not make or allow to be made any field alterations of any kind therein. Damages will be the responsibility of the association at the league’s expense.**

8. Food Service/Sales

- No food sales are allowed from the parks unless food sales are being conducted from an approved/permitted location within the park property.
- Foods being cooked in the open doors with no proper refrigeration or means to protect the foods from dust, flies, customer coughing/sneezing or touching the foods is unlawful and must abide by Health Department requirements.

9. Restrooms

- Any restrooms utilized by the USERS are considered leased space and the league is responsible for the care and cleaning of each unit both during and immediately following the event, (this includes toilet paper).
- The DEPARTMENT will not provide additional restrooms to leagues for special events or tournaments. The USER is responsible to contact a local user to make arrangements for restrooms at the league’s expense which must also be approved by the DEPARTMENT. The only time the DEPARTMENT shall provide additional restrooms is if the permanent restrooms are closed due to maintenance repairs.



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10. Permit to Close a Field

- The City of Stonecrest may issue a special permit upon request of Parks & Recreation staff or the sports league(s) to close one or more sections of a park during the specified playing season.
- The City of Stonecrest reserves the right to cancel any scheduled activity at City facilities when it is determined that such use would severely damage the field condition or endanger the safety of the participants. If the sports league(s) utilizes fields after the DEPARTMENT closes them because of unsafe conditions, the sports league(s) will be responsible for the cost of any damage. These rules are designed to provide residents with safe playable surfaces. Failure to comply or abuse of these procedures by a user group may result in the City of Stonecrest Parks & Recreation revoking the use of the field closure procedure.

11. Temporary Closure due to Weather/ Any other factors

- The DEPARTMENT, may cancel, postpone or delay any game or practice due to inclement weather or any other factors, which might impair the safety of the participants or spectators or damage the facilities. When possible, the DEPARTMENT will contact the user's liaison if their assigned facility is being closed. It shall be the responsibility of the user to advise their coaches and participants of any facility closure. In case of inclement weather, sports providers are encouraged to advise their members to call the CITY's main line at 770-224-0200 for field condition updates. Updates will not occur until 4:30 p.m., Monday – Thursday, and beginning at 9:00 a.m. on Saturday and Sunday.

Email notifications should include the following:

- Specific date
- Time
- Field(s) affected
- Reason for closure
- Person leaving message
- Phone number to be reached at the next business day

12. Incident Report

City of Stonecrest Parks & Recreation should be notified immediately of any injuries, deaths or vandalism. Vandalism must be reported to the DeKalb County Police Department (911) and the County at 404-392-2791 immediately upon discovery. Injuries and deaths should be reported to the DeKalb County Police Department (911) and to the County at 404-392-2791.

A copy of police report should be forwarded to the DEPARTMENT within 24 hours of the incident.



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Terms and Agreements

1. USER must have the General Use Agreement, permits, and receipt in their possession for verification at the event.
2. Only applicants 18 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances.
3. The DEPARTMENT reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons
4. Non-residents are charged an additional fee for rental of parks and facilities.
5. No food or beverages outside of water is allowed in Gymnasium.
6. Vehicles are not permitted off paved driveways. Dekalb County Police Department will issue citations for unauthorized parking.
7. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application. **(City logo only with approval from the DEPARTMENT)**
8. Rental fee and refundable damage deposit must be paid up front to secure reservation. Reservations will not be held without payment.
9. Cancellation and refund requests must be made in writing to the Department 10 (ten) days prior to the reservation date, after which no refunds will be allowed.
10. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance.
11. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event.
12. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Dekalb Police Department at applicant expense.
13. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear.
14. The City of Stonecrest will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles.
15. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks.
16. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the DEPARTMENT and the DeKalb Board of Health 45 days prior to event to receive applicable permits.
17. Perspective rental applicants may not charge admission or ask for donations for entry into their rental space without the DEPARTMENTS approval.
18. The department should be notified immediately of any serious injuries, deaths or vandalism. Vandalism must be reported to the DeKalb County Police Department (911) and the County at (?) immediately upon discovery. Injuries and deaths should be reported to the DeKalb County Police Department (911) and to the City at (770-224-0200). A copy of police report should be forwarded via emailed(?) to the department within 24 hours of the incident.
19. Unbecoming behavior displayed by any spectator, participant, parent, coach or an official of the Association may be suspended or permanently barred from using the park.
20. The Southeast Athletic Complex field hotline number is (770) 224-0200. Please call to check on your field's status. When the hotline indicates a field is closed, fields are not to be played on under any circumstances. If a team or group plays or practices on a closed field, they will be subject to a fine plus damage and may be subject to a one-year suspension of eligibility for use of any Southeast Athletic Complex fields even if coaches and/ or officials are not present.
21. If an emergency should arise please call 911. If you need a police office to respond, you may call the Dekalb County Police Department Dispatch at **(678)406-7929** and describe the location and nature of your request.

SAFETY/SECURITY PLAN: (Attach Plan of Action or briefly describe safety/security plan to include, but not limited to, crowd control, EMS, internal security and venue safety)



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