

Mail this form to:
MetroParks of Butler County
2051 Timberman Road
Hamilton, OH 45013



Fall 2011 Athletic Facility Request

Soccer Baseball _____ Softball _____ Lacrosse _____ Cross Country _____ Other _____

Use of Field: Practice: Games: _____ Age Range of Participants: 5-18

Field/Facility Requested: VOA Soccer Fields

Organization: West Chester Soccer Club (WCSC)

Team Name: 172 teams

League Association: SAY North / SAY National

Name and Title of Organization's Representative: Connie Murley

Representative's Address: 8221 Barrett Road

City: West Chester

Zip: 45069

Home # 513-720-2745 Work # 513-204-2745

Cell # 513-720-2745 Fax # 513-229-5518

Email: info@wcsoccer.org

Requested Days of Use (Mark with #1,2, or 3 in order of preference):

Sunday:	9-11 a.m. _____	11 a.m.-1 p.m. _____	1-3 p.m. _____	3-5 p.m. _____
	5-7 p.m. _____	7-9 p.m. _____		
Monday:	5-7 p.m. <input checked="" type="checkbox"/>	7-9 p.m. <input checked="" type="checkbox"/>		
Tuesday:	5-7 p.m. <input checked="" type="checkbox"/>	7-9 p.m. <input checked="" type="checkbox"/>		
Wednesday:	5-7 p.m. <input checked="" type="checkbox"/>	7-9 p.m. <input checked="" type="checkbox"/>		
Thursday:	5-7 p.m. <input checked="" type="checkbox"/>	7-9 p.m. <input checked="" type="checkbox"/>		
Friday:	5-7 p.m. <input checked="" type="checkbox"/>	7-9 p.m. <input checked="" type="checkbox"/>		
Saturday:	9-11 a.m. _____	11 a.m.-1 p.m. _____	1-3 p.m. _____	3-5 p.m. _____
	5-7 p.m. _____	7-9 p.m. _____		

In case of conflicting requests, MetroParks of Butler County will grant preference to organizations providing league athletic opportunities and those providing opportunities to Butler County residents before granting the requests of individual teams or teams outside of Butler County. As a tie-breaker, names will be drawn lottery-style. MetroParks reserves the right to close fields due to inclement weather and during special events. Field users will be notified when fields will be closed due to special events.

Please inform all players, parents, coaches, etc. that MetroParks requires a motor vehicle permit for any vehicles entering the parks. These can be purchased at the park for \$10/annual hangtag or \$5/daily. Butler County residents are eligible for a free 2011 motor vehicle permit. Please see cover letter for details or visit our website at www.metroparksofbutlercounty.org.

All teams and /or organizations are required to furnish the MetroParks of Butler County with a certificate of insurance in the amount of not less than \$2 million liability coverage. The insurance certificate shall name MetroParks of Butler County as co-insured. All participants are required to have a participation waiver on file. This waiver will be furnished by MetroParks upon receipt of a playing field use permit. Each organization and/or team has responsibility to ensure that coaches and participants obey field use rules and regulations (attached).

Athletic Facility Use Rules and Regulations

In order for MetroParks of Butler County to provide all of the citizens of Butler County with fair use of a clean, well-maintained and safe playing environment at the most affordable cost, the following rules and regulations have been adopted. Please help us by making sure that the members of your organization are aware of the following:

1. All vehicles entering the parks must display a valid Motor Vehicle Permit. The Permits can be purchased for \$5/daily or \$10/ annual hang tag for non-Butler County residents. Individual Motor Vehicle Permits are available at all MetroParks park areas, at the MetroParks of Butler County Administrative Office or on-line at www.metroparksofbutlercounty.org. Butler County residents are eligible to apply for a free 2011 annual permit. Residents must apply in person in advance of your athletic season. All motor vehicles must park on hard surfaces or in designated parking locations only. No motor vehicles are permitted on athletic fields or trails without prior permission of the MetroParks of Butler County.
2. Alcohol and alcoholic beverages may not be brought onto playing fields and are prohibited in the MetroParks without permit or outside of designated controlled and regulated areas.
3. All athletic facility usage must be scheduled through the MetroParks of Butler County Administrative Office. Please call 513-867-5835 or e-mail metroparks@butlercountyohio.org for field scheduling information.
4. All teams and/or organizations are required to provide a Certificate of Liability Insurance naming MetroParks of Butler County as additional insured in the amount of no less than **\$2,000,000**.
5. All participants, team members, etc. are required to sign a *Participant Waiver of Responsibility Form*. Each team and/or league is required to keep signed copies on file and should be able to produce said copies for MetroParks upon request.
6. No items or services shall be sold and no donations solicited on any MetroParks property without the written approval of the MetroParks of Butler County.
7. No person shall display, distribute or place any sign, advertisement, circular, notice, or statement; or display any banner, emblem or design, within any MetroParks property without specific approval by the MetroParks of Butler County. No tents are allowed without prior approval and permit. If tents are approved, the MetroParks of Butler County staff must mark water, electric and phone lines before tents are erected. Permittee is responsible for acquiring and payment of any permits that may be required for tents or other temporary structures. Use of public address systems on the property must be approved in advance and a permit issued by the MetroParks.
8. In the case of inclement weather, any organizations scheduled to play on the fields must contact the park cancellation line if there is any chance the fields may be closed to prevent injuries and surface damage. MetroParks of Butler County will use the following criteria for closing any field(s): standing water, saturated fields and any unsafe playing conditions. If inclement weather occurs during league games/practices, teams must use their own judgment to continue or cancel. Any organization that uses fields that have been closed through the cancellation line will be assessed a \$100.00 per field fine. Notice of field closures

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due to inclement weather will take place no later than 4:00 p.m. on weekdays and 8:00 a.m. on Saturday and Sunday. The organizations and/or team will be notified of closings by posted signs, the MetroParks website and/or the cancellation phone line. **The Voice of America Park cancellation phone line is: 513-755-4402. For all other parks, contact MetroParks Administrative Headquarters at 513-867-5835.** MetroParks also reserves the right to close fields during special events.

9. Each organization is responsible for the safety of the participants using the facilities during inclement weather. The MetroParks of Butler County will not be responsible for injuries due to lightning, wind, hail, snow, rain, or any other natural occurrences.

10. Programs, literature, or any publicity promoting use of the athletic fields shall not identify the MetroParks of Butler County as a sponsor without prior approval and agreement of the MetroParks of Butler County.

11. The MetroParks of Butler County makes no warranties as to the fitness of its facilities for a particular purpose. Visitors use the parks at their own risk.

12. The MetroParks of Butler County assumes no responsibility for damage to or loss to any person or to property brought into the park.

13. Teams and organizations are responsible for any damages caused by their members, players and guests, including spectators.

14. Athletic season occurs during set time frames.

Spring: soccer/lacrosse and softball/baseball (March 28 through June 30, 2011)

Fall: soccer/lacrosse and softball/baseball (August 8 through November 5, 2011)

*See attached schedule of exceptions/special events

Use of the fields outside these time frames requires special permission from the MetroParks of Butler County.

15. The organization and/or team using park facilities accepts responsibility for ensuring that all trash is picked up and that the property is left in good condition. Costs for repairing damage to the grounds will be assessed to the sponsoring organization and/or team.

16. Pets must be kept on six foot leashes and under control at all times. Owners are to clean up after their pet.

17. Athletic field equipment including soccer goals, benches, picnic tables and trash cans may not be moved without the MetroParks approval.

18. Soccer goals must be kept staked down at all times. Staking must follow soccer goal manufacturer's recommendations.

19. Major sporting events (other than normal game/practice usage) require a special contract with the MetroParks and assumption of additional costs by the sponsor for extra safety patrols, traffic control, restrooms, clean-up, etc. Please contact MetroParks at 513-867-5835 for information.

20. The MetroParks general rules and regulations apply. For a complete copy, contact a MetroParks' ranger, call the Administrative Office or visit the MetroParks of Butler County website at www.metroparksofbutlercounty.org.



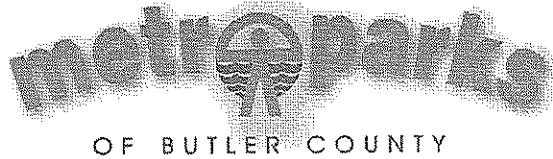
OF BUTLER COUNTY

**VOICE OF AMERICA PARK
FALL 2011 FIELD USE EXCEPTIONS**

The athletic fields at Voice of America Park will be available to reserve for the Fall playing season of August 8 through November 5, 2011. The following exceptions are currently scheduled:

- | | |
|--------------|---|
| August 27 | All athletic fields will be closed due to a cross country event |
| Sept. 9 & 10 | Soccer/Lacrosse fields 1-4B closed due to Punjab Sports Club Cultural Event |
| October 1 | All athletic fields will be closed due to a cross country event |
| October 15 | All athletic fields will be closed due to a cross country event |
| October 22 | All athletic fields will be closed due to a cross country event |

Fields users will be notified of any further exceptions to the schedule.



July 21, 2011, 2011

Connie Murley
8221 Barrett Road
West Chester, OH 45069

Dear Ms. Murley:

Enclosed is the packet of information for requesting the use of athletic fields for the Fall season **only** at Voice of America Park in West Chester Township. Please note that our Spring season begins on August 8 and ends on November 5. See use exceptions enclosed.

This year the fields open for use are soccer fields 1, 2, 3a, 3b, 5a, 5b, 6, 9 and 11; soccer/lacrosse fields 4a and 4b and baseball field A.

This field request packet includes an Athletic Field Request form, Field Rules and Regulations, and field use exceptions. Please read through all documents carefully. Athletic Field Request forms should be returned to our office at 2051 Timberman Road, Hamilton, OH 45013 no later than **July 29** to be considered for priority scheduling. Requests may also be faxed to 513-867-5954.

Field assignment(s), field use permits and Participant Waiver Forms will be mailed by August 2, 2011. At that time, field users will be required to sign a field use permit and return it with a Certificate of Liability insurance to the MetroParks office. Participant Waiver of Responsibility forms are required and must be signed by all participants and/or parents and kept on file by your team or organization. With limited practice fields, MetroParks cannot guarantee that all field requests will be honored. In the case of conflicting requests, MetroParks will grant preference to organizations providing league athletic opportunities and those providing opportunities to Butler County residents before granting the requests of individual teams or teams outside of Butler County. As a tie-breaker, names will be drawn lottery-style.

MetroParks does still require motor vehicle permits in all park areas. Permits are \$5/daily or \$10/annual hangtag for non-Butler County residents. These can be purchased at any MetroParks park area, at the MetroParks Administrative Office, or on-line at www.YourMetroParks.net. **Butler County residents can contact our Administrative Office at 513-867-5835 for information to apply for their free 2011 hang tag or visit our website at www.YourMetroParks.net for a current listing of partner**

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sites. We strongly encourage you to get information out to your participants that are Butler County residents in advance of the start of your season. Annual permits are good through December 31, 2011. Sales dates for 2012 permits are yet to be announced.

For out-of-county teams and organizations, MetroParks is still offering the non-resident annual hang tags for sale as team fundraisers. Contact Susan Stretch, Marketing Coordinator, for this information as well.

If you have any questions, feel free to contact our office. Normal business hours are Monday through Friday, 9:00 a.m. until 4:00 p.m.

Sincerely,

A handwritten signature in cursive script that reads "Kim Geisler".

Kim Geisler
Supervisor of Financial Services

Encls.