



# Athletic Field Use Application Form

This document serves as the official application to request the use of an athletic field managed by the St. Johns County Parks & Recreation Department. Whether you're organizing a sports league, tournament, practice, or special event, completion of this application is required for all individuals, organizations, and groups seeking to rent a County-maintained athletic field.

Please carefully review and follow all instructions included in the application to ensure accurate and complete submission. Providing detailed information helps us coordinate scheduling, assess facility availability, and ensure that your event or activity is properly supported and in compliance with County policies.

Once all necessary sections are completed, submit the application to the address below for review and processing:

St. Johns County Parks & Recreation  
2175 Mizell Road  
St. Augustine, FL 32080  
Attn: Parks Facility Manager

If you have any questions during the application process, please contact our office for assistance at 904-209-0333.



## APPLICATION FOR ATHLETIC FACILITY ACCESS

**and Hold Harmless Agreement must be completed in full for consideration.  
A permit will not be issued if the application is not completely filled out.**

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Mobile#: \_\_\_\_\_ Email: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Choose One:      Youth Sports      Adult Sports

Choose One:      Recreational Sports      Competitive Sports      Camps/Clinics/Training

Choose One:

Baseball      Basketball      Football      Lacrosse      Soccer      Softball      Tennis

Cricket      Frisbee      Pickleball      Rugby      Flag Football      Wrestling

Other (Please specify): \_\_\_\_\_

Choose Field Type:      Multipurpose      Artificial Turf      Baseball      Softball      Court

**SELECT THE DAY(S) AND FILL IN DATE, TIME, and LOCATION/FIELD FOR EACH. Failure to complete  
will result in denial of your request.**

Monday      Date(s): \_\_\_\_\_      Start Time: \_\_\_\_\_      End Time: \_\_\_\_\_

Location/Field(s): \_\_\_\_\_

Tuesday      Date(s): \_\_\_\_\_      Start Time: \_\_\_\_\_      End Time: \_\_\_\_\_

Location/Field(s): \_\_\_\_\_

Wednesday      Date(s): \_\_\_\_\_      Start Time: \_\_\_\_\_      End Time: \_\_\_\_\_

Location/Field(s): \_\_\_\_\_

Thursday      Date(s): \_\_\_\_\_      Start Time: \_\_\_\_\_      End Time: \_\_\_\_\_

Location/Field(s): \_\_\_\_\_

Friday      Date(s): \_\_\_\_\_      Start Time: \_\_\_\_\_      End Time: \_\_\_\_\_

Location/Field(s): \_\_\_\_\_

Saturday      Date(s): \_\_\_\_\_      Start Time: \_\_\_\_\_      End Time: \_\_\_\_\_

Location/Field(s): \_\_\_\_\_

Sunday      Date(s): \_\_\_\_\_      Start Time: \_\_\_\_\_      End Time: \_\_\_\_\_

Location/Field(s): \_\_\_\_\_



## St. Johns County Indemnification and Hold Harmless

The BUSINESS and/or INDIVIDUAL agrees to indemnify and hold St. Johns County and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of, or in connection with the use of the facilities/equipment described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that St. Johns county and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense to the employees, guests, attendees, participants, and/or users due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assumes full responsibility for any claims, losses or damages, including attorney fees which may result to any person or property by reason of or in connection with the use of the facilities/equipment pursuant to this agreement, and agrees to pay St. Johns County for all damages caused to the facilities resulting from the user's activities hereunder.

St. Johns County is a political subdivision of the State of Florida. Nothing herein is intended to serve as a waiver of sovereign immunity, any rights or limits to liability existing under Section 768.28, Florida Statutes.

The BUSINESS and/or INDIVIDUAL represents that the activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in any activities to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge St. Johns County has no duty to and will not provide supervision during any activity.

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Print Name of BUSINESS and/or INDIVIDUAL (include dba)

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Signature of Authorized Agent

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Print Name of Authorized Agent

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Date signed

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Witness

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County Authorization – Signature, Printed Name and Department



## ATHLETIC FACILITIES LIST

Aberdeen Park	1401 Shetland DR	32259
Al Wilke Park/Community Ctr	6140 S Main ST/ 2150 S Main ST	32145
Collier Blocker Puryear	10 North Holmes BLVD	32084
Cornerstone Park	1046 A1A North	32082
Davis Park	210 Davis Park RD	32081
DeLeon Shores Park	82 Dolphin BLVD E	32082
Durbin Crossing Park	345 Islesbrook Pkwy	32259
Eddie Vickers Park	399 Riberia ST	32084
Fruit Cove Middle	3180 Race Track RD	32259
Gamble Rogers Middle	6250 US 1 South	32086
Joe Pomar Park	1600 Masters DR	32084
Julington Creek Plantation	3060 Race Track RD	32259
Landrum Middle	230 Landrum Lane	32082
Mill Creek Park	4815 SR 16	32092
Mills Field	1805 Race Track RD	32259
Nocatee Community Park	650 Nocatee Ctr Way	32081
Osceola Elementary	1605 Osceola Elementary RD	32084
Pacetti Bay MS /PB Commons	245 Meadowlark Lane	32092
Palencia Park	405 Palencia Village DR	32095
RB Hunt Elementary	191 Red Cox DR	32080
Riverdale Park & Boat Ramp	981 CR 13 S	32092
Rivertown II	21 Sequoia TRL	32259
Rivertown Park	200 Swamp Oak TRL	32259
Ron Parker Park	607 Old Beach RD	32080
St. Augustine Little League	1470 Osceola Elementary RD	32084
Swiss Point Middle	243 Hickory Creek TRL	32259
Treaty Park	1595 Wildwood DR	32086
Trout Creek Park	6795 Collier RD	32092
Veterans Park	1332 Veterans PKWY	32259
WE Harris Community Ctr, Gym	400 E Harris ST	32145
West Augustine District Park	1300 Duval ST	32084



## ATHLETIC FACILITY FEES FY 2025

Adults \$80 per field, per hour

Youth \$55 per field, per hour with lights | Youth \$50 per field, per hour without lights

### **St Johns County Parks & Rec Partner Associations Fall/Winter/Spring Seasons**

\$20 per St. Johns County Resident player | \$40 per player out-of-county

### **Tournament Fees (Each set of 1-4 fields per chronological day 12:01 am – 12 am**

Per set of 1-4 fields: \$200 St. Johns County Resident | \$600 Out-of-County

Tournament and after hour staffing fees are determined by the Parks & Rec Department. Lessee will be invoiced for all staff hours worked based on OT Salary.

## IMPORTANT INFORMATION

1. All field requests are subject to County approval.
2. The County reserves the right to allocate field space to ensure that the needs of the community are being met.
3. Field space is not confirmed nor guaranteed until a permit has been issued.
4. The County reserves the right to close fields/facilities if necessary.
5. Fees are set by the Board of County Commissioners annually and are non-negotiable.
6. Subletting of fields, giving your permitted field space and/or accepting for such may result in loss of access to fields.
7. Payments are non-refundable.
8. Athletic Facility Use and League Policies and Procedures must be followed.
9. The Hold Harmless Agreement must be submitted with the application and include two signatures.
10. Liability Insurance must be provided and name St. Johns County Board of County Commissioners, 500 San Sebastian View, St. Augustine, FL 32084 as the Certificate Holder.
11. Tax Exempt Organizations must provide a current copy of the State of Florida DR-14 Certificate with application submittal.
12. St. Johns County has a ZERO TOLERANCE BULLYING POLICY and maintains the right to rescind the field permit of any person, league, organization or association that allows this behavior.
13. Youth Sports Associations and Leagues must be in accordance with section 943.0438, Florida Statute (as it may be amended). The Association/League will conduct annual background screening of each adult coach, official, and paid staff person who will have direct contact with youth in a county-owned recreational facility.

<b>Section:</b> Facility Rentals	<b>Date Issued:</b> March 24, 2020 <b>Revised:</b> May 6, 2024
<b>Title:</b> Athletic Facility Rentals	<b>Reference:</b> SJC Parks Ordinance 2005-114

### **Purpose**

The purpose of the Athletic Facility Use Policies & Procedures is to define the users of St. Johns County parks and to provide guidelines on the appropriate use of County property by athletic associations, recreational leagues, travel/development teams, groups, and individuals. Establish procedures for athletic field rentals by user groups.

### **Scope**

The St. Johns County Parks and Recreation Department supports local athletic associations and leagues that provide recreational opportunities for the youth and adults in the community by providing adequate field space to meet their needs.

### **Policy**

#### **Organization Classifications**

County athletics facilities will be made available outside of regularly scheduled activities and priority will be given in this order:

SJC Parks & Recreation Community Programming - SJC Parks & Recreation Community Programming events and activities have first right of access to parks within the county inventory

1. Scheduling for these events and activities takes place 3-4 months in advance and takes precedence over SJC Partner Associations and SJC Hourly Rentals. All Community Programming events and activities are scheduled ahead of season use by SJC Partner Associations and SJC Hourly Rentals.
2. St Johns County School District
3. SJC Parks & Recreation Partner Associations - These associations provide athletics programs to the residents of the St. Johns County that support the recreational goals of the St. Johns County Parks and Recreation Department. These partner associations are promoted by the Parks and Recreation Department and serve as stewards of the County.
4. Hourly rentals – Non-SJC Parks & Recreation Partner Associations

Each SJC Parks & Recreation Partner Association must meet sanctioning requirements and all of the following criteria:

1. Have a proven track record of successfully providing recreational youth sports programming within St. Johns County for five years.
2. Must be a 501(c)3 nonprofit organization.
3. Must enter into a user agreement with St. Johns County.

All sports within the partner organization will follow the customary four season criteria:

- Spring season – January 15<sup>th</sup> – May 31<sup>st</sup>
- Summer season – June 1<sup>st</sup> – July 31<sup>st</sup> – TURF ONLY
- Fall season – August 1<sup>st</sup> – November 30<sup>th</sup>
- Winter season – November 1<sup>st</sup> – February 28 - TURF ONLY

Scheduling of facilities outside these months must be submitted in writing to the area coordinator and approved by the Facility Manager, or designee. Field rental fees apply.

Partner Association customarily offer two types of programs:

1. Partner Association Recreational Leagues –
  - All participants are St. Johns County residents.
  - All programs offered are considered affordable to participants and families.
  - Participation is not skill based.
2. Partner Association Development/Travel Teams –
  - The majority of participants are St. Johns County residents.
  - Participation is skill based.
  - The schedule is comprised of league and tournament play.
  - Fees may include coaching fees, tournament registrations, etc.

The “Group” classification collectively refers to individuals, vendors, businesses, tournament hosts, etc. All users not classified as a partner association league or team will fall into this category and be charged the hourly rental rates.

### SJC Hourly Rentals

These organizations provide both youth and adult recreational and travel ball sports and activities to the residents of the St. Johns County. These hourly rentals are not partner associations and not affiliated with the St. Johns County Programming division.

Newly established associations/leagues/teams that intend to use St. Johns County facilities must complete a Facility Use Permit Application and include the proposed practice schedule, name of the complex, requested field name(s)/number(s), season start and end dates. The application must be submitted to the facility manager. The request will be considered on a first come first serve basis after SJC Community Programming and Partner Associations have been allocated field space for that season.

### Permissive Use

Recreational games, tournaments, festivals and instructional programs are permissible activities within St. Johns County park facilities. Activities not included in, or inconsistent with these uses, including commercial businesses/vendors/individual dba’s. Refer to St. Johns County Parks Ordinance 2004-115.

A group requesting to reserve a facility must submit a Facility Use Permit Application and must be submitted to the Facility Coordinator, if approved payments are then made through CivicRec.

### Athletic Facility Schedule Management

Anyone requesting use of athletic facilities must submit a completed Facility Use Permit Application, a signed hold harmless agreement, and provide proof of insurance per the application. The only exception to this policy is for SJC Partner Associations that have a user agreement on file.

The area coordinator is authorized to grant approval for facility usage and to schedule athletic facilities in accordance with the policies established within this document. They maintain a schedule for use of assigned facilities. Every effort will be made to provide fair distribution of the field space which will be determined by availability and field conditions.

Facility Use Permit Applications are due at the following dates indicated below:

- Spring season applications are due October 1<sup>st</sup> prior calendar year
- Summer season applications are due January 1<sup>st</sup> prior calendar year
- Fall season applications are due May 1<sup>st</sup> same calendar year
- Winter season applications are due August 1<sup>st</sup> same calendar year

Facility Use Application – Permits will be issues on or before the below dates that correspond with the four seasons scheduling criteria:

- Spring season permits will be issued by November 15<sup>th</sup> prior calendar year
- Summer season permits will be issued by February 15<sup>th</sup> same calendar year
- Fall season permits will be issued by June 15<sup>th</sup> same year calendar year
- Winter season permits will be issued by September 15<sup>th</sup> same calendar year

County athletics facilities will be made available outside of regularly scheduled activities and/or commitments. Priority will be given in this order:

1. St. Johns County and/or St. Johns County School District Activities: These activities are promoted, planned and staffed by St. Johns County. Programs may be offered by the Department or in collaboration with an established outside provider.
2. St. Johns County partner association recreational leagues and teams
3. St. Johns County School District sanctioned organizations.
4. Requests from any other type/organization/entity group will be granted by the area supervisor based on availability, Hourly rentals.

### Facility Use Requests



All associations, leagues, teams, and groups must meet all requirements listed below:

1. Meet the requirements of the sport's sanctioning body/organization, and be in good standing
2. A Facility Use Permit Application must be submitted and include a signed Hold Harmless Agreement and a certificate of liability insurance for the term of the activity, naming St. Johns County Board of County Commissioners as additional insured. The application must include the proposed practice schedule, name of the complex, requested field name(s)/number(s), and season start and end dates. Add days of the week Blanket athletic facility field requests will not be accepted.
3. Provide a copy of the Tax-Exempt Certification form if applicable.
4. Provide representation at all Association/League meetings hosted by St. Johns County Parks and Recreation Department.

### Fees

Fees are determined by the fee criteria set forth and approved by the Board of County Commissioners.

Fees shall be applied as defined in the St. Johns County Annual Fee Schedule and collected within thirty (30) days of final registration for the sports season.

Such registration deadlines will be provided in advance by the St. Johns County Parks and Recreation Department.

### Organization Requirements

At the close of registration, the partners must provide team rosters that includes the players first and last names, and zip code to the area coordinator. A permit will be issued once the schedule has been approved. The organization must submit a finalized practice and game schedule that includes the name of the team, practice location, field designation, and days/times.

Notification to the area coordinator is required for any changes to the practice and/or game schedule. Weekly updates can be e-mailed directly to the area coordinator. Reserved field space found to be unused will be released for use by another organization using the guidelines detailed above.

The organization may not sublet field space or other facility to another organization or entity.

The organization may not sponsor any other group or organization for the purpose of altering the organization's classification or fee schedule. The organization shall not collect funds for use of any County-owned recreational facility or athletic field.

Must identify and share with all coaches who is responsible for the activation and deactivation of facility lights. Must communicate the importance of lights being turned off when not in use to ensure all users are good stewards of tax dollars.

All accidents/injuries must be documented using the sanctioning body form or the County's incident report. The reports must be maintained for a minimum of four (4) years from the date of the event. All incidents involving significant injury (more than first aid), property damage, or disruptive behavior involving a participant, volunteer, or patron to the facility must be documented and reported to the area supervisor.

Parents, coaches, officials, fans, players and administrators must be free of drug, tobacco, alcohol and performance enhancers while participating in youth sports activities and while on county property.

Must develop and communicate to coaches, parents, players, board members and spectators through all available means (including organization websites) the following documents:

1. Must adopt and communicate a Sportsmanship code of conduct emphasizing positive expectations clearly identifying unacceptable behaviors such as bullying, berating players, coaches, officials; use of vulgar language; and inappropriate behavior. The code of conduct will promote fair play, respect for the game and graciousness in losing or winning. The code shall include an implementation plan and enforcement procedures.
2. Must establish an accountability procedure and disciplinary process to remove anyone who does not abide by the organization or County park policies and procedures.
3. Shall adopt a positive coaching recruitment policy that encourages the recruitment and selection of qualified women and men as coaches, volunteers, and administrators free of discrimination.
4. Ensure all coaches and volunteers meet the guidelines listed below and document all training received.

#### Requirements for Coaches and Volunteers

All youth sports coaches and staff must be cleared through a background check in accordance with Florida law.

FS 943.0438 mandates athletic associations to, "Conduct a level 1 background screening pursuant to s. 435.03 of each current and prospective athletic coach. The authority may not delegate this responsibility to an individual team and may not authorize any person to act as an athletic coach unless a level 1 background screening is conducted.... Level 1 background screenings shall be conducted annually for each athletic coach. The complete Florida Statute can be online here: <https://www.flsenate.gov/Laws/Statutes/2015/943.0438>.

The organization will select a background screening vendor of their choosing and provide the site supervisor with a list of cleared volunteers no less than ten (10) days prior to tryouts and/or start of season.

The County will periodically audit the list of approved coaches and volunteers and reserves the right to deny any coach/volunteer the opportunity to participate based on the information revealed in a background screen. The area coordinator will periodically engage coaches during activities to verify status.

All coaches and volunteers must receive the following training:

- Be trained in safety/injury prevention and first aid; conditioning; hydration and nutrition; teaching proper sport techniques; including all children; child abuse prevention; the emotional needs of children; and drug, alcohol and tobacco prevention.
- Be provided information about recognizing symptoms of child abuse and neglect and understand reporting procedures and requirements.
- Receive training on conflict resolution and additional resources to assist in ensuring positive communication between coaches and parents.
- Be trained on the organization's sportsmanship code of conduct.
- Coaches are to use and apply proper principles of conditioning.
- Coaches must report all accident/injuries using the forms listed above. Hazards on the property must be reported to the organization designee or site supervisor immediately.

Failure to meet these criteria will result in termination of the agreement/revocation of permitted field use and loss of access to the athletic facility.

### Athletic Field Lights

Lights and their usage are paid for by the St. Johns County Board of County Commissioners; therefore, the County reserves the right to control light usage in an effort to manage the costs. Requests for lights shall be provided to the area coordinator in writing no later than Friday the week before the lights are needed. Lights are set in 15-minute intervals.

The following should be considered when making a request for lights:

- Carefully consider the time and dates being requested. Ensure that use of the facility will occur during the time requested. Fields not being used with lights on is wasteful spending.
- Include time for patrons to safely enter and depart the facility, including all parking areas.
- When an extension is needed beyond the time requested the site supervisor shall be contacted 30 minutes prior to the scheduled "off-time." Once lights go off they cannot be turned back on for 15 minutes.
- Lights must be turned off when not in use. Each organization can opt to give one or two people the authority to call or text the area supervisor to shut the lights off. Partner associations may designate one person direct access to shut the lights off. This will be arranged with the area coordinator at the start of the season.

### Severe Weather

If a weather event occurs, or is approaching, Recreation and Parks staff will make a determination to close fields. If County staff is not present, it is the responsibility of the association/group representative and officials to decide whether or not conditions will endanger the safety of the participants or if the activity will have an adverse effect on the field/facility. Participant and patron safety is paramount.

Once a determination has been made play should cease and participants should be moved to a safe location.

### Tournaments

Requests for tournament space must be made by submitting a Facility Use Permit Application to the site supervisor no less than 3 months prior to the event. Requests will not be considered until:

1. A signed Hold Harmless Agreement has been submitted and proof of insurance, including additional insured endorsement, is submitted and approved as required in the Facility Use Permit Application.
2. All stipulated requirements as determined by the County Parks and Recreation Department are met.
3. Field use has been approved by the area coordinator, Facility Manager, and Maintenance Supervisor.
4. All fees are paid, as determined by the Board of County Commissioners annually.

Once approved, the tournament host must provide a tournament schedule to the area coordinator seven (7) days prior to the start of the event.

Facilities cannot be altered in anyway without prior written consent of the St. Johns County Recreation and Parks Maintenance Superintendent, or designee.

Failure to comply with all of these requirements will result in forfeiture of future tournaments and usage.

### Tournament Maintenance Staffing

Staffing needs for the tournament will be determined by the Maintenance Superintendent, or designee and communicated in advance to the tournament host.

Maintenance staff from the St. Johns County Parks and Recreation Department will manage trash removal, drag and/or line fields, and address all safety issues as related to the facility and playing area.

Park Maintenance employees working afterhours and weekends will be paid overtime. The entity using maintenance staff will be invoiced the hourly overtime rate for the staff person and pay SJC directly. The hourly rate will include preparation time, duration of play and post play clean up time. Hourly rates are based on the current fiscal year pay. Employee rate will be given once a schedule is received and a maintenance staff person(s) is assigned.

#### Tournament Director

The Tournament Director will coordinate all aspects of the tournament with area coordinators and maintenance staff, make arrangements to have a dumpster delivered and removed from the tournament site and coordinate the delivery, set up, and removal of portable restrooms when requested, will be responsible for player and patron safety as related to activities and facility use for the event, and provide assistance to County staff as requested.

#### Field Closures

Field access may be limited at various times throughout the year. All parks close at dusk unless lighted. The following is a sample of issued that would result in field/facility closure:

1. Fields are too wet or muddy for maintenance and/or safe play.
2. Severe weather conditions (current or forecasted).
3. Electrical or mechanical systems not working properly.
4. Emergency repairs and/or extensive maintenance issues.
5. Regular field maintenance, as scheduled by the Maintenance Supervisor. Field use on renovated fields will be monitored to insure proper growth and to keep fields in safe condition.

All repairs to damaged fields/facilities will be the financial responsible of the offending Association/League.