

**CITY OF COVINGTON PARKS AND RECREATION DEPARTMENT**  
**RENTAL GUIDELINES FOR USE OF ATHLETIC FIELDS**

1. The City of Covington (the “City) encourages organized sports and provides and maintains athletic fields designed for such sports including baseball, football, soccer, and lacrosse. These athletic fields are in great demand and, due to the resulting wear and tear on the fields and the desire to keep such fields in good and safe condition for the use of the participants, the City requires that all organized play and practices on such fields be scheduled through the Covington Parks and Recreation Department (the “Department”). Fields, even though apparently vacant, are not available for use except by scheduling through the Department.
2. The City selects and implements a Facility Usage Agreement with the following youth sports organizations until the end of their current season at that time any organization that wishes to continue as provider must request to enter into a user agreement with the city prior to their designated proposal submission deadline (see section III) to manage and operate outdoor youth sports on behalf of the City:
  - a. Tipton County Ducks Lacrosse Lacrosse
  - b. Covington Youth Baseball League Baseball
  - c. Dixie Youth Softball League Softball
  - d. Covington Swim Club Swimming

All organized league play and practices utilizing the City’s athletic fields and facilities must be scheduled through the Parks and Recreation Department. Teams should appear on the master schedule and provide proof of affiliation, upon request from Parks and Recreation personnel. Otherwise such use of the fields/facility shall not be considered as properly authorized and coaches and teams will not be allowed to use the facility or play on the fields. The current selection of providers will remain in effect until their respective date to apply.

3. The Department has identified designated seasons for each sport in its Policy Letter and closes fields and facilities at various other times of the year for turf maintenance and facility repairs. Fields/Facilities shall be closed to all play during these periods.
4. During the designated sports seasons, the Parks and Recreation Department may rent athletic fields for play or practice subject to the availability and condition of the fields. Those interested parties must comply with the requirements for such rentals established by the Department. Inquires may be made by calling the Parks and Recreation Department at 476-3734.
5. Open park space areas should not be used for organized play as these areas have not been properly prepared for such use and such use may unduly interfere with the normal use of such property by other members of the public.
6. All users of athletic fields and facilities must have proper authorization from the Parks and Recreation Department to play or practice on such fields. The Covington Parks and Recreation Department is authorized to enforce policies regarding such use.
7. Failure to comply with the provisions of the guidelines contained herein could result in a one-game suspension of any coach found to be in violation of these guidelines. A second offense could result in the coach’s suspension for the remainder of the season.

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**RENTAL PROCEDURES FOR USE OF ATHLETIC FIELDS**

1. Users seeking to rent athletic fields must submit an application for a Field Permit to the Covington Parks and Recreation Department. Field rental requests will not be accepted over the phone.
2. Applications will only be accepted Monday-Friday from 8:00 a.m. – 5:00 p.m. for the following week.
3. All rentals are subject to field availability and field conditions. Field availability will be determined after the development of field and facility schedules by the Department and the Service Provider for the respective sports season.
4. Users may schedule no more than two (2) field rentals per week. A field rental consists of one and a half hours of activity. Designated rental time slots will be made available to any individual or team not associated with the designated sports service Provider, as requested.
5. Rentals will be scheduled using a lottery system at the beginning of the designated sports season. Teams consisting of at least seventy percent (70%) of Covington residents will be given priority status for practices only. Teams shall provide the Department with a list of its non-resident participants including names and addresses. The Department may require a team to produce legal proof of the residency of any participant on the team's roster. Rental deadlines and schedules will be determined by the Department after reviewing the potential number of requests within that designated sports season and within reason.
6. No rental will be scheduled after 8:30pm.
7. Field rentals may not be sublet to any other individual, group or organization.
8. The Department shall maintain the athletic fields, including mowing, trimming, weed eating, and grooming all fields and surrounding areas. All users are responsible for the cleaning up and picking up of all trash during the course of the rental of the field. Failure to properly clean and pick up the field may result in forfeiture of the rental deposit.
9. Playing fields will be laid out according to Department specifications. No alterations will be permitted in anyway, nor will a user be allowed to maintain the fields in any way (including dragging or lining-off any field).
10. No alcohol or gambling is permitted.

The Department will determine all field cancellations in its sole discretion. In the event that the Department determines that a practice must be cancelled due to poor field conditions or inclement weather, every attempt will be made to reschedule practice as fields become available. If the renter chooses not to reschedule, a full refund will be issued by the Department. **For assistance, please call the Sports Coordinators office at 901-476-3734.**

**For Field Cancellations, please visit the City of Covington Parks and Recreation facebook page**  
**<https://www.facebook.com/covingtonparksnrec/>**  
**The facebook page will be updated daily after 4:00 p.m.**