

## PERMIT PROCEDURE FOR USE OF DEPARTMENT FACILITIES

Directed by Department General Instructions Policy and Procedures Rates and Fees Manual: The Municipal Sports Section (Muni) has permitting jurisdiction over the use of all facility outdoor play fields Monday through Friday from 7:00 p.m. to 10:30 p.m., and Sunday from 8:00 a.m. to 10:30 p.m. Regional operations has permitting jurisdiction over the use of facility outdoor play fields on weekdays from 8:00 a.m. to 7:00 p.m. and all day on Saturdays. Regional operations has permitting authority for all facility indoor areas 7 days a week.

(A) Any member of the public can apply for a permit or make a reservation for any facility's outdoor play field under the jurisdiction of the Municipal Sports Section by obtaining a "Request for Use of Outdoor Fields" application electronically or at a Municipal Sports office. The Municipal Sports Section issues permits to recreation facility staff during Municipal Sports permitting jurisdiction by request and approval of the Region Operations, at such times when the play field requested is under Municipal Sports jurisdiction but is not being utilized.

(B) Any member of the public can apply for a permit for use of facilities by obtaining an "Application for Use of Facilities" form electronically or at a Recreation Center (R.C.). If the time period is under the jurisdiction of Regional Operations, field staff will check the availability of the request and if the time period requested is available, forward the application to Region Admin for final approvals.

