



**2025**  
**Sports Field**  
**Rules & Procedures**

# Rules & Procedures

## Reserving Sports Fields for Practices

- When submitting reservation requests for practice fields, please remember, if you oversee more than one team, there must be a separate request submitted per team. There should be only ONE contact per team.
- If the requested field is not available, other options will be discussed with the requestor, and they can choose to reserve or not.
- Painting/prepping of the fields and lights are provided for **GAMES** only. Practices, Scrimmages, Tryouts, and Camps/Clinics are **NOT** considered games.
- The fee for scheduled practice fields (including scrimmages, tryouts and camps/clinics) is due at the time of the request.
- **AS A REMINDER:** Teams are welcome to drop into fields for practices on a first-come basis, but if another team shows up with a confirmation from Parks showing they have the field reserved, the drop-in team must leave the field. PLEASE be respectful of other teams.
- For a list of fields and aerial views of locations of fields: <https://www.fcgov.com/parks/park-rentals#cb-43638-6448>

**Ballfields and Turf Sports Practice Reservations - INITIAL** (Spring/Summer) practice field requests **MUST** be made via online request form, starting March 3.

Field requests will be taken on a first received, first served basis, the online request form will be open for practice field request submissions at 8:00 am on Monday, March 3, and the online submission form will be available for field request submission from Monday, March 3 – Friday, March 7.

Scheduling Staff will work on the requests throughout the week of March 3-7 and will contact the requestor for review and collect payment during this week.

- Ballfield/diamond sports practices will be allowed ONE (1) scheduled practice per week/per team for 1.5 hours.
- Turf sport practices will be allowed TWO (2) scheduled practices per week/per team for 1.5 hours.

Scheduled practices Monday-Friday must take place within the time slots noted below.

4:00pm - 5:30pm

5:30pm - 7:00pm

7:00pm - 8:30pm

Weekends (Saturday-Sunday) can be scheduled for any time of day.

**Ballfields and Turf Fields are NOT prepped, and lights are NOT scheduled for practices, scrimmage, tryouts, or camps/clinics**

Confirmations of reserved fields for practices are provided to the requester after payment has been received: **PLEASE review this confirmation carefully**. If holidays have been requested/scheduled or dates need to be changed/cancelled, these changes should be addressed as soon as possible.

### **New Requests or Changes/Additions to Existing Reservations**

Once the initial reservation push on March 3-7 for practice fields is completed, if there are any additional practice field needs you can call the Parks scheduling staff at 970-221-6660 or email the request to [parkshop@fcgov.com](mailto:parkshop@fcgov.com). Providing a confirmation number, if you have it, is very helpful.

**Updates to the field, or adding a practice, must be made at least 2 days prior to the date needed.**

**REMEMBER ~ KINDNESS IS CONTAGIOUS**

# Rules & Procedures

## Process for Reserving Sports Fields

### for Practices

*Flexibility is Key!*

- 1) Practice Field Requests will be submitted using a new on-line request form located at:  
<https://www.fcgov.com/parks/park-rentals#cb-43638-6448>  
– click on 2025 Practice Information – then:
- 2) Diamond & Turf Sports Practice field requests will **only** be accepted via submission of the new on-line form on the designated date of submission of Monday, March 3 **from 8:00am-5:00pm**.
  - a. The new online form takes approximately 1-2 minutes to complete and submit.
  - b. An individual submission must be sent for **each** Team's Practice.
- 3) The requests are time-stamped as they are submitted and will be taken in order of submission.
- 4) The requests will be processed by Parks Scheduling Staff throughout the week of March 3-7. All requests, submitted on March 3 prior to 5:00pm, will be completed by Parks Scheduling Staff no later than Noon on Friday, March 7.
  - a. Requests submitted after 5:00pm on March 3 or after, will be completed by Parks Scheduling Staff no later than the following week.

**\*\*\*\*\*PLEASE, do not call in to check the status of your submission prior to noon on March 7\*\*\*\*\***
- 5) As fields are scheduled for teams, the requestor will be contacted, and:
  - a. Staff will review the fields/dates/times that were scheduled and make any adjustments as needed.
  - b. Staff will request payment over the phone via credit card.
    - If an Organization Director is paying for multiple practices the Organization Director will be contacted for payment.
    - If a check is necessary for payment, a confirmation will only be sent after the check is received.
  - c. A field confirmation will be emailed to requestor once payment is made.
- 6) Practice Times are 1.5 hours in length.

### **CANCELLATIONS BY TEAMS/COACHES**

If game/practice is canceled as a game/practice time decision due to weather by team/coach, the cancellation must be submitted to parkshop@fcgov.com or by calling 970-221-6660 by the next business day to keep from being charged for the field.

Examples of when fields should be cancelled:

Standing water on the fields, Fields are slippery or unsafe, Turf tears underfoot, use of infield would cause ruts

If a game/practice is cancelled by team/coach, non-weather related, the cancellation notice must be submitted to parkshop@fcgov.com or by calling 970-221-6660 at least 2 days prior to the cancellation to keep from being charged for the field. For a practice being cancelled a credit will be held on the reservation to allow for another practice to be booked in the future. If the credit is still on file at the "end of the season"; the credit card on file will be credited back.

### **WEATHER CANCELLATIONS BY CITY**

If City makes the decision to cancel fields due to weather, the contact on the reservation will be emailed alerting them of the cancellation, and the field will be canceled by staff. The city will provide information by Noon - day of - if field(s) conditions warrant; after Noon the cancellation becomes a team/coach decision.

It will be the responsibility of the organization/contact on the reservation to then inform participants, parents, coaches and their staff of the field cancellations made by the city.

Refunds are not given for non-weather-related cancellations.

### **SPECIAL NOTE:**

Any party bringing privately owned items into any City owned park facility agrees that any items placed and/or left in any city park shall not be in or cause a dangerous condition; the party providing such items assumes all risk of injury to any persons using any privately provided equipment.

**CITY OF FORT COLLINS  
PARK RULES AND REGULATIONS**

**Summary of Laws, Rules, and Regulations for use of Parks, Trails, and Facilities Located Therein, Whether Inside or Outside City Limits**

**A. *The following activities are prohibited in or on City parks and trails by Section 23-203(a) of the City Code:***

**Alcoholic Beverages** : Possess or consume any alcoholic beverage, open or unopened, except where allowed by a special event permit issued by the City’s Liquor Licensing Authority. [NOTE: by City policy such permits are issued only for Civic Center park, Oak Street Plaza park or Legacy park, unless the CS director permits otherwise.]

**Animals/Birds**: Violating any provision of Chapter 4 of the City Code, including but not limited to: license required (Code § 4-31); rabies vaccination required (§ 4-51); removal of animal waste required (§ 4-71); animals at large prohibited (§ 4-93); disturbance of peace and quiet prohibited (§ 4-94); public nuisance prohibited (§ 4-95); trapping restricted (§ 4-120); Fort Collins is a wild bird sanctuary/refuge and all wild birds are protected (§ 4-156); killing or capturing wild birds is unlawful (§ 4-157).

**Ashes**: Scattering cremated remains of any human or animal.

**Bathing**: Bathing or washing persons or objects.

**Fires**: Violating any provision of Chapter 9 of the City Code. Lighting a campfire, bonfire or other fire except for fires in grills provided by the City or fires in portable grills or stoves on tables provided by the City, or as authorized by a permit. Burning of refuse or rubbish is prohibited. No fire shall be left unattended.

**Fishing Without a Valid License.**

**Glass Bottles/Containers**: Bringing in or possessing.

**Golf Balls**: driving, hitting, or throwing golf balls

**Miscellaneous Offenses**: violating any provision of Chapter 17 of the City Code, including but not limited to: **trespass** (Code § 17-40); **littering** (§ 17-41); **discharge of weapons** (§ 17-101); **depositing bodily waste** (§ 17-103); **disturbing the peace** (§ 17-121) **disorderly conduct** (§ 124); **harassment** (§ 126); and **nudity** (§ 17-142); open consumption of marijuana (17-191); and transfer or display of marijuana (17-192).

**Special Events**: Violating any provision of Chapter 23.5 of the City Code regarding special events, including but not limited to holding a special event without a permit (Code § 23.5-3)

**Trash**: Discarding or releasing any waste or hazardous substance except for trash generated from activities in the park, which must be disposed of in marked trash receptacles. Tampering with trash containers is prohibited (Code § 12-20)

**Vandalism/Tampering**: Removing, destroying, mutilating, modifying or defacing any City property.

**Vehicles**: Operating or parking a motor vehicle other than on established roadways or in designated parking areas, or violating any provision of the Fort Collins Traffic Code

**Wildlife**: Harassing or permitting the harassment of wildlife.

**B. *The following activities are prohibited in or on City parks and trails by Section 23-203(b) of the City Code unless a sign has been posted permitting such use:***

**Horses**: Riding or having a horse more than ten (10) feet from a designated trail or roadway, or on any irrigated turf grass.

**Ice**: Walking, skating, or otherwise entering on the ice on any waters.

**Motorized Models**: Operating a motorized model boat, car, truck, aircraft or other motorized model vehicle in, onto or over a park or trail.

**Skating and Skateboarding**: Skateboarding or in-line skating, except on a sidewalk, roadway, parking area or designated trail.

**Swimming**: Swimming or wading in the water.

**C. *The following activities are prohibited in or on City parks and trails by Section 23-203(d) of the City Code unless authorized by a permit issued by the Parks Department:***

**Boats**: Operating a motorized boat.

**Camping**.

**Collecting or Removing Materials**: Collecting seeds, cuttings or plants or removing archaeological, geological or paleontological materials.

**Commercial Activities**: Performing a service for commercial gain or selling or offering to sell any item for commercial gain.

**Constructing a structure.**

**Depositing Rocks, Wood or Dirt.**

**Feeding Wildlife**: Feeding songbirds, squirrels, ducks, geese or any other wildlife species.

**Group Events**: Conducting or sponsoring an event expected to include 100 or more people or requiring a Special Events Permit.

**Hours of Usage**: Entering a park during the hours of 11:00 p.m. to 5:00 a.m. (specific hours for use of various park facilities such as ballfields, tennis courts, etc. will be effective upon conspicuous posting.)

**Model Rocket**: Launch a model rocket in, onto or over a recreation area.

**Planting**: Planting trees, shrubs, grasses, flowers or other plants.

**Posting Notices**: Posting a notice or sign, including fastening, displaying or depositing cards, posters or other written materials or erecting a display.

**D. *In addition, no person shall engage in any activity when a sign has been posted by the Parks Department stating that such activity is not allowed in that area. (Code § 23-203(c))***