

Recreation Park Rules **(Approved February 2016)**

1. Earlham Community School has first priority for the High School baseball field and softball field at the Recreation Park, which includes times when the school has to reschedule events. The Athletic Director will work with the Recreation Specialist to not reschedule at times when some other group or groups has previously scheduled an activity. A schedule will be created by the Recreation Specialist that includes all softball little league, baseball little league, Middle School and High School events by input of schedules from the little league baseball and little league softball coordinators and the school athletic director in early April. This schedule will be posted and kept up to date in the glass box at the recreation park. Those on the schedule will have priority.
2. No construction, improvements, or any physical changes are to be made to the recreation park without approval of the Recreation Park Board. All permanent ball field bases on high school baseball and softball fields are not to be disturbed in any way except by school personnel.
3. No vehicles, including bicycles, mopeds, etc., are to be in the recreation park except in the case of an emergency. Vehicles are allowed in the park for maintenance purposes with approval of the recreation park board. People with a disability are allowed to be transported into the recreation park facility.
4. No parking on private property in the trailer court or Church of Christ Parking lot. Parking is provided in the lot south of the swimming pool and west of the soccer fields.
5. The City of Earlham through the Earlham Park and Recreation employees hired to manage the concession stand will clean up debris that is caused by the items sold in the concession stand at the completion of the games/events in the park for that day. The City of Earlham and/or Community School employees will then dispose of the garbage in the cans through normal daily processes.
6. Pick up any debris that you left on the field, in dugouts, and/or on the ground; including: sun flower seeds, paper, cups, etc. You will also need to rake the ball diamonds where needed after use and leave in as good or better condition than you found it prior to use.
7. Only softball and baseball activities are to be on respective diamonds. For scheduling purposes the following shall be used:

Field 1 - HS SB (lighted)

Field 2 - primary little league girls field

Field 3 - HS BB (lighted)

Field 4 - primary little league boys field

Field 5 - T-ball field - farthest field out

The Earlham girls little league will use field 2 and only use field 1 if there is a scheduling conflict and the field is available. Earlham boys little league will use field 4. Use of field 5 will be open for either little league boys or girls when needed.

Recreation Park Rules (continued)

Exception: When rescheduling games use whatever diamond is available. Adult leagues should never use the softball field for baseball games. All fields can be used for Slow-Pitch Softball.

8. Anyone needing to use the softball lights may request permission from the Athletic Director at the Earlham Community School or from the Recreation Specialist through the City of Earlham. The request will be reviewed and if granted the lights will be turned on and then off for the event by either member.
9. The Earlham Recreation Park is a tobacco free environment **during Earlham Community School events**.
10. Anyone using the facility who knows of any damages done to fences, restrooms, equipment or anything else has the responsibility to report it to the school and city. See item number 13 for responsibility and the phone numbers of who to contact.
11. Anyone or group who uses the restrooms has the responsibility for leaving the restrooms in as good or better condition as they were found.
12. Any questions in regard to Recreation Park should be directed to the Recreation Park Committee in email at parks&rec@earlham-ia.org or by contacting City Hall at 515-758-2281.
13. If there is any question on who is responsible for an item, here is a listing:

City of Earlham:

- 1) Recreation Park Perimeter Fence
- 2) Seal Coat Path (entrance from parking lot to recreation park)
- 3) Little League Fields (Field #2, 4, 5)
 - a) Care of grass including weed control along fences
 - b) Care of grass including weed control inside fields
 - c) Prep of Little League Fields (Fields #2, 4, 5)
- 4) Outside Diamonds
 - a) Care of grass including weed control
- 5) Water (faucet/drinking) at concession stand
- 6) Security light
- 7) Restrooms
- 8) Playground equipment
- 9) Concession stand
- 10) Electricity
 - a) January, February, March, April, August, September, October, November, December
- 11) Garbage Pickup
 - b) May, June and July – Weekends
 - c) January, February, March, April, August, September, October, November, December

2) Recreation Park Rules (continued)

12) All other items in the Recreation Park

Earlham Community School:

- 1) HS Softball and HS Baseball Fields (Fields #1, 3)
 - a) Care of grass including weed control along fences
 - b) Care of grass including weed control inside fields
 - c) Prep of HS baseball and HS softball fields
- 2) HS Softball and HS Baseball Field fences
- 3) Metal bleachers (3) for HS Softball and HS Baseball
- 4) Field lights for HS softball and baseball
- 5) Scoreboards for HS Softball and HS Baseball
- 6) Sound system for HS Softball and HS Baseball
- 7) Softball shed
- 8) HS Baseball Field score stand
- 9) HS Softball and HS Baseball batting cages
- 10) Water to HS Softball and HS Baseball fields for sprinklers
- 11) Discus throw pad and ring
- 12) Electricity
 - a) May, June and July
- 13) Garbage Pickup
 - a) May, June and July – Weekdays M-F

Concerns with any of the items in number 13 should be directed both to the City of Earlham at 515-758-2281 and the School Athletic Director at 515-758-2214 x **440**.

Signature of person or entity using the field

Date