

Priority VII: Private schools and churches located in Rapid City during the designated primary season. Applicable fees and guidelines apply.

Priority VIII: All other Rapid City teams on a first come, first serve basis after higher priority teams have had an opportunity to schedule each season.

V. ADMINISTRATIVE PROCEDURES

All teams must be composed of at least 51% Rapid City residents and requests must be made by a Rapid City resident. Rapid City adult “residents” must either live or work in Rapid City. Applicable fees and guidelines will apply. Team rosters must be submitted to the City of Rapid City prior to a reservation being granted. The City may verify this roster for ~~with~~ any league or tournament in which the team plays.

1. Fees will be subject to change each year depending on actual cost to provide the services requested. The Parks and Recreation Department will attempt to notify Associations of fee changes.
2. The City will establish dates each year by which teams must submit ~~commit~~ requests for facility reservation use in order to apply for and utilize ~~their~~ priority status. After that date, facilities will be reserved on a first come, first served basis. The City will only authorize reservations with one coordinator per organization.
3. If teams or organizations are at the same priority level, then the team or organization that serves the highest number of Rapid City residents on the registration date will receive the higher priority status in terms of field, pool, rink and court reservations, subject to the following limitations:

The club, team or organization with the second highest number of Rapid City residents will be allowed use of the field, pool or rink on a sliding scale. The scale will be based on the percentage of Rapid City residents on the State or National roster. (Example: Team A has 100 RC participants and Team B has 30 RC participants. The total RC participants would be 130. Team B with 30 RC Participants would be divided into the total participants of 130. That would give Team B 23% of the available prime time practice space. If Team B’s roster increases to 40 Rapid City residents in the following year and Team A stayed the same, their scaled ~~space~~ allotment would ~~will~~ increase to 31%). Rosters will be

requested once per year and will establish the percentages for the entire sport season, even if that season runs through the next roster period.

4. Any organization which fails to provide for and follow the guidelines set forth above, or provides false information on a permit application, is subject to revocation of its permit at the discretion of the Director of Parks and Recreation, or his designee.

5. No organization is allowed to sublease City facilities without the written approval from the Parks and Recreation Director or his designee. The City will not authorize subleasing for profit, or for organizations that compete with City programs.

6. Any team or organization that fails to pay the appropriate fees or fails to provide the information required by this policy within the time frame specified may lose Priority status. The Parks and Recreation Department will recommend appropriate action to the Parks and Recreation Advisory Board after the team or organization is given the opportunity to explain its actions.