



# Parks and Recreation Policies and Procedures

## Title: Athletic Facility Usage Policy and Fee Schedule

Document Number – PR 1.00

### I. Purpose

The purpose of this document is to establish a structured and transparent process for the usage of athletic facilities within the Town of Jupiter Parks and Recreation portfolio. By setting clear guidelines and criteria, we seek to ensure that residents of the Incorporated Town of Jupiter have preferred access to athletic facilities while welcoming participation from other user groups. Our goal is to maximize the use of resources, promote community engagement, and support the physical well-being of residents while balancing the maintenance needs of the facilities in a fiscally responsible manner.

The Athletic Facility Usage Policy and Fee Schedule prioritizes the needs of the community, fostering an environment where resident use and Town-organized programs can flourish alongside recreational and competitive sport leagues. By adopting a tiered structure, we aim to balance the needs of various user groups, ensuring that each has a fair opportunity to participate in and benefit from the use of athletic facilities. This policy also aims to provide clarity and consistency in the scheduling process, minimizing conflicts and fostering cooperation among different organizations and teams.

By adhering to these guidelines, the Town of Jupiter seeks to create a vibrant, active, and inclusive community where athletic activities contribute to the overall quality of life for all residents. Through efficient and effective facility management, we strive to support the development of sportsmanship, teamwork, and healthy lifestyles within the community.

### II. Definitions

**Town of Jupiter Programs** – Town of Jupiter programs include organized activities and events managed by the Town of Jupiter, designed to promote community engagement, health, and well-being. These programs include community use of athletic facilities, adult athletic leagues, camps, classes, and special events that cater to residents of all ages and skill levels. The focus is on providing affordable, accessible, and enjoyable recreational opportunities for the community. Programs are organized and managed by the Town's Parks and Recreation Department or in collaboration with other Town Departments. There is no fee for Town of Jupiter Programs.

**Youth Recreational Sports** – *Programs prioritizing fun and accessibility for all -* Recreational youth sports refer to organized sports programs that are designed for

Doc. No: PR 1.00	Effective Date: August 1, 2025	Revision Date:	Revision No:	Page 1 of 11
------------------	-----------------------------------	----------------	--------------	--------------

Approved Authority: Town Manager



youth participants to engage in for fun, exercise, and social interaction. Organizers are typically non-profit organizations with a significant number of volunteers assisting with coaching and league operations. These programs prioritize participation and enjoyment over competition and are open to all skill levels. Recreational sports have an affordable fee structure, ensuring accessibility for all families. Participants are school-aged, and teams are formed based on equality rather than competitiveness. Teams typically compete in a league under a single organization or among like-minded organizations when the organization does not have enough participation to create its own league. Extended Recreational Youth Sports seasons, such as a Recreational All-Stars program or similar extended season comprised of participants from a recreational league, shall be considered for categorization as a Youth Recreational Sport.

**Interlocal Agreement** – A formal agreement between the Town and one or more government entities that allows for collaborative use of shared facilities.

**Competitive/Travel Youth Sports** – *Programs with higher-level competition and selective participation* - Competitive/travel youth sports refer to organized sports programs designed for youth participants involved in higher levels of competition. Participation is limited, and players typically try out for a team and must be selected to join the team. Coaches and trainers are more frequently paid for their services, and the fees to participate are higher compared to recreational sports. These programs often require a significant time and financial resource commitment from the participating families. Participants are typically required to travel for games and tournaments, which may include local, regional, or national competitions. The focus is on skill development and refinement, intensive training, and achieving competitive success, often with a structured regimen of practice and gameplay. Teams typically compete in leagues or select tournaments that are organized based on skill level and competitive prowess.

**Other Athletic League Providers** – Independent or third-party leagues and organizations or teams requesting organized or seasonal use of Town athletic facilities.

**One-time and Miscellaneous Uses** – Applies to special one-time youth sports practices, games, activities, community events, or other miscellaneous events.

**Special Uses** – Includes any other facility usage not covered under the standard categories and requires separate review and consideration for use by the Parks and Recreation Department.

**Youth Sports Organization** – A youth sports organization refers to an organized entity that manages and oversees youth sports programs. To qualify, the organization must have a minimum of three teams. These organizations are responsible for coordinating practices, games, tournaments, and other related activities. They ensure that teams have access to necessary resources, such as coaches, facilities, and equipment. Youth sports organizations may operate recreational or competitive programs and often involve a combination of paid staff and volunteers.



**Incorporated Town of Jupiter Resident** – A resident residing within the official boundaries of Incorporated Town of Jupiter. Residency of an address is confirmed via the Palm Beach County Property Appraiser records.

**Non-Resident** – A resident residing outside of the official boundaries of Incorporated Town of Jupiter. Residency of an address is confirmed via the Palm Beach County Property Appraiser records.

**Residency Verification Process** – Residency status is determined using the Palm Beach County Property Appraiser records. Verification requires submission of a valid photo identification and one supporting document that matches the resident's address, such as a current utility bill or property tax record. User group's roster submissions must include full participant addresses for verification.

**Community Use** – Designated times at specific facilities when park users can use athletic facilities in an unstructured, small-group recreational manner, without organized leagues, formal instruction, or specialized equipment.

**Schedule of Fees** – The Schedule of Fees is the official list of facility use rates adopted by the Town of Jupiter Parks and Recreation Department. It details the costs for various types of athletic facility use, including seasonal, tournament, one-time, and special categories. Fees depend on user type, residency, duration, and time of usage. The Schedule of Fees also covers applicable discounts, deposit requirements, and additional charges such as staffing. It is located at the end of this policy and is subject to regular review and updates.

### III. Scope

This policy shall apply to all Incorporated Town of Jupiter residents requesting use of Town athletic facilities, as well as to Town of Jupiter programs, youth sports organizations, interlocal agreement partners, seasonal recreational youth sports, seasonal competitive/travel youth sports, other athletic league providers, tournament organizers, one-time and miscellaneous users, special use applicants, and non-residents participating in any of the above categories. The policy governs procedures for facility allocation, scheduling, usage tiers, documentation, and schedule of fees, and shall be administered and enforced by the Town of Jupiter Parks and Recreation Department.

### IV. Policy

#### Priority Allocation Tiers

##### 1. Town of Jupiter Programs

Doc. No: PR 1.00	Effective Date: August 1, 2025	Revision Date:	Revision No:	Page 3 of 11
------------------	--------------------------------	----------------	--------------	--------------



- a) Includes all Town-organized programs, adult athletic leagues, camps, classes, and special events.
- b) Designated times for Community Use of athletic facilities.
- c) Priority tier ensures support for resident access, community programs, and services.
- d) No specific deadlines are required for advance notice.
- e) User groups falling under this tier are not charged a fee for usage.

## **2. Seasonal Recreational Youth Sports**

- a) Includes recreational sports programs for youth participants.
- b) In the event of multiple submissions, additional consideration will be provided to the organization or team serving a larger number of incorporated Town residents, as well as historical usage of Town facilities.
- c) Applications shall be submitted 90 days before the start of the season.
- d) User groups falling under this tier are subject to the associated fee schedule as outlined in the "Schedule of Fees" section.

## **3. Interlocal Agreement Use**

- a) Includes programs and teams identified for use under current and valid interlocal agreements.
- b) Requests shall be submitted per the terms in the interlocal agreement.

## **4. Seasonal Competitive/Travel Youth Sports**

- a) Applies to competitive and travel teams requiring facilities for practices and games.
- b) In the event of multiple submissions, additional consideration will be provided to the organization or team serving a larger number of incorporated Town residents, as well as historical usage of Town facilities.
- c) Applications shall be submitted 60 days prior to the season.
- d) User groups falling under this tier are subject to the associated fee schedule as outlined in the "Schedule of Fees" section.

## **5. Other Athletic League Providers**

- a) Independent or third-party leagues and organizations or teams requesting organized or seasonal use of Town athletic facilities.
- b) Includes other leagues and programs seeking access to the athletic facilities for organized and/or seasonal use.
- c) Applications shall be submitted 30 days prior to the use.
- d) User groups falling under this tier are subject to the associated fee schedule as outlined in the "Schedule of Fees" section.



## 6. One-Time and Miscellaneous Uses

- a) Applies to special one-time youth sports practices, games, activities, community events, or other miscellaneous events.
- b) Preference is given to youth sports teams and activities of incorporated residents.
- c) Requests shall be submitted at least 2 weeks in advance, but no sooner than 30 days prior to the use.
- d) User groups falling under this tier are subject to the associated fee schedule as outlined in the "Schedule of Fees" section.

## 7. Special Uses

- a) Includes activities, events, or other athletic facility uses that fall outside of the standard allocation tiers.
- b) Require individual review to determine feasibility, impact on operations, and alignment with community priorities.
- c) Approval is subject to administrative discretion and may include additional requirements, fees, and/or conditions.
- d) Applications will be reviewed on an individual case basis at the time of submission.

## 8. Tournaments

- a) Includes organized youth tournaments and other tournaments determined to have a beneficial impact on the community.
- b) Scheduling is based on overall facility availability and existing commitments
- c) Tournament uses shall be scheduled to not interfere with youth recreational sport seasons.
- d) Tournament applications shall be submitted a minimum of 6 months in advance.
- e) User groups falling under this tier are subject to the associated fee schedule as outlined in the "Schedule of Fees" section.

## V. Procedures

1. All requests should be submitted electronically. Applications, schedules, and all supporting documents (refer to the Documentation and Residency Verification Process sections) should be submitted via email to [TOJAthletics@jupiter.fl.us](mailto:TOJAthletics@jupiter.fl.us). Submissions will be reviewed by the Recreation Supervisor for completeness and compliance with policy requirements. Documentation related to the *Residency Verification Process* will be verified via the Palm Beach County Property Appraiser records. The Recreation Supervisor will review requests to ensure they meet the advance notice requirement, determine the request's category, and assign the appropriate tier.



2. The facility allocation process is directly supported by a tiered fee structure that aligns with the type of use, residency status, and level of service provided. Fees will be assigned in accordance with the category and validated during the review process.
3. The priority of requests is considered in the following order:
  - a) Town of Jupiter Programs
  - b) Seasonal Recreational Youth Sports
  - c) Interlocal Agreement Use
  - d) Seasonal Competitive/Travel Youth Sports
  - e) Other Athletic League Providers
  - f) One-time and Miscellaneous Uses
4. For seasonal usage, a tentative schedule is created, and applicants receive a preliminary confirmation in advance. Final confirmations are sent out prior to the start of the season.
5. Conflict Resolution and Dispute Process: Any requested adjustments or conflicts regarding facility usage, including but not limited to overlapping reservation requests, competing seasonal program schedules, field or court availability limitations, facility closures due to maintenance or weather, or requests that exceed the allowed usage limits, will first be addressed through direct communication between the Parks and Recreation staff assigned to evaluate and schedule athletic facilities and the applicant. Staff will provide proposed solutions in writing, which may include options such as changing dates or times, relocating to an alternate facility, reducing the number of fields or courts requested, or modifying the activity to fit available space. If an agreement cannot be reached after at least two documented attempts to resolve the issue, the applicant may submit a formal appeal via email to the Recreation Supervisor overseeing the athletic facility allocation process. The appeal must clearly state the reason for the dispute, reference the original request, and include any supporting documentation. Upon receipt, the Recreation Supervisor will review the appeal, consult with staff as needed, and issue a written final notice of usage within fourteen (14) calendar days. The Parks and Recreation Department will issue a final written decision upon conclusion of the review. This decision will be final.
6. Late applications will be reviewed after all other on-time applications have been scheduled and facility space remains available.
7. Tournaments and Special Uses: Tournament and special use requests will be considered separately on an as-needed basis. In the event of conflicting tournament or special use requests, consideration will be given to previously hosted tournaments and events determined to be beneficial to the community. Tournament requests that demonstrate a measurable economic impact—such as increased hotel stays, dining, and retail activity—may be given priority



consideration, provided the impact is minimized to scheduled recreational youth sports seasons. A “beneficial impact” is defined as a positive and quantifiable contribution to the local economy or community experience. Supporting documentation or estimates demonstrating potential economic impact may be requested as part of the application process.

8. Enforcement, Compliance, and Damage: Should violations of this Policy or posted park rules occur, the Parks and Recreation staff will provide guidance to correct the issues, followed by verbal and written warnings as necessary. Examples of non-compliance include, but are not limited to, failure to follow scheduled times, unauthorized use of fields or courts, disregard for facility closure notices, or violation of safety and conduct requirements. Consequences for ongoing non-compliance may include temporary suspension of facility privileges, revocation of access for an entire season, temporary ineligibility to reapply, or permanent disqualification from facility use. User groups found responsible for excessive damage to facilities, beyond normal wear and tear, will be required to reimburse the Town for repair or replacement costs.
9. Documentation: Organizations and facility users are required to submit documentation, including proof of insurance, verification of background screening certifications, and concussion education compliance. In accordance with Florida State Statute §943.0438, youth sports programs that operate on public property are expected to ensure all personnel who have direct contact with minors have completed appropriate background screenings. A written Code of Conduct addressing the expected behaviors of participants, coaches, and spectators is required from organizations or facility users to ensure a respectful and safe environment is maintained.
10. Residency Verification Process: All user groups must submit a roster that includes participants' names and residential addresses. The Town will verify residency through Palm Beach County Property Appraiser records (may require supplemental documentation, e.g., photo identification and a matching utility or tax bill). Organizations may be subject to mid-season audits to confirm ongoing compliance. It is the user group's responsibility to provide accurate roster information and supporting documentation to the Town of Jupiter Parks and Recreation Department for the residency verification process.
11. Facility Maintenance and Closures: The Town of Jupiter Parks and Recreation Department prioritizes participant safety and the condition of athletic facilities. Fields may occasionally be closed due to inclement weather, safety concerns, or scheduled maintenance. Staff will evaluate field conditions daily, considering factors like rainfall, standing water, and overall surface safety. Closure notifications will be made as soon as possible, when feasible by 3:00 PM on weekdays and 7:00 AM on weekends, via the Rainout Line, website, social media, and/or direct contact with users. Users are encouraged to verify field status updates before activities. In the absence of an official closure, users



should evaluate field conditions upon arrival and consider canceling activities if the conditions appear unsafe. Any such occurrences should be reported to the Parks and Recreation Department. If a closure results in canceled activities, users may submit a rescheduling request within 48 hours. Make-up opportunities will be based on field availability and are not guaranteed.

Fields should not be used during official closures. Unauthorized use during closures may result in temporary access restrictions or responsibility for any damages. This approach is intended to protect participants, safeguard facilities, and maintain fair access.

12. Annual Seasonal Schedule: The seasonal usage schedule will be published annually in May and will cover the upcoming Fall, Winter, Spring, and Summer seasons. Scheduling is determined based on a combination of factors, including historical facility usage, anticipated park maintenance, and identified community program needs. Notably, historical usage refers primarily to patterns of youth recreational sport participation by specific sport and facility. These patterns may directly influence the availability of space for other user tiers, particularly when field markings and configurations restrict multi-use compatibility. As such, preference may be given to maintaining traditional field layouts that best support established youth recreational sports, which could limit the flexibility in facility assignments for competitive teams, school groups, or other organizations. All dates and usages remain subject to change based on unforeseen circumstances or operational decisions made by the Parks and Recreation Department.

13. Usage Limits: To help ensure balanced and consistent access to Town of Jupiter athletic facilities while preserving their condition, the Parks and Recreation Department may implement usage limits. These may be based on factors such as total hours requested, seasonal demand, and wear considerations. Priority will remain with resident-serving programs and youth recreational sports.

The Parks and Recreation Department may consider capping usage to support balanced distribution among users. Field usage is generally expected to occur within designated operational hours. Activities scheduled outside these hours may be rescheduled, adjusted, or declined, and repeated unauthorized use may result in temporary restrictions. Any limits will be communicated in writing prior to the season. Requests for exceptions may be submitted and will be reviewed individually.

14. Payment Terms: Approved facility users are encouraged to remit payment in accordance with billing guidelines from the Parks and Recreation Department. Full payment is expected prior to the start of use unless otherwise outlined in a written agreement.



For seasonal use, invoices will be sent following final schedule confirmation and evaluation of rosters for residency. Payment should be made upon receipt of the invoice.

For one-time uses, payment is due at the time of confirmation. Reservations will not be finalized or held without payment.

For tournaments, a non-refundable deposit of 25% is requested at the time of booking to hold the dates. Remaining balances should be paid in full one week prior to the event. Late payment may result in cancellation. Post-event charges, such as staffing or repair costs, will be invoiced separately and are expected to be paid promptly.

15. Refunds and Cancellations: Cancellation requests should be submitted in writing to the Parks and Recreation Department. Requests received at least fourteen (14) calendar days prior to the reservation start date are eligible for a full refund. Requests received fewer than fourteen (14) calendar days but more than seven (7) days prior to the reservation start date are eligible for a 90% refund, with 10% retained as an administrative fee. Cancellations received seven (7) or fewer days before the reservation, including no-shows, may not qualify for a refund and will be considered on a case-by-case basis.

Refunds may take up to 30 days to process and will be returned to the original form of payment. Exceptions due to emergencies, inclement weather, or other unforeseen situations will be considered on a case-by-case basis at the discretion of the Parks and Recreation Department.

16. Policy Review: This policy document should be reviewed and updated at a minimum every three to five years or as needed to ensure that it remains relevant and effectively serves the community's needs.

17. Town Manager Authority: The Town Manager, or their designee, retains the authority to waive, reduce, or otherwise modify any fee, requirement, or provision outlined in this policy when determined to be in the best interest of the Town of Jupiter. Such discretion may be exercised in circumstances including, but not limited to, promoting community benefit, supporting Town-sponsored initiatives, accommodating unique organizational needs, or addressing unforeseen situations. All waivers or modifications will be documented in writing and maintained on file by the Parks and Recreation Department.



**Schedule of Fees:** Fees vary based on user type, residency status, time of use, and activity category (seasonal, tournament, one-time use, etc.). Verification of residency is required. All athletic facility use is governed by this policy and supported by the fee structure outlined in the following section.

Category	Fee
<b>Seasonal Recreational Youth Sports</b>	\$25 per non-resident participant fee by sport per season
<b>Interlocal Agreement Use</b>	Fees per the current interlocal agreement, including agreed-upon staffing fees
<b>Seasonal Competitive/Travel Youth Sports</b>	Fee per participant by sport per season: \$0.00 per Incorporated Town of Jupiter resident \$50 per non-resident participant fee by sport per season
<b>Other Athletic League Providers</b>	Hourly fee for organized league activities: \$50 per field or court  Hourly fee for off-peak field or court use for organized league activities (weekday use before 5:00 pm when available): \$0 Jupiter-based non-profit organization \$5 recreational youth sport \$25 travel/comp youth sport \$25 other team sport
<b>One-Time and Miscellaneous Uses</b>	Hourly fee per field or court by residency for non-team activities: \$15 Incorporated Town of Jupiter resident \$50 non-resident  Hourly fee per field or court by category for team activities: \$5 recreational youth sport \$25 travel/comp youth sport \$25 other team sport
<b>Special Uses</b>	Fees to be determined based on the proposed use at the discretion of the Parks and Recreation Department
<b>Tournaments</b>	Daily rate by category: \$400 per field or outdoor court \$1000 Community Center Main Gym \$500 Community Center Multipurpose Gym  Half-day rate by category (less than 5 hours of use): \$200 per field or outdoor court \$500 Community Center Main Gym \$250 Community Center Multipurpose Gym
<b>Additional Fees</b>	Overtime \$40/hr per staff member as deemed necessary by Town staff

**Additional Fee Information:** All listed fees include the use of sports lighting when required for scheduled activities. Field preparation may include sport-specific striping and goals when appropriate; however, seasonal and one-time use allocations do not include chalking or in-field lining services unless specifically arranged for an additional



fee. For tournaments, fees include lighting, striping, goals, and other required field preparations. When overtime staffing is assigned by the Parks and Recreation Department to support tournament operations, it will include in-field chalking and lining when appropriate. Staffing and preparation needs will be evaluated by Parks and Recreation staff based on the nature and schedule of the event.

Resident Fee Compliance Requirement: This policy helps ensure incorporated Town of Jupiter residents receive the full benefit of their residency. As such, youth sports organizations using Town facilities are expected to follow the Town’s established fee schedule and not charge incorporated Jupiter residents any non-resident fees. Doing so may affect the organization’s future ability to request facility use.

**Sample Seasonal Dates –  
Youth Sports Facility Requests [2025 - 2026 Season Information]**

<b>Fall 2025</b>		<b>Spring 2026</b>	
Rec season due date:	May 30, 2025	Rec season due date:	November 21, 2025
Season starts:	August 4, 2025	Season starts:	February 9, 2026
Season ends:	November 16, 2025	Season ends:	May 17, 2026
Travel request form available:	June 16, 2025	Travel request form available:	December 1, 2025
Travel request due date:	June 27, 2025	Travel request due date:	December 12, 2025
Travel response provided by date:	July 11, 2025	Travel response provided by date:	January 9, 2026
<b>Winter 2025-2026</b>		<b>Summer 2026</b>	
Rec season due date:	August 22, 2025	Rec season due date:	N/A
Season starts:	November 17, 2025	Season starts:	May 18, 2026
Season ends:	February 8, 2025	Season ends:	August 2, 2026
Travel request form available:	September 1, 2025	Travel request form available:	March 2, 2026
Travel request due date:	September 12, 2025	Travel request due date:	March 13, 2026
Travel response provided by date:	October 17, 2025	Travel response provided by date:	April 17, 2026