

SHOW LOW CITY COUNCIL
STUDY SESSION - TUESDAY, MARCH 24, 2026

PURSUANT to A.R.S. Section 38-431.02, notice is hereby given to the Show Low City Council and to the general public, that a **Study Session** of the Show Low City Council will be held on Tuesday, March 24, 2026, at 6:00 PM in the City Council Chambers, 181 North 9th Street, Show Low, Navajo County, Arizona. The agenda for this meeting is as follows:

1. Call to Order.
2. Roll Call.
3. Discussion of City Recreational Facilities and Athletic Fields Use Policy and Resolution No. R2022-06 Setting Fees.
 - A. Resolution No. R2022-06
4. Adjournment.

NOTICE TO PARENTS AND LEGAL GUARDIANS: Parents and legal guardians have the right to consent before the City of Show Low makes a video or voice recording of a minor child, pursuant to A.R.S. § 1-602(A)(9). The Show Low City Council regular meetings are recorded and may be viewed on the City of Show Low's website. If you permit your child to attend/participate in a televised City Council meeting, a recording will be made. You may exercise your right not to consent by not allowing your child to attend/participate in the meeting.

Pursuant to the Americans with Disabilities Act (ADA), the City Council endeavors to ensure the accessibility of its meetings to all persons with disabilities. If you need accommodation for a meeting, please call the City Clerk's office at (928) 532-4061 at least 48 hours prior to the meeting for accommodation.

Council Chambers will open at least ten minutes prior to the meeting to allow public access to the room. Council Chambers has a maximum occupancy of 139 people.

Rachael Hall, City Clerk

I, Rachael Hall, do hereby certify that the foregoing notice was posted on March 20, 2026.

CITY OF SHOW LOW RESOLUTION NO. R2022-06

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SHOW LOW, ARIZONA, RESCINDING RESOLUTION NO. 2019-10 AND ADOPTING THE USE AGREEMENT, POLICY, AND FEES FOR CITY RECREATIONAL FACILITIES AND ATHLETIC FIELDS

RECITALS:

WHEREAS, Section 2.35.010 of the Show Low City Code allows the City Council to establish and set amounts of charges for all activities sponsored by the parks and recreation department; and

WHEREAS, the City has spent a significant amount of money upgrading the recreational facilities and athletic fields and wishes to preserve the investment and costs have increased to replace the key cards.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Show Low, Arizona, as follows:

Section 1

Resolution R2019-10, adopted April 16, 2019, is hereby rescinded.

Section 2

The Recreational Facility Use Policies and Application for Use of City Recreational Facilities and Lights, shown as Exhibit A, attached hereto and made a part hereof by this reference, is hereby adopted.

Section 3

As authorized by the above sections of the Show Low City Code, the following fees are hereby adopted for using recreational facilities and athletic fields:

Pavilions:

Security/Cancellation/Cleaning Deposit	\$100.00
Rental Fee	\$ 25.00 per day

Buildings:

Security/Cancellation/Cleaning Deposit	\$ 50.00 (without food)
	\$150.00 (with food)
City Campus Gym Security/Cleaning/Damage Deposit	\$500.00

Rental Fee \$ 20.00 per hour

Fields:

Security/Cancellation/Cleaning Deposit **\$500.00**
Rental Fee \$100.00 per day, per field
Field Prep Fee \$ 50.00 per prep, per field
Staff Fee \$ 20.00 per hour
Additional Maintenance Fee (2-hour minimum) \$ 50.00 per hour

Concession Stand Facility: (Permit may be required)

Security/Cleaning/Damage Deposit **\$500.00**

Special Events:

Reservation/Cancellation Fee \$250.00

Additional fees:

Light Fee \$ 10.00 per hour
Practice Field (traveling teams, private use) \$ 20.00 per hour
Portable Fencing \$100.00
Key Rental Fee/Deposit **\$ 25.00**

Section 4

Resolution No. R2012-03 is revised as follows:

Special events \$100.00 per day **if not held on City property**


Section 5

The City Manager or his designee is authorized to make minor amendments to the Application for Use of City Recreational Facilities and Lights as deemed necessary from time to time, so long as the revisions do not substantially change the intent of the Use Agreement, Policy, and Fees for City Recreational Facilities and Athletic Fields.

Section 6

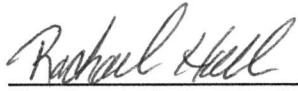
The fee schedule shall become effective on April 14, 2022.

PASSED AND ADOPTED this 15th day of March, 2022, by the Vice Mayor and Council of the City of Show Low, Arizona.



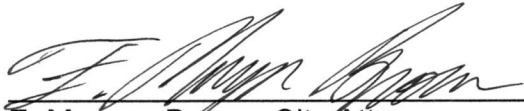
Connie Kakavas, Vice Mayor

ATTEST:



Rachael Hall, City Clerk

APPROVED AS TO FORM:



F. Morgan Brown, City Attorney

Exhibit A



CITY OF SHOW LOW COMMUNITY SERVICES DEPARTMENT RECREATIONAL FACILITY USE POLICIES

City of Show Low facilities are available for city-sponsored, governmental, school, private, and non-profit organizations.

Application

Requests must be submitted at least seven (7) days prior to your requested dates. The Application for Use of City Recreational Facilities and Lights is required to secure your reservation. You will be notified within five (5) business days regarding the status of your facility reservation request. Person(s) making facility reservations must be at least 18 years of age. The person who completes the Application will be designated as Customer.

Qualifications

The Customer who has signed as the responsible party on the Application for Use of City Recreational Facilities and Lights must be present throughout the entire time of the activity. All activities must be under competent, adult supervision with the organization and/or Customer using the facility assuming full responsibility for any injuries, damage to the facility, or the equipment. The use of facilities and special equipment shall be authorized by the Parks and Recreation Department by contacting them at 928-532-4140.

The City does not allow any activity or event which may result in damage or disturbance to the facility. All activities, events or entertainment at City recreational facilities must be appropriate for the facility and be approved in advance by the City of Show Low. At all times, City of Show Low functions have priority for facility use. The City also reserves the sole right to determine appropriate uses. The City will also require proof of liability insurance.

Deposits

All reservation/cancellation fees and security/cleaning/damage deposits will be collected at the time of reservation request. Refund of the security/cleaning/damage deposit is dependent upon the condition of the facility remaining the same as at the time of rental. Advance reservation requests (90+ days) will require one-half of the daily fees be paid at time of reservation request in addition to the reservation/cancellation fees and security/cleaning/damage deposits. The remainder of the fees for advance reservation requests are required to be paid in full 15 days prior to the date(s) requested or the requested dates will be released, and the security/cancellation deposit will be forfeited to the City of Show Low. A refund will be processed in the form of a check for the one-half daily fees paid. Refunds will be returned to Customer via check. Please allow up to three weeks to receive refund.

Reservation Changes/Cancellations

Cancellations must be received at least 48 hours prior to the schedule use of the facility. Any changes or cancellations of reservations must be made by the Customer who signed the Application for Use of City Recreational Facilities. If notice of cancellation is not received by the Parks and Recreation Department at least 48 hours prior to the date of the event, the Customer shall be responsible for all expenses incurred by the department relating to such request and may forfeit their deposit. Any advance reservation cancelled no less than 90 days before the start of the event will be refunded in full. Any event cancelled due to Force Majeure will be refunded in full.

Insurance

A certificate of insurance ***and*** endorsement for periods of City facility use naming the City of Show Low as additional insured for a minimum of \$1,000,000 liability per occurrence, \$2,000,000 aggregate shall be provided to the City at least seven (7) days before scheduled use of the facility. Customer/organization insurance must be primary and non-contributory.

Activities Prohibited

The following activities are prohibited:

- Smoking inside all buildings and within 20 feet of buildings
- Hitting/throwing balls into fencing, buildings, and walls
- Charcoal grilling or fires except in designated areas (except for fire restrictions as issued by the City of Show Low)
- Alcohol is not permitted on premises of an organized athletic event
- Alcohol is not permitted inside any City building
- No cleats of any kind are allowed in City buildings
- No staples or nails are to be used on Pavilions

Hours of Operation

The City facilities are typically open from 6:00 a.m. to 10:00 p.m. Reservations may be taken during normal business hours (8:00 a.m. – 5:00 p.m.) and any reservation cannot conflict with regular on-going activities.

Verification of Facility Use

Verification of reserved facility is contingent upon final approval from the Parks and Recreation Department. Nothing is finalized until you or your organization receives a copy of the Facility Use Permit signed by a designee of the Parks and Recreation Department. Do not advertise your meeting or event until this time.

Facility Set-up/Clean-up

Set-up and clean-up of the contracted area will be the responsibility of the Customer. All facilities are to be cleaned and restored to their original condition after use. If upon examination the facility is deemed to be in disrepair and/or unclean, the City will arrange for any necessary repairs or custodial services and costs will be billed to the Customer. The Customer or organization will not be allowed to use the facility again until all repair and service costs are reimbursed to the City. The Customer shall ensure that the facility is secured. All doors, windows and any gates shall be locked and checked. If door is found propped open (i.e. rocks, pebbles, chairs) a fine will be issued and key will be revoked. Facilities are monitored by security cameras. **Requested time should allow for set-up and clean-up of the facility.** It is up to the responsible party to assure that the requested time limits are adhered to.

Light Use

If lights will not be used during a schedule time, Parks and Recreation staff must be notified so that the lights can be turned off. Any lights scheduled but not used or cancelled will be charged to the Customer at the rate of \$10/hour.

Key Card Information

Key fee/deposit in the amount of \$25 is due prior to pick-up of the key. The key(s) shall be picked up no more than two business days prior to first use and returned to the Parks and Recreation Department the next business day following rental or season. The issued card will work during scheduled facility use only. The deposit of \$25 will be refunded upon timely return of key. Refund will be returned to Customer via check. Please allow up to three weeks to receive refund.

Customer Guidelines

The Customer contracting to use a City facility will provide the Coordinator with all advertising materials, certificate of insurance and endorsement, etc.

The City does not provide any storage space for events. All materials needed for an event must be brought at the time of set up and removed immediately after the event. The City shall not be held liable for any loss or damage to items left in their facilities.

No vehicles are allowed on athletic fields or inside any City facility for any reason, unless specified or allowed by City staff.

Customer will be responsible for conduct of guests and the City has the right to ask disorderly individuals to leave the premises. Customer must fully understand that use of the premises may be terminated by a staff member at any time if the guidelines are violated.

Group Qualifications

Priority of fields/facilities will be allocated as follows:

1. City of Show Low sponsored or co-sponsored events, activities, and programs
2. Show Low Unified School District programs
3. Non-profit youth programs or organizations
4. Non-profit adult programs or organizations
5. All other programs, teams, special events, or organizations

Sports Organizations

All members of the organization (coaches, players, volunteers, and spectators) must follow the terms and conditions outlined below:

1. Each user group must appoint a Field Representative to serve as a liaison between the group and the Parks and Recreation Department for the purpose of scheduling, planning, and remediating issues that may arise.
2. Each user group must provide a copy of all game schedules to the Parks and Recreation Department prior to the start of the season or tournament.
3. Alcohol is not permitted on premises of an organized athletic event.
4. Pets are not allowed on City of Show Low Athletic Fields.
5. Adult sponsors are responsible for youth at all times.
6. Areas utilized must be kept clean and free of litter (athletic fields, dugouts, bleachers, concession stands, gym).
7. Youth groups using the athletic fields for their season must provide their own paint, chalk and Quick-Dry to the City.
8. City staff will line and prep athletic fields Monday through Friday for approved youth groups or City sponsored events.
9. Any specialized equipment must be provided by the organization.

Tournament Organizations

1. All fees and deposits are due at the time application is submitted.
2. Tournament organizers must provide their own equipment for field maintenance during the tournament. This includes equipment to line and drag the fields, chalk, and any excess Quick Dry if needed.
3. Parks and Recreation or Facilities Maintenance overtime/holiday rates will be charged to the tournament organizer in the following situations:
 - a. Facilities Maintenance is required to perform maintenance duties outside of their normal work hours
 - b. Tournament/event organizer fails to perform adequate clean-up during and after event
4. Deposit refunds will be issued via check and any clean-up/damage costs will be deducted from the refund. Please allow up to three weeks to receive the refund.

Athletic Fields and Gym Rules

1. Do not play on athletic fields when posted closed or are prepped and lined for league play.
2. Be aware of bare spots on athletic fields – move goals or cones to prevent wearing of high traffic areas.
3. Soft toss and/or peppering against fences and/or walls is prohibited.
4. Do not allow children to climb up fencing.
5. Put away equipment.
6. No vehicles are allowed on athletic fields or outside of designated parking lots at any time.



City of Show Low Parks and Recreation Division
APPLICATION FOR USE OF CITY RECREATIONAL FACILITIES AND LIGHTS

PERMIT # ISSUED: _____

Name of Customer/Organization: _____

Contact #1 Name _____ Phone: (____) _____

Contact #2 Name _____ Phone: (____) _____

Business Address: _____

City _____ State _____ Zip _____

E-mail Address: _____

Type of Organization: Government School Non-Profit Private Other: _____

All youth groups using facilities for a season will be responsible to provide City all paint, chalk, Quick Dry and special equipment

Activity: Game League Tournament Camp Practice Other _____

Sport: Baseball Softball Soccer Football Age Group: YOUTH ADULT

Facility Options: (Please check)

Show Low City Park:	Other:	
<input type="checkbox"/> Senior Field	<input type="checkbox"/> Nikolaus Homestead Field East	<input type="checkbox"/> City Campus Gym (key card required)
<input type="checkbox"/> Ponderosa Field	<input type="checkbox"/> Nikolaus Homestead Field West	<input type="checkbox"/> City Campus Rec Room
<input type="checkbox"/> Williams Family Field	<input type="checkbox"/> Nikolaus Homestead Field Utility	<input type="checkbox"/> BMX Track
<input type="checkbox"/> City Park Old Pavilion	<input type="checkbox"/> Frontier Field East	<input type="checkbox"/> Concession Stand
<input type="checkbox"/> City Park New Pavilion	<input type="checkbox"/> Frontier Field West	

of Facilities: ____ Dates: _____ Days: Su Mo Tu We Th Fr Sa

Tournament Format: _____

Tournament Division(s): _____

Expected Number of Teams: _____ Entry Fee: \$ _____

Special Event Permit required? Yes No

ALL FEES AND DEPOSITS ARE DUE WHEN APPLICATION IS SUBMITTED

Does your organization intend to sell merchandise, products, or anything that will provide monetary gain for your organization?
 Yes No (If yes, please describe in detail on the lines provided)

* A temporary City business license is required if you are selling anything *

Additional Requests: _____

RESERVATION/CANCELLATION FEE AND SECURITY DEPOSIT (IF APPLICABLE) ARE DUE WITH RESERVATION SUBMISSION

The Customer, its guests, agents, performers or employees agrees to keep and hold the City of Show Low harmless from any and all liability, damages, costs and expenses in connection with any and all claims, actions or causes of action for injury, death, personal or property damage arising from or out of the use and occupancy of the facility. It will be the responsibility of the Customer to follow all applicable local, state and federal safety rules and regulations and maintain safe conditions for workers, activity patrons, guests, and the public. The Customer will be held financially responsible for any breakage or other damage caused to the interior or exterior or the contents of the City of Show Low facility(ies) during the period for which the Customer contracts the facility. I understand there are risks of physical injury to the participant(s). Considering all possible risks, on behalf of the participant(s) and myself, I voluntarily waive, release, discharge, and hold harmless the City of Show Low, its employees, supervisors, elected and appointed officials, agents, representatives and volunteers from all claims for all injuries to participant(s), no matter how severe. This waiver does not extend to any such claim or liability that is caused solely and exclusively by the gross negligence of the City of Show Low or its employees, supervisors, elected and appointed officials, agents, representatives, and volunteers. Participant(s) agree that they may be photographed and/or videotaped for the promotion of City of Show Low programs. A certificate of insurance and endorsement naming the City of Show Low as additional insured must be provided to the City in a minimum of \$1,000,000 liability per occurrence, \$2,000,000 aggregate. Customer/organization insurance must be primary and non-contributory.

I agree that I have read, understand, and will comply with the above guidelines and the guidelines attached as Exhibit A.

Print Name of Customer

Signature of Customer

Date

<i>For Office Use Only</i>	<u>Price</u>	<u>Amount</u>	<u>Total</u>
<u>Pavilions (no staples or nails):</u>			
Security/Cancellation/Cleaning Deposit - \$100	\$100		\$ _____
Rental Fee - \$25 per day	\$ 25	X _____ (# of days)	\$ _____
<u>Buildings (no cleats in City buildings):</u>			
Security/Cancellation/Cleaning Deposit	\$ 50/\$150 (no food/food)		\$ _____
City Campus Gym Security/Cleaning/Damage Deposit	\$500		\$ _____
Rental Fee - \$20 per hour	\$ 20	X _____ (# of hours)	\$ _____
<u>Fields:</u>			
Security/Cancellation/Cleaning Deposit - \$500	\$500		\$ _____
Rental Fee - \$100 per day, per field	\$100	X _____ (# of days)	\$ _____
	\$100	X _____ (# of fields)	\$ _____
Field Prep Fee - \$50 per prep, per field	\$ 50	X _____ (# of days)	\$ _____
	\$ 50	X _____ (# of fields)	\$ _____
Staff Fee - \$20 per hour	\$ 20	X _____ (# of hours)	\$ _____
Additional Maintenance Fee - \$50 per hour (2-hour min.)	\$ 50	X _____ (# of hours)	\$ _____
<u>Concession Stand Facility: (Permit may be required)</u>			
Security/Cleaning/Damage Deposit - \$500	\$500		\$ _____
<u>Special Events:</u>			
Reservation/Cancellation Fee - \$250	\$250		\$ _____
<u>Additional fees:</u>			
Light Fee - \$10 per hour	\$ 10	X _____ (# of hours)	\$ _____
Practice Field Use - \$20 (per hour) (traveling teams, private use)	\$ 20	X _____ (# of hours)	\$ _____
Portable Fencing - \$100	\$100		\$ _____
Key Rental Fee/Deposit - \$25	\$ 25		\$ _____
Total Due \$			_____
Copy of Business License: <input type="checkbox"/> Y <input type="checkbox"/> N			
Insurance Certificate and Endorsement Received (Required): <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A			
Non-Profit Proof Received: <input type="checkbox"/> Y <input type="checkbox"/> N			
Special Instructions: _____			

Coordinator Contact: Name _____ Phone _____

Authorized by: _____ Permit # Issued: _____