



# Court & Athletic Field Use & Allocation Administrative Guidelines



Revised April 2025

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## INTRODUCTION

The Woodlands Township is a master planned community with a world-class parks and recreation system. The Woodlands Township Parks and Recreation Department operates, maintains and programs:

- 220 miles of hike and bike pathways
- 220 miles of streetscapes
- 4,445 acres of open space equating to 38.3 acres of open space per 1,000 residents (74% above the national average, National Recreation and Parks Association)
- [150 community parks](#) containing various amenities equating to one park per 788 residents (155% above the national average, National Recreation and Parks Association)
- [Texas TreeVentures](#)
- 90 playgrounds
- [80 tennis courts](#)
- [8 dedicated pickleball courts](#)
- 70 lakes and ponds
- 68 pavilions
- 43 sportsfields
- 37 basketball and volleyball courts
- 14 community swimming pools
- Six spraygrounds
- Two Boat Houses
- Two Recreation Centers offering numerous programs annually
- More than 60 annual special events

Given the robust athletic court and field system in The Woodlands, high levels of participation are seen in organized sports and recreation. This comprises of recreation programming, competitive leagues, public play, team practices, play days, tournaments and more for all ages, all year round.

## PURPOSE

The Woodlands Township is dedicated to providing high quality courts and athletic fields to the general public (residents and non-residents), reservation holders, qualified sports organizations and for the incorporation of programs and services. The Court and Field Use and Allocation Guidelines have been developed to establish procedures that:

- Establish guidelines to distribute available fields and courts;
- Maximize facility use;
- Outline field and court use regulations; and
- Incorporate “turf recovery periods” to maintain safe, quality fields.

Per [Township Order 019-09](#), these administrative guidelines have been developed to assist qualified sports organizations and the general public with submitting field and court requests.

## DEFINITIONS

Per Township Order 019-09.

**“Organized Use”** of Township sports fields is defined as any organized games, practices, tournaments, clinics, instruction, special events or any other use that requires a permit issued by the Township. Participants include but are not limited to players, coaches, spectators and any other persons affiliated with the group.

**“Drop-In Use”** can be defined as any sport activity that would not require a permit and is not reoccurring. Drop-in use is only permitted when the fields are not occupied by a group or organization with a valid permit issued by the Township. All permitted use has priority over drop-in participants.

**“Qualified Organization”**

Any non-profit organization which promotes or sponsors athletic, recreational or social activities and primarily serves residents of the Township, and which meets the criteria set forth herein.

**“Resident”**

A person who owns property within The Woodlands Township boundaries and/or whose primary residence, either as an owner or as a renter, is in The Woodlands Township.

**“Non-Resident”**

A person who does not meet the definition of a Resident.

**“All Weather Field”**

A field made of synthetic materials used for soccer, football, baseball, softball, lacrosse, rugby, cricket or similar sports.

**“Athletic Fields and Athletic and Recreation Facilities”** mean soccer, football, baseball, softball, lacrosse, and rugby fields, tennis, basketball and volleyball courts, swimming pools, activity rooms, the Recreation Centers, Boat Houses, Adventure Course, park pavilions and all similar sport or athletic facilities of the Township. Facilities at Northshore Park and The Lodge at Rob Fleming Park may not be used for any athletic activities or reservations listed above, per [Township Order 019-09.](#)

**“Commercial Event”**

A large event, more than 300 people, held by for-profit organizations which are open to public participation (fee or free) and may include, but are not limited to a fair, festival, exhibition, carnival centered around music, art, culture, food, car/truck/vehicle, etc. A donation to a non-profit does not constitute the event being a non-commercial event.

**“Daily Use”**

One-day use, not to exceed one 24-hour period.

### **“Non-Profit Organization”**

An organization, which is organized and operated exclusively for exempt purposes, set forth in IRS Section 501.

### **“Season/Seasonal Use”**

A period of at least eight weeks with consistent weekly and/or weekend use.

## **RESPONSIBLE FIELD & COURT USE**

All organizations and/or individuals permitted to use fields will be responsible for adhering to [Township Order 019-09](#) and the following:

- Deposit trash and litter into trash cans;
- Tournaments/play days require a Special Event Permit from the Special Events Division;
- Alcohol is permitted, except in glass containers and in the Recreation Center(s);
- Must follow and abide by field closure decisions;
- Fields and courts are to be used for appropriate sport use, and events must be suitable and compatible to field selected;
- It is prohibited to paste, tack, glue, or post any sign, placard, advertisement or inscription or erect any signs in the park without prior approval from the Township;
- Dogs/pets are allowed in community parks and grass fields if they are on a leash;
- Parking is permitted in designated areas only. Vehicles parked illegally may be subject to citation and towing at owner’s expense.
- Rental permit must be present, at permit location, for all permitted rental dates and must be presented to Township staff, if requested;
- Facility use permits cannot be transferred, assigned, or sublet;
- Bases, goals, equipment and field preparation (dragging) are not provided;
- Lining or marking of fields is not allowed without prior written approval from the Township;
- No equipment storage is allowed at park sites without prior written approval from the Township;
- Must not damage or alter fields in any way;
- Adhere to The Woodlands Township Parks and Recreation [Patron Code of Conduct](#);
- Hitting or kicking balls into any fence or against any building is prohibited.

Failure to follow any of the responsible Court and Field Use Guidelines will result in cancellation of field use permits, up to and including the loss of future rental privileges associated with the Township in the future.



## ALL WEATHER TURF FIELD REGULATIONS

To preserve the quality of the turf and provide a clean and healthy environment, the following are not allowed on all-weather fields ([Township Order 019-09](#), Section 2Gii):

- Tobacco products (smoke and smokeless);
- Dogs or animals, service animals excluded;
- Food or beverages (water excluded) including gum, seeds, nuts or sports drinks;
- Stakes, spikes, or other pointed materials or objects;
- Model airplanes, helicopters or similar devices and their use thereof;
- Metal cleats; and
- Bicycles, bikes, roller blades, skateboards, strollers, or other similar devices with wheels.
- Fields are not permitted to be used when ice is present.
- Only players, coaches, trainers, officials, maintenance personnel and those authorized by the President/CEO are permitted on the surface of the all-weather turf fields.

## HOURS OF USE

Township *unlighted* fields are available to reserve beginning at 7 a.m. (year-round) and must have an ending reservation time of dusk.

All *lighted* fields located in the Township are available to reserve from 7 a.m. until 11 p.m. year-round. Reservations after 9:30 p.m. may be shifted to main sports complexes (Alden Bridge, Gosling, Bear Branch) if space, field accommodations and goals allow.

Hours of use must include the amount of time needed for the event, including set-up/warmups and clean-up.

All fields and courts must be vacated by time specified on approved permit issued by the Township.

## FACILITY RESERVATION FEES

[Township Order 020-09](#) outlines field, court and light costs and are subject to change by approval of The Woodlands Township Board of Directors.

## REFUND POLICY

### 10 or MORE DAYS PRIOR TO RENTAL

Full monetary refund (minus \$5 transaction fee) back to credit card or check refund

\*Check refunds may take up to 30 days

### 1 to 9 DAYS PRIOR TO RENTAL

No monetary refund

Full amount applied as a credit to Township account for future use.

\*Must be at least 24 hours prior to reservation start time to receive credit for future use

### DAY OF RENTAL

No refunds or credits

See inclement weather policy in the case of weather-related cancellations.

### INCLEMENT WEATHER POLICY

In the event of inclement weather (lightening, thunder, heavy rains, etc.....), the permit holder must notify The Woodlands Township via phone or email prior to reservation start time to receive a credit to Township account for future use.

For field closures due to weather, the reservation and any associated light fees will be credited to the permit holder's Township account for use at a later date. It is the responsibility of the permit holder to coordinate with The Woodlands Township if an alternate field is needed, and all requests must be made by 4 p.m.

### CONTACT US

Pavilions: [reservations@thewoodlandstowship-tx.gov](mailto:reservations@thewoodlandstowship-tx.gov)

Tennis Courts: [tennis@thewoodlandstowship-tx.gov](mailto:tennis@thewoodlandstowship-tx.gov)

Fields: [fields@thewoodlandstowship-tx.gov](mailto:fields@thewoodlandstowship-tx.gov)

The Recreation Center at Bear Branch Park | 281-210-3950

The Recreation Center at Rob Fleming Park | 281-516-7348

After-Hours Line | 281-210-3900 X9

## FIELD CLOSURE PROCEDURE

It is the intention of the Township to make every effort to leave the sports fields open for use; however, weather can impact this ability. Use of a wet or saturated field (natural grass) may cause extensive damage resulting in field closures and maintenance. One day of use on a wet field can generate weeks of recovery time, which may have adverse impacts on the general public and other field users.

The Township sports fields may be closed for the following reasons:

- Inclement weather;

- Poor or unplayable field conditions; and
- Refurbishment, maintenance or renovations.

Prior to making a determination, fields are reviewed for the following:

- Sloppy surface;
- Trip hazards;
- Unstable/mushy surface; and
- Other unsafe conditions.

Other questions to review include:

- What will the weather be like in the next 4/6/8 hours (wind, rain, temperatures)?
- Are we in respective sports pre-season, post-season or regular season?
- What type of activity is being played on this field- soccer, lacrosse, rugby, softball?
- What ages of play is being played- youth, high school, adults, etc.?
- How large are the groups using the fields- small, medium, large?
- How many days have the fields already been closed?
- What is the future (next day, next two days) weather forecast, and will we also need to close the fields tomorrow or the day after?

For closure of fields and subsequent cancellation of programs, a field report will be released by a Township representative no later than 3:30 p.m. Monday-Friday and 7 a.m. on Saturday and Sunday. All-weather turf fields are always open, unless there is significant ice or park flooding.

For field status weather reports, please call 281-210-3977.

## MAINTENANCE CONCERNS

There are five ways to report a concern to the Township:

1. Call the Resident Care Center at 281-210-3800 during regular business hours, Monday through Friday from 8 a.m. to 5:30 p.m.
2. For assistance after hours with urgent service matters other than emergencies, please call 281-210-3800 and press nine. Any time during the automated announcement, press nine again to be connected to the After-Hours Supervisor.
3. Submit your concern online through TheWoodlands311 service request system. Registration is not required.
4. Download TheWoodlands311 app on your mobile device.
5. Use “report a concern” option on [www.thewoodlandstownship-tx.gov](http://www.thewoodlandstownship-tx.gov).



## TENNIS & PICKLEBALL COURT RESERVATIONS

Due to the scope of tennis programs and services offered in the community by The Woodlands Township and its program partners, allocation of courts utilizes a prioritization system to facilitate an overall community-based tennis/pickleball program based on the following:

1. Facility Use Guidelines (Public Play/Reservations)
2. The Woodlands Township Parks and Recreation Tennis Academy/Pickleball all-encompassing events and tournaments.
3. Tennis/Pickleball Independent Contractor group lessons, submitted in accordance with the Action Guide schedule, as well as in-house run leagues.
4. Tennis/Pickleball Independent Contractor tournaments/play days/mixers, submitted in accordance with the Action Guide schedule.
5. Private League home date reservations (JackRabbit, HLTA, USTA, North Country).
6. Tennis/Pickleball Independent Contractor approved private, semi-private, and group private lesson reservations.

Individuals (residents and non-residents) wishing to reserve courts may do so by calling 281-210-3950 or 281-516-7348. Lighted courts are available for reservations seven days a week from 7 a.m. to 11 p.m. Please note that there is a different fee schedule for residents and non-residents. Due to the extensive tennis programming, public reservations for courts will be accepted for the identified season on the following dates which correlates to the community's Action Guide schedule.

- 2nd Monday in August: September to December reservations
- 2nd Monday in December: January to May reservations
- 2nd Monday in April: June to August reservations

Day of reservations are also available online for tennis and pickleball overlay courts 24 hours in advance via The Woodlands Township online reservation site: [Tennis and Pickleball Court Schedules and Online Reservations](#).

## FIELD RESERVATIONS

[Township Order 019-19](#) states that individuals who desire season or seasonal use for athletic fields must be a qualified sports organization thus the below procedure has been developed.

Individuals (residents and non-residents) wishing to reserve field space may do so on a monthly basis. Field rental requests for the following month are accepted via the [Sportsfield Reservation Request Form](#) that opens midnight on the 15<sup>th</sup> of each month as shown in the schedule below. Submissions will be reviewed in the order they are received.

[Field Availability](#) can be found online, and all availability is updated in real time. Goal availability is subject

to change at any time.

#### Sportsfield Reservation Request Timeline:

- January 15 (midnight): Requests can be made for month of February.
- February 15 (midnight): Requests can be made for month of March.
- March 15 (midnight): Requests can be made for month of April.
- April 15 (midnight): Requests can be made for month of May.
- May 15 (midnight): Requests can be made for month of June.
- June 15 (midnight): Requests can be made for month of July.
- July 15 (midnight): Requests can be made for month of August.
- August 15 (midnight): Requests can be made for month of September.
- September 15 (midnight): Requests can be made for month of October.
- October 15 (midnight): Requests can be made for month of November.
- November 15 (midnight): Requests can be made for month of December.
- December 15 (midnight): Requests can be made for month of January.

Day of field requests must be received by 4 p.m. and weekend requests must be received by 4 p.m. the Friday prior. Field requests are only processed during normal business hours (Monday through Friday from 8 a.m. to 5 p.m.).

Please note that a valid Certificate of Insurance and/or a Special Event Permit may be required depending on location and number of participants. Special Events that qualify may be able to reserve the fields 365 days prior to the event date.

## **QUALIFIED SPORTS ORGANIZATIONS**

### **REQUIREMENTS**

To be deemed a Qualified Organization, requirements must be met as described in Appendix A – Legal Summary and Certification, Consideration to be Designated as a Qualified Organization.

### **ROSTER SUBMITTAL GUIDELINES**

An active participant list must be submitted annually as a part of the approved sports organization process. The participants list should not include drop-in use, only organized use participants. In order to qualify as an approved sports organization at least 60% of the participants must be Woodlands residents. Residency is verified via The Woodlands Township GIS boundary map.

Participant lists may be submitted in one of the following ways. Spreadsheets will NOT be accepted as a valid roster submission.

- OPTION A: Organization to supply The Woodlands Township access to their registration software for the purpose of auditing active participants and downloading the current roster.
- OPTION B: Organization to set up an in-person meeting with The Woodlands Township

to present the registration system and roster download for active participants.

- **OPTION C:** Organization to send out unique link (supplied by The Woodlands Township) for participants and/ or guardians of participants to submit as active users.
  - Organization designee to receive a copy of all submissions on their organization's behalf for tracking purposes.
  - All forms must be received from participants by submission deadline (MAY 1). Organization season roster will be based on submissions. Spreadsheets will no longer be accepted.
  - Participants will be asked to supply Last Name, Street Address, Email address or Phone Number for each participant in the program.
  - Fields will be allocated based on the verified total unique number of forms/ participants submitted.

Roster audits will be conducted for verification purposes.

### **SUBMITTAL TIMELINE**

Below is the timeline for field allocation for becoming a qualified sports organization. All dates are approximate.

#### ***BEGINNING OF APRIL – APPLICATIONS OPEN***

- Renewal for existing organizations and application process begins for upcoming “field year” of August 1 through July 31 of the following year.

#### ***MAY 1 – FILING & ROSTER SUBMITTAL DEADLINE***

- Filing deadline for qualified sports organizations (new and renewal).
- Organizations may not modify or request to resubmit documents if the submittal deadline has passed – No exceptions.

#### ***MONTH OF MAY – APPLICATION REVIEW***

- Township to review submittals and verify all requirements are met.
- Township to perform roster audits.
- Organizations notified of status.

#### ***MONTH OF JUNE – FIELD ALLOCATION***

- Approved organizations to submit field requests. Field requests are not guaranteed.
- See Field Allocation for details on allocation.

#### ***MID-JUNE – APPROVED ORGANIZATION MEETING (Date TBD)***

- Meeting with all qualified sports organizations to review policies and procedures.

The Township reserves the right to modify the above dates and cancel any permits not in

compliance with the guidelines mentioned above.

### **FIELD ALLOCATION**

Working in conjunction with the qualified sports organizations, the Township will allocate both artificial and grass turf based on the size of the organization, available resources, historical location usage and the below prioritization. Fields will be allocated in a multi-step/ waved process in the following order with youth taking priority over adult programming:

1. Baseline Artificial Turf
2. Tournaments/ Games
  - a. Recurring
  - b. New
3. Artificial Turf
4. Grass Lighted Fields
5. Grass Non-Lighted Fields

The Township reserves the right to modify request/field use/ permits at any time during the season based on, but not limited to, the need for field maintenance, parking capacity, the ability to maximize the use of the fields and the general protection and enjoyment of the facilities by the residents. Fields are subject to shutdowns and maintenance schedules.

### **CANCELLATION POLICY**

Groups must notify staff of any cancellations not related to weather five (5) days prior to the reservation; any cancellation requests after five (5) days prior will result in the hours remaining on the permit which will be billed to the organization.

If the cancellation is weather-related, email notification must be sent to [fields@thewoodlandstowship-tx.gov](mailto:fields@thewoodlandstowship-tx.gov) no later than 12 p.m. the following day, including weekend reservations. Staff will follow up with weekend emails the next business day. See Field Closure for weather cancellation information. Cancellations must be made by 4 p.m. to ensure staff has time to modify the light schedules. If cancellation takes place after 4 p.m. light fees will be billed to the organization.

### **RAIN-OUT/ FIELD CLOSURE POLICY**

For natural grass field closures due to weather, the reservation and any associated light fees will be removed from the organization's permit. It is the responsibility of the organization to coordinate with The Woodlands Township if an alternate field is needed, and all requests must be made by 4 p.m.

The artificial turf fields are open rain or shine. It is the responsibility of the organization or permit holder to notify the Township in the event they wish to cancel their reservation on artificial turf based on the aforementioned cancellation policy.

See Field Closure for more information on notification process to permit holders.

## **REFUNDS**

No credits will be provided for cancellations that are not weather-related after five (5) day threshold, nor will reservations be removed from permits for past dates if the Township is not notified based on the aforementioned cancellation policy.

## **PAYMENTS**

Qualified Organizations are permitted to pay by season with payments in full due within one month of the last date of the Fall and Spring seasons (Fall – January 31, Spring – August 31). Failure to pay will forfeit future reservations.

## **SAFE SPORT**

The Township expects Qualified Organizations to follow, implement and manage themselves with respect to their national governing body, i.e. US Soccer, US Lacrosse, US Rugby, US Rowing, inclusive of Safe Sport-Public Law 115-126, if they are a member of the national governing body. For organizations that are not a member of a national governing body, the organization is expected to create a posted process on how issues related to sexual abuse, physical abuse, emotional abuse, bullying, threats and harassment and hazing are managed. This includes areas where misconduct can occur and is intended to reduce the risk of potential abuse, including but not limited to locker rooms, electronic communication, travel and billeting.

To report suspected abuse or misconduct, please make a report to local law enforcement, per Public Law 115-126, which was enacted “...to prevent the sexual abuse of minors and amateur athletes by requiring the prompt reporting of sexual abuse to law enforcement authorities...” (Public Law 115-126, 115th Congress).

Failure to follow any of the Safe Sport policies may result in cancellation of field use permits, up to and including the loss of future rental privileges associated with the Township in the future, based on severity of the actions.

# APPENDIX A



## THE WOODLANDS T O W N S H I P

### **LEGAL SUMMARY AND CERTIFICATION**

#### **Consideration to be Designated as a Qualified Organization Township Park Order 019-09**

The Woodlands Township (the “Township”) has prepared this documentation for eligible organizations to consider and apply for the designation of a Qualified Organization under Township Order 019-09. This designation is for any non-profit organization which promotes or sponsors athletic, recreational or social activities and primarily serves residents of the Township, and which further meets all the criteria and requirements set forth herein.

To apply, please complete and submit the required application along with all supporting documentation requested, as well as any supporting or additional information requested by Township staff and legal counsel, to verify eligibility, including but not limited to those items listed in the summary below. As a reminder, application shall NOT be considered complete until all applicable documentation has been received and confirmed by the Township. Please DO NOT submit your application until all required documents have been uploaded.

**By applying and submitting the supporting information, your organization certifies that all the information provided is accurate, current, true and correct in all material respects. By applying for, and if granted, becoming a Qualified Organization, you understand that you are being granted valuable benefits from a governmental organization based upon the status and information provided. Additionally, the reason for providing these valuable benefits is to support recreational activities for the taxpayers and residents of The Woodlands Township in a manner which upholds and maintains the values, integrity, and character embodied in the hometown known as The Woodlands Township. Any misrepresentation, omission or mischaracterization of your organization may result in disqualification from consideration and your application being removed from processing or if discovered later, the status of Qualified Organization and the related benefits being revoked.**

We appreciate your interest in becoming a Qualified Organization and your commitment to continuing to grow and foster education and participation in athletic, recreational, and social activities in The Woodlands community. If you have any questions, please feel free to contact The Woodlands Township by email: [fields@thewoodlandstownship-tx.gov](mailto:fields@thewoodlandstownship-tx.gov) or call 281-210-3800 for further assistance.



## **Legal Standards**

### **The Woodlands Township Qualified Organization**

The Township Order 019-09 and the Court and Field Use Allocation Guidelines have been established to assist qualified sports organizations and the general public with submitting field and court requests. A Qualified Organization is defined as any non-profit organization which promotes or sponsors athletic, recreational or social activities and primarily serves residents of the Township, and which meets the established standards including the criteria set forth below. Organizations who desire season or seasonal use of athletic fields must be a Qualified Organization.

All current Qualified Organizations are required to apply annually to maintain their status for the next field year (August 1 – July 31). If an organization fails to meet the requirements of a Qualified Organization, they are not permitted to make field reservations earlier than one (1) month at a time (with exception to events that require a Special Event Permit which can be made 365 days in advance). Fields for the public and other non-Qualified Organizations cannot be rented for the following month until the 15<sup>th</sup> of the then current month. All fees and charges associated with the use of Township Facilities for the public and Qualified Organizations are further detailed in Park Order NO. 020-09 and can be accessed by visiting the following link: <https://www.thewoodlandstownship-tx.gov/DocumentCenter/View/1038/12-Order-020-09>.

**In order to complete a review of the administrative and legal status of a Qualified Organization, the following materials must be submitted for full consideration (please check next to each item as submitted):**

- \_\_\_\_\_ Submission of current financials (income statement and balance sheet) for the organization (no older than December 31 of the preceding calendar year and more current if available) which accurately reflect the financial status of the organization;
- \_\_\_\_\_ A list of all individuals serving on the governing board/administration of the organization including board members, officers or other authorized representatives (collectively the “Governing Body”) with current and accurate contact information for each individual such as current residential address, phone number and email for each individual (such data should match any reporting done at the state and federal level) along with any other data to support the requirement that at least 60% of the Board of Directors of the non-profit organization are current residents of The Woodlands Township. Understand it is critical that each organization establishes processes to assure that members of the Governing Body are of a character which properly supports the non-profit purpose of the organization with special emphasis on those organizations involving youth which should uphold the highest standard of character and conduct for their Governing Body and the organization when dealing with youth in our community;
- \_\_\_\_\_ Required data to establish that at least 60% of the members of the Qualified Organization and the participants in the programs or activities to be conducted by the Qualified

Organization at the Township fields must be residents of the Township (the process for calculating this determination will be reviewed in detail with the Township staff);

- \_\_\_\_\_ Rosters must be submitted annually to verify qualification for desired group classification and must include ALL active participants of an organization. Residency count is determined on registrants whose address is within the boundaries of the Woodlands Township during the most recently available season/year based on the Township's GIS boundary map (see Roster Submittal Guidelines in the Court and Athletic Field Use Allocation Administrative Guidelines for more details);
- \_\_\_\_\_ Copies of 501(c)(3) or (c)(4) submittals to the IRS and acceptance and ongoing maintenance of status on a federal basis as a tax exempt organization;
- \_\_\_\_\_ Copies of Articles of Incorporation (if a Texas (or other state) non-profit corporation);
- \_\_\_\_\_ Copy of the two most recent tax years of Form 990 – Return of Organization Exempt From Income Tax as submitted to the IRS;
- \_\_\_\_\_ Copy of the current Bylaws of the organization and other governing documents indicating the current management and governing structure of the organization;
- \_\_\_\_\_ Proof of a \$1,000,000 General Liability insurance policy covering each participant and naming the Township as an additional insured;
- \_\_\_\_\_ Proof of the organization being a Township-based organization, which is defined as the organization having a physical address (PO Box is NOT acceptable) within the boundaries of The Woodlands Township; and
- \_\_\_\_\_ Execution and submittal of the Court and Field Use Allocation Guideline Acknowledgement Form by an Authorized Representative of the respective organization.

**If an organization fails to meet the requirements of a Qualified Organization, they must follow the general field reservation procedures. All Qualified Organizations must recertify within the timeline detailed for the next “field year” (August 1 through July 31). All documents submitted to the Township are certified as accurate and final and may not be modified or additional documents submitted if the submittal deadline has passed.**

The filing and roster submittal deadline is May 1st of each year for the next field year and meetings with prospective and approved Qualified Organizations to take place during the month of June. All dates are approximate and subject to change by the Township.

**All applicants are expected to review and strictly adhere to the Court & Athletic Field Use Allocation Administrative Guidelines, Township Order 019-09 and this certification.**

**THE TOWNSHIP RESERVES THE RIGHT TO REVOKE QUALIFIED ORGANIZATION STATUS AT ANY TIME FOR THE FOLLOWING REASONS: NON-**

**COMPLIANCE OF PARK RULES, IMPROPER FIELD USE/EQUIPMENT STORAGE, FAILURE TO PROVIDE PAYMENTS IN A TIMELY MANNER, SUBLEASING/SUBLETTING FIELDS WITHOUT WRITTEN PERMISSION FROM THE TOWNSHIP, DAMAGE TO FIELDS/FACILITIES THROUGH UNAUTHORIZED USAGE, UTILIZING FIELDS OUTSIDE OF DESIGNATED TIMES/IMPEDING OTHER RESERVATIONS OR THE GENERAL PUBLIC, MATERIAL INACCURACIES, MISSTATMENTS OR OMISSIONS IN DATA PRESENTED AND CERTIFIED TO THE WOODLANDS TOWNSHIP, OR ANY OTHER INFRACTIONS IDENTIFIED BY THE TOWNSHIP STAFF.**

**I, \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_, a 501(c)(3) or 501(c)(4) non-profit organization applying for Qualified Organization status with The Woodlands Township, acknowledge and agree that I have carefully read and understand the information and requirements to become and remain a Qualified Organization under Township Order 019-09 and obtain the benefits associated with such status on behalf of said organization. I understand that I, along with the other people listed as part of the Governing Body of such organization (which have been fully informed of this requirements and the contents of this submittal) are responsible for ensuring current and ongoing compliance with these requirements, and upholding of the standards outlined herein, and by signing below, certify that all information/documentation provided to the Township is true and accurate in all material respects and that any material changes in the status as a Qualified Organization, once granted, will be reported in writing immediately to The Woodlands Township.**

**Signature: \_\_\_\_\_**

**Name: \_\_\_\_\_**

**Title: \_\_\_\_\_**

**Date: \_\_\_\_\_**