

2026 Athletic Fields/Courts Permitting Meeting

Monday, January 12th, 2026, 6PM



Welcome and Introductions

- **DPW Permitting Staff:**
 - Allison Schmidt (Botti) - Field Permit Manager allison.schmidt@pittsburghpa.gov
 - Zach Spodek – Program Specialist zachary.spodek@pittsburghpa.gov
 - Kathy Nguyen – Administrative Specialist kathy.nguyen@pittsburghpa.gov
- **Best way to contact us is by emailing our general email address dpwfields&parkshelters@pittsburghpa.gov**

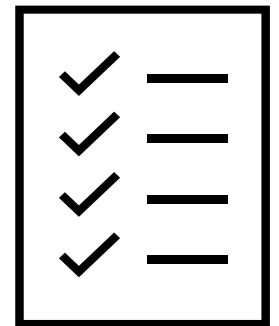


- *Please hold questions until the Public Participation portion of this meeting. If you are short on time, there are paper/pens to submit questions on back table. Microsoft Teams questions can submit in the chat.



Overview

- I. What Does DPW Do? / Reminders to Permit Holders
- II. Why is a Policy Needed?
- III. Summary of Permit Process (including how to create a RecDesk account)
- IV. Current Sports Facility Projects 2026
- V. Public Participation / Questions & Answers
- VI. Closing Remarks / Thank You



I. What Does DPW Do?



- Assets are maintained by 128 laborers / tractor operators located at 6 divisions (Emerald, Frick, Highland, McKinley, Riverview, and Schenley Divisions).
- Maintains 122 fields (ball field diamonds and/or rectangular) and 654 acres of turf
- Maintains 230 courts (basketball, tennis, volleyball, street/dek hockey, horses hoe, bocce, pickleball, and multipurpose)
- Maintains and empties 2,000 litter receptacles and picking litter
- Landscape Maintenance (mowing, trimming, mulching, overseeding, aerating, fertilizing, leaf collection, etc).
- Maintains 160 parks and 3,647 acres of parkland
- Maintains 119 modular playgrounds, also park shelter, play equipment, building, and trail maintenance
- Maintains 1,672 lots owned by the City that are part of parks, greenways, and City government facilities
- Custodial activities for 46 rentable park shelters/spaces, as well as gazebos and bathrooms

I. What Does DPW Do (cont.)?



Reminders to Permit Holders



- Field/Court hours are from 6AM – 11PM.
 - Link to fields/courts - <https://www.pittsburghpa.gov/Recreation-Events/Park-Permits/Sports-Field-Permit> (Field / Court Information link at top of page). Also on application and RecDesk Community Site
 - Permit holders are responsible for picking up equipment off field/court after games/practice (nets, tires, etc.).
 - No grills, smoking, alcohol, etc.
- Keep area free of litter.
 - **Permit holder (including spectators, staff, and participants) is responsible for keeping the field/court litter free during the duration of their permitted time.**
 - Any permit holder with litter found accumulated during permitted time is subject to citation and/or fine. This may also result in loss of priority status to permit holder.
 - Additional risks of permit holder not cleaning up - consideration of adding security deposit for all permit holders; if litter is not cleaned up, City retains deposit.

II. Why is a Policy Needed?

- **Continued Equitability With a Policy**

- Continue to ensure a transparent equitable allocation of facilities for those who wish to rent them (City of Pittsburgh residents prioritized).
- Continue to prevent "blanket" permits and the monopolization of a City-owned facility by a single group/organization.

- **Continue to Collect Data for Facility Usage**

- Collect and share data around usage, to assist DPW with regular field/court maintenance.
- Inform Mayor/City Council with development of capital projects for athletic facilities.

III. Summary of Permit Process

- **Types of fields/courts DPW permits:**

- Baseball Fields, Basketball Courts, Bocce Courts, Dek Hockey Courts, Football Fields, Sand/Asphalt Volleyball Courts, Ultimate Frisbee, Rugby, and Soccer Fields.
- (**Reminder – Outdoor Tennis/Pickleball Court Rentals are managed through the Department of Parks & Recreation (CitiParks) -*
<https://www.pittsburghpa.gov/Recreation-Events/Parks/Tennis/Tennis-Permit-Rules> / <https://pittsburgh.recdesk.com/Community/Facility>
- CitiParks Recreation Center Page - <https://www.pittsburghpa.gov/Recreation-Events/Park-Facilities/Recreation-Centers> (call rec center directly for rentals)

- **Seasons for DPW Permits:**

- Spring/Summer: April 1st to July 31st
- Summer/Fall: August 1st to November 30th
- Winter: December 1st to March 31st

III. Summary of Permitting Process (contd.)

2026 Seasons/Deadlines

<u>Season Dates</u>	<u>Youth App. Deadline</u>	<u>Adult App. Deadline</u>
Spring/Summer: April 1st to July 31st	Monday, February 2nd at 5PM EST	Monday, February 9th at 5PM EST
Summer/Fall: August 1st to November 30th	Monday, June 1st at 5PM EST	Monday, June 8th at 5PM EST
Winter: December 1st to March 31st	No deadline; rolling application period	No deadline; rolling application period

III. Summary of Permitting Process (contd.)

Everyone (including one-time requests) requesting a field/court must complete an online application by the deadlines.

Link/QR Code to online application:

<https://forms.office.com/g/csZYuf2iGW>

(located at <https://www.pittsburghpa.gov/Recreation-Events/Park-Permits/Sports-Field-Permit>

OR

Link on RecDesk Announcements Page: <https://pittsburgh.recdesk.com/Community/Page?pageId=41311>)



If you wish to receive assistance or feedback of your online application in terms of feasibility of your request, please submit it by **Monday, 1/19 at 5PM EST**, and email dpwfields&parkshelters@pittsburghpa.gov requesting pre-review of the submitted application.

- Applications submitted after deadline will not be eligible for a pre-review.
- Please note that since this review of application is before the respective deadline, availability discussed is subject to change. No permits will be issued until deadlines have passed.

III. Summary of Permitting Process (contd.)

The following must also be submitted by deadlines/prior to permit start to dpwfields&parkshelters@pittsburghpa.gov

ROSTERS

GAME/PRACTICE SCHEDULES

**COI NAMING CITY OF PITTSBURGH
DPW AS ADDITIONAL INSURED**

- Rosters can be updated up to a week prior to the first date requested on the respective season permit
- Updated Insurance, covering the requested seasonal date, must be issued to Permits Office prior to issuing of permit
- Act 33 clearances required for youth organizations, but do not need to be submitted to City
(<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/CY113%20form%20-%20English.pdf>)

Fees:

- Adult Permits (\$23/Hour)
 - 2.35%+ \$0.25 service fee if paying for permit online
 - Checks/money orders can be made out to “Treasurer, City of Pittsburgh” mailed to 412 Blvd of the Allies, 4th Floor, Pittsburgh, PA 15219
- **New as of 2025:** City Owned Concession Stand Fee - \$134 / season
 - Fee Waived for Verified CitiSports Organizations

(for non-emergency issues, please email dpwfields&parkshelters@pittsburghpa.gov)

Sample Certificate of Insurance (COI)

COI issuance date

Policy start and expiration dates covering requested permitting dates

Names City of Pittsburgh Department of Public Works as certificate holder/additional insured, and address



CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)
1/7/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	
	PHONE	
	AC. NO.	
	EMAIL	
	ADDRESS	
	C #	
INSURER A	INSURER B	
INSURER C	INSURER D	
INSURER E	INSURER F	

COVERAGES		CERTIFICATE NUMBER: 142032592		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR	TYPE OF INSURANCE	INSR	WVD	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:				1/7/2025	3/31/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROP AGG. \$ COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE Per accident \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRE-D AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTH-ER \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROP RET OR PARTNER EXCL? Y/N OFFICER/MEMBER EXCL? <input type="checkbox"/> (Mandatory in NH) If yes, desc be under DESCR PTION OF OPERATION S below		N / A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							

CERTIFICATE HOLDER	CANCELLATION
City of Pittsburgh Department of Public Works 414 Grant St, Ste 301 Pittsburgh PA 15219	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE [Redacted]

Game and Practice Schedule Form

Department of Public Works: Permit Office

dpwfields&parkshelters@pittsburghpa.gov ; 412-255-2366

GAME AND PRACTICE SCHEDULE

Field/Court Name: _____ Month(s): _____

Applicant Name: _____ Name of Organization: _____

Primary Phone Number: _____ Email Address: _____

Week of : (Monday through Sunday) _____

** A separate schedule must be filled out for each field being requested. * Indicate selected time(s) by placing an X in requested time slot. An application must be completed in addition to this form.*

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
Noon							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							
10:30 PM							
11:00 PM							

**If you are unable to submit a request or send inquiries via the form, phone or email, in-person reservations will be done by appointment only.*

Revised 1.5.23

Game and Practice Roster Form

City of Pittsburgh

Department of Public Works: Permit Office

dpwfields&parkshelters@pittsburghpa.gov ; 412-255-2366

GAME AND PRACTICE ROSTER

Field/Court Name: _____ Month(s): _____

Applicant Name: _____ Name of Organization: _____

Primary Phone Number: _____ Email Address: _____

[illegible]

Revised 1.5.23

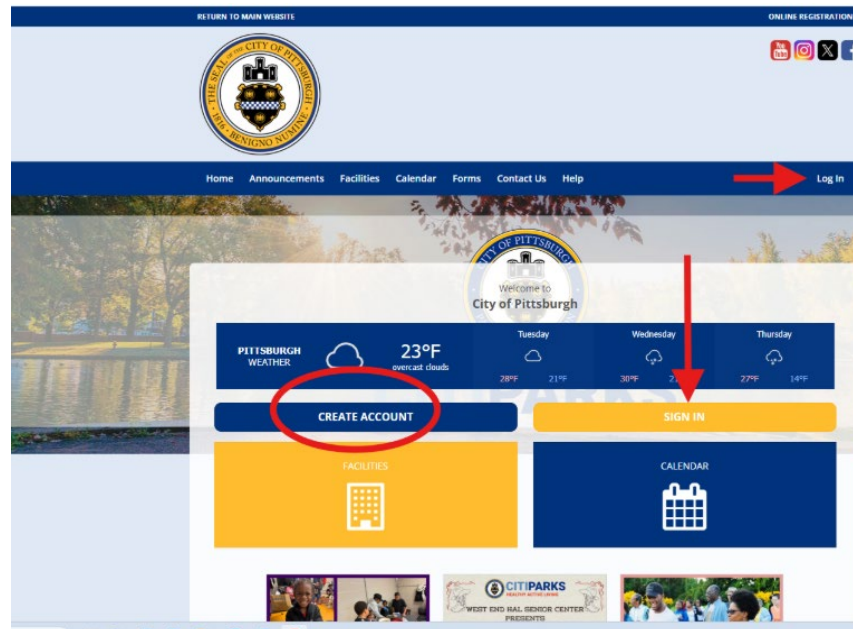
<https://www.pittsburghpa.gov/Recreation-Events/Park-Permits/Sports-Field-Permit>

III. Summary of Permitting Process (contd.)

How to Create a RecDesk Account

Step 1

Go to <https://pittsburgh.recdesk.com/Community/Home> and click “Create Account.” You can also access by clicking “Log In” then “Create New Account” OR by clicking “Sign In” then “Create New Account.”

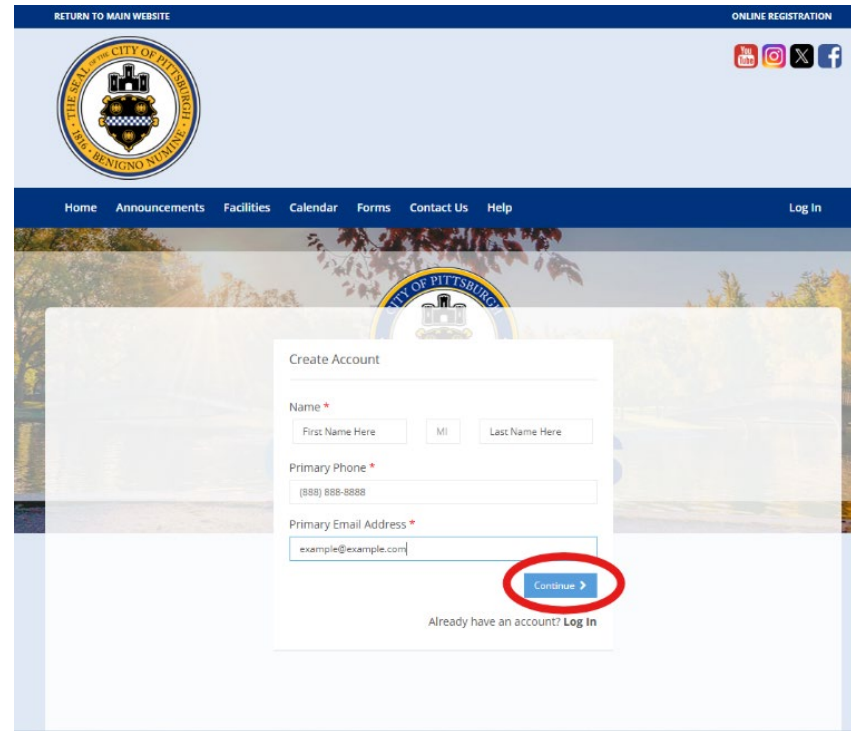


III. Summary of Permitting Process (contd.)

How to Create a RecDesk Account

Step 2

Enter in Name, Primary Phone, Primary Email Address, and click “Continue.”



The screenshot shows the 'Create Account' form on the City of Pittsburgh RecDesk website. The form is titled 'Create Account' and includes the following fields:

- Name ***: A text input field with a placeholder 'First Name Here' and a 'MI' dropdown menu, followed by a 'Last Name Here' text input field.
- Primary Phone ***: A text input field with a placeholder '(888) 888-8888'.
- Primary Email Address ***: A text input field with a placeholder 'example@example.com'.

At the bottom of the form, there is a blue button labeled 'Continue >' which is circled in red. Below the button, there is a link that says 'Already have an account? Log In'.

III. Summary of Permitting Process (contd.)

How to Create a RecDesk Account

Step 3

Enter in all General Information labeled with a red asterisk * in this section. Click “Submit” at bottom of screen.

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

Home Announcements Facilities Calendar Forms Contact Us Help Log In

Create Account

General Information

Name * First Name Here MI Last Name Here

Head of Household ☐ (** This Member is included on email notifications to other Family Members)

Date of Birth * 12/30/2025

Gender * Male

Address

Address Line One * 414 Grant Street

Address Line Two

City * Pittsburgh

State/Province * PA

Zip/Postal Code * 15219

Email Address

Email Address * example@example.com

Confirm Email Address * example@example.com

Alt Email Address #1

Alt Email Address #2

Phone Numbers and Mobile Notifications

Primary Phone * (888) 888-8888

Work Phone Ext.

Mobile Phone

Opt-in Text Alerts ☐

Carrier - Select Carrier -

Emergency Contact

Name #1

Mobile Phone

Name #2

Mobile Phone

Member Note (General Notes, Disabilities, Food Allergies, etc)

Note

Login ID & Password

User Name * Username2025

Password *

Repeat Password *

Password strength: Strong

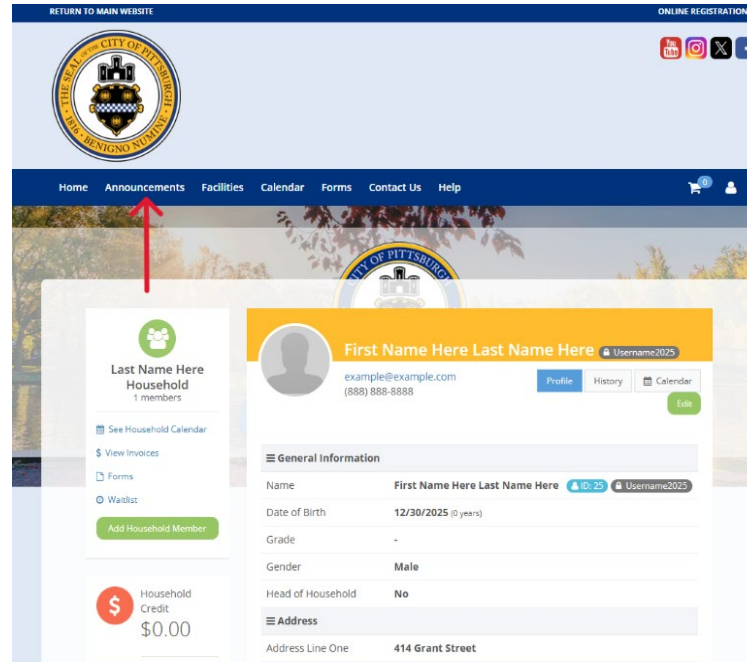
III. Summary of Permitting Process (contd.)

How to Create a RecDesk Account

Step 4

You have finished creating a new account! A screen similar to the below will display. It is recommended to navigate to the “Announcements” page, which provides information on facility permit, reservation, and rental types. You can also access the page at

<https://pittsburgh.recdesk.com/Community/Page?pageId=41311> .



*Field/Court permits are still manually drafted per council legislation, you can use the "Calendar" tab to see which facilities are already reserved.

IMPORTANT:

*All permit holders (youth and adult) will be required to sign forms within their account before receiving permit. Permits Office will send instructions via email with steps.

III. Summary of Permitting Process (contd.)

2026 Order of Priority:

If more than one applicant applies for the same day and time for the same facility, the City will first review the Order of Priority below for fully completed field/court permit applications:

- First priority will be given to Pittsburgh Public Schools Interscholastic Athletics only during the school year, Monday through Friday, between 2:30 PM and 5:00 PM.
- Second priority will be given to private school interscholastic athletics located within the City of Pittsburgh with the majority of participants on rosters living in the City.
- Third priority will be given to CitiParks and CitiSports affiliated programs, upon verification of status as such through the Department of Parks & Recreation.
- Fourth priority will be given to any youth sports leagues or organizations that do not fit the above criteria, but consist of a majority of City of Pittsburgh residents.
- Fifth priority will be given to any adult sports leagues or organizations that do not fit the above criteria, but consist of a majority of City of Pittsburgh residents.
- Sixth priority will be given to any youth and adult sports leagues which do not fit the above criteria.

III. Summary of Permitting Process (contd.)

If there are no feasible alternative locations, the City will utilize the following techniques to reach a mutually agreeable compromise:

- Capping or otherwise limiting field/court usage to specific times based off applications received (especially at high demand facilities).
- Permitting alternative organizations for different days of the week, and/or alternating days.
- Working with conflicting applicants to find allotments of time that are feasible for mutual parties prior to issuing permit.
- If both parties agree to an informal agreement for field/court space, they may make an agreement separate from the City's involvement. The permit holder must inform the City of the informal agreement.

III. Summary of Permitting Process (contd.)

- **Changes to Permits:** Request to Permit Office (dpwfields&parkshelters@pittsburghpa.gov) within at least four (4) business days prior to requested permit date/change.
- **Rainouts/Inclement Weather:** Should be communicated to the DPW Permits Office (dpwfields&parkshelters@pittsburghpa.gov) no more than twenty-four (24) hours within the permitted time.



IV. Current Sports Facility Projects 2026



2026 Capital Projects Overview

- Spring Hill Park - Ball Field Renovation
- Sheraden Park – Lower Baseball Field Eliminated
- Fort Pitt Park – Football Field Renovations
- Homewood/Faison Elementary - New Field Construction

For more information, visit:

- <https://engage.pittsburghpa.gov/projects>

A photograph of a city skyline at sunset. The sky is a mix of orange, pink, and blue. In the foreground, there are dark silhouettes of tree branches and leaves. The city skyline includes several prominent buildings. On the left, a tall building has 'UPMC' written in red at the top. In the center, a building with a colorful, tiered top is visible. To the right, a building with 'KAL GATES' is visible. The overall scene is a mix of natural and urban elements.

V. Public Participation/ Questions & Answers

VI. Closing Remarks/Thank You

Thank you! We look forward to working with you in 2026.

