



Department of Parks and Recreation

Weston Field | 982 Providence Road | Scranton, PA 18508 | 570.348.4186

October XX, 2023

League President
Scranton Little League
(570) XXX-XXXX

RE: Usage of XX Field/Park (League Fields)

Dear League President,

I am writing to inform you of a recent development regarding the use of City-owned properties, specifically the field that your organization currently utilizes.

The City was recently notified by the Pennsylvania Department of Conservation and Natural Resources (PA DCNR) that we are prohibited from entering into lease agreements where we lease out City-owned property. The reason being, by relinquishing complete possession of our property through such lease agreements, we jeopardize our eligibility and in turn your eligibility, to receive grant funds in the future.

In light of this directive, the City has decided to transition from lease agreements to Facility Use License Agreements. These agreements will allow groups and organizations, such as yours, to continue using, maintaining, and enjoying our City parks and fields without the City losing possession of the property.

For the remainder of this year, we will be entering into these Facility Use License Agreements. This is a temporary measure while we finalize our new policy for entering into usage agreements moving forward. Our intention is to establish an open enrollment period next year, which will allow interested parties to apply for usage of City property.

I would like to emphasize that organizations, like yours, that have a history of collaboration with the City and have invested time, money, and resources into City property will receive preferential treatment in this new process. We value and appreciate the contributions you have made and aim to ensure that this transition is as smooth as possible for all involved.

Lastly, to enhance transparency and planning, we are working on launching an event calendar on our Parks landing page. This will provide the public with information regarding the availability of our properties and facilities. This initiative is designed to assist new organizations in planning and forming leagues while being aware of the existing schedules.

We understand that this is a significant change, and we are here to support you through this transition. Please do not hesitate to reach out if you have any questions or require further

clarification. We look forward to continuing our partnership and ensuring that our community has access to quality recreational facilities.

Thank you for your understanding and cooperation.

Sincerely,

Scott Gassenmeyer

Scott J. Gassenmeyer
Director of Parks and Recreation
City of Scranton