

ATHLETIC FIELD USE POLICY

I. PURPOSE

To establish a procedure for obtaining a permit for use of athletic fields and associated fees.

II. GENERAL POLICY

A. Rental Categories

The primary purpose of community athletic fields are to enhance community programs. Therefore, priority and categories are as follows:	
A. City Sponsored	Group A organizations as defined by the Field Use and Allocation Policy. City of Placentia or the Placentia Yorba Linda Unified School District sponsored or co-sponsored events. The City will have priority at City owned or operated facilities; the District will have priority at District owned or operated facilities.
B. Resident Non-Profit:	Group B organizations as defined by the Field Use and Allocation Policy. Any program, activity or event that is open to the public and is sponsored by a Placentia based non-profit youth (18 or under) organization with a minimum of sixty percent (60%) of whose members are residents of Placentia.
C. Resident	Group C organizations as defined by the Field Use and Allocation Policy. Any program, activity or event that is open to the public and is sponsored by a Placentia based adult (over 18) non-profit or a resident organization with a minimum of sixty percent (60%) of whose members are residents of Placentia.
D1. Non-Profit Non-Resident	Group D organizations as defined by the Field Use and Allocation Policy that meet the following criteria. Non-profit organizations, community groups, civic oriented functions that reside outside of the City of Placentia boundaries. This category includes Sports Advisory Committee Member tournaments that involve teams that are not Sports Advisory Committee Members.
D2. Non-Resident	Group D organizations defined by the Field Use and Allocation Policy that meet the following criteria. Those individuals or organizations residing outside the City boundaries.
D3. Commercial	Group D organizations defined by the Field Use and Allocation Policy that meet the following criteria. Businesses, profit making organizations, and politically affiliated groups. This category includes adult sport teams, leagues and tournaments that are not Sports Advisory Committee Members.

B. Process for Obtaining Athletic Field/Facility Permits and Guidelines:

1. A reservation must be made a minimum of ten (10) working days prior to requested use date and will be accepted up to three (3) months in advance of the date unless a special allowance is granted by the Department. Application for field use must be submitted on a City of Placentia Community Services Department Facility Reservation Form. Multiple-use reservations may be made for more than one date. A copy of the Certificate of Liability Insurance with endorsement listing the City of Placentia and the Placentia Yorba Linda Unified School District, as additionally insured is required in the amount of \$1,000,000 per occurrence. The insurance certificate and endorsement must be on file before a permit is approved. Submission of a field or facility request does not constitute approval. The applicant shall not advertise/publicize the use of a City field/facility until authorization is received. Approval is authorized only after:
 - ✓ Fees are paid
 - ✓ A review of field availability has taken place
 - ✓ A Community Services Department staff has signed the permit
 - ✓ A Certificate of Insurance/Endorsement is on file.
 - a. Sports Advisory Committee Member applications must be received according to the guidelines listed in the Field Use and Allocation Policy. Requests shall not be approved for a period exceeding six (6) months. Reservations shall not imply a monopoly.
 - b. General Public applications must be received a minimum of 10 business days prior to requested use date and will be accepted up to three (3) months in advance. Requests shall not be approved for a period exceeding 4 individual dates unless a special allowance is granted by the Recreation Services Manager or Director of Community Services. Reservations shall not imply a monopoly.
2. Permits, changes to permits and refunds must be requested in person at the Community Services Department located at Placentia City Hall (401 E. Chapman Avenue, Placentia, CA 92870) and are subject to applicable fees.

3. Users of the field/facility shall observe, obey and comply with all applicable City, County, State and Federal laws, rules, and regulations. Fields/facilities shall not be used for purposes of advancing any doctrine or theory under the Constitution of the United States of America.
4. The individual signing the Rental Contract/Permit will be considered to be in charge of the permit and must be present, with the copy of the approved permit, before the user group will be authorized to utilize a field/facility. This individual will be responsible for the conduct of their players, participants, spectators, referees, etc.
5. The City reserves the right to refuse use of any field/facility if applicant fails to comply with City Rules and Regulations or if the planned event is not appropriate usage of the field/facility.
6. Patrons shall only use those areas designated on the Rental Contract/Permit, and strictly adhere to the times stated on permit. These shall include time necessary to decorate, set-up and properly clean field/facility. Any problems or questions should be addressed to the Field Ambassador on duty or the emergency contact number listed on the permit. Additional staff may be required as determined by the City. No private vehicle shall be permitted on park premises other than the parking lot. City park restrooms are open to the public Monday through Friday 7:00 a.m. – 3:30 p.m. and weekends 8:00 a.m. to dusk. Field Maintenance and Facility Rules must be adhered to at all times. The policies are stipulated in the Field Use and Allocation Policy.

C. Approved Rental Contract/Permit

1. A permit is not confirmed until all fees have been paid, the applicant has an approved copy of the Rental Contract/Permit signed by a member of the Community Services Department, and insurance certificate with endorsement has been received. The applicant shall not advertise/publicize its use of a City building, field or facility until this authorization is received.

2. Fees: A \$25.00 non-refundable permit-processing fee will be assessed to each permit issued. Any change to an existing permit will incur an additional \$25.00 non-refundable permit-processing fee. All fees are due 10 business days prior to the first day listed on the permit or the use shall be determined as being cancelled. An exception to this is Placentia Sports Advisory Committee Members will be billed three times per year (4-month increments) for lights. All other groups/individuals will be charged for lights when field rental fees are due. Payment can be made by cash, check, money order, visa and master cards. All fees are subject to change. Fees for use of fields/facilities are set annually by the City Council. Deposits are required to secure the event date for City buildings and facilities. The Director of Community Services retains the discretion to waive deposits but cannot waive facility fees or staff fees. Additional fees may also be charged for tournaments or special events by the City of Placentia and/or the Placentia Yorba Linda Unified School District. Additional fees will be charged for trash containers, custodial services, clean up fees, and other similar services. These services are subject to overtime rates and will be determined by current market price. Other fees may apply subject to the City of Placentia Ordinances.

3. Deposits: Deposits for Athletic fields/facilities are \$100 per permit. All deposits are paid to ensure proper clean-up and to cover any replacement, repairs, damage or loss. The applicant will be required to pay the full cost of materials, labor, replacement, repairs or damages (over and above the deposited funds) regardless of the amount. If damage occurs and is less than the amount of deposit, the difference shall be refunded. All deposits may be refunded within 3-4 weeks after the last date listed on the permit. Refunds will be issued via City check if proper clean-up is completed and no damage has occurred. It is the responsibility of the applicant to make sure that all conditions of the reservation regarding clean-up, any possible damages, and scheduled usage time have met with acceptable standards as established by the City. This must be completed prior to the applicant leaving the facility at the end of the function. In the event that for security or other reasons, the event must be terminated prior to the scheduled conclusion of the event, the City shall retain all fees and deposits paid. All deposits

must be redeemed within sixty (60) days. This is the responsibility of the applicant. If funds are not redeemed within that time, they will be non-refundable. All user groups/permit holder(s) are responsible for practicing/playing on their designated field as stated by permit. Any permit holder caught not abiding by the stated permits will forfeit \$50 of their deposit per occurrence.

4. Cancellation: Reservations may be cancelled. Reservations cancelled by the user group more than 10 business days prior to the scheduled use will be refunded, minus a \$25.00 permit-processing fee. No refunds will be issued if cancelled with less than a 10 business day notice. Reservations that are cancelled by the City due to inclement weather, maintenance or other circumstance may be rescheduled as availability allows or may be refunded in full. City shall not be responsible in the event it causes a cancellation, other than the responsibility for refunding all deposits, fees, and charges made relative to the scheduled usage.

D. Liability Insurance

The City of Placentia is not liable for accidental injury to persons or loss or damage of group or individual property, and applicant is required to sign a liability waiver prior to scheduled usage. Applicants must provide an original document providing proof of Certificate of Liability Insurance and endorsement naming the City of Placentia (401 E. Chapman Avenue, Placentia, CA 92870) and the Placentia Yorba Linda Unified School District (1301 E. Orangethorpe Ave, Placentia, CA 92870) as additionally insured for \$1,000,000 per occurrence.

E. Miscellaneous

Religious services shall not be held in City owned fields/facilities. This policy applies to all religions and is based upon separation of Church and State found within the United States and California Constitutions. Any infraction of the rules and regulations shall be cause for refusal of any further use of City fields/facilities.

Any user desiring to charge an admission fee/donation or sell any items, must submit a written request in advance to the Director of Community Services. No monies can be exchanged at the facility without prior written authorization. All fundraising events including raffles or donations must have prior written approval from the Director of Community Services.

III. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Director of Community Services.

IV. EXHIBITS

- A. Community Services Department Schedule of Fees for Athletic Fields (Attachment A)

Attachment A

Community Services Department Schedule of Fees for Athletic Fields

ATHLETIC FIELD FEES (Listed as hourly rates)

Field Rental Fees	Rental Categories	A.	B.	C.	DI.	D2.	D3.
Hourly rental fee without lights							
Melrose Middle School SB1		\$0	\$6	\$8	\$12	\$20	\$40
Parke De Los Niño's SB1		\$0	\$3	\$5	\$8	\$12	\$20
PCSC Jenson		\$0	\$6	\$8	\$12	\$20	\$40
PCSC March		\$0	\$6	\$8	\$12	\$20	\$40
PCSC Munoz		\$0	\$6	\$8	\$12	\$20	\$40
PCSC Valadez		\$0	\$6	\$8	\$12	\$20	\$40
Torii Hunter Field		\$0	\$6	\$8	\$12	\$20	\$40
Tuffree Park SB1		\$0	\$6	\$8	\$12	\$20	\$40
Tuffree Park SB2		\$0	\$6	\$8	\$12	\$20	\$40
Tuffree Park P4		\$0	\$3	\$5	\$8	\$12	\$20
Tuffree Park Tennis Court 1		\$0	\$2	\$4	\$6	\$10	\$15
Tuffree Park Tennis Court 2		\$0	\$2	\$4	\$6	\$10	\$15
Valdez Middle School SB1		\$0	\$6	\$8	\$12	\$20	\$40

Field Light Fees	Rental Categories	A.	B.	C.	DI.	D2.	D3.
Hourly light fee in addition to rental fee							
Melrose Middle School SB1		\$15	\$15	\$15	\$15	\$15	\$15
Parke De Los Niño's SB1		N/A	N/A	N/A	N/A	N/A	N/A
PCSC Jenson		\$15	\$15	\$15	\$15	\$15	\$15
PCSC March		\$15	\$15	\$15	\$15	\$15	\$15
PCSC Munoz		\$15	\$15	\$15	\$15	\$15	\$15
PCSC Valadez		\$15	\$15	\$15	\$15	\$15	\$15
Kraemer Middle School P1		\$11	\$11	\$11	\$11	\$11	\$11
Kraemer Middle School P2		\$11	\$11	\$11	\$11	\$11	\$11
Kraemer Middle School P13		\$11	\$11	\$11	\$11	\$11	\$11
Kraemer Middle School P17		\$15	\$15	\$15	\$15	\$15	\$15
Kraemer Middle School SB1		\$15	\$15	\$15	\$15	\$15	\$15
Kraemer Middle School SB2		\$15	\$15	\$15	\$15	\$15	\$15
Torii Hunter Field		N/A	N/A	N/A	N/A	N/A	N/A
Tuffree Middle School P1		\$15	\$15	\$15	\$15	\$15	\$15
Tuffree Middle School P2		\$15	\$15	\$15	\$15	\$15	\$15
Tuffree Middle School P3		\$11	\$11	\$11	\$11	\$11	\$11
Tuffree Park SB1		\$15	\$15	\$15	\$15	\$15	\$15
Tuffree Park SB2		\$15	\$15	\$15	\$15	\$15	\$15
Tuffree Park P4		\$11	\$11	\$11	\$11	\$11	\$11

Tuffree Park Tennis Court 1	\$5	\$5	\$5	\$5	\$5	\$5
Tuffree Park Tennis Court 2	\$5	\$5	\$5	\$5	\$5	\$5
Valdez Middle School SB1	\$15	\$15	\$15	\$15	\$15	\$15

Additional Maintenance Fees

The following fees can be requested.

	Regular Rate*	OT Rate**
Softball/Baseball Field Prep (line, water, drag)	\$75	\$150
Soccer Field Paint	\$300	\$500
***Soccer Field Paint Touch-Up	\$150	\$250
Football Field Painting	N/A	N/A
Base Rental (per day)	\$25 (+ \$100 Deposit)	N/A

The **Regular Rate involves work during normal business operating hours, Monday-Thursday and alternate Fridays from 6:30am-3:30pm.*

*** The **OT Rate** designates any time that involves work outside of normal operating hours, which includes Saturdays, Sundays, holidays and City Hall closure days.*

****Soccer Field Paint Touch-Up denotes painting over existing lines that does not require measuring a field.*