

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: ATHLETIC FIELD USE
POLICY NUMBER: 6055

6055.1 It is the intent of this policy to assure that the Rio Linda Elverta Sports Fields are used for recreational purposes in conjunction with District Programs. The Rio Linda Elverta Recreation and Park District is committed to creating partnerships with local sports organizations to insure there is ample opportunity for youth, with various skill levels, to participate in athletics. The District's primary responsibility is to provide athletic opportunities and make certain fields remain safe and high quality.

6055.1.1 The allocations/permitting process provides an organization with exclusive use of a field to the exclusion of others. The objective of this policy is to create a clear, written allocation policy and procedure that fairly distributes fields, maximizes playing time, incorporates a turf recovery period to maintain safe quality fields, communicates financial issues and cost recovery and outlines field use regulations.

6055.1.2 The underlying principle for financing public park and recreation facilities is for public use, enjoyment, and to insure that all citizens have equal opportunity and choice of participation. Since the demand is greater than the tax revenues available for support, it is necessary to charge user fees for selected fields, particularly in instances where the field is utilized by individuals or groups for personnel benefit.

6055.2 For the purpose of this policy and procedure athletic fields available to the general public for a fee include Babe Best Park baseball/softball fields and Westside Park baseball/ softball fields. Westside Field will be for permitted uses only. Field access gates shall be locked. A key shall be issued to the permitted user to allow field access. Upon completion of the permitted activity the user is responsible to lock gates, return the key to the district office and have their key deposit returned. The field will be posted with signage reading "Field Use Permits Required." Babe Best Park Fields will be available for pick up play during non-permitted times, consistent with the Memorandum of Agreement (MOA) between District and Rio Linda Little League. In the event there is a conflict with the MOA and any other policy or procedure the MOA shall prevail.

6055.3 Definition of Terms

6055.3.1 Resident Status - is defined as groups or organizations comprised of at least 80% Rio Linda Elverta Recreation and Park District residents. Team rosters and/or individual participant utility bills/photo ID may be required by District staff to verify residency status.

6055.3.2 Youth status is defined as any person 18 years of age or under.

6055.3.3 Field Permits - are required for any organized sport associated with a team, league or school. The District has complete discretion relative to field scheduling. Field permits are issued to priority groups 1, 2, 3, & 4 as identified under priority group classifications. A field use permit application must be submitted with all required fees and certificates of insurance prior to permit issuance. Requests for permits can be made at the District office located at 810 Oak Lane Rio Linda, CA 95673. Permit requests are accepted twice per year. Once in January for field use through June and in June for the rest of the calendar year. District staff shall advise all known users that a meeting will be held in January and in June of each calendar year to determine field use at Westside Park. Field use allocations will be determined at those meetings. It is the responsibility of the user groups to have a representative attend each meeting. Failure to do so will result in loss of field use.

6055.3.4 Field use permits are issued to insure user groups do not experience conflict with other users. A field use permit guarantees the holder use of that field for the day and time shown on the permit.

6055.3.4.1 Group 1: District sponsored programs/ events.

6055.3.4.2 Group 2: Youth Organizations that allow the District to align themselves with AB-2404 Youth Gender Sports Equity Law; Specifically, the District will assign field times and days to those groups that enable the District to meet the requirements of AB2404.

6055.3.4.3 Group 3: Youth organizations or private events with 50% or more District residents.

6055.3.4.4 Group 4: General youth and adult users, or profit organizations, tournaments, clinics and or camps with individual or team participation fees.

6055.4 Tournament applicants must complete a field use request at least 30 days in advance. Requests received less than 30 days in advance will be granted as conditions allow. Tournament clean-up deposits will be refunded provided there is no damage or defacement to the park amenities, including equipment, grass, and foliage. In the event the damage exceeds the amount of deposit, the remainder of the charges will be billed the applicant. The amount to be determined by the District. A non-refundable reservation fee of \$200.00 is required at time of permit application. This \$200.00 will be applied to the \$500.00 tournament fee.

6055.5 The Rio Linda Elverta Recreation and Park District has established insurance and certificate of insurance requirements for facility users, vendors, and contractors entering into permits with the District. Before commencing use of services under permit, the District must be furnished with a Certificate of Liability Insurance.

6055.5.1 The certificate shall contain the following;

6055.5.1.1 Rio Linda Elverta Recreation and Park District shall be named as an additional insured. This should be indicated in the descriptions or comments box.

6055.5.1.2 Rio Linda Elverta Recreation and Park District, 810 Oak Lane, Rio Linda, California, 95673 shall be the certificate holder.

6055.5.1.3 The District shall be notified at thirty (30) days prior to cancellation of the above insurance coverage.

6055.5.1.4 The minimum limits of liability coverage shall be; each occurrence \$1,000,000; Damage to rented premises, each occurrence \$1,000,000; and General Aggregate \$2,000,000. The insurance requirement should be your first priority because your event or activity will not be approved or scheduled until a proper certificate of insurance is received. The District will not be responsible for securing or negotiating insurance on behalf of the permitted.

6055.6 There is no alcohol allowed at, in or around Babe Best and Westside athletic fields.

6055.7 Field Use Policy is as follows:

6055.7.1 All fees to be paid thirty (30) days in advance for multi month field use permits.

6055.7.2 The District reserves the right to cancel any field permit at any time for cause.

6055.7.3 All Field users must have a copy of their permit available for inspection by District staff, park police or other law enforcement agency.

6055.7.4 Requests for additional use, programs or facilities not covered by the Athletic Field.

6055.7.5 No District field preparation services are available before 7:30am.

6055.7.6 Field light use until 10PM unless otherwise approved by the District Administrator.

6055.7.7 No vehicles on field or in designated red curb or other no parking areas.

6055.7.8 No volunteer maintenance without approval by District.

6055.7.9 Cooking of any type must occur at a picnic area and not adjacent to the field. Snacks that do not require warming may be distributed.

6055.7.10 Selling, such as snack bar, fundraising or display of sponsorship support banners must be approved by District in writing.

6055.7.11 No items shall remain on the field or attached to the fence at the conclusion of the event or permit/deposit may be acted upon.

6055.7.12 In the event of inclement weather, or if the field, in the judgment of the District should not be used, the usage shall be cancelled by the District. Users should contact the District on the day of usage if there is a question as to the suitability of field use. If field is not usable a full refund will be made for the day(s) field(s) are not usable.

6055.7.13 The District provides no equipment for field use.

6055.7.14 User shall be responsible for any injury or damage incurred on or off the field.

6055.7.15 Reasonable sound level is to be maintained. No amplification is allowed except by permission of the District. Reasonable sound is defined as not to disturb the peace, quiet and comfort of the neighboring properties or other persons.

6055.7.16 Users of facilities shall observe, obey and comply with applicable District, County, State and Federal Laws, rules and regulations.

6055.7.17 Light usage requires an additional fee. Lights will be provided 15 minutes before and fifteen minutes after reserved time to allow for safe entry to and exit from the facility.

6055.7.18 Any cancellation of scheduled usage of facilities, or any request for change in hours or conditions indicated on the request form must be completed at least ten working days prior to scheduled usage. Cancellations or changes must be in writing and submitted to the District Office 810 Oak Lane Rio Linda 95673. Failure to comply shall result in forfeiture of fees paid.

6055.7.19 Permit holders may not sublet or transfer permit to another organization.