



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**June 3, 2025**

---

**TOPIC:** Facility Use Agreement with Santiago Park Archers Club

---

**AGENDA TITLE**

Facility Use Agreement Amendment with Santiago Park Archers for the Use of the Archery Range at Santiago Park

**RECOMMENDED ACTION**

Authorize the City Manager to execute a Facility Use Agreement with Santiago Park Archers to reflect an annual rate of \$1,040, payable to the City on the first of the month following execution of this agreement, for use of the Santiago Park Archery Range for a five-year term beginning June 5, 2025 through June 4, 2030, with the option to extend up to two (2), one (1) year periods (Agreement No. A-2025-XXX).

**GOVERNMENT CODE §84308 APPLIES:** Yes

**DISCUSSION**

The Santiago Park Archers Club is a non-profit organization and an official charter club of the National Field Archery Association. The club meets at the Santiago Archery Range every Tuesday evening from 6:30 p.m. to 8:30 p.m. Additionally, the club hosts two tournaments each year, attracting several other archery clubs from across the United States.

Established in the 1970s, the Santiago Park Archers Club has been an active user of the Santiago Park Archery Range for over 40 years. Throughout this time, they have consistently held permits to access the range and have demonstrated a commitment to maintaining the facility, often leaving it in better condition than they found it. Additionally, the Archers Club has organized clean-up efforts in the Santiago Park area with the involvement of their members.

Recently, the Santiago Park Archers Club engaged in discussions with the Parks, Recreation, and Community Services Agency (PRCSA) to establish a long-term facilities use agreement. This agreement will enhance the City's protections by requiring additional insurance from the Club, while the City will waive fees for two extra tournaments hosted by the Club. This collaboration will simplify administrative processes by reducing the need for multiple rental permits.

The annual cost is based on the established fees of the Group 2 Youth Non-Profit Organization rate detailed in the Miscellaneous Fee Schedule, less the amount related to the waived fees for the two additional tournaments. Given the organization's non-profit status and its involvement with youth participants, staff determined it was appropriate to apply the Group 2 rate fee. Should there be any modifications to the Fee Schedule, the annual rate will be adjusted accordingly to reflect the current Adopted Fee Schedule.

Staff recommends that the City Council approve the facilities use agreement with the Santiago Park Archers Club. This agreement would grant the Club access to the Santiago Park Archery Range for ongoing archery-related activities, strengthen protection for the City against liability, and decrease the time and costs associated with facility rental permits for the Santa Ana Archery Range while facilitating a safe environment for these activities.

**ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

**FISCAL IMPACT**

Funds will be deposited in the Parks, Recreation and Community Services, General Fund Revenue Account (01113002-57361 - PRCSA Recreation Facility Rental).

**EXHIBIT(S)**

1. Facilities Use

Submitted By: Hawk Scott, Executive Director of Parks, Recreation and Community Services

Approved By: Alvaro Nuñez, City Manager