



PARKS, RECREATION AND COMMUNITY SERVICES AGENCY

Athletics Facility Reservation Policy

City Council Resolution Number: xx-xx

City Council Approved: xx/xx/xxxx

Executive Director

1.0 POLICY STATEMENT

The Parks, Recreation and Community Services Agency (PRCSA) is responsible for managing the City's athletics facilities for public enjoyment. This Athletics Facility Reservation Policy (Policy) is established to ensure the use of City facilities 1) aligns with the City's core mission, vision, and values; 2) provides equitable and fair access to all users; 3) remains equitably and fairly priced; 4) operates in a fiscally responsible manner; and 5) supports a healthy, safe, vibrant, and sustainable community.

2.0 POLICY PURPOSE AND INTENT

The purpose of the Policy is to provide an effective framework for the administration of reservation permits that provide equitable and reasonable access to City public athletic facilities. The intent of this Policy is to guide access, reservations, and use of the City's athletic facilities by residents, community organizations, businesses, and nonresidents. This Policy governs all City of Santa Ana fields, courts, and their supporting amenities.

3.0 POLICY ESTABLISHMENT AND PERMIT FEES

The PRCSA shall implement and administer the Policy. All fees charged for use of the athletics facilities shall be pursuant to the City's Miscellaneous Fee Schedule as adopted by the City Council.

4.0 RESERVATION PERMIT PRIORITIES

The resident and nonresident permit priorities below define the scheduling priority and corresponding fees.

Priority 1

City-sponsored athletic activities serving Santa Ana residents.

Priority 2

Resident: Non-Profit Organization for Recreational Use. Santa Ana based youth sports organizations with participation equal to, or exceeding 90 percent Santa Ana residents for recreation-based programs, and 70 percent for competitive level club programs. Santa Ana schools/colleges, incorporated nonprofit, civic, social, and cultural/religious organizations with at least 51 percent Santa Ana residents. To qualify, organizations must meet and fulfill all team and organization requirements of the City's Allocation Procedure for Sports Facilities.

Priority 3

Resident: Group, Private Party or Business athletic activities and events for Recreational Use.

Priority 4

Resident: Private Party or Business for Profit Making. Santa Ana businesses and profit-making organizations.

Priority 5

Non-Resident: Group or Private Party for Recreational Use. Non-Santa Ana businesses and profit-making organizations/companies.

Priority 6

Non-Resident: Private Party or Business for Profit Making. Non Santa Ana businesses and profit-making organizations.

5.0 YOUTH SPORTS COALITION

Scheduling for City athletic field use occurs through the City of Santa Ana Youth Sports Coalition (YSC) program. The PRCSA manages the YSC consisting of qualified local, non-profit youth organizations. These groups must maintain an official tax exempt, non-profit status with the Internal Revenue Service (IRS). Additionally, a minimum of 90% of their participants must be Santa Ana residents. YSC organizations meet twice annually, in October for sports played during January through June and in March for sports played during July through December, for approval of field allocation usage.

5.1 Youth Sports Coalition Member Process

The Athletic Facility Use Allocation Program outlines the specific YSC eligibility requirements for youth sports member organizations. Youth sports organizations qualifying under this program must attend biannual YSC meetings facilitated by the PRCSA.

5.2 Youth Sports Coalition Organization Criteria

- 5.2.1 The qualified local non-profit youth organization is a functioning entity with its own governing body with rules and regulations.
- 5.2.2 Organizations must be recognized as non-profit or tax-exempt and be in good standing with the IRS. Copy of the IRS tax exemption letter certifying its current non-profit or tax-exempt status is required.
- 5.2.3 No less than 90 percent of the organization's participants must be Santa Ana residents in the following zip codes: 92701; 92702; 92703; 92704; 92705; 92706 92707; 92708. Addresses listed on the player documentation needed to verify the Santa Ana residency requirement.
- 5.2.4 Organizations must be established and affiliated with a nationally recognized sports organization.
- 5.2.5 The organization's primary function is to provide an opportunity for youth to be involved in sports primarily at a recreational level.

Recreation level is participation being open to all participants regardless of talent level and all participants provided playing time.

- 5.2.6 Each member organization is responsible for appointing a single representative. It is the responsibility of the organization's representative to attend all meetings scheduled by the PRCSA pertaining to use of athletic fields through the YSC process.

5.3 Youth Sports Coalition Application Submittal

Athletic facility-use application requests are due to the PRCSA 30-days prior to the scheduled fall and spring YSC meetings. Athletic facility-use applications must include:

- 5.3.1 Completed and signed Athletic Facility Permit Application
- 5.3.2 The City of Santa Ana named as additionally insured on the Certificate of Liability Insurance and on the Additional Insured Endorsement page.
- 5.3.3 A copy of the organizations indemnity waiver including the City of Santa Ana listed in the hold harmless section.
- 5.3.4 Proof of an IRS tax-exempt non-profit status.
- 5.3.5 Player residency documentation and or rosters must be certified by one governing association (main chapter parent organization), which will be used to determine classification status and be signed by the league's board of officers. Player addresses with a post office box number are not accepted. PRCSA staff will verify player documentation/residency. All determinations made by the PRCSA are final.

6.0 **ADULT SPORTS FACILITY USERS**

Adult sports facility reservation requests will be accepted and processed on a first-come, first-served basis following the allocation of fields and courts for Priority 1 and 2 organizations. The City will determine which days, times, and fields are available for reservation based on other scheduled use, field capacity, and maintenance requirements.

- 6.1 Requests to reserve a field or court must be received a minimum of 30 days prior to the scheduled activity/event. Athletic field-use applications must include:

- 6.1.1 Completed and signed Athletic Facility Permit Application
- 6.1.2 The City of Santa Ana named as additionally insured on the Certificate of Liability Insurance and on the Additional Insured Endorsement page.
- 6.1.3 A copy of the organizations indemnity waiver including the City of Santa Ana listed in the hold harmless section.

- 6.1.4 No less than 70 percent of the organization's participants must be Santa Ana residents in the following zip codes: 92701; 92702; 92703; 92704; 92705; 92706 92707; 92708. Addresses listed on the player documentation needed to verify the Santa Ana residency requirement.
- 6.1.5 Verification of an organization's player residency is due no later than 30 calendar days prior to the scheduled activity/event reservation request. Player addresses with a post office box number are not accepted. PRCSA staff will verify player documentation. All determinations made by the PRCSA are final.

7.0 RESERVATION CALENDAR

7.1 Field/Court Allocations

Athletics facilities will be provided in seasonal allocations to meet community needs for City programs and local youth sports organizations (Priority 1 and 2). Seasonal allocation schedule requests will be reviewed by PRCSA prior to the YSC regular meetings in October and March. The City will make the final field allocation determinations dependent upon which days, times, and fields are available for reservation based on other scheduled use, field capacity, and maintenance requirements.

7.2 Tournament Permit Requests

Requests of Priority 1 and 2 organizations, for national championship caliber events must be submitted a minimum of 12 months in advance. Other tournament requests may be considered and approved during the seasonal allocation process. Limit of one Tournament Permit to be issued per organization per year.

7.3 Other Permit Requests

Following the allocation of facilities for Priority 1 and 2 organizations, reservation requests will be accepted and processed on a first-come, first-served basis. The City will determine which days, times, and fields are available for reservation based on other scheduled use, field capacity, and maintenance requirements.

7.4 Requests to reserve a field or court must be received a minimum of 30 days prior to the scheduled activity/event. Requests received with less than 30 days' notice will be accommodated as time and conditions allow. Upon receipt and review of all required documentation, City staff will confirm approval of the reservation in writing.

8.0 PERMIT REQUIREMENTS

8.1 As determined by the City, public and private events such as opening day ceremonies and national athletic events may require all of the following:

8.1.1 Special Event Permit

8.1.2 Additional liability insurance as determined by the City's Risk Management

8.1.3 Hold Harmless Agreement and Certificate of Worker's Compensation

8.1.4 Security services

- 8.1.5 Fees for additional services (e.g. event staff, custodial, parking management, and portable restrooms)
- 8.1.6 Additional event plans (e.g. event marketing, parking, security, crowd-control, ticketing, waste management/recycling)
- 8.1.7 List of vendors, including names, addresses, contact information and business license
- 8.1.8 Installation of temporary structures (e.g. bleachers, stages, fences, tents)
- 8.1.9 Additional requirements and City department approvals as identified by the City
- 8.1.10 City may require additional program, facility, or maintenance personnel due to the size or nature of the event. Full costs associated with the assigned city staff apply.
- 8.1.11 Additionally, Police Services may be required depending on size of the event. Respective police services fees will apply.

8.2 Camp/Clinic Permit Requirements

As space allows requests for camps and clinics will be considered following the completion of the allocation schedule. Clinics and camps may not exceed 50 participants per field. Exceptions granted upon written approval by the PRCSA. YSC organizations may host one (1) clinic or camp per calendar year.

9.0 **FEES, PAYMENTS, DEPOSITS, AND INSURANCE**

9.1 Fees and Payments

The reservation fees referenced in this Policy for use of the athletics facilities shall be pursuant to the City's Miscellaneous Fee Schedule as adopted by the City Council. Payment in full for athletic field permit is due 15 days prior to the reservation and failure to pay is grounds for cancellation of permit.

9.2 Deposits

Applicants must pay a deposit at the time of application. Deposits will be refunded following the event assuming all conditions set forth in the permit are fulfilled. Reservation deposits will not be refunded until after the final reservation date.

9.3 Insurance

The City requires applicants to provide liability insurance for an activity/event. Insurance requirements are determined based on the City's risk assessment of the activity/event. Insurance requirements vary by the type of event, facility, and number of anticipated guests, and are subject to change without notice. Insurance requirements must be fulfilled prior to approval of the application and proof of insurance is required 30 calendar days or more prior to the event.

10.0 RESERVATION CANCELLATIONS AND AMENDMENTS

10.1 Permit Cancellations

Facility cancellations and refunds will be processed as follows:

All cancellations incur a Processing Fee for each occurrence as outlined by the Miscellaneous Fee Schedule.

Failure by the applicant or authorized event contact person to arrive at a scheduled event, and/or failure to provide written cancellation notice will be considered a “No Show.” Applicants with three or more “No Shows” may lose reservation privileges and remaining reservations will be cancelled for the calendar year.

10.2 Permit Amendments

Permit changes include, but are not limited to the following: date, time, fields, courts, number of teams/attendees, and amenities. One change permitted at no charge if requested 5 days or more prior to reservation. A Processing Fee will be charged for each subsequent change. Dependent on when request is submitted, other fees will apply for cancellations or modifications to the original reservation. On the day of the event, additional fees will be invoiced to the nearest half-hour when any member of applicant's party arrives prior to, or departs after the approved reservation time. Except for tournaments, no refunds or credits will be issued for early departure from an approved reservation permit.

11.0 FACILITY AND SITE REQUIREMENTS

11.1 Drop-In Activities

Permits are required for use of City facilities (except in areas where drop-in use is permitted), and for all gatherings with 40 or more people (SAMC Section 31-3.) Unreserved outdoor athletics facilities are available for drop-in use by private parties on a first-come, first-served basis. Permits have priority over drop-in/walk-on activities. Organized use of fields or courts, such as officiated games, organized team practices, or activities offered or associated with for-profit or nonprofit organizations is prohibited without an approved permit. Drop-in use may be limited to accommodate maintenance needs of the turf on all fields. Stadium fields and lighted sports fields are not available for drop-in activities.

11.2 Permits Nontransferable

Permit requests must be submitted on approved City application forms. Applicants must be at least 21 years of age, and when applicable the applicant must provide evidence authorizing them to reserve facilities on behalf of an organization. Permits are nontransferable.

11.3 Unless stated otherwise, permit periods are in 30-minute increments. The date and hours for the permit shall include the entire activity/event, including time for set-up and clean up after the activity/event.

- 11.4 Applicants are responsible for following all athletic facility rules, regulations, and requirements of the permit. Failure to comply may result in the forfeit of up to 100 percent of deposit and fees. The City reserves the right to reject future applications.
- 11.5 The City reserves the right to modify, relocate, or cancel permits to accommodate unanticipated community needs, maintenance needs, inclement weather, or unforeseen circumstances. As space permits, accommodations will be provided at an alternate facility or park site. When alternate facilities are not available or are not acceptable to the applicant, an alternate date or refund will be provided.
- 11.6 A permit may be cancelled by the City when an organization is out of compliance with any City policy. A confirmed permit may be cancelled before or during an event due to unsafe conditions, and/or actions of participants. When appropriate, a mutually agreeable alternate date or a prorated refund will be provided.
- 11.7 Permits will be cancelled due to the misrepresentation or falsification of information, and/or failure to comply with City Policy and procedural requirements. Such cancellations may be subject to forfeit of all fees and deposits paid.
- 11.8 To ensure public safety, the City may access all activities/events in order to confirm rules, regulations, and to ensure applicable laws are being followed.
- 11.9 Emergency Response
Applicants will be held responsible for all charges related to a police or fire department response associated with the actions and behavior of participants during the permitted event.
- 11.10 Inspection and Conditions of Facilities
Reserved facilities must be left in the same condition as received by the applicant. Any damage or defacement of City athletic facilities, equipment, and/or park amenities will be deducted from the deposit and/or invoiced to the applicant to replace/repair the damage as determined by the City. The City reserves the right to bill the applicant for damages incurred above the deposit amount.
- 11.11 Reservation Walkthrough
First time applicant and/or event contact person must arrange and attend a walk-through meeting at the reserved site at least 30 days prior to the reservation. Failure to complete a site walk-through may result in permit cancellation and forfeiture of fees and deposits.
- 11.12 Concession Stands
Requests for use of concession stands are due at the time of application. Concession stands typically are equipped with refrigerators, freezers, and ice machines. As available, this equipment is included with the Concession Stand permit. While the City provides ongoing maintenance of this equipment, the City will not be responsible should the equipment be unavailable due to maintenance issues. All supply and utensil needs for the operation of concession stands is the responsibility of the applicant. If the applicant is planning to operate a Temporary Food Facility (TFF) during a reservation, they are required to apply, meet requirements and obtain a TFF permit prior to selling or giving away food or beverage at an event. The California Health and Safety Code requires a TFF Permit of any person or organization providing

food at a community event. All food vendors, including permitted restaurants, are required to apply for and obtain a TFF Permit when participating in a community event.

11.13 Public Address and Amplified Sound Systems

Use of public address and amplified sound systems permitted in designated locations in accordance with the terms of the permit. Requests for public address systems will be approved during the application process.

11.14 Security Services

Santa Ana Police Department (SAPD) may deem an activity warrants the presence of one or more security personnel and the cost of such service shall be borne by the applicant. Licensed security personnel in uniform are required and subject to approval by the City. Proof of obtaining security personnel is due to the SAPD two weeks prior to the event.

11.15 Custodial Services

Clean up after a reservation must be completed by the end of the approved permit time or additional charges may be assessed.

11.16 Additional Permits and Licenses

Applicants are responsible for obtaining all necessary permits and licenses required by the City or other regulatory agencies including, but not limited to Special Event Permit, Business License, Alcohol and Beverage Control (ABC) Permit, Orange County Health Department Temporary Food Facility (TFF) Inspection Permit, Orange County Fire Authority Permit, Film Permit, and Vendor Permit.

12.0 **ADDITIONAL CITY POLICIES AND AGREEMENTS**

This Policy may be subject to other City Council approved policies and agreements that establish separate user reservation relationships and associated fees for specific programs and/or entities.