



# **ATHLETIC FACILITY USE ALLOCATION GUIDE**

Effective January 1, 2022

# **DRAFT**



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Services Agency  
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## **LETTER FROM THE EXECUTIVE DIRECTOR**

The Santa Ana Parks, Recreation and Community Services Agency (PRCSA) proudly provides a variety of services to the community including recreational programs and facilities, parks, trails and operation of the Santa Ana Zoo. The core services the agency provides is essential in making the lives of residents and communities better now and in the future by providing access to nature, outdoor space to play and exercise, facilities for self-directed and organized recreation, positive alternatives for youth, and activities that encourage social connections, human development, and lifelong learning.

The intent of this Athletic Facility Use Allocation Guide (Guide) is to provide an effective framework for the administration of reservation permits that provide equitable and reasonable access to City public athletic facilities. This Guide corresponds with the Athletic Facility Policy (Policy) outlining procedures and requirements associated with the management of athletic field use in the City of Santa Ana.

On behalf of the PRCSA, I thank you for your commitment and contributions to the overall health and wellness of your community by supporting sound and positive use of athletic fields within the City. Thank you again for your vision of “Community Commitment” and please know we will continue to be dedicated partners in that vision.

## ATHLETIC FACILITY USER CLASSIFICATIONS

City athletic facilities shall be available for use by the public for recreational, educational, civic, and commercial purposes. Athletic facilities are playing areas used for softball/baseball, football, soccer, or other similar sports. Athletic facility users are classified into the below groups for purposes of assessing fees and determining priority of use as described below.

PRIORITY	TYPE OF GROUP	EXAMPLE
1	City-sponsored	City programs/activities serving Santa Ana residents
2	Resident: Non-Profit Youth Sports Organization*	<b>Recreation-based organizations:</b> (Little League, AYSO, NJB, Pop Warner) comprised of at least 90% of Santa Ana residents. <b>Competitive level organizations/teams:</b> (travel teams, club teams, select teams) comprised of at least 70% of Santa Ana residents. <b>Santa Ana Schools/Colleges; Incorporated nonprofits; civic; social; and cultural/religious organizations:</b> with at least 51% Santa Ana residents.
3	Resident: Group, Private Party or Business for Recreational Use	Athletic activities and events for recreational use.
4	Resident: Private Party or Businesses for Commercial Use or Profit making.	Commercial use or profit making. Santa Ana businesses and profit-making organizations.
5	Non-Resident: Group or Private Party for Recreational Use	Recreational Use by Non-Santa Ana businesses and profit-making organizations/companies.
6	Non-Resident: Private Party or Business for Commercial Use or Profit Making	Commercial use or profit making. Non-Santa Ana businesses and profit-making organizations.

*\*To qualify, organizations must meet and fulfill all team and organization requirements of the City's Allocation Procedure for Sports Facilities*

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



## **YOUTH SPORTS COALITION MEMBER PROCESS**

To serve local youth sports organizations (Priority 2) needs equitably, the PRCSA is implementing a NEW City of Santa Ana Youth Sports Coalition (YSC) to ensure the process is effective and efficient. To qualify, organizations must meet and fulfill all team and organization requirements of the City's Allocation Procedure for Sports Facilities.

### **A. YSC Organization Criteria**

1. The organization is a functioning entity with its own governing body (Board of Directors or Trustees) with rules and regulations (By-laws).
2. Organizations must be recognized as non-profit or tax-exempt and be in good standing with the Internal Revenue Service (IRS). A copy of the IRS tax exemption letter certifying its current non-profit or tax-exempt status is required.
3. No less than 90 percent of the organization's participants must be Santa Ana residents for recreation-based programs in the following zip codes: 92701; 92702; 92703; 92704; 92705; 92706 92707; 92708. No less than 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. Addresses listed on the player documentation verifies the Santa Ana residency requirement.
4. Organizations must be established and affiliated with a nationally recognized sports organization.
5. The organization's primary function is to provide an opportunity for youth to be involved in sports primarily at a recreational level. Recreation is participation being open to all participants regardless of talent level and all participants provided playing time.
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.

### **B. YSC Application Submittal**

Athletic facility-use application requests are due to the PRCSA 30-days prior to the scheduled October (January-June field use) and March (July-December field use) YSC meetings. Athletic facility-use applications must include:

1. [Completed and signed Athletic Facility Use Application \(Exhibit 2\)](#)

2. The City of Santa Ana named as additionally insured on the Certificate of Liability Insurance and on the Additional Insured Endorsement page.
3. A copy of the organization's indemnity waiver including the City of Santa Ana listed in the hold harmless section.
4. Proof of an IRS tax-exempt non-profit status.
5. Verification of an organization's player residency is due no later than 30 calendar days prior to the YSC field allocation meeting. Player documentation must be verified by one governing association (main chapter parent organization), which will be used to determine priority classification status and be signed by the league's board of officers. Player addresses with a post office box number will not be accepted. PRCSA staff will verify player documentation and all determinations made by the PRCSA are final.

### C. YSC Facility Allocation

Facility Allocation determined by sports played annually during January through June and July through December as well as historical use.



## **ATHLETIC FACILITY APPLICANT GUIDELINES**

### **A. Athletic Facility Use Applications**

1. Applications for facility use, other than Priority 1 and 2 user groups, accepted on a first-come-first service basis. Requests will be accepted beginning in December annually.
2. A higher priority group does not have the right to bump a lower priority group previously scheduled. Events will be scheduled upon approval of a completed athletic facility use application, submission of all required documents, payment of permit fees and a signed permit.
3. Users shall observe, obey & comply with applicable athletic facility rules, as well as, City, County, State and Federal laws, rules and regulations.
4. The City is under no obligation to provide equipment or on-site storage to user groups. All equipment used at a facility is subject to approval and must be included in the permit application.
5. The City will maintain all athletic facilities in a manner that is conducive to the safe play of athletic field/court sports. Report items found to be damaged, non-working or unsafe immediately to the City. Field users cannot use field grooming machines and/or other motorized equipment on fields without permission from the City.

### **B. Banners and Temporary Signs**

Events may require or include different types of signage. Please include a signage and/or traffic control plan for events including parking signs, detour signs, or other traffic signs.

Events including promotional signs/banners and other signage items shall not be placed on City facilities or premises without prior written approval from the City and must include a sign/banner permit and site plan. Additional information about Santa Ana Municipal Code 41-871 & 41-872 parameters are provided [here](#).

Sponsorship signs/banner throughout the park are only allowed on the day of the event and must be removed at the end of the day/event.

### C. Enforcement of Park Rules

1. All permit holders must abide by posted facility rules.
2. Except for emergencies or by special authorization of the City, specific vehicles for facility maintenance are allowed in designated areas only.
3. All vehicles must be off-site at closing time.

### D. Facility User Responsibilities and Expectations

1. Use the facility in the intended manner for the sport specific practices and games.
2. Be responsible for performing their own field preparation, e.g. dragging infields, painting lines, etc.
3. Maintain bases, cones, portable goals, and/or all other special equipment needed for activity and put away in a safe manner.
4. Place approved practice/game equipment on the athletic facility as specified within the facility permit.
5. Leave the facility in a clean, neat condition. If it is necessary for the City to provide cleaning services following the reserved activity, the permit holder will be assessed an additional fee and the City will review whether to permit future use by the permit holder. A cleanup deposit may be required if deemed necessary.
6. Provide all referees, umpires or other officials needed for their approved activity.
7. Organizations are required to adhere to their respective approved permit and not allow another organization and/or group to use the facility under their permitted time. The City reserves the right to revoke a permit if permittee subleases their permit.
8. Provide competent, adult supervision, by the individual or organization using the park facility or equipment.
9. Responsible for the damage to the facility or equipment. It is the responsibility of the permit holder to have the damage repaired at their expense within five calendar days. If the damage interrupts service or causes an immediate hazardous condition, the City may repair the damage and



charge the organization for the cost of the repair, revoke the organization's use permit, or both. If deemed necessary, a damage deposit may be required.

10. Do not drive or park private vehicles on turf surfaces, sidewalks, service driveways, or emergency zones. Only parking lots are to be used for loading and unloading.
11. Comply with planned/unplanned facility closures. The City reserves the right to close or suspend activities on its athletic facility due to inclement weather, unsafe playing/field conditions or lack of compliance with City policies regarding field use. (Reference p. 16-17 for anticipated facility closures for maintenance)
12. Remove any equipment and supplies used in athletic activities from the facility after each use; remove goal nets after each season. Storage of these items is the responsibility of each user group or individual. In order to store equipment at the facility users must obtain permission by the City.

### E. Facility Use Notice of Cancellation

Upon notice of cancellation, any financial obligations incurred by the City to accommodate the applicant, or reservation will be invoiced, and the applicant must pay the outstanding balance within seven calendar days of the date of the invoice.

### F. Facility Use Application Denial

The City reserves the right to refuse, deny or cancel any application or facility use permit. The City will provide written notification to the applicant, including an explanation for denial. Grounds for denial of an application may include but are not limited to the following:

1. Unsatisfactory prior use by applicant or organization including but not limited to the following:
  - a. Group played despite closure
  - b. Damage to field
  - c. Subletting fields
  - d. Past due balances
2. Existing hazardous conditions.
3. Facility use application submitted less than 30 calendar days in advance.
4. Non-payment of application fee, rental fees, or required cleaning/damage deposit by due date.

5. Higher priority activity taking place such as baseball in the spring or soccer in the fall.
6. Groups that have previously not given timely cancellation notice.
7. Applicant is under 21 years of age.
8. Special Event Permit application, e.g. opening ceremonies, not submitted 90 calendar days in advance.
9. Refusal to consent to specific conditions or restrictions for the reservation.
10. Failure to obtain a permit when required.
11. Failure to submit timely and acceptable insurance documents.

## **FEES, PAYMENTS AND DEPOSITS**

### **1. Fees and Payments**

The reservation fees referenced in this Policy are listed in the City Council approved Miscellaneous Fees Schedule (Exhibit 4). Payment in full for athletic facility permit is due 15 days prior to the reservation and failure to pay is grounds for cancellation of permit.

### **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.

## **INSURANCE AND INDEMNIFICATION REQUIREMENTS**

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.

1. Applicants must provide proof of liability insurance naming the City of Santa Ana as an additional insured on the Certificate of Insurance and provide a separate Additional Insured Endorsement page or copy of the Blanket Endorsement no later than 30 days prior to the start of each season. The required endorsement amounts are:

General Liability Insurance	\$1 million
Each Occurrence	\$1 million

2. The policy shall also contain the statement that the City will be notified 30 calendar days prior to termination, cancellation, suspension, or expiration of the policy.
3. Applicants and user Groups must agree to hold the City harmless and to indemnify the City. Approved events will require authorized applicant or event organizer to sign a Hold Harmless Statement on the permit itself.
4. Applications must include a copy of the player waiver for City review and approval. All players are required to sign a copy of the player/participant waiver holding the City harmless.



## **SPECIAL EVENT PERMIT INSTRUCTIONS**

Tournaments, special ceremonies, and clinics are considered special events. Applicants wishing to operate an event of this nature are required to complete a Special Event Permit application. Applications are due 30 days prior for recurring events, 90 days prior for first time events and 12 months for tournaments. The Special Event Planning Guide and Permit Applications may be found on the City's website [www.santa-ana.org/parks/event-planning](http://www.santa-ana.org/parks/event-planning) or by clicking [here](#).

### **A. Sports Organization Tournaments**

A resident organization tournament is a culminating event in which multiple teams compete, and advance as they win their scheduled contests. There are tournaments structured as culminating events to the end of a regular season as a means of establishing a "champion" of a specific league. In this example, the same participants who participated throughout a season matched against each other in a playoff format. Athletes or teams participating in this tournament must have participated in a Santa Ana league prior to the tournament and there are no additional entry fees charged for playing in the tournament. Athletes or teams that did not participate in a Santa Ana league during league play will not participate in this tournament.

### **B. Sports Organization Host – Invitational Tournament**

An invitational tournament includes athletes/teams of multiple organizations (resident or nonresident). The host resident organization charges entry fees to participating teams in the tournament for fundraisers and/or special events.

### **C. Opening Day Ceremony**

Opening Day Ceremonies are the first day of a league's season where multiple teams participate in a planned ceremony outside of regular games, creating additional impacts to the facility and surrounding neighborhood.

### **D. Commercial Use Activities**

A Commercial Use Permit is required for any proposed camp, class or clinic on City recreational property and will be considered following the completion of the allocation schedule.

1. May not exceed 50 participants per field.
2. Exceptions to participant capacity will be granted upon written approval by the PRCSA.
3. YSC organizations may host one (1) clinic, camp or tournament per calendar year.

## ATHLETIC FACILITY INFORMATION

PRCSA manages the following field sites for field use allocations:

PRCSA SITE	FIELD INVENTORY/SIZE
<a href="#"><u>Adams Park</u></a> <a href="#"><u>2302 S. Raitt St.</u></a>	Baseball Field (60' Bases) with Lights OR use as an Overlay Soccer or Football Field (115' x 204')
<a href="#"><u>Angels Park</u></a> <a href="#"><u>300 N. Flower St.</u></a>	<b>Multipurpose Field (168' X 174') with No Lights</b>
<a href="#"><u>Bomo Korral Park</u></a> <a href="#"><u>900 W. MacArthur Blvd</u></a>	<b>Multipurpose Field (206' X 306') with No Lights</b>
<a href="#"><u>Cabrillo Park</u></a> <a href="#"><u>1820 E. Fruit</u></a>	Baseball Field (90' Bases) with Lights OR use as an Overlay Multipurpose Field (283' x 159')
<a href="#"><u>Centennial Park</u></a> <a href="#"><u>3000 W. Edinger</u></a>	<b>Field #1 DYSC: Soccer Field (195' x 342') with No Lights</b>  Field #2 DYSC: Soccer or Football Field (194' x 360' Synthetic Turf) with Lights.  Field #3 DYSC: Soccer Field (195' x 350') with Lights.  Field #4 DYSC: Soccer Field (195' x 327' Synthetic Turf) with Lights.  <b>Field #5: Softball Field (60' Bases) with No Lights OR use as an Overlay Multipurpose Field (221' x 303').</b>  <b>Field #6: Softball Field (60' Bases) with No Lights OR use as an Overlay Multipurpose Field (185' x 280').</b>
<a href="#"><u>Cesar Chavez Campesino Park</u></a> <a href="#"><u>3311 W. 5th St.</u></a>	<b>Multi-Purpose Field (200' x 256') with No Lights</b>
<a href="#"><u>Delhi Park</u></a> <a href="#"><u>2314 S. Halladay</u></a>	Field #1: Baseball Field (60' Bases) with Lights. Multipurpose Field (90' x 203')  <b>Field #2: Multipurpose Field (130' x 212') with No Lights.</b>  <b>Field #3: Multipurpose Field (170 x 330') with No Lights</b>
<a href="#"><u>El Salvador Park</u></a> <a href="#"><u>1825 W. Civic Ctr. Dr.</u></a>	Field #1: Baseball Field (60' Bases) with Lights OR use as an Overlay Multipurpose Field (122' x 194'). Field #2: Baseball Field (60' Bases) with Lights OR use as an Overlay Multipurpose Field (150' x 222'). <b>Field #3: T-Ball Field with No Lights.</b> <b>Field #4: T- Ball Field with No Lights.</b>

Facilities with Operational Hours 8 am – 10pm

Facilities with Operational Hours 8 am – Dusk



## Exhibit 3

<a href="#">Hector Godinez High School</a> (Joint Use Site)	Multipurpose Field for Football (150' x 325') or Soccer (149' x 225') with Lights. Field #1: Baseball Field (90' Bases/371' CF) with Lights. Field #2: Baseball Field (90' Bases/358' CF) with Lights. Running Track
<a href="#">Heritage Park</a> 4812 W. Camille	Baseball Field (60' Bases) with Lights OR use as an Overlay Multipurpose Field (140' x 220').
<a href="#">Jerome Park</a> 726 S. Center St.	Field #1: Baseball Field (90' Bases) with Lights OR use as an Overlay Multipurpose Field (140' x 220'). <b>Field #2: Baseball Field (60' Bases) with No Lights OR use as an Overlay Multipurpose Field (105' x 165').</b> <b>Field #3: Baseball Field (60' Bases) with No Lights OR use as an Overlay Multipurpose Field (105' x 165').</b> <b>Light installation in progress on Fields #2 and Field #3.</b> Field #4 (@ Monte Vista Elementary School): Baseball Field (60' Bases) with Lights OR use as an Overlay Multipurpose Field (130' x 240').
<a href="#">Lillie King Park</a> 500 W. Alton	<b>Multipurpose Field (202' x 336') with No Lights.</b>
<a href="#">Madison Park</a> 1528 S. Standard	Field #1: Baseball Field (60' Bases) with Lights. Field #2: Baseball Field (70' Bases) with Lights. <b>Field #3: T-Ball Field with No Lights.</b>
<a href="#">Memorial Park</a> 2102 S. Flower	Field #1: Baseball Field (90' Bases) with Lights. Field #2: Baseball Field (60' Bases) with Lights. Field #3: Baseball Field (60' Bases) with Lights. Field #4: Baseball Field (70' Bases) with Lights OR use as an Overlay Multipurpose Field (160' x 360').
<a href="#">Morrison Park</a> 2801 N. Westwood	<b>Baseball Field (60' Bases) with No Lights.</b>
<a href="#">Monroe Elementary</a> (Joint Use)	Baseball Field (60' Bases) with Lights OR use as an Overlay Multipurpose Field (159' x 185').
<a href="#">Portola Park</a> 1700 E. Santa Clara	<b>Baseball or Softball Field (60' Bases) with No Lights.</b>
<a href="#">Riverview Park</a> 1817 W. 21st St.	Field #1: Baseball Field (60' Bases) with /Lights Field #2: Baseball Field (60' Bases) with /Lights Field #3: Baseball Field (60' Bases) with /Lights <b>Field #4: T-Ball Field with No Lights</b>
<a href="#">Rosita Park</a> 706 N. Newhope	Baseball Field (60' Bases) with Lights OR use as an Overlay Multipurpose Field (160' x 210')
<a href="#">Santa Ana Stadium</a>	Football (160' x 360') or Soccer Field (196' x 360') Synthetic Turf with Lights.
<a href="#">Santa Anita Park</a> 300 S. Figueroa	Soccer (195' x 300') Synthetic Turf or Flag Football Field (120' x 300') with Lights.
<a href="#">Santiago Park</a> 2535 N. Main	Baseball Field (60' Bases) with Lights.

Facilities with Operational Hours 8 am – 10pm

Facilities with Operational Hours 8 am – Dusk

<a href="#"><u>Thornton Park</u></a> <a href="#"><u>1801 W. Segerstrom</u></a>	Field #1: Softball Field (60' Bases) with /Lights Field #2: Softball Field (60' Bases) with /Lights <b>Field #3: Softball/T-Ball Field with No Lights.</b>
<a href="#"><u>Willard Intermediate Sports Field (Joint Use)</u></a>	Football (160' x 360') Synthetic Turf\ OR Soccer (149' x 225') Field with Lights. Running Track
<a href="#"><u>Windsor Park</u></a> <a href="#"><u>2915 W. La Verne</u></a>	<b>Baseball Field (60' Bases) OR use as an Overlay Multipurpose Field (155' x 185') with No Lights.</b>

Facilities with Operational Hours 8 am – 10pm

Facilities with Operational Hours 8 am – Dusk

The permit process for athletic facility use begins with submittal of the permit application to the PRCSA. All attachments and supporting documentation required with the original application. Acceptance of the permit application or the initiation of the review process does not deem the permit application to be complete, nor submission of a permit application be construed as final approval of the application.

Throughout the permit review process, additional information and/or documents may be requested by the PRCSA for clarification. Delays in providing the additional required information may affect the ability to complete the permit application review in a timely manner. PRCSA staff endeavors to keep applicants apprised of any issues regarding the permit application throughout the review process.



## ATHLETIC FACILITY CLOSURES

To effectively provide and sufficiently maintain City athletic facilities, scheduled rotating facility closures occur during the year for turf recovery, facility maintenance and overall improvements. Understanding that our valued sports organizations have a desire for optimum use of city athletic facilities, the city may reserve the right to set aside additional closure time if deemed necessary. Facility closures occur approximately 60-90 days per year for needed turf renovation, repairs and maintenance. The facility closure schedule is as follows but is subject to change:

<b>PRCSA SITE</b>	<b>FIELD TYPE</b>	<b>RENOVATION CLOSURE</b>
Adams Park Centennial Park	Baseball Field DYSC Field #1, Multi-Purpose Field #5 & #6	October through December
Morrison Park Rosita Park	Baseball Field Multi-Purpose Field	
Angels Park Bomo Korral Park	Multipurpose Field Multipurpose Field	February through March
Cabrillo Park	Baseball Field	October through January
Centennial Park Heritage Park Thornton Park Thornton Park Windsor Park	DYSC Field #3 Baseball Field Softball Field #2 Softball Field #3 Multipurpose Field	February through April
Cesar Chavez (Campesino) Park	Multi-Purpose Field	November through December
Delhi Park	Baseball Field Soccer North Field Soccer South Field	July through September
El Salvador Park	Baseball North Field Baseball South Field Baseball T-ball Field #1 Baseball T-ball Field #2	September through November
Jerome Park	Baseball Field #1 Baseball Field #2 Baseball Field #3	September through November-Lighting Installation  October through January-Field Renovation

## Exhibit 3

Hector Godinez High School SAUSD	Multipurpose Field (Football/Soccer)	April through July
Hector Godinez High School	Baseball North Field	November through January
Hector Godinez High School	Baseball South Field	December through February – SAUSD Fields
Lillie King Park	Multi-Purpose	February through April- Field Renovation
Madison Park	Baseball North	SAUSD - T.B.D.
Madison Park	Baseball South Baseball T-ball Field	September through November
Memorial Park	Baseball Field #1 Baseball Field #2 Baseball Field #3 Baseball Field #4	November through January
Portola Park	Football Field Baseball/Softball Field	
Monroe Elementary	Baseball Field	SAUSD - T.B.D.
Riverview Park	Baseball Field #1 Baseball Field #2 Baseball Field #3 Baseball T-ball Field #4	August through November-Fields #1 and #2 Sports Lighting Installation
		October through December-Backstop installations
Santiago Park	Baseball Field	April through June
Thornton Park	Softball Field #1	July through September

### Rain Out Information

To ensure the safety of all users and the quality of the playing areas during periods of inclement weather, City staff will complete facility inspections to determine if facilities will be available for use. The athletic facility condition line is 714-571-4201 and is updated by 3:00 pm on weekdays and 8:00 am on weekends during inclement weather.



## **USER CHECKLIST FOR FACILITY USE APPLICATION**

Please include the following documents with your application:

- ☐ Insurance Certificate
- ☐ Additional Insured Endorsement page or Blanket Endorsement
- ☐ Player/Participant Waiver
- ☐ Facility Modification Form; if applicable
- ☐ Proof of Non-Profit Status
- ☐ Proof of Residency

## **FACILITY MODIFICATION APPLICATION INSTRUCTIONS**

A Facility Modification Application (Exhibit 3) is required when a youth sports organization proposes to make any change to a field or playing surface. Submittal must include detailed plans of the work requested, as well as proposed materials used. An approved Facility Modification Application required by the PRCSA prior to the start of work.

Acceptable modifications include, but are not limited to, adding infield mix, artificial turf, scoreboards, field netting, batting cage, pitching mounds, base anchors, and other apparatus or equipment.





**EXHIBIT 1**  
**PARKS, RECREATION AND COMMUNITY SERVICES AGENCY**  
**ATHLETIC FACILITY RESERVATION POLICY**

Approved by City Council xx/xx/xxxx

DRAFT

**EXHIBIT 2**  
**PARKS, RECREATION AND COMMUNITY SERVICES AGENCY**  
**ATHLETIC FACILITY USE APPLICATION**

ORGANIZATION NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE TO DATE	TIME	PARK	FIELD	DAY

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBIT 3**  
**PARKS, RECREATION AND COMMUNITY SERVICES AGENCY**  
**FACILITY MODIFICATION APPLICATION**

GROUP NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

Describe requested modification/improvement including materials and attach a copy of the plan or diagram.

USER GROUP SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*OFFICE REVIEW:*

*Park and Facilities Division Comments:*

*Recreation and Community Services Comments:*

*Executive Director Comments:*

## EXHIBIT 4

### PARKS, RECREATION AND COMMUNITY SERVICES AGENCY YOUTH SPORTS ATHLETIC FACILITY USE FEES

#### Miscellaneous Fees-Parks Recreation & Community Services-Athletic Facilities

<b>ATHLETIC FIELDS AND FACILITIES</b>		
Multi-Purpose Field Fees		
Adult Non-Resident/ Profit	Per Hour	30.00
Adult Non-Resident/ Non-Profit	Per Hour	25.00
Adult Resident/ Profit	Per Hour	18.00
Adult Resident/ Non-Profit	Per Hour	15.00
Youth Non-Resident/ Profit	Per Hour	11.00
Youth Non-Resident/Non-Profit	Per Hour	7.00
Youth Resident/ Profit	Per Hour	4.00
Youth Resident/ Non-Profit	Per Hour	2.00
Multi-Purpose Court Fees		
Adult Non-Resident/ Profit	Per Hour	15.00
Adult Non-Resident/ Non-Profit	Per Hour	13.00
Adult Resident/ Profit	Per Hour	9.00
Adult Resident/ Non-Profit	Per Hour	8.00
Youth Non-Resident/ Profit	Per Hour	6.00
Youth Non-Resident/Non-Profit	Per Hour	4.00
Youth Resident/ Profit	Per Hour	2.00
Youth Resident/ Non-Profit	Per Hour	1.00
DYSC Reservation Fee- No Admission		
Adult Non-Resident/ Profit	Per Hour	81.00
Adult Non-Resident/ Non-Profit	Per Hour	71.00
Adult Resident/ Profit	Per Hour	50.00
Adult Resident/ Non-Profit	Per Hour	40.00
Youth Non-Resident/ Profit	Per Hour	29.00
Youth Non-Resident/Non-Profit	Per Hour	19.00
Youth Resident/ Profit	Per Hour	10.00
Youth Resident/ Non-Profit	Per Hour	5.00
DYSC Reservation Fee- Admission		
Adult Non-Resident/ Profit	Per Hour	117.00
Adult Non-Resident/ Non-Profit	Per Hour	102.00
Adult Resident/ Profit	Per Hour	73.00
Adult Resident/ Non-Profit	Per Hour	58.00

[https://www.santa-ana.org/sites/default/files/finance/budget/2021-2022/Adopted%20Documents/FINAL\\_Misc%20Fees%20Schedule\\_6.23.21.pdf](https://www.santa-ana.org/sites/default/files/finance/budget/2021-2022/Adopted%20Documents/FINAL_Misc%20Fees%20Schedule_6.23.21.pdf)

# Exhibit 3

## Miscellaneous Fees-Parks Recreation & Community Services-Athletic Facilities-Cont.

	Youth Non-Resident/ Profit	Per Hour	N/A
	Youth Non-Resident/Non-Profit	Per Hour	N/A
	Youth Resident/ Profit	Per Hour	N/A
	Youth Resident/ Non-Profit	Per Hour	N/A
32-7007	DYSC Synthetic Turf Youth Field		
	Adult Non-Resident/ Profit	Per Hour	N/A
	Adult Non-Resident/ Non-Profit	Per Hour	N/A
	Adult Resident/ Profit	Per Hour	N/A
	Adult Resident/ Non-Profit	Per Hour	N/A
	Youth Non-Resident/ Profit	Per Hour	50.00
	Youth Non-Resident/Non-Profit	Per Hour	34.00
	Youth Resident/ Profit	Per Hour	16.00
	Youth Resident/ Non-Profit	Per Hour	8.00
	Willard Intermediate Sports Field		
	Non-Resident/Profit	Per Hour	16.00
	Non-Resident/Non-Profit	Per Hour	8.00
	Resident/Profit	Per Hour	16.00
	Resident/Non-Profit	Per Hour	8.00
	Youth Non-Resident/ Profit	Per Hour	13.00
	Youth Non-Resident/Non-Profit	Per Hour	9.00
	Youth Resident/ Profit	Per Hour	5.00
	Youth Resident/ Non-Profit	Per Hour	2.00
Hector Godinez Field Lights	Football Field	Per Hour	14.00
	Baseball Field	Per Hour	19.00
	Soccer Field	Per Hour	14.00
	Classroom	Per Hour	3.00
	Gymnasium	Per Hour	25.00
	Performing Arts Center	Per Hour	61.00
	Black Box	Per Hour	13.00
	Outdoor Basketball	Per Hour	5.00
Hector Godinez Reservation Surcharge		Per Reservation	10.00
<i>Per Joint Use Agreement with the Santa Ana Unified School District</i>			
Hector Godinez Participant Fee		Per Participant	1.00
<i>Per Joint Use Agreement with the Santa Ana Unified School District</i>			
<b>SANTA ANA STADIUM</b>			
Stadium Sporting Event (12-14 Hours) Fee			
	Adult Non-Resident/ Profit	Per Day	1,689.00
	Adult Non-Resident/ Non-Profit	Per Day	1,478.00
	Adult Resident/ Profit	Per Day	1,056.00
	Adult Resident/ Non-Profit	Per Day	844.00
	Youth Non-Resident/ Profit	Per Day	614.00
	Youth Non-Resident/Non-Profit	Per Day	409.00



# Exhibit 3

## Miscellaneous Fees-Parks Recreation & Community Services-Athletic Facilities-Cont.

Youth Resident/ Profit	Per Day	204.00
Youth Resident/ Non-Profit	Per Day	98.00
Stadium Sporting Events Fee		
Adult Non-Resident/ Profit	Per Hour	140.00
Adult Non-Resident/ Non-Profit	Per Hour	123.00
Adult Resident/ Profit	Per Hour	88.00
Adult Resident/ Non-Profit	Per Hour	70.00
Youth Non-Resident/ Profit	Per Hour	50.00
Youth Non-Resident/Non-Profit	Per Hour	34.00
Youth Resident/ Profit	Per Hour	16.00
Youth Resident/ Non-Profit	Per Hour	8.00
Local high schools and colleges + Security		
Flat Fee	Per Day	1,746.00
Playoff Games + Security		
Colleges, Universities, League or Conference Playoff		
Games for NCAA, ETC.		
Flat Fee plus security	Per Day	2,162.00
Stadium Concession Building (see SECTION I)		
Commercial Events/Admin. 7500 and over		
Both Grandstands	Per Day	14,096.00
West Grandstand Only	Per Day	7,047.00
West Grandstand and Field Level Seating	Per Day	10,572.00
Both Grandstands and Field Level Seating	Per Day	21,144.00
Commercial Events/Extra Day		
Move-in, if available: Flat Fee	Per Day	1,388.00
Commercial Events/Non-Spectator		
One to two days	Per Day	1,832.00
Three or more consecutive days	Per Day	1,465.00
All-inclusive rental includes basic staffing, lighting, and rental fees		
Events/Solicit Donations		
No admission charge	Per Day	4,948.00
Santa Ana Stadium - Television Rights		Per Event
		1,221.00
Santa Ana Stadium Graphics Operator		Per Hour
		100.00
Santa Ana Stadium Advertising Fee (per advertiser)		
Group 1	Per Day	
Group 2	Per Day	52.00
Group 3	Per Day	66.00
Group 4	Per Day	79.00
Group 5	Per Day	106.00
See SECTION I, All Departments, Building Rental Fees, for group descriptions		

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