

INTRODUCTION

The purpose of this policy is to outline procedures, rules, conditions and fees for permitted use of athletic facilities managed by the City of Garden Grove Community Services Department, and the priority for allocating these facilities. Permits will be issued to groups of 10 or more and to individual Garden Grove residents.

LIST OF ATHLETIC FACILITIES

West Haven Park – Utilized for youth soccer practices and games as needed. Also available for youth football, adult soccer, and adult cricket games and practices. Home practice field for AYSO 28.

Village Green - Utilized for youth soccer and youth football practices as needed. Home practice field for Junior All-American football and AYSO 28.

Garden Grove Park – Utilized for adult softball, adult baseball, youth baseball, youth softball, youth football, youth soccer, adult football and adult soccer. Home practice and game field for Pop Warner Youth Football.

Hare School Park - Utilized for youth baseball games and practices, youth football games and practices, adult baseball and adult football. Home field for Central Garden Grove Little League.

Chapman Sports Complex- Utilized for youth soccer practices and games. Also available for youth baseball games and practices and adult soccer. Home field for AYSO 59.

Edgar School Park – Utilized for youth soccer games and practices. Also available for adult soccer. Home practice and/or game field for AYSO 59 and Friday Night Lights

West Grove Park - Utilized for youth soccer games and practices. Also available for adult soccer. Home practice/game field for AYSO 59.

DEFINITION OF USER GROUPS

Civic

City of Garden Grove initiated or conducted activities. Field use priorities for Group 1 will be for City activities unless otherwise stated in the Memorandum of Understanding (MOU) for each site.

Garden Grove Based Local Community Youth Sports Organizations

Local community youth sports organizations (an organization whose primary purpose is to serve youth 17 years and under) within the City of Garden Grove boundaries, whose participants consist of at least 70% residents from the City of Garden Grove. These organizations must actively participate by attending Sports Forum meetings held twice each year and presenting rosters each season to confirm that 70% of the participants are City of Garden Grove boundary residents. These organizations must also be registered as a non-profit corporation with the State of California/I.R.S.. Also included in Classification II are organizations, associations and clubs organized for cultural activities and/or general character building or welfare purposes, in which membership dues or contributions are accepted solely for the support of the organization. When necessary, the number of fields permitted will be based on a percentage of total participants requesting fields.

Garden Grove Based Local Community Adult Sports Organizations

Local community adult sports organizations (an organization whose primary purpose is to serve adults 18 years and under) within the City of Garden Grove boundaries, whose participants consist of at least 70% residents from the City of Garden Grove. These organizations must actively participate by attending Sports Forum meetings held twice each year and presenting rosters each season to confirm that 70% of the participants are City of Garden Grove boundary residents. These organizations must also be registered as a non-profit corporation with the State of California/I.R.S.. This also includes organizations; associations and clubs organized for cultural activities and/or general character building or welfare purposes, in which membership dues or contributions are accepted solely for the support of the organization. When necessary, the number of fields permitted will be based on a percentage of total participants requesting fields.

Private

Includes individual residents and/or resident groups residing within the City of Garden Grove. Priority of use will be on a "first come, first served" basis. Residents must show proof of Garden Grove residency.

Camps and Non-Affiliated Teams

Sports camps, travel teams and other community sports organizations that do not qualify as Classification II or III.

Tournaments and Special Athletic Events

Youth or adult individuals or groups based outside of the City of Garden Grove boundaries. Priority of use will be on a "first come, first served" basis. Group 5 also includes youth sports tournaments and groups that charge admission or registration fees (or accept contributions, product or service sales), which are not expended for the welfare of the residents of the City or for charitable purposes.

Commercial Businesses

Profit-making organizations, politically affiliated organizations, for-profit adult and youth sports leagues. Priority of use will come on a "first come, first served" basis. Business and profit making organizations must show proof of current City of Garden Grove business license.

Longstanding Youth Leagues

The City has decided that all youth leagues and organizations that have a long standing historic relationship to a park/facility would be given preference to use those fields as long as they maintain the facility and remain in good standing with the City.

CLASSIFICATION OF USER GROUPS AND ALLOCATION PRIORITY

(Allocation priority is based on Classification. Example: Classification I has priority over Classification II)

Classification I

Civic: City initiated or conducted activities.

Classification II

Garden Grove based local community/non-profit youth sports organizations (rates do not include tournaments or special events -- see *Classification 5* for tournament fees).

Classification IIa

Off-season Classification II use. (Rates do not include tournaments or special events. See Classification V for tournament rates.)

Priority use of fields, within Classification II, for City of Garden Grove community sports organizations will be allocated as follows:

1. Baseball/Basketball/Softball season is recognized as January 1 – June 15.
2. Football season is recognized as August 1 – December 31.
3. Soccer season is recognized as August 1 – December 31.

Classification III

Garden Grove based local community/non-profit adult sports organizations (rates do not include tournaments -- see *Classification VI* for tournament fees).

Classification IV

Private resident(s) and/or resident group(s) (rates do not include tournaments or special events -- see *Classification 5* for tournament fees).

Classification V

Non-resident and non-affiliated teams: Sports camps, travel/club teams and other community sports organizations that do not qualify as *Classification II* or *III* organizations. Tournaments and special athletic events.

Classification VI

Commercial businesses, for-profit organizations, leagues, tournaments, and special events. Must show proof of valid, current City of Garden Grove Business Tax Certificate.

PROCESS FOR OBTAINING PERMITS

Application

Application for facility use must be submitted on a City of Garden Grove Request for Permit Form. Multiple-use reservations may be made for more than one date or for recurring weekly use. There are four due dates for applications:

<u>Application due date</u>	<u>For the period of</u>
Second Thursday in November	Practice and games from January 1 through March 31
Second Thursday in March	Practice and games from April 1 through June 30
Second Thursday in June	Practice and games from July 1 through September 1
Second Thursday in September	Practice and games from October 1 through December 31

Applications must be received on or before the dates listed above and will be accepted up to three (3) months in advance. Requests will not be approved for a period exceeding three (3) months. **The only exception will be Classification II organizations, who are permitted by season not to exceed four (4) months.**

The following items are due with the Field Permit Request form:

- Current Certificate of Liability Insurance with an Additional Insured Certificate listing the City of Garden Grove as additional insured. (Minimum of two million dollars general liability insurance coverage with one million dollars of coverage per occurrence)
- Current 501(c)(3) Status – Must indicate status of your organization (for Classification VI organizations), and have a current Garden Grove business license.
- List of Current Board Members
- Organization Contact – Person who will be the liaison at the facility to help address any issues or concerns
- League bylaws, rules and regulations
- Rosters – For the current season or past season as requested by the City
- Game and Practice Schedules
- Upcoming Year’s Schedule of Activities/Special Dates

- ❑ League Registration Dates
- ❑ Completed Facility Permit Request Form

Submission of field or facility requests does not constitute approval. Approval is given only after fees are paid, a review of field availability has taken place and a Certificate of Insurance is on file. The City reserves the right to waive any of the aforementioned required documents. Every effort will be made to accommodate user group's request for field use. Field priority will be given to traditional primary season sports.

Permit Processing Fee

A \$10.00 non-refundable permit-processing fee will be assessed to each permit issued.

Facility Use

Games and practice schedules must be submitted and will be used to insure fields are being used as allocated. Permits may be rescinded and reallocated to other groups if fields are not used in the appropriate manner or are not being used as requested. Organizations must adhere to the designated game or practice areas and the stipulated capacity guidelines.

Use of facilities without a permit may result in loss of future consideration for field allocation.

Fee Payment

All fees (field rental fees, field lighting fees, custodial fees, etc.) are due one (1) week prior to use, unless otherwise stipulated by the Community Services Department.

Reservation Cancellation (Refund Policy)

Reservations may be cancelled. Reservations that are cancelled by the City due to inclement weather or other circumstances may be rescheduled as availability allows or may be refunded in full. Reservations cancelled by the user at least 10 working days prior to scheduled use will be refunded, minus a \$10.00 permit-processing fee. No refunds will be issued if cancelled with fewer than 10 working days notice.

Liability Insurance Requirement

All rental groups must have liability insurance naming the City of Garden Grove as additional insured in the amount of \$2,000,000 per occurrence. Proof of liability insurance must be submitted to the City of Garden Grove Community Services Department before permits are issued.

FACILITY USE RULES AND CONDITIONS

Any party wishing to have exclusive use of a facility must acquire a permit from the City of Garden Grove Community Services Department. It is the responsibility of the person identified on the permit to enforce the rules and regulations regarding the conduct while on permitted facilities. Any of these rules and conditions may be modified at the discretion of the Director of Community Services. Violation or failure to adhere to any of the conditions listed may result in the revocation of a permit, forfeiture of fees paid and penalty fees charged.

The use rules and conditions include, but are not limited to:

1. Permits will only be issued to persons 18 years and older. When applying for an organization, the applicant must also be an authorized representative of the organization, or have authorization to contract on behalf of the organization.
2. All Adult Sports Organization participants and all Youth Sports Organization managers, coaches and other recognized volunteers must carry a picture identification card issued by their league. The ID card must indicate dates of eligibility, including expiration, and must be carried with the individual while they are a participant or spectator.
3. The permit holder is responsible for keeping current with all permit fees. The City reserves the right to require that payment be made in cash or by cashier's check. The City may invoice or withhold the deposit of any organization for noncompliance of these rules by any member of the organization.
4. The permit holder does not have authority to loan, sub-lease, or otherwise make available all or any portion of the facility to any other organization. The City is the only agent authorized to lease the facility or complete a Facility Use Permit.
5. The organization will purchase, maintain and store all vehicles, supplies and equipment used to maintain the field. The permit holder may not perform any unauthorized improvements, maintenance, construction, physical changes to the ground or buildings, without prior written approval of the City, including delivery of any dirt, soil, equipment, storage shed, etc. The City reserves the right to bill the permit holder for any unauthorized deliveries, construction, etc. that occurs. Certain fields may require user to do additional maintenance and/or field use accommodations in order to receive a permit.
6. Use will begin no earlier than 8:00 a.m. Use will end at dusk on unlighted fields and no later than 10:30 p.m. on lighted fields. At neighborhood parks (West Haven, Woodbury, Edgar and West Grove), use will begin no earlier than 10:00 a.m. and end no later than dusk. Use time indicated on the permit includes warm-up, practice, set-up and clean up.

7. Use of alcohol or illegal drugs by any player, representative or spectator is prohibited.
8. *No vehicles are authorized to be on the park or building grounds without prior consent by the City.* Parking is only allowed in designated paved areas. For protection of the irrigation system and sprinkler heads, no vehicles are permitted on the grass. User organization will be billed for repairs. Participant and spectator vehicles parked on city streets must not block neighborhood driveways.
9. Balls and any other equipment thrown, batted, kicked, or otherwise landing on private property cannot be retrieved without the property owner's permission.
10. Public urination, defecation, changing of clothes in public view, fighting, violence and/or verbal harassment of neighbors, park patrons and City representatives are prohibited.
11. Prior written approval is required before any work, on either the grounds or the structures, is done. *"Burning" of lines is not allowed on grass. Prior written approval is required for the marking of lines onto any park location. Only marking products approved by the City of Garden Grove will be permitted. (See section Athletic Field Lining/Marking)*
12. No food or other merchandise may be sold unless approved by the City in advance. If an organization wishes to utilize the concession stand area, prior written approval must be obtained from the Community Services Department. If the organization conducts a concession stand, the organization will incur all appropriate utility and equipment cost. No organization is permitted to sell gum or sunflower seeds in the concession stand. Cooking is allowed only in park barbecues.
13. The organization must supervise all games and practices and shall provide to the City the names, work schedule and contact information for all persons providing onsite supervision for the organization. The City reserves the right to require the organization to contract with a City approved security firm to monitor games and practices.
14. The area will not be left unattended when watering. Power equipment will not be left running when not in use.
15. All goal posts, and related game/practice equipment must be portable and taken down after each use. The City may require organizations to secure goal posts or other equipment using both a lock supplied by the organization and a City supplied lock.

16. Fifteen (15) days after the completion of the season, the organization will clean and return both the grounds and building(s) to the same state as when the permit was issued, e.g. defrosting freezers, cleaning snack bars, taking down and properly storing all equipment including, but not limited to, outfield fences, back stops, goal posts and tackling dummies. All concrete near concession stands must be steam cleaned within the fifteen (15) day clean up period at the completion of the season.
17. Fees for use of lights will be charged separately from other utilities. The City may request that all other utility costs be paid monthly throughout the season. Athletic field lights shall be turned off when practice and games have concluded.
18. Any user group that has been allocated space and does not intend to use it regularly shall notify the City of Garden Grove Community Services Department so fields may be reallocated. If fields are not used in a proper manner or are not being used as requested, permits may be rescinded and reallocated to other groups.
19. Games and practices may not be held in inclement weather (rain), if there is heavy rain twenty-four hours prior to use, or if there are puddles of water on the fields. It is the responsibility of the organization to call the Mud-line to determine if the fields are playable. In the event of inclement weather, wet fields will be closed to use. Whenever possible, "Field Closed" signs will be posted. In inclement weather situations where signs have not been posted, user groups must make reasonable judgment regarding the playability of fields. Any field with standing water should be deemed unplayable.
20. Any use of amplified sound, signs, banners, or decorations must be approved in advance in writing and must be removed at the end of the event. The excessive use of artificial noisemakers and/or practice and game whistles is prohibited.
21. All organizations are required to provide insurance coverage as determined by the City of Garden Grove. A copy of the most recent requirements will be provided. The City reserves the right to revoke the organization's permit as a result of failure to maintain an adequate level of insurance and to maintain the City as additional insured.
22. All organizations are to abide by and comply with the Americans with Disabilities Act regulations and conditions.

FACILITY USE CONSIDERATIONS

USE OF THE FACILITY WITHOUT A PERMIT

All user groups are responsible for practicing on their designated field/area as stated by permit. Any team caught not abiding by the stated permits or failing to have a permit will result in two (2) warnings, followed by the assessment of penalty fees. Policy specifics are as follows:

- City personnel must catch user groups in the act. A violation is defined as any user group using a field without the proper permit for that facility at that time.
- Date, time and field location, as well as the team name and/or coach's name must be given to the league for verification of the infraction. If the coach is unwilling to supply team and/or coach information, a digital photograph will be taken.
- All groups will receive written warnings for the first and second violations. **Note:** Warnings are for the entire organization and not for each team. User groups will receive two (2) warnings total, not two (2) warnings per site.
- All subsequent violations will incur a \$100 penalty fee per occurrence.
- Fees will be billed to the user group directly, not to the coaches.
- User groups will not be issued any new permits until all penalty fees are paid.
- The City of Garden Grove will collect & keep all revenue associated with permit violations.
- Excessive violations may result in loss of field allocation consideration for future permits. Excessive violations are considered to be more than eight (8) violations in a six (6) month period.

FACILITY MAINTENANCE

Rest and Renovation

Annual rest and renovation of the fields will be a priority. The City will attempt to be flexible in accommodating user groups, but ultimately, the City must be concerned with the health and safety of the user. An annual calendar for regular field maintenance will be developed each year for rest and renovation. Additional maintenance may be required as needed. Additionally, regular maintenance of building facilities is a priority. A similar approach will be considered when scheduling building maintenance.

Facility Closures

Fields and building facilities may be closed at the discretion of the City. Closures are kept to a minimum when facilities remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all facilities. Facilities may be closed for any of the following:

- City engages in work involving any of the facilities.
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts, pesticide spraying, and natural disasters.

Athletic Field Lining/Marking

1. Burning lines is absolutely prohibited. Any group burning lines or vandalizing the facility will be responsible for the full cost of rehabilitation of the damaged area(s).
2. Lining of fields with chalk or paint is not permitted without written permission granted by the City.
3. Any user failing to comply with established guidelines and notification requests are subject to paying for all damages occurring to the facility and termination of the field use permit.

Gymnasium Lining/Marking

1. Under no conditions will any organization be allowed to mark or line the gymnasium surface at any time.
2. Any user failing to comply with established guidelines and notification requests are subject to paying for all damages occurring to the facility and termination of the field use permit.

Additional Fees For Tournaments and Special Events

Additional fees may be charged for tournaments or special events. Additional fees will be charged for trash containers, custodial services, clean up fees, Park Patrol, staff supervision and other similar services. City of Garden Grove custodial services and cleanup fees are \$20 per hour for regular time. Trash services will be determined by current price.

Groups may also be required to bring additional supplies as needed. Additional supplies include, but are not limited to, restrooms (1 portable restroom for every 100 people, - 10% of which must be handicapped accessible), or other items deemed necessary to coordinate a tournament or special event. Delivery of supplies must be authorized and coordinated by the City.

FACILITY USE FEE SCHEDULE

<u>Gymnasium Fees (hourly fee)</u>		Full	Half	Mtg Room	Deposit
Class I:	Civic	\$0	\$0	\$0	0
Class II:	Local youth groups	\$55	\$30	\$20	100
Class III:	Local adult groups	\$65	\$35	\$25	100
Class IV:	Private resident or group	\$65	\$35	\$25	100
Class V:	Camps & non-affiliated teams	\$85	\$45	\$35	100
Class VI:	Commercial	\$105	\$55	\$45	100

Softball Field Fees/Garden Grove Park – (no lights)

Baseball Field Fees/Hare School Park/Chapman Sports Complex - No lights (Unless listed otherwise all fees are hourly)

Class I:	Civic	\$0
Class II:	Local youth non-profit groups	\$2 per resident/\$4 per non resident
Class IIa:	Off-season for Class II	\$4
Class III:	Local adult non-profit groups	\$20
Class IV:	Private resident or group	\$15
Class V:	Camps & non-affiliated teams	\$32
Class VI:	Commercial	\$38

Softball Field Fees/Garden Grove Park – (w/lights)

Baseball Field Fees /Chapman Sports Complex – w/lights (Unless listed otherwise all fees are hourly)

Class I:	Civic	\$0
Class II:	Local youth non-profit groups	\$20
Class IIa:	Off-season for Class II	\$20
Class III:	Local adult non-profit groups	\$25
Class IV:	Private resident or group	\$25
Class V:	Camps & non-affiliated teams	\$38
Class VI:	Commercial	\$44

Le Barr Baseball Field Fees - (no lights)

(Unless listed otherwise all fees are hourly)

Class I:	Civic	\$0
Class II:	Local youth non-profit groups	\$2 per resident/\$4 per non resident
Class IIa:	Off-season for Class II	\$4
Class III:	Local adult non-profit groups	\$20
Class IV:	Private resident or group	\$15
Class V:	Camps & non-affiliated teams	\$32
Class VI:	Commercial	\$38

Le Barr Baseball Field Fees- (w/lights)
(Unless listed otherwise all fees are hourly)

Class I:	Civic	\$0
Class II:	Local youth non-profit groups	\$20
Class IIa:	Off-season for Class II	\$20
Class III:	Local adult non-profit groups	\$25
Class IV:	Private resident or group	\$25
Class V:	Camps & non-affiliated teams	\$38
Class VI:	Commercial	\$44

Soccer/Football Field Fees – (no lights)
Garden Grove Park/West Haven/West Grove/Edgar/Hare/Village Green
(Unless listed otherwise all fees are hourly)

Class I:	Civic	\$0
Class II:	Local youth non-profit groups	\$2 per resident/\$4 per non resident
Class IIa:	Off-season for Class II	\$4
Class III:	Local adult non-profit groups	\$20 \$12 per mini (football only)
Class IV:	Private resident or group	\$20 \$12 per mini (football only)
Class V:	Camps & non-affiliated teams	\$32 \$25 per mini (football only)
Class VI:	Commercial	\$38 \$25 per mini (football only)

Soccer/Football Field Fees - (w/lights)
Garden Grove Park/West Haven/West Grove/Edgar/Hare/Village Green
(Unless listed otherwise all fees are hourly)

Class I:	Civic	\$0
Class II:	Local youth non-profit groups	\$24
Class IIa:	Off-season for Class II	\$24
Class III:	Local adult non-profit groups	\$30 \$24 per mini (football only)
Class IV:	Private resident or group	\$30 \$24 per mini (football only)
Class V:	Camps & non-affiliated teams	\$45 \$38 per mini (football only)
Class VI:	Commercial	\$51 \$38 per mini (football only)

Soccer/Football Field Security Light Fees – Village Green/West Haven/West Grove/Edgar/
(Unless listed otherwise all fees are a flat rate per day in addition to hourly rental rate)

Class I:	Civic	\$0
Class II:	Local youth non-profit groups	\$12
Class IIa:	Off-season for Class II	\$12
Class III:	Local adult non-profit groups	\$15
Class IV:	Private resident or group	\$15
Class V:	Camps & non-affiliated teams	\$24
Class VI:	Commercial	\$27

FIELD MARKING FEES

Field Lining Fees

Softball Field Prep (line, water, drag)

Chalk

\$25

Paint

n/a