

SPORTS AND RECREATION CENTER RENTAL POLICY

CLASSIFICATION OF USER GROUPS AND ALLOCATION PRIORITY

Allocation priority is based on Classification; example: Classification I has priority over Classification II.

Classification I

Events, programs and activities that are sponsored by the City of Garden Grove

Classification II

Garden Grove based local community youth sports organizations (rates do not include tournaments or special events – see *Classification V* for tournament fees).

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

- a) Youth groups that have the greatest number of participants and who participate during their primary season as follows:
 - Baseball/Basketball/Softball season is recognized as January 1 – June 15.
 - Football season is recognized as August 1 – December 31.
 - Soccer season is recognized as August 1 – December 31.
- b) Youth groups or organizations that have open registration, regardless of skill.
- c) Youth groups that have a minimum playing time standard less than 50% of game.
- d) Youth groups that limit registration based on ability.

Classification III

Garden Grove based local community adult sports organizations (rates do not include tournaments – see *Classification V* for tournament fees).

Classification IV

Private resident(s) and/or resident group(s) (rates do not include tournaments – see *Classification V* 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 also fall in this Classification.

Classification VI

Commercial businesses, profit-making organizations, politically affiliated organizations, for-profit adult and youth sports leagues, adult tournaments and special events. Priority of use will be on a “first come, first served” basis. Business

and profit making organizations must show proof of current City of Garden Grove business license.

DEFINITION OF USER GROUPS

Garden Grove Based Local Community Youth Sports Organizations (Classification II)

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 present rosters each season to confirm that 70% of the participants are City of Garden Grove residents. These organizations must also be registered as a non-profit corporation with the State of California and the Internal Revenue Service (IRS). 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.

Garden Grove Based Local Community Adult Sports Organizations (Classification III)

Local community adult sports organizations (an organization whose primary purpose is to serve adults 18 years and over) within the City of Garden Grove boundaries, whose participants consist of at least 70% residents from the City of Garden Grove. These organizations must present rosters each season to confirm that 70% of the participants are City of Garden Grove residents. These organizations must also be registered as a non-profit corporation with the State of California and the IRS. 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.

Private (Classification IV)

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.

Non-Resident and Non-Affiliated Teams (Classification V)

Sports camps, travel teams and other community sports organizations that do not qualify as Garden Grove based local youth or adult organizations. Priority of use will be on a "first come, first served" basis. Classification V also includes youth and/or adult 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 (Classification VI)

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.

PROCESS FOR OBTAINING PERMITS

Application

An application for gymnasium 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. Deadlines are as follows.

Application due date

Second Thursday in September

For the period of

November 1 through April 31 (Practice and games)

Second Thursday in March

May 1 through October 31 (Practice and games)

Applications must be received on or before the dates listed above and will be accepted up to two (2) months in advance. Requests will not be approved for a period exceeding six (6) months.

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

- Current Certificate of Liability Insurance with an Additional Insured Certificate listing the City of Garden Grove as additional insured. (Minimum of \$2 million general liability insurance coverage with \$1 million of coverage per occurrence.)
- Current 501(c)(3) Status – Must indicate status of your organization (for Classification VII 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 request does not constitute approval. Approval is granted only after fees are paid, a review of facility availability has taken place and a completed and approved 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 gymnasium use.

Permit Processing Fee

A \$10 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 courts are being used as allocated. Permits may be rescinded and reallocated to other groups if courts 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 court allocation.

Fee Payment

All fees 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 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 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 general liability insurance coverage with \$1,000,000 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 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. Use will begin no earlier than 8:00 a.m. Use will end no later than 10:00 p.m. Use time indicated on the permit includes warm-up, practice, set-up and clean up.
6. Use of alcohol or illegal drugs by any player, representative or spectator is prohibited.
7. No food or other merchandise may be sold unless approved by the City in advance. If an organization wishes to utilize a 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 any concession stand. Cooking is allowed only in park barbecues.
8. 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.
9. Any user group that has been allocated courts and does not intend to use them regularly shall notify the City of Garden Grove Community Services Department so courts may be reallocated. If courts are not used in a proper manner or are not being used as requested, permits may be rescinded and reallocated to other groups.
10. Any use of 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.
11. 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.

12. All organizations are to abide by and comply with the Americans with Disabilities Act regulations and conditions.

FACILITY USE CONSIDERATIONS

Facility Maintenance

The maintenance of the gymnasium 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 users.

Facility Closures

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 renovation periods for all facilities. Facilities may be closed for any of the following:

- City engages in repair/renovation work involving any of the facilities.
- When the health and safety of participants are threatened due to impending or existing conditions.

Gymnasium Lining/Marking

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