COMMUNITY SERVICES

POLICY/PROCEDURE



PUBLIC FACILITIES RESERVATION AND FEE POLICIES

SECTION: VI PAGE: 26 of 36 EFFECTIVE: 1/1/10 REVISED: 11/1/09

APPROVED:

FIELD POLICY - SECTION VI

A. GENERAL REGULATIONS

- 1. All general rules and reservation procedures in this Public Facilities Reservation and Fee Policy Section I are applicable unless specified otherwise in this Section.
- 2. Once field allocations are complete for Category I, II and III organizations, fields will be reserved to the public as available. Fields are typically available after the first week of September through early June when fields close for annual renovations. Requests for reservation of sports fields are taken beginning at 8:00am on July 1st each year. Requests can be made through the Athletics office by calling (949) 724-6830. These requests will be compiled as received, into an Annual Interest List. Reservations will be processed on a first-come, first-served basis. Priority will be given to those applicants appearing first on the Annual Interest List for fields available on the day and hour of choice. The City reserves the right to determine which days, times, fields, and field sizes will be reserved, based on other scheduled use, wear, and maintenance issues.
- 3. All applicants must complete an Athletic Field Application and Agreement. The Application and payment must be received at least five (5) working days in advance of the first requested date. Requests received fewer than five (5) working days in advance may be granted if time and conditions allow.
- 4. Reservation fees will be refunded for cancellations made by the applicant at least three (3) working days prior to scheduled use. Refunds will not be granted for "no-shows" or requests made fewer than three (3) days in advance. When City staff cancels a reservation due to weather or unsafe field conditions, the applicant may select an alternate reservation date (as available) or receive a refund of the reservation fees.
- 5. Applicants must clean up the field, dugouts, and surrounding grass areas upon completion of reservation. Any damage or defacement to park amenities will be billed to the applicant as determined by the Athletics Section.
- 6. All reservations require liability insurance as described in this document. At the discretion of the Athletics Section, private party reservations for field use consisting of one (1) or two (2) dates may be exempt from this requirement. Liability insurance is required in the amount of \$1 million per occurrence. The certificate of insurance must name the City of Irvine as the certificate holder and as an additional insured on the policy. The certificate must be accompanied by an endorsement also naming the City of Irvine as additional insured. Insurance requirements must be fulfilled prior to approval of the application and a thirty (30) day written "notice of insurance cancellation" clause is required.
- 7. Requests for commercial use of City fields will be granted only for businesses/individuals possessing a current City of Irvine Business License and meeting all other requirements in this policy. For the purpose of this policy, "commercial use" means the use of any sports field or facility by an individual or for-profit organization conducting sports clinics/camps, lessons, private training, concerts, assemblies, meetings, etc. in return for compensation, including, but not limited to, fees, donations, and/or gratuities. Unauthorized use of City property for profit is illegal. (Irvine Municipal Code section 3-4-114)
- 8. Distribution and/or posting of signs, flyers, cards, posters, handbills or advertisements is prohibited in or on City parks or park facilities without prior approval of the Athletics Supervisor. Distribution of flyers or advertisements on vehicle windows in City parking lots is prohibited. (Irvine Municipal Code section 3-4-120)

B. FIELD USE

Field equipment (e.g., bases, soccer goals/nets, plate extensions) will be provided as requested and approved during the application process.

 ATHLETIC PARK HOURS: City sports parks are available for reservation during the times listed below, and will be staffed as appropriate for scheduled reservations. Fields may be accessed by individuals for walk-on use during nonlighted hours, as available. Organized use of City sports parks (including games with referees, for profit and not-forprofit use) is prohibited without an approved City application (see Section VII A-11). While reservations may be approved for field use at 7:00 a.m., no games may begin prior to 8:00 a.m.

Lighted Sports Fields 4:00 p.m. – 10:00 p.m. (Monday – Friday)

7:00 a.m. – 10:00 p.m. (Saturday and Sunday)

Unlighted Sports Fields 4:00 p.m. – Dusk (Monday – Friday)

7:00 a.m. - Dusk (Saturday and Sunday)

- 2. <u>Holidays</u>: City of Irvine sports fields are closed on recognized City holidays. Category II-VI applicants may complete an application and reserve fields on City holidays at a charge of \$45 per hour per field or the regular hourly reservation rate, whichever is higher. The following City holidays are exceptions and available at regular reservation rates as identified in Section C (Veterans Day and Martin Luther King Day).
- 3. <u>Non-operating Hours:</u> All hours before or after normal operating hours will be billed at \$45 per field and per hour or the applicable hourly field rate, whichever is higher.
- 4. <u>Additional Staff Fee:</u> Some events may require additional staff due to the size or nature of the event. The rate is \$18 per hour, for each additional staff member required.
- Additional services requested by the user must be approved by the Community Services Department at the time of application, and may require additional fees or deposits. These services include, but are not limited to: use of buildings, additional parking, public address system, porter services for restrooms, extra trash removal, and other equipment (tables/chairs/canopies, etc.)

C. FIELD FEE SCHEDULE

Rates are per field, per hour.

1. WITHOUT LIGHTS:

	Cat.I	Cat.II	Cat.III	Cat.IV	Cat.V	Cat.VI
90' Baseball Field	NC	NC	\$18	\$27	\$33	\$45
Deanna Manning Stadium	NC	NC	\$26	\$38	\$51	\$64
Other Sports Fields	NC	NC	\$16	\$25	\$30	\$37

2. WITH LIGHTS:

Pacific Standard Time - field light charges will be billed from 4:30 p.m. - 10:00 p.m..

Daylight Savings Time - field light charges will be billed from 7:30 p.m. - 10:00 p.m.

	<u>Cat.I</u>	<u>Cat.II</u>	<u>Cat.III</u>	<u>Cat.IV</u>	Cat.V	<u>Cat.VI</u>
90' Baseball Field	NC	NC	\$32	\$41	\$53	\$65
Deanna Manning Stadium	NC	NC	\$40	\$52	\$71	\$84
Other Sports Fields	NC	NC	\$30	\$39	\$50	\$57

3. WINDROW PARK AND RYAN LEMMON STADIUM:

Special Use Fees for off-season high school baseball leagues. Fees are for lighted and non-lighted use.

Hourly Fees	Category I & II Use Only
No Charge	Irvine high school vs. Irvine high school
\$14	Irvine high school vs. non-Irvine high school
\$27	Non-Irvine high school vs. non-Irvine high school

Irvine Unified School District (Category I) requests for lighted hours at Windrow Park will be invoiced at \$14 per hour for each field reserved.

D. CONCESSION STAND

- 1. The Community Services Department has first priority and reserves the right to operate the concession stands for all tournaments and events, retaining all proceeds, with no compensation to other applicants/vendors.
- 2. Applicants requesting use of a concession stand must complete an Athletic Field Application and Agreement, and a Concession Stand Request Form. Applicants must pay both the User Fee and a separate refundable Concession Stand Clean-up Deposit at least fourteen (14) calendar days prior to the tournament or event. Immediately after the event, users must complete a Condition of Facility report with park staff and return the keys, in order for the deposit to be refunded. Failure to complete the clean-up, the report, or return the keys will cause a forfeiture of the cleaning deposit.
- 3. A liability insurance certificate and endorsement is mandatory.
- 4. Security personnel are required if alcohol is sold. Alcohol policies, fees, and guidelines are listed in Section I, J. The sale of alcohol is not permitted at youth events.
- 5. Rules and regulations for concession stands will be discussed prior to all use. The concession stand operating guidelines must be reviewed and signed prior to use.
- 6. Stadium Concession Stands (Deanna Manning Stadium & Ryan Lemmon Stadium):
 - a. Only available for events using stadium, except by permission of the Athletics Supervisor.
 - b. Seasonal rental/use is not permitted except under special circumstances, including youth non-profit organizations.
 - c. Concession stand keys must be returned and the concession stand must be cleaned and inspected by Athletics Services staff prior to refund of deposit.
- 7. Concession Stand Use Available for seasonal use, however, facilities must be vacated for tournament rentals. Dates will be identified at the time of the annual field allocations.
- 8. Fees and Refundable Deposits (per day, per concession stand)

Category I & II use – No charge Clean-up and key deposit - \$100 Category III-VI use – \$150 Clean-up and key deposit - \$300

E. ADDITIONAL ITEMS

- 1. City parking regulations will be enforced at all times near City and School District athletic fields.
- Motorized vehicles may be permitted in designated areas of park grounds for specified time periods and only when
 prior approval has been obtained from the on-site supervisor. This includes, but is not limited to, beverage trucks,
 team vans, and vehicles loading and unloading of supplies. Once loading is complete, vehicle must be returned to
 the parking lot.
- 3. All requests for additional equipment such as generators, pitching machines, home run fencing, tents, gazebos, concession equipment, etc., must be approved at the time of application and must meet all requirements as outlined in the City of Irvine's policies, procedures, and Municipal Codes.
- 4. Vendors and/or exhibitors displaying or selling items, or providing information regarding products or services for sale, must have prior approval from the Athletics Supervisor and the tournament host. Vendors/exhibitors must provide proof of a current City of Irvine Business License. The City requires all vendors/exhibitors to pay a \$50 Vendor Permit fee per event, in addition to fees charged by the tournament host. Contact Regulatory Affairs at (949) 724-6310 for information regarding securing a Business License.
- 5. Batting cages are reserved and allocated as available to Category I & II organizations only. Special rules and regulations apply; additional information is available by contacting the Athletics Supervisor at (949) 724-6661.
- 6. Windrow Park fields #1 and 2 are designated for 90' hardball baseball play only, for ages 18 years and younger.
- 7. The City of Irvine values organizations providing youth coaches with training in positive coaching techniques, to ensure each child's self esteem is a primary goal of all activities. 8. Category II allocations of field space are provided for regular practices and games scheduled for local youth sports organizations. Any clinic, camp, or tournament requested by Category II organizations will be subject to the policies and fees as outlined in the Sports Tournaments, Clinics and Camps Policy Section VII.

9. ANNOUNCER'S BOOTH, PRESS BOX

Athletics Services must approve use of these facilities in advance. A \$200 refundable per-room deposit is required for reservations of either the press box or the announcer's booth. PA system and scorekeeping equipment is available and must be reserved in advance. Users must be trained on proper equipment use by onsite staff. Users are financially responsible for all damage to equipment.

FEES: Category I & II use – no charge

Category III – VI per use – \$56.00

10. DEANNA MANNING STADIUM - PORTABLE OUTFIELD FENCING

A portable outfield fence is available for use on the stadium field. Requests must be made at the time of facility reservation. Users may set up and take down fence under staff supervision.

	Category I	Category II	Category III-VI
Fence Rental Fee	NC	NC	\$84/day
Fence Set Up Fee	\$32/Use	\$32/Use	\$64/Use
Damaged Fence Fee	\$175/10' Piece	\$175/10' Piece	\$175/10' Piece

11. TICKET SALES AT DEANNA MANNING STADIUM

Refundable cleaning and damage deposit for use of the ticket booth(s) is \$100. All tickets must be sold from ticket booth(s).