

Athletic Facility Use and Allocation Policy



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I. Introduction

The City of Huntington Park Department of Parks and Recreation coordinates and issues permits for the use of athletic fields and facilities to organizations and the general public for cultural, social and recreational activities and programs. The City of Huntington Park will work cooperatively to coordinate facility use in accordance with the Athletic Facility Use and Allocation Policy to ensure fair and equitable allocation to local organizations, as well as the general public. Due to the increased demand for the use of City fields and the limited amount of available space, it is very important that all user groups abide by the policies and procedures set forth in this policy.

The Director of Parks and Recreation and/or his or her designee shall, at his or her sole discretion, provide the interpretation of the language in the Athletic Facility Use and Allocation Policy. In the event there is a need to make administrative changes to address facility use, City staff shall have authority to make the necessary revisions.

The City of Huntington Park reserves the right to revoke, assess fines, impose fees, or terminate a facility use permit of any individual or organization for a violation of any of these policies and procedures. Termination, assessment of fines, or the imposing of fees for facility use permits shall be done in writing.

II. Purpose

The purpose of this policy is to establish regulations and processes to be followed that will preserve City assets, and ensure fair and equitable allocation of athletic facilities and fields to qualified organizations or individuals. This policy will outline the City's procedure and allocation priority for the permitted use of athletic fields/facilities.

III. American with Disabilities Act (ADA)

The "Americans with Disabilities Act is a Civil Rights Law intended to eliminate discrimination against people with disabilities in all aspects of American life. This law includes provisions regarding employment, state and local government services, public transit service, public accommodations, and telecommunications. It was signed into law (Public Law 101-36) on July 26, 1990 and amended on January 1, 2009 (Public Law 110-325). This law has considerable impact on every agency/organization providing services. According to ADA, no individual with a disability can be excluded from participating in or be denied benefits of service, programs, or activities based solely on their disability. The ADA requires that an "individualized assessment" be conducted to objectively determine whether a person with a disability can be prohibited from participation. The City is not exempt from compliance if a program is offered by another organization and is on public property/facility. The City will not endorse, allow, or abide by discriminatory rules of any organization using City facilities.

IV. Definition of Terms

For the purpose of this policy, below are definition of terms:

- A. Adult Resident: Any participant 18 years old or older that resides within Huntington Park.
- B. Assignment: The transfer of rights held by one party—the assignor—to another party—the assignee
- C. City: City of Huntington Park, a municipal corporation
- D. Director: Director of Parks and Recreation for the City of Huntington Park
- E. Designee: An employee designated by the Director of Parks and Recreation for the City of Huntington Park
- F. New User: An organization that has not requested field use allocations in the 12-month period preceding its submission of an application. An organization that changes its name only, but which otherwise remains the same (same governing board) in regards to organizations affiliation, will not be considered a New User.
- G. Non-profit organization: A non-profit organization is a group organized for purposes other than generating profit and in which no part of the organization's income is distributed to its members, directors, or officers. A non-profit organization's must submit an IRS letter recognizing it as a tax-exempt organization.
- H. Participant: Players that are fully registered with a user organization.
- I. Permittee: An individual, group or organization that receives written consent to use a facility.
- J. Traditional Season: The portion of the year in which regulated games of the sport are in session.
 - a. Baseball: March through July
 - b. Basketball: November through March
 - c. Soccer: August through December
- K. Youth Resident: Any participant 17 years old or younger that resides within Huntington Park.

V. Priority Group Qualification

Due to the limited number of athletic facilities available, Athletic Facility Permits will be approved on the basis of priority as follows:

1. City Sponsored or co-sponsored programs and events – City of Huntington Park Department of Parks and Recreation youth or adult programs, leagues or events.
2. Non-profit organizations with 51%+ of its participants residing in Huntington Park (Huntington Park residency) and an “Everyone Plays” Philosophy (ex. AYSO, PONY Baseball, Little League, Jr. NBA) during traditional season. These organizations cater to youth and may also cater to participants with special needs.
3. Non-profit organizations that cater to gender-equitable programs.
4. School related programs.
5. Youth club programs, teams, organizations or events with 51%+ of its participants residing in Huntington Park. Membership is required to participate within club program, team, organization or event.
6. Adult programs, teams, organizations, or events with 51%+ of its participants residing in Huntington Park and affiliation with a national governing board (i.e. Major League Softball, Cal South Soccer, USSSA, Amateur Softball Association of America (ASA), and Pacific Coast Baseball League).
7. Adult programs, teams, organizations or events with 51%+ Huntington Park residency and no affiliation with a national governing body.
8. Youth club programs, organizations or events with under 51% Huntington Park residency.
9. Any other programs, organizations or events with under 51% Huntington Park residency.

VI. Liability Insurance Requirements

General liability insurance of the type and amount (at least \$1 million) required by the Director of Parks and Recreation shall be a condition for issuance of a facility permit. Failure to provide adequate insurance may be a cause of the City to reject or revoke a permit. A certificate of liability insurance shall name the City of Huntington Park as an additional insured. Additionally, an Endorsement Page (document CG 20 10 11 85 or CG 20 10 10 93) naming the City of Huntington Park, it's officers, agents and employees as additionally insured must be included. Insurance documents must be submitted with the application.

VIII. Volunteers

Permittee shall ensure that all volunteers in contact with minors have passed a background check.

IX. Permit Seasons

Due to the limited number of athletic facilities, permits are allocated in two seasons:

- A. Winter/Spring: January 1 through June 30 (Application must be submitted by November 1)
- B. Summer/Fall: July 1 through December 31 (Application must be submitted by May 1)

Submission of an application for use of facilities does not constitute approval. Approval is given according to allocation policy.

Priority of fields will be given to organizations traditional season and by priority grouping.

Rosters for the Winter/Spring season will be due on June 1. Rosters for the Summer/Fall season will be due on December 1.

X. Rosters

Permittee shall provide City with a list of all registered teams and their participants for the regular season. Team rosters must include participant phone numbers and addresses. Fifty-one percent (51%) of all participants must reside in the City in order to be considered a youth resident organization (or team) or adult resident organization (or team). Failure to submit rosters will result in the loss of residency status.

XI. Game Schedules

Permittee shall file with the City a schedule of all league games on the 15th of every month for the following month (ex. Schedule for January should be submitted on December 15). Schedules may be submitted for more than 1 month at a time. Failure to submit game schedules by the 15th of the month will result forfeiture of permit.

Month/Year Games will be Played	Date Game Schedules Due to City
January	December 15
February	January 15
March	February 15
April	March 15
May	April 15
June	May 15
July	June 15
August	July 15
September	August 15
October	September 15
November	October 15
December	November 15

XII. Use of Lights

Permittee will be required to submit all light schedules in writing to the City on the first of the month. Light fees must be paid a minimum of two (2) weeks in advance.

Programs, organizations or events with 51%+ Huntington Park residency and an “Everyone Plays” Philosophy (AYSO, PONY Baseball, Little League, Jr. NBA) during traditional season will be given access to lights 2 days per week at no charge. Additionally, these programs, organizations or events will be given access to lights for 1 fundraising tournament at no additional charge.

XIII. Tournaments

Groups that qualify for Priority Group #2 (Non-profit organizations with 51%+ of its participants residing in Huntington Park (Huntington Park residency) and an “Everyone Plays” Philosophy (ex. AYSO, PONY Baseball, Little League, Jr. NBA)), during traditional season, will be granted access for 1 fundraising tournament per year. An annual facility fee will be collected on behalf of the City per registered participant for this tournament. The tournament facility fee will be determined by the Director or designee.

Applicants must complete a field use request at least 30 calendar days in advance. Requests received less than 30 calendar days in advance will be granted as conditions allow. Fees charged will be consistent with the established “Private Party” fees indicated on the Athletic Facility Fee Schedule.

All direct costs not mentioned above (light fee, staffing, equipment, security deposits, and janitorial fees) must be paid by the organization.

XIV. Maintenance

An annual rest and renovation program is scheduled at all athletic facility sites. The City attempts to be flexible in accommodating user groups but, ultimately, the health and safety of our patrons and the condition and playability of the facility takes priority. This may require the closure of facilities and denial of use of a facility. Below is the maintenance schedule for each facility:

Facility	General Closure Dates
Freedom Park Athletic Field	June to August
Salt Lake Park Ball Fields	December to February
Salt Lake Park Gymnasium	Mid-December to Mid-January
Salt Lake Park Soccer Circle	
Salt Lake Park Soccer Square	Early May to Late July
Raul R. Perez Park Athletic Field	March to Early April <u>AND</u> September to Early October

Facilities may be closed at the discretion of Director or designee in order to preserve the facilities and the health and safety of participants.

XV. Inclement Weather Field Closure

The Director or designee has the authority to close any facility whenever weather or field conditions dictate. During inclement weather, City maintenance representatives will assess the playability of all facilities to determine if use will occur that day.

It is the permittee's responsibility to call the Department of Parks and Recreation during normal business hours to verify field closures. Organizations cannot play on facilities that have been closed.

XVI. Code of Conduct

It is the commitment of the Huntington Park Department of Parks and Recreation to ensure that all park facilities are free from negative, aggressive, and inappropriate behaviors, and that the environment is geared toward providing high quality programs, services and facilities in an atmosphere of respect, collaboration, openness, safety and equality.

All complaints of negative, aggressive, and inappropriate behaviors within city facilities will be taken seriously and followed through to resolution. Protection from negative, aggressive, and inappropriate behaviors extends to management, fellow employees, subordinates, customers, program participants, and patrons (terms used interchangeably throughout this policy).

It is the policy of the Parks and Recreation Department to practice appropriate measures when handling patron misconduct. Acts of violence, disrespect for authority, un-sportsmanlike conduct, misuse or abuse of equipment and facilities, and use of foul language or gestures will not be tolerated. In keeping with that policy, all patrons within City facilities including but not limited to the Huntington Park Community Center, Salt Lake Park, Raul R. Perez Memorial Park, and Freedom Park will be expected to adhere to this code of conduct when participating in programs, taking advantage of services or using facilities. The Department reserves the right to remove patrons from facilities or programs via suspension or other means deemed appropriate by the City.

The following are considered unacceptable behaviors:

- Activities that infringe on the rights of participants or staff.
- Destruction of facility materials, equipment, furniture and grounds.
- Conduct or language that disturbs other participants
- Inconsiderate or discourteous behavior toward participants or staff.
- Infractions against facility policies regarding loitering, sales or solicitation.
- Possession, use or sale of alcohol or other controlled substances without approval.
- Vandalism or littering in facilities or on their grounds.
- Violation of any federal, state or city laws and ordinances.
- Lack of personal cleanliness and good hygiene.
- Any malicious behavior a reasonable person would find unprofessional, disturbing and harmful to their physical/mental health.

XVII. Disciplinary Action

The City reserves the right to cancel or suspend facility permits for games, practices and other usages based upon violations of the City Municipal Code, Park rules and regulations or established Athletic Facility Use and Allocation Policy. Additionally, organizations may be penalized and permits may be revoked or forfeited for the following reasons:

- Any unacceptable behavior as listed, but not limited to the Code of Conduct
- Excess trash
- Consumption of alcohol or illegal substances

The following steps will be taken by the Director or designee to address and resolve complaints and violations. The City reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense.

STEP ONE – Give verbal warning to the organization

- Advise the violator that continued inappropriate behavior may result in suspension from programs, activities or use of facility.

STEP TWO – Address Incident in writing

- Meet with the organization representative to discuss violation
- Possible suspension use of facility

STEP THREE – Document to participant and suspension

- Prepare an outline of circumstances, including terms or restriction of facility
- Temporary and/or indefinite suspension from program, activity or use of facility

INCIDENTS OF IMMINENT DANGER

- Handle imminent danger to persons or property as a police matter
- When appropriate call 911 to protect the safety of participants and staff at City facilities
- Immediate indefinite suspension from program, activity or use of facility

XVIII. Athletic Field/Facility Use Rules and Regulations

1. Groups of 13 participants or more require an Athletic Facility Permit
2. It is the responsibility of the person in charge identified on the permit to enforce all rules and regulations.
3. Use of the facility will begin no earlier than 7 a.m. Use will end at dusk for non-lighted fields and by 10:30 p.m. on all lighted fields. Please check your permit for specific times.
4. Use begins and ends at the times stated on the permit, including set-up and clean-up times. Groups are not allowed on the fields prior to the start time indicated on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit.
5. Parking is allowed in designated areas only. Vehicles may not be parked on park premises at any time.
6. Applicant's Facility Use Permit must be available during use and presented to any City representative upon request.
7. Alcoholic beverages are not allowed in City parks or premises.
8. Selling of food or other items is not allowed without City approval and will be noted on your permit.
9. Amplified sound is not allowed on any field without City approval and will be noted on your permit.
10. Permanent banners may not be posted without City approval and will be noted on your permit.
11. Property boundary walls and fences are not to be used as backstops or goals at any time.
12. Portable goals and/or markers are allowed but must be removed daily.
13. At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash receptacles. The field and any adjoining areas affected by a group's use must be picked up and cleared of all trash and debris.
14. Please leave all park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors to surrounding residential neighborhoods.
15. Wet Field Policy: Groups may not play on fields closed due to wet field conditions.
16. Non-adherence to any of these rules or City ordinance may result in the retention of a portion or all of the deposit and/or result in the cancellation of current and/or prohibition of future use.

XIX. Athletic Field Marking/Lining

Lining of City facilities is prohibited unless otherwise authorized by the Director or designee. Burning lines on City facilities is not permitted. Organizations failing to comply may result in the forfeiture of the permit.

XX. Site Specific Field Use

Raul R. Perez Park Athletic Field

- Soccer is not allowed on this field
- Rubber, molded, or metal cleats are not allowed on this field

Freedom Park Athletic Field

- Rubber, molded, or metal cleats are not allowed on this field

Salt Lake Park Ball Fields

- Soccer is not allowed on these fields

XXI. Traffic and Parking

No user shall operate a vehicle in any park, except in designated paved roads or driveways.

Users shall comply with traffic and parking regulations of the California Vehicle Code and the Huntington Park Municipal Code. The City may impose parking conditions on any permit or neighborhood on a case by case basis.

XXII. Deposit, Fees and Payment

A deposit is required for all facility use. The deposit will be refunded if the group abides by all rules and regulations. Allow 4-6 weeks after event has taken place for refund of deposit. Any refund of deposits will be mailed to name/address listed on facility rental application. Refunds will be withheld by the City if the permittee violates any of the rules and regulations relating to facility use. If the entire deposit is used to pay fees incurred as a result of the event, the city reserves the right to bill the permittee additional costs.

Deposits for annual or ongoing rentals may be refunded on an annual basis at the end of the calendar year. Deposits must be re-paid to the City for subsequent rentals (i.e. deposits do not carry over into the next calendar year).

Fees must be paid by check or money order made payable to "City of Huntington Park" or by Visa/MasterCard (*No cash*). Payment must be made by the 15th of the previous month.

If fees are not paid by the 15th of the previous month, the permit will be automatically revoked and the facility may be rented out to another organization.

XXIII. Fee Waivers

Facility rental fee waivers must be approved by the Director of Parks and Recreation, Parks Arts Recreation and Culture Commission, the City Manager, and/or City Council. If you would like to request a fee waiver, please submit:

- A letter requesting the fee waiver, at least 60 days prior to the event
 - The letter of request shall include the following: (A) names and addresses of board members, (B) the event's purpose and benefits to the community, (C) the event's proposed budget including all revenues and expenditures, (D) how the event's proceeds are to be used. (Proceeds are to be used exclusively within the community for charitable or non-profit activities involving youth or adult programs).
- A completed Facility Fee Waiver Application
- A completed Facility Rental Permit Application
- In addition, the person requesting the fee waiver must attend the commission and/or City Council meeting when the request is being considered. Ongoing facility permits for events where fees are waived will be limited to 3-month periods.

Please refer to the Park Facility Use Fee Waiver Policy for more details on fee waivers.

XXIV. Assignment

Permittee shall not assign the Athletic Facility Permit without prior written consent of the City.

XXIV. Indemnity

The City shall not be liable at any time for any loss, damage or injury whatsoever to the person or property of any person or entity whatsoever, including but not limited to any employee, invitee, agent or contractor of Permittee, resulting from or arising out of any act or omission of Permittee or of any person or entity holding under Permittee, the physical condition or state of the Facilities, or the occupancy or use of the Facilities or any part thereof by or under Permittee, or any act or omission in the exercise of any right or the performance of any obligation under the Athletic Facility Permit, or directly or indirectly from any state or condition of the Facilities, or any part thereof. Irrespective of any insurance carried by Permittee for the benefit of the City, and notwithstanding any other provision or statement of precedence of the Athletic Facility Permit to the contrary, Permittee shall indemnify and hold the City, its officers, directors, employees, representatives and volunteers (collectively "City Personnel") harmless from and against any and all actions, claims, demands, judgments, attorneys fees, costs, damages to persons or property, penalties, obligations, expenses or liabilities of any kind that may be asserted or claimed by any person or entity (including, but not limited to, any employee, invitee, agent or contractor of Permittee) in any way arising out of or in connection with the Athletic Facility Permit, the operations carried on by Permittee on the Facilities or any property to which Permittee has access hereunder, or the occupation or use of the Facilities by Permittee or any person or entity holding under Permittee (collectively, "Claims"), whether or not there is concurrent active or passive negligence on the part of the City, and/or acts for which the City would be held strictly liable, but excluding the sole active negligence or willful misconduct of the City. Any use of the Facilities involving a danger or risk determined by the City in its sole discretion, shall be covered by liability and property damage insurance provided by Permittee, at Permittee's sole cost and expense and endorsed for the benefit of the City, with insurance companies acceptable by the City. The bodily injury liability coverage shall be not less than \$1,000,000 each occurrence. The property damage liability shall be not less than \$1,000,000 for each occurrence. Permittee will provide the city with evidence acceptable to the City that such insurance has been obtained.

XXV. Allocation Formula

To resolve a discrepancy between two organizations of the same Priority Group, the following allocation formula will be used to determine the amount of field use that will be allocated to each organization.

Fields will be allocated within each Priority Use Group/Class to organizations based on the percentage of verifiable Huntington Park residents registered with that organization in relation to the total number of all registered Huntington Park residents in all organizations in that Priority Group.

Each organization will submit rosters showing the actual number of Huntington Park residents registered. Verification of residency will be established by providing such documentation as City staff deems necessary up to and including team rosters, player addresses, picture ID's and utility bills.

The total number of Huntington Park residents in all organizations within that Priority Group will then be determined. Each organization's resident number will be divided by the total of all residents registered to determine the percentage of use to be allocated to each group.

Example

Baseball Group A has 475 Huntington Park residents.
Baseball Group B has 250 Huntington Park residents.
Baseball Group C has 40 Huntington Park residents.

The total number of Huntington Park residents registered in all three organizations is 765.

475 divided by 765 equals 62%. Group A would receive 62% of the field time available.
250 divided by 765 equals 33%. Group B would receive 33% of the field time available.
40 divided by 765 equals 5%. Group C would receive 5% of the field time available.

XXVI. Process for Obtaining a Permit

Below is the process for obtaining an Athletic Facility Permit

1. The organization must submit a Facility Rental Application
 - A. Applications for Winter/Spring permits (January 1 through June 30) must be submitted by November 1
 - B. Applications for Summer/Fall permits (July 1 through December 31) must be submitted by May 1
2. The organization must submit the Liability Insurance Requirements attached to the application
3. The organization must execute and submit an Indemnity Agreement.
4. The Director or designee will review all applications and allocate facilities/fields equitably based on Priority Group Qualification and on Allocation Formula.
 - A. Permits for the Winter/Spring will be determined by December 1
 - B. Permits for the Summer/Fall will be determined by June 1
5. Once Allocation has been determined, the organization will receive a letter (or e-mail) informing them of their permit dates and times.
6. After receiving the letter outlining the permit details, the organization must pay fees on the 15th day of the prior month. Failure to pay fees on the 15th will result in possible forfeiture of permit.
7. Permits will be issued on a bi-annual basis (6 months)
 - A. At the Director's discretion, permits may be issued on an annual basis (12 months).
8. Late applications will be considered on a case by case basis.

XXVII. Permit Cancellations

Permits may be cancelled and/or rescheduled. Permits cancelled by the City or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Permits cancelled by the user at least 90 days prior to the event will be refunded in full. Permits cancelled by the user with 46-89 days before the use, will receive a 75% refund. Permits cancelled by the user with 15-45 days before use, will receive 50% refund. Permits cancelled by the user with 14 days or less before use, will receive no refund.

Cancellation Period	% of Refund
90 days before use	100% refund
46-89 days before use	75% refund
15-45 days before use	50% refund
14 days or less	0% refund