

# COMMUNITY SERVICES

## POLICY/PROCEDURE

### PUBLIC FACILITIES RESERVATION AND FEE POLICIES

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APPROVED:



## FIELD POLICY - SECTION VI

### A. GENERAL REGULATIONS

1. All general rules and reservation procedures in the Community Services Policy/Procedure General Policies, Section I, are applicable unless specified otherwise herein.
2. City programs, IUSD/TUSD programs, Irvine not-for-profit youth sports leagues and local college/university classes are accorded priority use throughout the year. Any other unscheduled time is available on a first-come, first-served basis. Note that only Irvine youth organizations that meet requirements as specified in the City Athletic Field Allocation Procedures and have at least one Irvine-based team in each game slot qualify for Category II rates for fields. (Section D4-D5.)
3. Local youth sports organizations, as defined in the Athletic Field Allocation Procedures, qualify to host no more than three (3) eight-team-or-fewer round-robin-play events ("friendlies", playoff brackets, etc.) each season. Additional round-robin events and sports events involving more than four teams are subject to the policies as outlined in the Sports Tournaments, Clinics and Camps Policy – Section VII. Round-robin games that do not include an Irvine-based team will be subject to Category IV hourly fees.
4. 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. Annually beginning on July 1, sports field reservation requests can be made through the Athletics section by calling (949) 724-6830. These requests will be included on an Interest List, from which they will be processed on a first-come, first-served basis. Priority will be given to those applicants appearing first on the Interest List for fields available on the day and hours of their choice. The City reserves the right to determine which fields and field sizes will be reserved, based on other scheduled use, wear and maintenance issues.
5. All applicants must complete a Community Services Department 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.
6. Reservation fees will be refunded for cancellations made by the applicant at least three (3) working days prior to the scheduled use. Refunds will not be granted for "no-shows" or requests made fewer than three 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.
7. Users must clean up the field, dugouts, and surrounding grass areas upon completion of reservation. Any damages or defacement to park amenities will be billed to the applicant as determined by the Athletics Section.
8. For any on-going field use of more than two (2) days, liability insurance is required in the amount of \$1 million per occurrence. The certificate of insurance naming the City of Irvine as additionally insured, and an endorsement page naming the City of Irvine and including the policy number, must be submitted at the time of payment. A thirty (30) day written "notice of insurance cancellation" clause is also required.
9. Fields will be reserved for commercial use only for those 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 athletic field/facility by an individual or for-profit organization for conducting sports clinics/camps, lessons, private training, concerts, assemblies, meetings, etc. in return for compensation, including, but not limited to, fees, donations or gratuities. Unauthorized use of City property for profit is illegal.

10. Distribution and/or posting of signs, flyers, cards, posters, handbills or advertisements are not permitted in or on City parks or park facilities without prior approval of the Athletics Services Supervisor. Flyers or advertisements are not permitted at any time in or on vehicle windows.

## 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 consistent with the scheduled reservations at each site. Fields may be accessed by individuals for walk-on use during non-lighted hours, as available. Organized use of City sports parks (including games with referees, for profit and not-for-profit use) is not permitted without an approved City application (see Section VII A-10). While reservations may be approved for field use at 7 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)

Holidays: 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 D (Veteran's Day, Martin Luther King Day, and Lincoln's Birthday).

Non-operating Hours: All hours before or after normal operating hours will be billed at \$45 per hour or the applicable hourly field rate, whichever is higher.

Additional Staff Fee: 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.

## C. ADDITIONAL ITEMS

1. City parking regulations will be enforced at all times near City and School District athletic fields.
2. Motorized vehicles are allowed on sidewalks and/or designated areas of the park facility 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, unloading of supplies, etc.
3. All trash must be placed in the proper receptacles.
4. Use of generators, pitching machines, tents, gazebos, etc., must be approved at the time of application and must meet all City codes.
5. 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 per-event fee (unless otherwise designated) in addition to fees charged by the Tournament Host. For information about an annual business license, call Regulatory Affairs at (949) 724-6310.
6. Concession stand use must be requested and approved in advance by the Athletics Supervisor (additional information is detailed in Section VIII. G).
7. Batting cages are only reserved and allocated to Category I & II organizations, as available. Special rules and regulations apply to use; additional information is available through the Athletics Supervisor at (949) 724-6661.
8. Windrow Park fields #1 and 2 are for 90' hardball baseball play only, for ages 18 years and younger.

## D. FIELD FEE SCHEDULE

Rates are per field, per hour.

1. WITHOUT LIGHTS:

	<u>Cat.I</u>	<u>Cat.II</u>	<u>Cat.III</u>	<u>Cat.IV</u>	<u>Cat.V</u>	<u>Cat.VI</u>
90' Hardball Baseball Field	NC	NC	\$18	\$27	\$33	\$45
60'-80' Baseball/Softball or Soccer/Lacrosse Field	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>	<u>Cat.V</u>	<u>Cat.VI</u>
90' Hardball Baseball Field	NC	NC	\$30	\$45	\$60	\$72
60'-80' Baseball/Softball or Soccer/Lacrosse Field	NC	NC	\$27	\$37	\$51	\$63

3. WINDROW PARK:

Irvine Unified School District Special Use Fees

Ryan Lemmon Stadium and Field #2; fees are per hour, lighted or non-lighted

<u>Hourly Fees</u>	<u>Category I &amp; II Use Only</u>
No Charge	Irvine high school vs. Irvine high school
\$14	Irvine high school vs. non-Irvine high school
\$26	Non-Irvine high school vs. non-Irvine high school

4. The City of Irvine values organizations that provide youth coaches with training in positive coaching techniques, to ensure each child's self esteem is a primary goal of all activities. Field space allocations are provided for regular practices and games scheduled for local youth sports organizations (Category II). Category II organizations requesting space for clinics, camps (open to the public) or tournaments that involve non-Irvine-based-teams are subject to the policies and fees indicated in the Sports Tournaments, Clinics and Camps Policy – Section VII and the Barber Athletic Field and Tournament Policy – Section VIII.