



CITY OF SAN DIMAS
FIELD ALLOCATION POLICY

Fall 2024 (August - November)



Recreation Division
(909)394-6230

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1 Policy Statement

- 1.1 The City of San Dimas parks shall be made available for activities which contribute to the best recreational, social, cultural, civic and educational interest of the citizens of San Dimas. The City makes the following fields available for use:

Sports Plex – NW Softball, SW Softball, SE Baseball, JV Baseball, Varsity Baseball, S Soccer, Football Practice Field, Outdoor Basketball Courts, and Outdoor Tennis Courts

Marchant Park – South Youth Baseball, North Youth Baseball, 1 Full Outdoor Basketball Court

Lone Hill Park – Softball Field and 2 Tennis Courts

Pioneer Park – Baseball, 2 Basketball Courts, and 2 Tennis Court

Horsethief Canyon Park - Full Soccer & Practice Field

- 1.2 Sports facilities in the parks shall be made available for the recreational use and enjoyment of the residents of the City of San Dimas, San Dimas-based non-profit youth organizations, as well as non-residents and groups from surrounding communities. The City shall establish the appropriate priority of use and access based upon the best recreational, social, cultural, civic and educational interest of the citizens of San Dimas.
- 1.3 While City-managed sports facilities are open to the general public, organized use or private use by individuals and groups require a valid field/court permit issued by the Parks and Recreation Department.
- 1.4 The City may charge fees to recover costs associated with the operation, maintenance, supervision and/or administration of the policies and procedures which govern the Field Allocation Policy. Fee increases will be reviewed by the Parks and Recreation Commission and approved by the City Council.
- 1.5 While the City encourages full use of all athletic fields and parks, it will take into consideration the impacts of use on safety and maintenance and will schedule use and maintenance to ensure the highest standards of field play.

This document sets forth the policies and procedures for the City to facilitate the allocation of all available athletic fields and parks under its ownership.

2 Department Authority to Coordinate and Terminate Use

- 2.1 The Parks and Recreation Department is charged with coordinating the use and allocation of City athletic fields and parks.
- 2.2 The Director of Parks and Recreation and/or his designated staff representative shall, at their sole discretion provide the interpretation of the language in the Athletic Field Allocation Policy and Procedure. The Parks and Recreation Commission shall evaluate the effectiveness of these policies and procedures and make recommendations for revisions as needed.
- 2.3 The City reserves the right to revoke or terminate a Use Permit of any individual or organization for any violation of park rules, regulations or of these policies and procedures. Termination of Use Permits shall be provided in writing to the responsible party listed on the Application for Rental Application and Agreement.
- 2.4 All fees listed within this policy can only be superseded by a specific written agreement between the City of San Dimas and another entity.

3 Qualifying User Groups- Descending Order of Priority

Facility/Field Priority Allocation

The City receives more requests for field usage than it can accommodate. The City of San Dimas Parks & Recreation Department issues field use permits to maximize the usage of all fields and to accommodate as many user groups as possible. The priority for athletic facilities and field allocations is given first to official games, followed by field maintenance, and then practices. However, the City may, at its sole discretion, change those priorities when deemed necessary.

The Department attempts to accommodate to as many groups as possible.

However, there is no guarantee that any user group will receive a permit to use specific fields or facilities during specific times or dates requested. The Department's goal in allocating fields is to provide enough fields for as many user groups as possible to operate their leagues.

In determining what sports are "in-season" for non-profit youth organizations, the following sport seasons will be used. A non-profit youth organization user group that requests field use out of season is considered a secondary user group as prioritized in Group 2 and 3 and will be accommodated to the extent possible.

	Fall/Winter	Spring/Summer
	Basketball/Football/Soccer	Baseball/Softball
	Baseball/Softball/Other	Football/Soccer/Other

Applicant Categories:

3.1 **GROUP 1:** Programs and activities of the City of San Dimas or City co-sponsored events.

3.2 **GROUP 2:** Bonita Unified School District

3.3 **GROUP 3:** Resident or "recreational" non-profit youth sports organization serving youth (18 or under) that maintains participation of 51% or more of San Dimas residents. Documentation of current 501 (c)3 status is required at the time of application. "Recreational" non-profit sports organizations offer organized sports that allow all participants to play equally regardless of skill level and do not require tryouts to participate.

OR

A single day use for residents of San Dimas.

3.4 **GROUP 4:** Non-resident, "recreational" non-profit youth sports organization that serves fewer than 51% San Dimas residents. Documentation of current 501 (c)3 status is required at the time of application. "Recreational" non-profit sports organizations offer organized sports that allow all participants to play equally regardless of skill level and do not require tryouts to participate.

OR

A single day uses for non-residents.

3.5 **GROUP 5:** Resident "travel or club team" that serves youth (18 or under) and that maintains participation of 51% or more of San Dimas residents. Documentation of current 501 (c)3 status is required at the time of application. "Travel or club teams" may be based on skill level or tryouts and not all members are guaranteed to play equally.

OR

Non-Profit Adult sports organization (18 & over) Leagues/Teams providing valid proof of current 501 (c)3 status at the time of application.

3.6 **GROUP 6:** All other non-resident uses or strictly commercial individuals or groups.

- 3.7 All groups must sign a copy of the City's Code of Conduct and Youth Sports League Standards and must enforce the Code of Conduct for all coaches, parents and participants. The Code of Conduct shall outline the principles of sportsmanship, fair play, and other ethical issues that relate to team sports.

The City may develop additional criteria as it deems necessary.

4 Application, Allocation & Payment Schedule Procedure

- 4.1 Group 3: Upon approval of an application and participation in Youth Sports Coaches Meeting, a signed Use Agreement(s) will be issued authorizing the requested use of the athletic fields and parks. City staff may attach such conditions to the permit as determined necessary for the protection of public health, safety, and welfare of City facilities.

Applications for semi-annual use agreements are restricted to Group 3. Adult, commercial, or private groups/individuals cannot apply for semi-annual use agreements for sports fields.

- 4.2 Each organization requesting the use of City athletic fields and parks for semi-annual use will be required to submit the following information to the Parks and Recreation Department:
 - A. Sport user groups are required to have the City pre-authorize the use of any motorized utility unit and will provide a description of and if applicable, license plate number of the unit prior to the start of season. Additionally, each group shall ensure that no one under the age of 18 shall operate a motorized utility unit and that all necessary training and safety precautions will be taken to ensure its safe operation.
 - B. Proof of current non-profit status with the Internal Revenue Service and State of California (ID number).
 - C. An original Certificate of Insurance with the limits as stated below and an Additional Insured Endorsement, naming the City as an additional insured.

- 4.3 The City requires any group applying for use of City facilities to maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$1,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without

limitation, blanket contractual liability. The City of San Dimas, its officers, officials, agents, and employees shall be included as insured on the policy, for acts of insured, and such insurance shall be primary to any insurance of the City.

- A. Additionally, the cancellation paragraph must state: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named on this certificate."
- B. The original certificate (no copies) must be filed with the Park and Recreation Department at the time the application is submitted. Refer to the chart in Section 4.8, for the application due dates.
- C. As per the written agreement completed by each Group, in consideration of the use of the facility, the user shall indemnify, defend, and hold harmless the City, its officers, employees and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages including liabilities for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Users authorized activities under the terms of this agreement and occupancy of the facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.

4.4 A Master Calendar of Events must be submitted by each organization, which includes, but is not limited to:

- A. Registration and tryout dates (date, time and locations)
- B. Date practice begins, practice slot schedules
- C. Opening Day schedule/Closing Ceremonies
- D. Date/times league games (start/finish)
- E. Tournament dates (required to host)
- F. Dates of any other activities which may require assistance by City staff or use of City facility.

4.5 Complete team rosters that contain name, address, zip code and school attended by each registered player must be submitted upon request. The team roster needs to include the age division that team represents. P.O. Boxes are not acceptable and will be

considered a non-resident.

4.6 All User Groups:

Each qualifying group or individual requesting the use of City athletic fields will be required to submit the following information to the Department (City staff may attach such conditions to the use as determined necessary for the protection of public health, safety, and welfare of City facilities):

- A. A Sports Facility Request and Agreement form.
- B. An original Certificate of insurance with the limits as stated below and an additional insured endorsement naming the City of San Dimas as an additional insured (such one-time insurance can be purchased through the City's Risk Management Department) for all multiple uses of 3 dates or more and tournament or leagues.

The City requires any group or individual applying for use of City facilities to maintain general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$1,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. The City, its officers, officials, agents, and employees shall be included as insured on the policy, for acts of insured, and such insurance shall be primary to any insurance of the City.

- C. Additionally, the cancellation paragraph must state: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named on this certificate."
- D. The original certificate (no copies) must be filed with the Department 30 days prior to usage of any fields or facilities, and must be dated within the last seven (7) days of receipt.
- E. A finished application consists of a completed and signed application form, code of conduct, certificate of insurance, and any waivers the Parks & Recreation Manager finds appropriate. Application will not be accepted until all documents are submitted together,

If applicable, proof of current non-profit status with the Internal Revenue Service and State of California (ID number).

4.8 Refer to this schedule below for due dates, meetings, and payment schedule. If payment is late, you will be subject to a violation and/or permit suspension. All applications must be submitted in accordance with the schedule below. Late applications will be subject to availability.

Group #	Application Due	1 st Payment	2 nd Payment	3 rd Payment	4 th Payment
Group 2	7/8/24	8/30/24	9/30/24	10/31/24	11/29/24
Group 3	7/8/24				
Group 4	7/11/24				
Group 5	7/11/24				
Group 6	7/11/24				

5 Subletting Prohibited

Applicants shall not transfer, assign, or sublet use of the permits, facility, or fields or apply for use on behalf of another person or organization. All facility uses and field allocation modifications created after the allocation meeting must be approved by City staff and a revised Use Permit will then be issued. **Any infractions of this policy will result in the loss of use of all City parks, fields or facilities immediately.**

6 Field Ambassador

- 6.1 Field Ambassador will monitor field usage and usage patterns as well as meet and greet the public. He/she will be visiting parks during the duration of your rental. Any issues with the field or lights can be addressed by the Field Ambassador.
- 6.2 Field Ambassador will monitor City and School District fields as they relate to field allocations by retaining written records documenting field usage. The Field Ambassador has the authority to resolve any field disputes that arise on the field and his/her decision will be final. Organizations refusing to adhere to the decision of the Field Ambassador may jeopardize future use of City facilities. result in a violation strike.
- 6.3 The Field Ambassador has the authority to turn off lights at any field that is not in use. A field will be deemed “not in use” when there is no team on a field for one half hours and no team is scheduled to be on the fields for up to 30 minutes.
- 6.4 The Field Ambassador has the authority to cancel previously scheduled

games or practices if he/she deems a field to be unsafe, unplayable due to weather or if use of the field could potentially cause undue damage to turf.

- 6.5 The Field Ambassador is not responsible for the creation of field permits. Questions and/or concerns revolving around schedule must be submitted to the Parks and Recreation Manager during regular business hours.

7 Rules and Regulations of Facility Use

- 7.1 A user group adult representative must be present at all times during any user group's use of the City facilities.
- 7.2 Games and practices can begin no earlier than 8:00 am and must end no later than 10:00 pm on lighted fields and at dusk on non-lighted fields, unless written permission is granted from the Parks and Recreation Department for extended use. It is the responsibility of the user group to determine the safe level of light needed for safe play on non-lighted fields.
- 7.3 Field and Light Use
Based on user group status, all groups will be required to pay the hourly light fee as listed in the Sports Field Fee Schedule.

	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>	<u>Group 5</u>	<u>Group 6</u>
Field	Activities conducted and/or sponsored by the City of San Dimas.	Bonita Unified School District	1. Resident (the total number of members/participants is 51% or more San Dimas residents) 2. Non-Profit 3. Youth Focused Program/Team(s) OR Single Day use for Residents of San Dimas	1. Non-Resident (the total number of members/participants is less than 51% San Dimas residents) 2. Non-Profit 3. Youth Focused Program/Team(s) OR Single Day use for Non-Residents of San Dimas	1. Resident (the total number of members/participants is 51% or more San Dimas residents) 2. Youth Focused Program/Travel Team(s) OR Non-Profit Adult Leagues/Teams	All other non-resident uses or strictly commercial individuals or groups.
Field Rentals	No Charge	No Charge	No Charge	\$25/ hour per field	\$25/hour per field	\$50/hour per field
With Lights	No Charge	No Charge	\$15/hour	\$15/hour	\$15/hour	\$29/hour
Facility Deposit	No Charge	No Charge	No Charge	\$200 per event	\$200 per event	\$200 per event
Tournament	No Charge	No Charge	No Charge	\$300 per event	\$300 per event	\$300 per event
Field Prep	No Charge	No Charge	\$50/per field	\$50/per field	\$50/per field	\$70/per field
Cancellation	No Charge	No Charge	\$10/per date	\$10/per date	\$10/per date	\$10/per date
Processing Fee (Adding Dates)	No Charge	No Charge	\$20/per request	\$20/per request	\$20/per request	\$20/per request

	PRACTICES				TOURNAMENTS/LEAGUES			
	RESIDENTS		NON-RESIDENTS		RESIDENTS		NON-RESIDENTS	
	Day	w/Lights	Day	w/Lights	Day	w/Lights	Day	w/Lights
Tennis Courts	\$8/hr/crt	\$8/hr/crt	\$10/hr/crt	\$10/hr/crt	\$10/hr/crt	\$10/hr/crt	\$15/hr/crt	\$15/hr/crt
Basketball Courts (Outdoor)	\$8/hr/crt	NA	\$10/hr/crt	NA	\$10/hr/crt	NA	\$15/hr/crt	NA

*The City reserves the right to adjust all user fees as needed.

- 7.4 In addition to field and light fees, a security/damage deposit of \$200 will be required for groups 3, 4, 5, and 6. If a group's use of a facility results in damaged, broken or missing equipment or damage to the turf or any area of the facility, the user group's deposit shall be used to pay for any repairs. The group will endure any fees that exceed their \$200 deposit. A user group may choose to leave its full field deposit on file with the Parks and Recreation Department for the duration of a sports season. In this case, the full deposit will be returned at the conclusion of the season if no field or facility damage is noted.
- 7.5 Groups will be given an after-hours contact number for any after-hours park or light issues.
- 7.6 All City Parks and joint use school grounds are non-smoking. No alcoholic beverages will be allowed in the snack bars or park grounds. It is the responsibility of the permitted organization to ensure that its participants comply with this requirement. Failure to do so may result in field rental privileges being revoked.

8 Traffic and Parking

- 8.1 User groups shall adhere to City parking regulations and shall provide "parking monitors" when large attendance is anticipated.
- 8.2 During tournaments, the user group is required to monitor the parking on adjacent streets to make sure no one is blocking private driveways. If vehicles are found to be blocking private driveways, the monitor will make a public announcement to notify the driver to move the vehicle or that it is at risk of being towed at the owner's expense. The user group will encourage that it is participant's responsibility to observe all parking regulations near City facilities and in residential neighborhoods.
- 8.3 The user group must assure that participants and spectators are considerate and respectful of the residents that live adjacent to the

athletic facilities and fields by utilizing public parking areas to the greatest extent possible.

- 8.4 No vehicles are allowed on City parks or outside designated parking areas.

9 Personal Vehicle and Motorized Cart Use

- 9.1 No unauthorized personal vehicles or motorized carts may be driven onto City parks for any reason.
- 9.2 Sport user groups are required to have the City pre-authorize the use of any motorized utility unit. This includes the use of golf carts to support sports tournament or snack bar operations.
- 9.3 Each user group is allowed to drag the fields with a motorized field grooming unit or approved motorized unit. The user group must water down the brick dust in order to keep the dust to a minimum.
- 9.4 Failure to comply with any part of the personal vehicle and motorized unit use policy may result in the termination of the user group's privilege to use any or all City parks, fields or facilities.

Sports organizations shall submit a special event application to the City in advance of large special events that are in addition to Opening Day and sports tournaments. The City may apply Conditions of Use as it deems appropriate when approving special event applications. A tournament or event that is more than one day will need a special event permit in addition to the field application.

10 Sponsorship Banners

- 10.1 Notices/banners/posters/fixtures/signs to be posted in City parks must receive prior approval from the City. All requests shall include dimensions, approximate design, location to be posted and quality of the banners to be displayed for approval by the Parks and Recreation Department.
- 10.2 Organizations must submit a list of any private vendors with which they are contracting for on-site services to the City at least 30 days prior to the scheduled use. Vendors must obtain a Business License from the City of San Dimas. A photocopy of the Business License and vendor's insurance, if they are not under the user group's insurance policy, for each vendor must be submitted with list of vendors.

11 Field Maintenance

- 11.1 The user accepts the facilities applied for in an "AS IS" condition.
- 11.2 All maintenance including, but not limited to, field preparation, lining of the fields, marking of the fields, setting of base stakes, installation of goal posts is to be performed by the user group assigned to the facility as per written agreement between the City and the user.
- A. All lining/marketing of athletic fields must be done with water-based paint.
 - B. The burning of fields with the use of weed killer, diesel fuel or any other like method is **prohibited** on City athletic fields.
 - C. Prior to dragging the softball and baseball brick dust to prepare the fields, user groups must water down the brick dust to keep the dust to a minimum.
 - D. Each user group is responsible for the facility being free of any and all trash or debris upon conclusion of each facility use, regardless if the trash or debris was deposited by their group or not. The cost associated with any post-use cleanup performed by City staff will be deducted from the group's security deposit.
 - E. Users are required to report any damage or acts of vandalism to the Department 909-394-6230 Monday through Thursday from 8:00 am to 5:00 pm or Sheriff's Department 909-450-2700 immediately. It is the policy of the City to prosecute to the fullest extent possible any individual committing acts of vandalism. In cases of emergency, call 911 and report to the staff liaison first working day following the incident.

12 Field Modifications

- 12.1 Any requests to modify or improve City park or field facilities shall be submitted for approval to the City.
- 12.2 No permanent structures or equipment shall be placed and/or erected on City park or field facilities unless reviewed and recommended by the Parks and Recreation Commission and approved by the City Council. Any such modifications must be dedicated for community use and may become the property of the City of San Dimas.
- 12.3 User groups are not permitted to relocate tables or bleachers at any City facility.

13 Facility and Inclement Weather Policy

- 13.1 **Dormancy schedules have been established for the City's athletic fields, to allow time for the fields to be restored following seasonal use by sports groups, subject to revision when deemed necessary by the Director of Parks and Recreation. The dormancy schedule is generally twice a year: December 1st – January 31st & June 1st-July 31st.**
- 13.2 Failure to comply with the rain policy may also result in the termination of the user group's Facility Use Permit.
- 13.3 There shall be no use of City athletic fields when facilities are deemed by City staff to be unplayable due to rain and/or other potentially hazardous conditions beyond the City's control. The City's Hotline regarding field updates and playing conditions will be updated by 2pm, Monday - Saturday. The Hotline number is (909)542-2503.
- 13.4 Fields may be closed at the discretion of the Parks and Recreation Department to complete scheduled or unscheduled maintenance or to complete seasonal field renovation. Closures shall be kept to a minimum when fields are in playable condition.

14 Tournaments

- 14.1 Sports organizations with approved Facility Use Permits are limited to three tournaments per year at any one park.
- 14.2 All rules and regulations of field use set forth in this policy apply to tournaments.
- 14.3 Private vendors participating in such tournaments shall be limited to a total of five (5) per tournament. Organizations must submit a list of vendors to the City at least 30 days prior to the scheduled use. Vendors must obtain a Business License from the City. A photocopy of the Business License and vendor's insurance, if they are not under the user group's insurance policy, for each vendor must be submitted with list of vendors.
- 14.4 Group 2 user groups will be charged a flat fee of \$150 per tournament in City parks. Groups 3-5 will be charged a flat fee of \$300 per tournament. The fee must be paid at least thirty (30) days in advance of the tournament.

Any expenditure incurred by the City as a result of the tournament, including the cost of any personnel and/or custodial supplies, will be withheld from the security deposit. In the case of any expenses beyond the security deposit, the sports organizations or user groups will be invoiced by the City for the difference beyond the deposit. Reimbursement for those expenses is due in full to the City within 60 days after the tournament date.

15 Cancellation/Processing Fee Policy

Cancellation of reservations ten (10) or more working days prior to a scheduled use will receive a full refund of fees paid.

Requests to add additional dates to an existing field use permit are subject to a processing fee of \$20 per request.

16 Violation Policy Procedure

The City utilizes a “three-strike” policy for violations of the Field Use Allocation Policy that within one calendar year of the first violation. Violations deemed by the City to be a serious nature may result in immediate termination of permits and field use. For example, subletting the fields to other users.

- 16.1 First Violation: Verbal or written warning to the user group/individual and restitution for damages/costs if applicable.
- 16.2 Second Violation: Verbal and written notice of three-day suspension and restitution for damages/costs if applicable. A \$25 per field no show fee will be applied.
- 16.3 Third Offense: Verbal and written notice of termination of any existing permits, loss of future rental/allocation privileges and restitution for damages/costs if applicable. Any field deposit will be forfeited.

Violation examples include, but are not limited to:

- Any action deemed unsafe.
- Violation of Municipal Code.
- Field use outside of permitted time and location.
- Failure to remove excessive trash.
- Driving vehicles on fields without written permission.
- Failure to comply with instructions from City Staff.
- Failure to follow facility rules.
- Failure to follow to State & local laws.
- Modify fields without written permission.

17 Non-Discrimination Policy

The City does not discriminate on the basis of sex, color, national origin or ancestry, age, marital status, sexual orientation, religion or disability. The equal protection clauses of the United States and California Constitutions prohibit a public agency such as the City from engaging in racial or ethnic discrimination. Over many years this prohibition has been interpreted to include

active participation or support by the City of other individuals or groups who engage in discrimination.

Based on State and Federal constitutional and case law it is the policy of the City to prohibit and discourage discrimination in all the activities, facilities and services of the City. It is further the policy of the City to prohibit and discourage discrimination by other individuals or organizations actively supported by or participating with the City in such activities, facilities or services.