

## CITY OF TEMPLE CITY PARKS & RECREATION DEPARTMENT

### SPORTS FIELD USE POLICIES AND PROCEDURES

The following policies and procedures apply to all non-City sponsored uses of the City's sports fields:

#### POLICIES

1. Order of priority for reserved use:
  - I. City Sponsored Activities Uses in which the City is the primary/co-sponsor organizer.
  - II. Resident Public/non-profit Uses by residents and residential organizations, which are defined as organizations based in Temple City and/or have a membership of 51% or more Temple City residents. Groups considered in this category must be considered as non-profit and should have a non-profit number issued by the State of California. (Examples include youth sports organizations, scouting organizations, government agencies, school district, churches, etc.).
2. Organized use of fields on Sundays and holidays is prohibited unless the Parks & Recreation Director or his designee grants special permission.
3. All functions shall close no later than 10:00 p.m. unless prior approval has been granted by the Parks & Recreation Commission.
4. The applicant signing the Application for Use of Facilities shall be jointly responsible with the organization they represent for use, including payment of overtime use and any damages occurring to City property as a result of the use.
5. Parking shall be in authorized marked areas in adjacent parking lots and on-street parking as posted. **No vehicles shall be permitted on the park at any time.** Please be aware that back-in parking is not permitted in the City parking lots.
6. Alcoholic beverages, smoking, dogs, bikes, scooters, skateboards and other wheeled toys are not permitted on park premises. **Groups are responsible for their participants and spectators** in regards to enforcing City ordinances in their approved areas during the days and times of their use.
7. Groups using sports fields must comply with City ordinances regulating conduct in public parks. The City of Temple City reserves the right of full access to all activities at any time during their occurrences to see that rules, regulations and City ordinances are not violated.
8. Loudspeakers and/or amplified sound equipment must be reasonably used and be compatible with the residential neighborhood. Request from City staff to reduce volume must be honored. Failure to reduce volume of noise or sound which city staff determines to be offensive to persons of ordinary sensibilities residing on surrounding properties will necessitate electrical power being turned off.
9. If field conditions warrant no use (such as wet conditions), City staff will post a red flag at the field site. Groups are not allowed to use the fields as long as the red flag is posted.
10. Field layout must be submitted to, and approved by, the Parks & Recreation Department prior to scheduled use. Park Maintenance Lead worker must be notified prior to lining fields. Only approved material may be used to line fields. Groups are expected to rotate fields and layouts to prevent overuse in any one area (in particular around goals, base paths and scrimmage lines).
11. Groups using sports fields are responsible for picking up trash and litter from the playing fields and surrounding areas after each use.

12. Parks & Recreation Department will schedule a "walk through" with all groups prior to, and at the completion of, each season. Any damage, other than normal wear and tear, must be corrected as specified by the City. Organization shall provide labor and materials to correct damage, or pay the City to have damage corrected.
13. City will schedule "down time" between seasons to allow staff to aerate, fertilize, seed and otherwise maintain the fields.

## **PROCEDURES**

1. All organized and/or scheduled use of park's sports facilities require that an application for said use shall be filed with the Parks & Recreation Department. **Organized and/or scheduled use is defined** as any group of 10 or more participants; or any group of less than 10 participants that is a team, or has coaches/instructors present, or meets on a regular basis with a similar composition of members, or installs/uses equipment not owned by the City (except balls, gloves, bats, volleyball or badminton nets).
2. All groups requesting use of park's sports fields shall file a written application with the Parks & Recreation Department at least 24 hours in advance and pay in advance all fees necessary for use of the facilities as indicated by the fee schedule. **A fee will be charged for the use of the field lights.**
3. **Applicants must meet the insurance requirements as stated in Administrative Policy No. 4.00.** All applicants must furnish the City with original endorsements effecting insurance coverage unless specifically waived or modified by the City Council 30 days prior to use. The policy must be in an amount not less than \$1,000,000 per occurrence bodily injury, personal injury and property damage; and \$1,000,000 products liability, if applicable. The insurance company providing coverage must be "admitted" in the State of California. Applicant agrees to indemnify and hold harmless the City.
4. No storage of private properties is permitted on city grounds or facilities unless approved by the Parks & Recreation Director or his designee. The city does not assume responsibility in case of loss or damage to personal property.
5. **A \$500 security deposit is required to cover possible loss or damage to facilities.** Failure to leave all facilities intact and in a clean and orderly condition shall result in loss of deposit and denial of further use. Should loss or damage occur, the applicant and organization shall be held responsible and billed accordingly.
6. Within twenty (20) days after receipt of an application, the Department shall apprise the applicant in writing of approval or denial of permit. Any aggrieved person shall have the right to appeal in writing within ten (10) days to the Parks and Recreation Commission, which shall consider the appeal at their next regular scheduled commission meeting. Any denial by the Parks and Recreation Commission can be appealed to the City Council within ten (10) days.
7. The City of Temple City reserves the right to cancel any reservation. When cancellations are necessary, the Department will endeavor to give the group a ten (10) day notice.
8. The Parks and Recreation Commission will be required to review and approve applications that do not conform to existing rental policies.
9. In addition, a permit is available for groups of more than 10 that do not have coaches/instructors present, do not meet on a regular basis, or do not use/install equipment not owned by the City, if the use would not impact a previously approved permit. A maximum of one permit would be issued to the same group per month. To receive a permit, groups must provide a list of all participants in attendance and a photo ID of at least one individual must be turned in with the application.