

Attachment 2

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Los Alamitos Unified School District  
And City of Los Alamitos  
Recreation and Community Services Department

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**POLICY AND PROCEDURE FOR PERMITTING ATHLETIC FACILITIES SCHEDULE OF CHARGES**

**(FieldFacility Use Guidelines and Fee Schedule)**

**July 1, 2002**  
**(Amended July 28, 2003)**

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**INTRODUCTION**

The purpose of this policy is to outline the procedure for the permitted use of the McAuliffe, Oak and Laurel Park Athletic Facilities Fields and priority for allocating these facilitiesfields. Permits will be issued to groups of 10 or more.

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**ALLOCATION PRIORITY**

Priority of field use is determined by the order of user groups listed below. Example: Group 2 would receive priority in determining facility field use over Group 3.

**DEFINITION OF USER GROUPS**

**Group 1**

**CIVIC:** Los Alamitos Unified School District, Los Alamitos Recreation and Community Services Department and Los Alamitos Youth Center, Inc. Priority for field use for Group 1 is based on the respective Memorandum of Understanding for each site. Fees for utility costs associated with athletic field lighting will be charged to this group.

**Group 2**

**LOS ALAMITOS COMMUNITY SPORTS BOARD ORGANIZATIONS (LACSB):** Local community sports organizations within the Los Alamitos Unified School District boundaries that contain at least 70% residents. Los Alamitos Community Sports Board Organizations must actively participate by attending Sports Board meetings and present rosters each season to confirm 70% Los Alamitos Unified School District boundary residents. These organizations must also be registered as non-profit corporations with the State of California/I.R.S. and/or have a constitution, by-laws or mission statement which clearly states the objectives of the organization are a non-profit, non-commercial nature. Also included in Group 2 are organizations, associations and clubs organized for cultural activities and/or general character building or welfare purposes, in which membership dues or contributions are accepted solely for the support of the organization. Group 2 rates do not include tournaments (see Group 5 for tournament fees).

Priority use of fields, within group 2, for Los Alamitos community sports organizations will be allocated as follows:

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1. Youth groups participating during their primary season as follows:
  - a. Baseball/Softball season is recognized as February 1 – June 15.
  - b. Football season is recognized as July 15 – November 15.
  - c. Soccer season is recognized as August 1 – January 31.
2. Youth groups or organizations that have open registration, regardless of skill, and employ a minimum playing time standard of at least 50% or more of game.
3. Youth groups that have a minimum playing time standard less than 50% of game.
4. Youth groups that have the greatest number of participants. Number of fields permitted will be based on a percentage of total participants requesting fields.
5. Youth groups that limit registration based on ability.
6. Adult groups, which meet the definition of Group 2.

### **Group 3**

**PRIVATE:** Resident groups within the Los Alamitos Unified School District boundaries that contain at least 60% residents. Priority of use will come on a first come, first serve, basis. Rosters must be submitted during permit process to show group contains appropriate number of residents.

### **Group 4**

**CAMPS:** Sports camps, travel teams and other community sports organizations that do not qualify as *Group 2* or *Group 3* organizations. Group 4 includes summer or after school sports, academic camp programs and conducting of religious services. Groups determined to complement, enhance or support athletic efforts of the school district will receive priority use under group 4.

### **Group 5**

**NON-COMMUNITY BASED/TOURNAMENTS:** Youth or adult individuals or groups based outside of the Los Alamitos Unified School District boundaries. Priority of use will come on a first come, first serve, basis. Group 5 also includes youth sports tournaments and groups that charge admissions or fees (or accept contributions, product or service sales), which are not expanded for the welfare of the pupils of the district or for charitable purposes.

### **Group 6**

**COMMERCIAL:** Businesses, profit-making organizations, politically affiliated organizations, for-profit sports leagues, adult tournaments and special events. Priority of use will come on a first come, first serve, basis.

## **PROCESS FOR OBTAINING PERMITS**

### **Application**

An application for facility field use must be submitted on a City of Los Alamitos Recreation and Community Services Facility Reservation Form. Multiple-use reservations may be made for more than one date or with recurring weekly use. Applications must be received a minimum of

two (2) weeks prior to requested use date and will be accepted up to three (3) months in advance. Requests shall not be approved for a period exceeding three (3) months, with the exception of LACSB organizations which will be permitted by season.

All rental groups must purchase General Liability Insurance in the amount of \$1,000,000 naming the City of Los Alamitos and the Los Alamitos Unified School District as additionally insured as evidenced by a Certificate of Insurance, and an acceptable Additional Insured Endorsement. ~~A copy of the certificate of liability insurance listing the City of Los Alamitos and the Los Alamitos Unified School District, as additionally insured is required in the amount of \$1,000,000 per occurrence.~~ The insurance certificate must be on file before a permit is approved.

Group 2 Sports Board members must present evidence of the following prior to permits being issued:

1. Rosters of teams containing names and addresses of all players to determine 70% of players reside within the Los Alamitos Unified School District boundaries. (Note: Players who attend LAUSD schools but do not reside within the school district boundaries are not eligible to be counted under the 70% rule).
2. Evidence that the group is a recognized 501(c) 3 organization as defined by the federal Internal Revenue Code.
3. Evidence that the group has its Articles of Incorporation endorsed and filed with the California Secretary of State.
4. A constitution, by-laws or mission statement which clearly states the objectives of the organization are a non-profit, non-commercial nature

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Submission of field or facility requests does not constitute approval. Approval is given only after fees are paid, a review of field availability has taken place and a certificate of insurance is on file. Every effort will be made to accommodate user group's request for use of fields. Priority of fields will be given to traditional primary season sports.

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### **Permit Processing Fee**

A \$10.00 non-refundable permit-processing fee will be assessed to each permit issued.

### **Facility Use**

Games and practice schedules are required to be submitted and will be used to ensure ~~facilities/fields~~ are being used as allocated. If ~~facilities /fields~~ are not used in the appropriate manner or are not being used as requested, permits may be rescinded and reallocated to other groups.

Use of facilities without a permit may result in loss of ~~facility /field~~ allocation consideration for future allocations.

### **Fee Payment**

The following process will be followed for payment of fees. If fees are not received two (2) weeks prior to the desired start date, the permit will not be issued.

1. Staff will send a Notification Letter to each group advising of the facilities they are granted, pending receipt of their payment. The letter will note other requirements that

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need to be met before the issuance of the permit including insurance, and non-profit status paperwork.

2. The Notification Letter will be sent to each group at least one (1) month prior to the desired start date.

3. The deadline for payment of facility rental fees, custodial fees and/or portable restroom fees and field lighting fees is two (2) weeks prior to the desired start date of the permit.

4. Los Alamitos Community Sports Board Organizations will be billed quarterly for field lights.

If payment has not been received by two (2) weeks prior to the start date of the permit, staff will notify the Director of Recreation and Community Services, who will contact the group and inquire about their ability and/or desire to pay their permit fees. If the issue is not resolved to the satisfaction of the Director, the facility permits will not be granted.

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### **Reservation Cancellation (Refund Policy)**

Reservations may be canceled. Reservations that are cancelled by the City due to inclement weather or other circumstance may be rescheduled as availability allows or may be refunded in full. Reservations cancelled by the user at least 5 days prior to the scheduled use will be refunded, minus a \$10.00 permit-processing fee. No refunds will be issued if canceled with fewer than 5 days notice.

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### **Liability Insurance Requirement**

All rental groups must purchase General Liability Insurance in the amount of \$1,000,000 naming the City of Los Alamitos and the Los Alamitos Unified School District as additionally insured as evidenced by a Certificate of Insurance, and an acceptable Additional Insured Endorsement. ~~have liability insurance naming the City of Los Alamitos and the Los Alamitos Unified School District as additionally insured in the amount of \$1,000,000 per occurrence.~~ Proof of liability insurance must be submitted to the Los Alamitos Recreation and Community Services Department before permits are issued.

### **FIELD USE RULES AND REGULATIONS**

Groups consisting of ten or more individuals wishing to utilize a field must acquire a permit from the City of Los Alamitos Recreation and Community Services Department. It is the responsibility of the person in charge identified on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.

#### ***These rules include but are not limited to:***

- Use will begin no earlier than 7:30 a.m. Use will end at dusk on unlighted fields and no later than 10:30 p.m. on lighted fields.
- Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, free of trash and equipment, picked up and be off the fields at the ending time indicated on the permit.
- Smoking is prohibited at all sites.

- Barbeques are prohibited.
- Animals are prohibited.
- Parking is allowed in designated paved areas only.
- Applicant's copy of use permit must be available during use and presented to any City or LAUSD representative upon request.
- Alcoholic beverages are not allowed on fields, schools, parking lots or adjacent areas.
- Vehicles are prohibited on fields.
- Vendors are not allowed without City or LAUSD approval.
- Selling food or other items is not allowed without City or LAUSD approval.
- Amplified sound is not allowed on any field without City or LAUSD approval. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
- Property boundary walls and fences are not to be used as backstops at any time.
- Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission.
- Portable goals, backstops and/or markers are allowed but must be removed daily.
- 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 bins. The facilities field(s) and any adjoining areas affected by a group's use must be picked up and cleared of all trash. A clean-up fee will be charged to all groups that do not comply.
- Please leave school areas immediately after games and practices safely and quietly, especially after late games.
- Non-adherence to any of these rules or any City Ordinance may result in additional fees and/or result in the cancellation of current and/or prohibition of future use.

### **INCLEMENT WEATHER FIELD CLOSURES**

In the event of inclement weather, wet fields may be closed to use. Whenever possible, closed field signs will be posted. In inclement weather situations where signs have not been posted, user groups must make reasonable judgment regarding the playability of fields. Any field with

standing water should be deemed unplayable. If play does take place on a closed field or a field that is unsuitable for play, the City and/or LAUSD may bill the user group for damage to the field.

### **NOTICE OF NON-USE OF FACILITIES FIELD(S)**

Any user group that has been allocated space and does not intend to use it regularly shall notify the Los Alamitos Recreation and Community Services Department so facilities fields may be reallocated. If facilities fields are not used in a proper manner or are not being used as requested, permits may be rescinded and reallocated to other groups.

### **USE OF FACILITIES FIELDS WITHOUT A PERMIT**

All user groups are responsible for practicing on their designated facility field as stated by permit. Any team caught not abiding by the stated permits or failing to have a permit will result in two (2) warnings followed by the assessment of arbitration fees. Policy specifics are as follows:

- City personnel must catch user groups in the act. A violation is any user group using a field without the proper permit for that facility at that time.
- Date, time and facility field location, as well as the team name and/or coach's name will be given to the league for verification of the infraction. If the coach is unwilling to supply team and/or coach information, a digital picture will be taken.
- All groups will receive written warnings for the first and second violations. Note: warnings are for the entire organization and not for each team. User groups will receive two (2) warnings total, not two (2) warnings per site.
- All subsequent violations will incur a \$100 arbitration fee per occurrence.
- Fees will be billed to the user group directly, not to the coaches.
- User groups will not be issued any new permits until all penalty fees are paid.
- The City of Los Alamitos will collect and keep all revenue associated with permit violations.
- Excessive violations may result in loss of field allocation consideration for future permits. Excessive violations are considered more than 10 violations in a six (6) month period.

### **FIELD MAINTENANCE**

#### **Rest and Renovation**

Annual rest and renovation of the fields will be a priority. The City and LAUSD will attempt to be flexible in accommodating user groups but, ultimately, the City and LAUSD must be concerned with the health and safety of the user. An annual calendar for regular field maintenance will be

developed each year for rest and renovation. Additional maintenance may be required as needed.

### **Field Closures**

Fields may be closed at the discretion of LAUSD in cooperation with the City in accordance with the Memorandum of Understanding for each facility. Closures are kept to a minimum when fields remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields. Fields may be closed for any of the following:

1. City or LAUSD engages in work involving any of the facilities.
2. When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts, pesticide spraying, and natural disasters.

### **Athletic Field Lining/Marking**

1. Burning lines is absolutely prohibited. Any group burning lines or vandalizing the facility will be responsible for the full cost of rehabilitation of the damaged area(s).
2. Lining of fields with chalk or paint is not permitted without written permission granted by the City or LAUSD.
- ~~3.~~ -Any user failing to comply with established guidelines and notification requests are subject to paying for all damages occurring to the facility and the termination of field use permit.

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### **Additional Fees for Tournaments and Special Events**

Additional fees may be charged for tournaments or special events by LAUSD. Additional fees will be charged for trash containers, portable restrooms, custodial services, clean-up fees, and other similar services. LAUSD custodial services and clean-up fees are \$19 per hour for regular time and \$35 per hour premium time. Premium time includes weekdays after 4:30 p.m., weekends and holidays. Trash and portable restroom services will be determined by current price.

Groups may also be required to bring additional supplies as needed. Additional supplies include, but are not limited to, one(1) portable restroom for every 100 people. 10% must be handicapped accessible) or other items deemed necessary to coordinate a tournament or special event. Delivery of supplies must be authorized and coordinated by LAUSD.

**McAULIFFE FACILITY FEES**

**McAuliffe Field Rental Fees**

(Hourly rental fee without lights)	<b>Group 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Athletic Field #1	\$0	\$3	\$7	\$11	\$20	\$40
Athletic Field #2	\$0	\$3	\$7	\$11	\$20	\$40
Athletic Field #3	\$0	\$3	\$7	\$11	\$20	\$40
Baseball Practice Area #1	\$0	\$3	\$7	\$11	\$20	\$40
Baseball Practice Area #2	\$0	\$3	\$7	\$11	\$20	\$40
Athletic Field #4 (center of track)	\$0	\$3	\$7	\$11	\$20	\$40
Running Track (must also reserve field #4)	\$0	\$6	\$14	\$22	\$40	\$80

**McAuliffe Field Light Fees**

(Hourly light fee in addition to rental fee)	<b>Group 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Athletic Field #1	\$8	\$8	\$8	\$8	\$8	\$8
Athletic Field #2	\$8	\$8	\$8	\$8	\$8	\$8
Athletic Field #3	\$8	\$8	\$8	\$8	\$8	\$8
Athletic Field #4 (center of track)	n/a	n/a	n/a	n/a	n/a	n/a
Running Track (must also reserve field #4)	n/a	n/a	n/a	n/a	n/a	n/a

**OAK SCHOOL FACILITY FEES**

**Oak Field Rental Fees**

(Hourly rental fee without lights)	<b>Group 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Athletic Field #1	\$0	\$3	\$7	\$11	\$20	\$40
Athletic Field #2	\$0	\$3	\$7	\$11	\$20	\$40
Athletic Field #3	\$0	\$3	\$7	\$11	\$20	\$40
Softball Field	\$0	\$5	\$10	\$15	\$25	\$40
Athletic Field #4 (Utility Field)	\$0	\$2	\$4	\$8	\$15	\$30

**Oak Field Light Fees**

(Hourly light fee in addition to rental fee)	<b>Group 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Athletic Field #1	\$8	\$8	\$8	\$8	\$8	\$8
Athletic Field #2	\$8	\$8	\$8	\$8	\$8	\$8
Athletic Field #3	\$8	\$8	\$8	\$8	\$8	\$8
Softball Field	\$11	\$11	\$11	\$11	\$11	\$11
Athletic Field #4 (Utility Field)	\$5	\$5	\$5	\$5	\$5	\$5

**Oak Gymnasium Fees**

	<b>Group 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Oak Gymnasium	\$0	\$25	\$35	\$45	\$55	\$65

**LAUREL PARK FEES**

**Laurel Park Rental Fees**

(Hourly rental fee without lights)

	<b>Group <u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>
Softball Field	\$0	\$5	\$10	\$15	\$25	\$40
Athletic Field	40	\$3	\$7	\$11	\$20	\$40

**Laurel Park Light Fees**

(Hourly light fee in addition to rental fee)

	<b>Group <u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>
Softball Field	\$11	\$11	\$11	\$11	\$11	\$11
Athletic Field	\$5	\$5	\$5	\$5	\$5	\$5

**FIELD MARKING FEES (McAuliffe, Oak & Laurel)**

	<b><u>Chalk</u></b>	<b><u>Paint</u></b>
Softball Field Prep (line, water drag)	\$75	n/a
Softball Field Maintenance	\$75	n/a
Soccer Field (regulation size)	\$100	\$200
Soccer Field Touch-up (regulation size)	\$75	\$150
Football Field	\$250	\$450
Football Field Touch-up	\$200	\$400
Track	\$350	n/a

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**Adopted by the Los Alamitos Unified School District board of Education: June 24, 2002**

**Adopted by the Los Alamitos City Council: July 8, 2002**

**Amended by the Los Alamitos City Council: July 28, 2003**

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