



Athletic Field Use and Allocation Policy & Procedures Manual



Section I

Introduction

The City of Lake Elsinore Community Services Department coordinates the use of and allocation of City parks, athletic fields, and facilities as well as selected athletic facilities of the Lake Elsinore Unified School District through a Joint Powers Authority Agreement (JPA). These facilities and athletic fields are available for use to youth organizations and general public use for athletic and recreational activities & programs. The City and School District work cooperatively to coordinate facility use in accordance with the JPA to ensure fair and equitable allocation to local organizations as well as the general public.

The Director of Community Services or designated staff representative will coordinate the allocation of fields and adherence to the policies and procedure by all organizations which govern the Athletic Field and Park Use Policy and Procedures.

Section II

Scope

This document sets forth the policies and procedures for the City to facilitate the allocation and use of available athletic fields and facilities under its ownership or control. These policies and procedures may be interpreted by the Director of Community Services or their designated staff representative for enforcement.

Section III

Purpose

It is the intent of the City to allocate athletic field use to requesting organizations that qualify. This will be done based on residency, fairness, impartiality and in concurrence with seasonal priorities.

Section IV

Definitions

- a) **New User** - This is an organization, which has not requested field use or been permitted field allocations in the twelve-month period preceding submission of an Application for Use of Facilities/Fields. An organization, which changes its name, but otherwise remains the same shall not be considered a new user. ***Organizations that split or spin off from continuing/established organizations will be considered New Users.*** New users must adhere to the deadlines established in order to be eligible for field allocations.
 - a. Any group looking to start a new league utilizing Lake Elsinore allocated facilities will be considered a nonresident organization for the first season of play when allocating fields. A league's residency status will be reviewed by the Community Services Department for accuracy. After the first season's official rosters have been received, staff will apply appropriate field use fees based on the organization's classification.
 - b. Due to the limited availability of facilities the City of Lake Elsinore will recognize a maximum of two similar organizations in any sport. Requests for leagues of sports that do not currently exist in Lake Elsinore will be permitted based on facility availability without impacting current resident recreational organizations in good standing.

b) **Primary Users** –

- a. **Tier 1** City sponsored (City operated programs) or youth oriented recreational organizations in the City of Lake Elsinore with a participant and organization Board residency rate of 80% or more Lake Elsinore residents.
- b. **Tier 2** organizations would be youth oriented recreational organizations with a Lake Elsinore Residency rate between 66% and 79%.

*All **Primary Users** must remain in good standing with the city to retain this designation. All Primary organizations are required to submit a Board Member roster listing positions and home addresses, as well as official organization/ team rosters each season listing participant names and home addresses. Additional information such as utility bills and statements may be required to verify authenticity of submitted rosters.

- c) **Non-resident Users** – These are organizations that do not meet the residency status listed above, or have a participant residency rate and/or organization Board residency rate at 65% or below. All non- resident organizations are required to submit a Board Member roster listing positions and home addresses, as well as official organization/ team rosters each season listing participant names and home addresses. Additional information such as utility bills and statements may be required to verify authenticity of submitted rosters.
- d) **Seasonal Users** – These are occasional users of facilities that may include sports, tournaments, special events or public use. Examples would be churches, public charities, or organizations. This could also include commercial enterprise.
- e) **Resident** – Any participant that resides within the city limits of Lake Elsinore.
- f) **Non-Resident** – Any participant that does not reside within the City of Lake Elsinore city limits. Non-resident areas include surrounding cities and adjacent unincorporated county areas.
- g) **Youth Recreational Organization** – Organizations that meet both of the following:
 - a. Programs are primarily inclusive of all participants regardless of skill. Tryouts or skill evaluations may exist for placement of the participant and to balance teams; however, the organization primarily accepts all participants. Organizations may limit registration based on various factors excluding skill level.
 - i. Program allowed competitive aspect of no more than 20% of organization.
 - b. Rules are defined with minimum playing time for all participants.
- h) **Youth Travel/ Competitive Organization** – Organizations that meet one or more of the following:
 - a. Programs primarily travel to other cities to play competition of a higher level beyond the competition of a recreation-based program. (Exception: when the structure of a sport has a limited number of teams and participants in Lake Elsinore, and travel to other cities for league games (i.e., football.)
 - b. Programs are primarily suited for participants with advanced skill beyond the play of recreation-based programs. Tryouts or skill evaluations are conducted to select only top athletes.
 - c. Rules are not defined with minimum playing time for participants.
 - d. Organization contains competitive aspect of more than 20% of organization.
- i) **Priority** – This is a reference to an organization’s standing and qualifications based on City guidelines.
- j) **Allocation** – This refers to the allocation of field use for a specific purpose for a specific period of time. Maximum of 80% of field availability will be allocated. See **Resting of Fields**.
- k) **Rosters** – All organizations requesting ongoing field use must submit official league/ team rosters from their national or regional governing body (i.e., ASA, Cal South, USSSA, etc.) Excel spread sheets will not be accepted unless authenticated by Board, President, and Registrar. Rosters for organizations allocated fields for a season are due by March 15th and October 15th each year. All other users are required to submit rosters at the time of application. If rosters are not submitted,

organization will be charged all fees based on previous season's numbers plus 20% at current Non-Resident rates and may be labeled as a non-resident organization for allocation priority purposes. If an organization fails to submit rosters for 2 consecutive seasons, that organization will lose resident recreational league allocation status and priority.

- l) **Good Standing** – Good standing refers to organizations that have met all deadlines for applications, fees and requested information and have no outstanding debt to the City, and fields and facilities are maintained to the standards prescribed by City staff. Examples of an organization not in good standing is one which has unpaid or delinquent fees, one who has not requested use of fields within the guidelines as determined in this manual, or one that has been allocated a field or facility and neglects to maintain in the manner prescribed by City staff.
- m) **Season Priority Period** – This refers to an organization's period of use that is deemed as primary or high priority and pertains to fields designated as multi-use.
 - a. **Spring/ Summer Season** (February 1-July 31) - Baseball, Softball
 - b. **Fall/ Winter Season** (August 1- January 31) - Football, Soccer
- n) **Park User Group** – This refers to the collection of leagues and teams that use the parks on an ongoing or year-round basis.
- o) **Resting of Fields** – This refers to periods in which no allocations are permitted in order to allow fields to rest to prevent overuse.
- p) **Approved Uses** – This refers to the types of use each field is approved for. Refer to **Appendix A**.

Section V

Allocation Periods, Priorities and Procedures

- 1) **Allocation Period** – There are two (2) allocation periods each year. Winter/ Spring is February through June. Summer/ Fall is July through November. Any practice or play that occurs outside of traditional recreational seasons will be considered on an individual basis. **Facilities may be closed due to maintenance and/or other unforeseen circumstances.** Community Services and Parks staff will make every effort to schedule closures and notify organizations that are affected.
- 2) **Classification** – Organizations will be classified as Primary, Travel/ Competitive, Nonresident, Seasonal and New Users.
- 3) **Priorities** – Priority for use of athletic fields or facilities will be as follows:
 - a. City of Lake Elsinore
 - b. Resident organizations with a primary focus on serving the Special Needs Community
 - c. Primary Tier 1 Users with season priority
 - d. Primary Tier 2 Users with season priority
 - e. Primary Tier 1 Users without season priority
 - f. Primary Tier 2 Users without season priority
 - g. Resident Youth Travel/ Competitive Organizations with season priority
 - h. Resident Youth Travel/ Competitive Organizations without season priority
 - i. Resident Adult Tier 1 organization with season priority
 - j. Resident Adult Tier 2 organization with season priority
 - k. Non-resident organizations serving the Special Needs Community
 - l. Non-resident youth organizations with season priority
 - m. Non-resident adult organizations with season priority
 - n. Non-resident youth organizations without season priority
 - o. Non-resident adult organizations without season priority
 - p. Seasonal, new users, and organizations based outside Lake Elsinore with no Lake Elsinore residents or commercial

- 4) **Allocation Procedures** – Requests for use of City parks, facilities and athletic fields may be made to the Community Services Department with an Application for Use of Facilities. Allocation of requested facilities will be based on availability, need and the organizations priority and standing. Failure to submit requested information in the time period may delay or reduce field allocation requested. The following apply when requesting Athletic Fields:
- a. Request for facilities must be made within the approved time period. Tournament or Special Event use is 3 months prior. Athletic Field use for each allocation period is 60 days in advance of period start date. Winter offseason allocation (Dec thru Jan) deadline is November 1. Spring allocation (Feb thru June) deadline is January 1. Summer/Fall allocation (July thru Nov) deadline is June 1. *Requests made are not guaranteed and are considered in conjunction with all requests received and allocation policy guidelines.
 - b. All requests from organizations must be accompanied by a current Board of Directors contact list. This is submitted even if there are no changes.
 - c. All requests for use for Special Events or Tournaments must follow Special Event guidelines, requirements, and fees. These will differ from regular league use and fees or conditions specific to special event use may apply.
 - d. All Athletic Field requests must be accompanied by a calendar or schedule including all dates for registration, tryouts, evaluations, practices, games, tournaments, opening or closing ceremonies and field maintenance.
 - e. All requests for use must be accompanied by a certificate of insurance which must be current, not expire during the allocation period and meet all City requirements.
 - f. Requests for use of Snack Bar and/or Storage areas must be on a separate application but must accompany Athletic Field requests.
 - g. Attach a deposit of \$500 to Athletic Field request when submitting your documents. For year-round use, one yearly deposit is due in January.
 - h. Fields will be allocated up to a maximum of 80% of availability to allow for resting and maintenance of fields.
- 5) **Allocation Changes** – Changes could occur during the allocation period making changes to the Park Permit and permission for use. All change requests are made through the Community Services Department. Allocations may be evaluated and re-allocated before the allocation period has ended. Changes may occur with lower-than-expected enrollment, refurbishment projects, maintenance or weather-related closures. Use may be shortened or extended at the discretion of the Community Services Department. Organizations may relinquish or exchange days, times, or fields within the allocation period with another organization of the same classification at the approval of the Community Services Department.

Section VI

Fees and Deadlines

- a) **Field Deposits** – This is a \$500 deposit per organization paid at each allocation period or once a year if the organization uses fields year-round. The deposit is refundable and may be used to pay for damages to facilities or field use. Deposits are due at the same time requests for use of fields is due for each allocation period. Refunds will be processed by the Community Services Department at the conclusion of field use. If fields are requested year-round, one deposit in January is due and refunds are processed in December. Deadline for payment of deposit is March 15 of each year; use may be suspended if not received by that date. Deposits could be retained for organization's that fail to submit their season's rosters by the due date. Deposits may be retained for unpaid field use fees, such as lights and team fees.

- b) **Light Fees** – This is based on actual use and paid as determined for each field allocated. Light use is scheduled and monitored via an online platform. Each organization is granted a limited number of users and is responsible for scheduling lights for the organization. Depending on organizational type, reports are generated either monthly or quarterly. Organizations will be invoiced based on the reported use. Fees are due within 30 days after the conclusion of each invoice cycle (monthly or quarterly). Fees are based on an hourly rate and may be pro-rated on the quarter hour. Unpaid fees will result in the City reassessing the organization's access to lights and may be adjusted until fees are paid. Scheduling lights on fields during days or times in which are not allocated to the organization will also result in the City reassessing the organizations access to lights. For current fees, please refer to the City's current approved fee structure.

* Use of lights for Tournaments or Special Events will be charged prior to use and paid in full before use. This will be based on time period expected for use as outlined in the Application for Use of Facilities. No refunds on unused lights.

- c) **Field Use Fees** – Fees for use of Athletic Fields or Parks will be determined based on use. All field fees are based on current approved fee structure. If rosters are not submitted each season, organizations will be charged based on the previous season's numbers plus 20% and at current non-resident rates.
- d) **Snack Bar Fees** – These fees are charged for all Snack Bar use. Type I are equipped for food preparation, storage and serving. Type II may only serve packaged foods. Type III are temporary "pop-up" snack bars. This fee is to recover costs for use of utilities and staff time. Snack Bar fees are due and payable at the same time as Light Fees. Snack Bar use fee is \$150 per season, regardless of Type. Leagues must obtain all health permits as required and be sure that all rules are followed. The city may grant permission to have a snack bar set up but is not responsible to monitor. That is the responsibility of the Park User.
- e) **Non-Residents Fees** – All users of Athletic Fields for league play, travel ball, youth and adult sports must pay \$10 per non-resident per allocation season. Non-resident payment is based on submitted rosters and apply to all who reside outside the city limits of Lake Elsinore. Non-resident fees will be charged each allocation season regardless of "year-round" status. The allocation seasons are defined in section IV above.

Non-resident fees also apply to tournament use with a one-time fee of \$100 for each sponsored tournament. Tournament fees for non-resident use is paid prior to use with all other fees due for tournament use. A typical way to calculate the number of non-residents is to submit team rosters and check resident status.

- f) **Non-Payment of Fees** – Non-payment of fees by the deadlines may terminate field use and leagues designation may change as a result. Due diligence to collect fees due to the City will be made via e-mail or written requests prior to taking legal action to collect fees. Use of athletic fields may be terminated until fees are paid in full or terminated altogether for repeat offenders.

Section VII

Rules and Regulations for Athletic Field/Park Usage

In order to maintain a high standard of maintenance and sportsmanship integrity the following rules and regulations apply to all users. Violations of any of these conditions may result in termination of use and sanctions on upcoming allocations. Basic Park Rules apply at all park locations to all users and these rules are posted at all park entry points.

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- 1) **Field Use/Restrictions** – Fields may be used on the dates and times as stated in the approved Application for Use of Facilities and may not be altered without consent of the Community Services Department. Fields may only be used as requested and normal use is expected. If it is determined that users are utilizing fields or facilities not within their approved use, the league is subject to immediate termination of field use and sanctions on all upcoming allocations. Leagues must follow all park rules governing open and close times and approved uses for all parks. General Park Rules are posted at each park for reference. Leagues may not sublet fields or snack bars and in doing so, may face termination of use immediately upon confirmation.
- 2) **Athletic Field Marking** – Water based paint or chalk may be used to mark or line athletic fields. Burning is prohibited. Shared facilities require an agreement in lining and chalk colors.
- 3) **Storage** – Building storage areas may be used to store field preparation and maintenance equipment and are not exclusive but shared spaces so they must be kept neat and orderly. The cleanliness of the storage must be maintained to limit intrusions by rodents. Items that may not be stored include food items, food preparation equipment, office equipment, uniforms or any other property not used for the specific purpose of field preparation, maintenance, or play. All consumable items are prohibited.
- 4) **C- Bin Units** – On many park sites C-Bins are located and may be used to store sports equipment, field prep tools or uniforms. They may not be used for food storage, food service or preparation equipment and office equipment. The cleanliness of the bins must be maintained to limit intrusions by rodents. Units owned or leased by the City may incur a monthly use fee of \$100 to the league utilizing. Units owned by the independent leagues must be maintained and are subject to removal. Equipment must be placed inside C-bin after each use and not left outside overnight. League property must be removed from storage areas or C-Bins at the conclusion of each allocation period if there will be 60 days or more absence from fields. Soccer goal posts may be stored on site during allocation periods but must be removed from fields when not in use for more than 60 days.
- 5) **Soccer Goals** – Must be maintained for use and safety. Goals left unused or in unsafe condition for more than 60 days will be tagged and removed by City personnel.
- 6) **Snack Bar** – Use of Snack Bars requires that standards be maintained, and leagues are required to obtain a Health Permit. Operators are required to follow all County health guidelines pertaining to snack bar use. Year-round storage of food is not acceptable unless fields are occupied. The City reserves the right to call for health inspections at our discretion to ensure compliance with health standards. Use of Snack Bars is revocable with any violation. The selling of food outside a snack bar facility is limited to packaged food and drinks. Use of an outside grill is permitted if all County and City guidelines are followed and when use will not cause harm to persons or the facility. All proper precautions must be taken and is the responsibility of the Operator. A Health Permit is required for all prepared food and should be displayed in the Snack Bar for officials. Use of appliances or food storage is acceptable only during allocation periods and appliances should be emptied and unplugged when not in use. All appliances must be maintained in good working condition. Overuse of electrical as available remains the park user responsibility. Do not overuse what is available in terms of amps and wattage. A minimum \$75 non-emergency fee will be assessed if called out to after hours to address issues, such as fixing an overloaded circuit/outlet. Fee will be based on severity of issue.
- 7) **Light Use** – Fields may be lighted for use by teams for practice or games. Scheduling of lights is the responsibility of the User. Approved organizations will be given a limited number of users and access limited to approved parks. They should be turned on and off as needed by a league representative. Field lights left on to be automatically shut off is a violation of use. Access to lights should be limited within the league to insure appropriate use. In the event an organization is not granted user access, the organization will submit its requested light schedule and upon approval, a City user will schedule lights accordingly.

- 8) **Keys** – Keys to access fields, lights, storage areas or snack bars will be granted on a limited basis to each organization. Keys are not to be issued to individual coaches but to board members of organizations who must retain possession during allocation. A key deposit is required for all Secondary, Seasonal and New Users; the \$50 fee can be returned if the key is returned. The deposit will be kept if the key is not returned after use and replacement keys for all is \$50. All lost keys are subject to a \$50 replacement fee. If key deposits were not received, key fees will be retained from field deposits. Keys shall remain the property of the City and while they may be reissued within the organization, they must be accounted for at all times. Organizations that do not plan year-round use, must return keys at the end of use. These keys may be reissued when play or use resumes. Failure to comply may result in sanctions in upcoming allocations. If a lost key results in necessary rekeying, then all costs incurred will fall on the responsible party.
- 9) **Number of Participants** – In general, Athletic Fields may be used for practice by no more than 3 teams during practice periods and no more than 2 teams during game periods for all fields. Soccer games should be played with no more than one game and a maximum of 22 players per regulation size field. Fields approved for short play may have up to 4 teams on one soccer field for game play but no more than 32 players total.
- 10) **Field Closures** – All fields are subject to closure for maintenance or repair. Rotation of fields is recommended to help with turf renovation and rest periods. Every attempt will be made to schedule large projects outside high priority periods and keep organizations informed of pending projects. Athletic Fields may also be closed due to inclement weather, smog alerts, pesticide spraying, fires, or emergency situations. Failure to comply with field closures may result in the termination of field use.
- 11) **Rain Policy** – There will be no use of City or LEUSD Athletic Fields when facilities are unplayable. All play shall be prohibited when; The field is closed for renovation or repair; Water is standing on the field: one quarter of an inch (1/4”) of rain or more has fallen within the previous 24 hours; soil is frozen; soil is wet and "spongy"; the ground is muddy and soil clumps or clings to shoes; steady rain is falling; a lightning/electrical storm is occurring; and when the field is deemed unplayable by City Staff. Length of closure is dependent on field and weather conditions and determined by appropriate City Staff. Fields played upon in these conditions is a violation and may result in the termination of field use by the team or league in violation. Damages that occur with use during inclement weather conditions will be charged to the sponsoring organization. Information on field closures may be obtained by calling the Community Center at (951) 245-0442 after 3 p.m. on rainy days. Fields with standing water due to broken main lines or irrigation problems are also considered unplayable and may not be used.
- 12) **General Condition** – Fields, storage areas, snack bars and public areas utilized by users must remain in good condition. Notification to Community Services officials due to damage, vandalism, maintenance items or graffiti is essential in maintaining safe conditions for all users. It is generally accepted that each user will maintain a clean environment by keeping facilities free of trash and debris caused by group usage. League items and equipment must be put away and not left out overnight. Due to the high volume of use during league use, park users are required to assist in maintaining and restocking restrooms as needed.
- 13) **Improvements** – All requests to modify or improve facilities or Athletic Fields must be submitted to the Community Services Department for approval. Unauthorized changes may result in termination of use of facilities. This includes but is not limited to structures, storage areas, athletic fields, snack bars and parking areas. This could include the use of or installation of non-city alarm systems. Both Independent and Co-operative improvement projects must go through the cities design and permit process with fees waived prior to construction start to maintain adherence to building codes.

- 14) **Banners** – Organizations must be approved to place banners. All banners (sponsorship or otherwise) must have city approval and may be put up at assigned facilities. Please refer to **Appendix B** for all rules and regulations regarding banners.
- 15) **Motorized Vehicle Use** – This is restricted to approved maintenance vehicles only and use on Athletic Fields is restricted to field maintenance and preparation equipment such as golf carts or sand pros. Full size and offroad vehicles, such as (but not limited to) trucks, side by sides, and RZR's not permitted and are restricted from all playing surfaces. Vehicles must be in good operational condition and access made available to City officials upon request if vehicles are stored on park property. Driving to actively load or unload by permit only, approved by City designated personnel.
- 16) **Alcohol or Firearms** – There shall be no consumption of alcohol or the carrying or use of firearms at any City facility or park.
- 17) **Traffic and Parking** – Users should make every attempt to schedule practice, games, and special events so that local traffic and parking is not adversely impacted. Parking is free and charging fees to park at City of Lake Elsinore parks is not allowed. Parking is allowed only in designated parking areas. Driving or parking on turf or in public access areas on park property is prohibited without authorization. Organizations are asked to assist in enforcing the no parking areas including red curbs and no parking hash marked spaces. Emergency vehicle access shall not be impeded by unlawful parking; failure to enforce may cause sanctions to the organization.
- 18) **Park User Group Meetings** – These are mandatory and should be attended by two representatives from each organization. This is not an open forum for teams but rather a meeting for officials from each Park User Group. Excessive absences will result in denial or termination of field use either in current or upcoming allocation periods. Meetings are called on an as needed or regular basis.
- 19) **Maintenance Periods** – Maintenance is ongoing, but every attempt will be made to schedule long term restoration or repair to turf in the following allocation periods to limit impact to team use during high priority periods. Fields will not be allocated for use during these periods as needed. As weather conditions and seasonal changes occur our schedule will reflect our needs to first maintain healthy turf and athletic fields, secondary will be to honor permitted use.
- 20) **Park Stewards** – In cooperation with all our Park Users, we expect all to act as stewards of our parks; to refrain from abuse of the fields; to maintain a dialogue with Community Services about maintenance issues; to communicate use that seems out of place (I.E, dog obedience classes or flag football on a softball field).
- 21) **Emergency Call Out System** – This is in place so Park Users can relate emergency conditions to the City. Use is conditional for emergencies as they relate to the health & safety of the public, damage to city property or conditions that arise making field use impossible or unsafe. Non-emergency calls will be charged to the league at \$75 per occurrence and taken off security deposits that are refunded.
- 22) **Cancellation or Termination of Use** – Use of Parks, Athletic Fields and Facilities may be cancelled or terminated at any time by the City and designated officials. This would apply to violations of policies or rules; abuse of facilities or fields or fields not being used as requested, or unpaid past due balances. Issues that remain unresolved or not satisfactorily managed by the organization may also result in sanctions for upcoming field allocations.
- 23) **Rosetta Canyon Sports Park** – Use falls under special allocation guidelines. These guidelines and policy can be found at www.lake-elsinore.org.

Section VIII

Maintenance Guidelines for Use of Athletic Fields by Park Users

In order to provide a high standard of field and turf maintenance, Park Users will be conditioned to provide a consistent level of care with field prep and general maintenance of fields as part of approval for use of fields. Basic maintenance techniques for each type of use are outlined and must be adopted by league or individual users as part of their approval for use. All equipment or supplies needed to maintain infields, turf and areas of use will be supplied by the individual or league. Keep storage areas if applicable, clean, neat, and orderly.

- a) **Soccer Use** – Includes lining fields with consistent colors and lines to accommodate shared use; rotation of areas to avoid high traffic erosion; collection and disposal of trash at each scheduled use.
- b) **Baseball & Softball Use** – Includes repair and maintenance of infield, pitching areas, bullpens & batter boxes; drag (do not use drag on pitching mounds these shall be worked by hand), keep drag a minimum of 12” away from fencing and backstops and work area by hand and water infields; restoration of high-volume use areas; collection and disposal of trash at each scheduled use. Remove bases from fields after use and place anchor plug. Periodically remove bases during game play to help avoid bases getting stuck. Secure field access gates after maintenance is complete. Avoid pulling drag over irrigation boxes and keep box covers free from dirt and debris. Alternate dragging patterns to avoid creating low or high spots. Any infield mix thrown into turf due to dragging activities shall be raked out to prevent the creation of a ‘lip’.
- c) **Flag Football or Tackle Football Use** – Includes lining fields with consistent colors and lines to accommodate shared use; Includes management of fields to avoid high traffic areas by rotation of use; collection and disposal of trash at each scheduled use.
- d) **Festival / Special Event Use** – Includes returning site to original condition making repairs to turf or irrigation and restoring any areas with deficiencies to satisfactory condition, collection, and disposal of trash. Follow all guidelines outlined in the Special Event Conditions of Approval.
- e) **Sports Tournament / Special Event Use** – Includes returning site to original condition following use; maintain fields during use as described in items 1 – 3; collection and disposal of trash, this includes emptying of trash cans near fields. Pick up trash in restrooms, restock toilet paper as needed (rolls provided by City), See above for sport specific guidelines.
- f) **Dog Show / Special Event Use** – Includes returning site to original condition following use, proactive collection of dog waste and general event trash.
- g) **Artificial Turf Use** – Preventative measures to help keep the integrity of the turf. Remove debris after each game. Clean with special solvents and cleansers. Use of scraper mats recommended to clean shoes before entering field. No gum, seeds, staking, lining or chalking.

Appendix A

Athletic Fields, Parks and Facilities and Approved Uses

- a) **Alberhill Park**, 2800 Lake St - Basketball, Flag Football, Soccer, Tournaments, Special Events, Snack Bar I
- b) **Canyon Hills Community Park**, 34360 Canyon Hills Rd - Baseball, Softball, Soccer, Football, Tournaments, Special Events, Snack Bar I
- c) **City Park**, 243 S. Main St – Special Events
- d) **Christensen Park**, 36300 Piedmont Drive – Baseball, Softball, Football, Soccer, and Special Events
- e) **Creekside Park**, 32000 Lost Road - Tennis, Pickleball, Soccer, Flag Football, Special Events
- f) **Lakepoint Park**, 420 E. Lakeshore Dr. – Baseball, Softball, Football, Soccer, and Special Events, Snack Bar II
- g) **Lincoln Park**, 14986 Lincoln Ave – approved for passive use
- h) **Linear Park**, 31717 Canyon Estates Dr – approved for passive use
- i) **Machado Park**, 15150 Joy St – Tennis, Special Events
- j) **McVicker Canyon Park**, 29355 Grand Ave – Baseball, Softball, Tournaments, Special Events, Snack Bar II
- k) **Oak Tree Park**, 15340 Lincoln Ave – approved for passive use
- l) **Rosetta Canyon Sports Park**, 39423 Ardenwood Way – Basketball, Tennis, Softball, Baseball, and Special Events
- m) **Serenity Park**, 19685 Palomar St.- Tennis, Special Events
- n) **Summerhill Park**, 31613 Canyon Estates Dr. - Soccer, Football
- o) **Summerlake Park /Terra Cotta MS/JPA**, 900 Broadway – Soccer, Football, Tournaments, and Special Events
- p) **Summerly Community Park**, 18505 Malaga Rd. - Baseball, Softball, Soccer, Football, Tournaments, Special Events, Snack Bar I
- q) **Swick, Matich & Freedom**, 402 W. Limited Ave.– Baseball, Tournaments, Special Events, Snack Bar I
- r) **Tuscany Hills/Tuscany Hills ES/JPA**, 30 Summerhill Dr. – Softball, Tournaments, Special Events, Snack Bar I
- s) **Yarborough Park**, 419 N. Poe St. – Special Events

Appendix B

Athletic Field Banner Policy and Guidelines

I. Applicant Requirements

- a. An applicant must meet all the following criteria
 - i. Lake Elsinore based non-profit sports organization
 - ii. Recreational and non-competitive based
 - iii. In good standing with the City of Lake Elsinore

II. Locations Available for Banners

- a. Alberhill
- b. Canyon Hills
- c. Christensen
- d. Lakepoint
- e. McVicker
- f. Summerly
- g. Swick & Matich
- h. Tuscany

III. General Information

- a. Requests for banner placement must be submitted by the second Monday of January
- b. Fields with 1 priority user
 - i. If approved, requesting organization will be granted all available banner space
- c. Fields with 2 or more priority users
 - i. If approved, available banner space will be divided equally among all requesting organizations. Decision will be final and that of the City of Lake Elsinore
- d. Current allocation is required, and location must be approved for banners prior to placement

IV. Fees

- a. \$250 yearly deposit
 - i. Once per year due at the time of banner request or on the renewal date and covers any location an organization has allocations

V. Duration of Display

- a. Banners may only be displayed during season within an active field allocation
- b. May extend into All-stars or Championships
- c. Will consider year-round banners at locations in which has 1 priority user

VI. Subject to Removal and Fee

- a. Any banner placed in a location not approved
- b. A field not approved for banners
- c. A banner not in good condition (excessively faded, torn, not fully secured to fence, etc.)
- d. A vulgar, offensive, or questionable banner
- e. Any banner placed by an organization that has not been approved to post banners

VII. Installation, Care, Maintenance, and Removal

- a. Leagues will be subject to a \$50 fee per banner if any part of the banner policy is not followed
- b. Banners should be maintained properly and tightly secured to fence
- c. Banners should be aesthetically appropriate for the location of display. Any faded, torn, or tattered banners should be removed and/or replaced with new banners at the sole responsibility of the renting organization

Agreement of Athletic Field and Park Use Policy and Procedures Manual

“As representatives of _____ I/we agree to the policies and rules as outlined in the manual. I/we further agree that as a user of the parks, athletic fields and facilities owned or use coordinated by the City of Lake Elsinore, the officials of _____ will make every attempt to coordinate the use by coaches, parents, volunteers and participants that follow all rules governing our approved use and general park rules. I/we also agree that we have a general understanding of the requirements for use, fees assigned for use and general city policies that govern the use of parks and athletic fields for use by the public and the consequences of abuse or non- payment of fees for use.”

Signature	Title	Contact #	Date
Signature	Title	Contact #	Date
League Name			Tax ID or Non-Profit #
League Mailing Address			League Phone/Public
League Email			

***This page to be updated each calendar year for City files. Please make a copy, submit with the required signatures and information by February 1st, each calendar year.**

- ☐ Required Information
- ☐ Board Member Roster – Due March 15th each year.
- ☐ League By-Laws – Due March 15th each year.
- ☐ Team Rosters – Due by March 15th and October 15th each year.
- ☐ Insurance Certificate and Endorsement- Due each year prior to policy’s expiration.

Field Allocation Request Usage Form

Name of Organization: _____

Organization Representative: _____

Contact Phone: (____) _____ EMAIL: _____

Season: Spring / Fall Year: _____

ENTER ALL INFORMATION FOR FIELD REQUESTS IN THE TABLE BELOW (USE MULTIPLE FORMS IF NECESSARY)

Facility / Complex	Field #	Day (s) of the Week	Start Time	End Time	Start Date	End Date

NOTE: Submit this form to the Lake Elsinore Community Services' Office by February 1st for Spring and August 1st for the Fall usage request. Please notify the City by email if any changes to the request are made after the form has been submitted. Failure to notify the City of report changes may result in inaccurate allocation.

ENTER ALL INFORMATION FOR SEASON IN THE TABLE BELOW

Event	Date(s)	Times
Tryouts/ Evaluations		
First Practice		
Opening Ceremonies		
First Game		
Final Game		
All Stars Begin		
All Stars End		

**See terms and additional information on page 2*



Community Services Department

Email: recreation@lake-elsinore.org

TERMS OF USE

The City will be the responsible agency for scheduling and permitting all City owned fields and athletic facilities. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued. The City has exclusive discretion in decisions on scheduling of City fields. User groups are not authorized to allow other entities use of fields and facilities during the user group's permitted rental times. Each organization is responsible for making sure that this policy is strictly enforced and adhered to by its representatives. Breach of contract may prohibit and forfeit the use of City facilities.

No fees will be returned to the organization if this policy is violated and the User group's remaining permits are canceled for breach of contract.

I, _____ the authorized representative for _____
(print name) (organization)

attest that any information given to the City in order to report light usage is true and agree to abide by the terms of this agreement.

Organization Authorized Representative Date

ENTER ALL INFORMATION FOR CURRENT BOARD MEMBERS IN THE TABLE BELOW

Position	Phone	Email
President		
Vice President		
Secretary		
Operations		

Approved By: _____
(City of Lake Elsinore Representative) Date