



**City of Menifee**

**Athletic Field Allocation and Park Use Policy**

The City of Menifee Community Services Department coordinates the use of athletic fields owned and operated by the City of Menifee. These facilities are available to organizations and the general public for recreation activities and programs.

I. Definitions

- A. **New User** – This is an organization, which has not requested field allocations in the twelve-month period preceding its submission of a **City of Menifee Outdoor and Athletic Field Use Application**. New users must adhere to the deadlines established in order to be eligible for field allocations. An organization, which changes its name, but which otherwise remains the same shall not be considered a new user. Splinter, spin-off, or subsidiary organizations will be considered new users. A current organization which merges with another organization shall not be considered a new user, provided the presidents of both merging organizations sign the **City of Menifee Outdoor and Athletic Field Use Application** for the season in which the allocation is to take effect.
- B. **Primary User** – This is a City of Menifee qualified **Group II - VI** organization and as such has first priority for field use during the season in which they are classified as a primary user.
- C. **Secondary User** – This is a City of Menifee qualified **Group II - VI** organization that requests field use out of season as established by the primary user season schedule.

II. Group Classification

- A. See **Attachment A**

III. Allocation Process

- A. Requests to reserve the use of City of Menifee Athletic Facilities are made through the City of Menifee Community Services Department.
- B. Each organization is required to submit a **City of Menifee Outdoor and Athletic Field Use Application** through the City of Menifee Community Services Department.
- C. Each organization is required to submit a **City of Menifee Outdoor and Athletic Field Use Application** to the Community Services Office no later than **December 15 for Spring/Summer** use and **June 15 for Fall/Winter** use. Failure to file this Application within the specified times may result in denial of or limited allocation of fields.
  - 1. Certification of Insurance and Endorsement (Coverage not to expire during the allocation period).
  - 2. Proof of current nonprofit status with the State of California or proof that the league falls within the definition of nonprofit organization as specified with the State of California.
  - 3. Rosters with the participants city of residency listed.
  - 4. Master schedule to include:
    - a. Contact information for Board of Directors;
    - b. Date/Time practice begins;
    - c. Date/Time league games begin;
    - d. Date/Time league games end;
    - e. Dates/Times of tournaments hosted by the leagues;
    - f. Dates/Times of all-star practices and games.
  - 5. Payment of fees for allocated facilities.
    - a. Light fees will be billed at the end of each season of use.

- b. Field use fees will be billed monthly. Leagues will be billed for ALL requested dates/times approved during allocation period. It is the responsibility of the league to give the City of Menifee 72 hour notice for fields that will not be in use. Rain-outs will be **credited** on accounts only.
  - 6. For one-time use applications a **City of Menifee Outdoor and Athletic Field Use Application MUST** be turned in **no later** than seven (7) days prior to first date of use.
    - a. All fees **MUST** accompany the **City of Menifee Outdoor and Athletic Field Use Application**.
- D. Field time will be allocated in the following order.
  - 1. **Primary Users A:** In season youth recreation leagues that have open enrollment.
  - 2. **Primary Users B:** Out of season youth recreation leagues that have open enrollment.
  - 3. **Secondary Users A:** In season competitive “travel ball” leagues/teams that have closed enrollment.
  - 4. **Secondary Users B:** Out of season competitive “travel ball” leagues/teams that have closed enrollment.
- E. Travel Ball teams/leagues will only be able to reserve a field one month at a time.
  - 1. All travel balls teams/leagues will need to submit an official/certified roster from their governing body (i.e. ASA, Cal South, USSSA, etc).
- F. Release of Fields – Any user organization that has been allocated space and does not intend to use it regularly, should notify the Community Services Department of their intent to release their allocation. **At no time will sub-letting or swapping of allocation be permitted between organizations. All release time will be allocated through the Community Services Department.**

IV. Priority of Use

- A. For purposes of this procedure the Spring/Summer season is generally established as follows:
 

Opening date	February 1
Closing date	July 31
Primary Users	Baseball/Softball
Secondary Users	Soccer/Football
- B. For purposes of this procedure the Fall/Winter season is generally established as follows:
 

Opening date	August 1
Closing date	January 31
Primary Users	Soccer/Football
Secondary Users	Baseball/Softball
- C. For purposes of this procedure the fields will be closed for renovation/maintenance the following dates: **TBD**

V. Rules and Regulations of Facility Use

- A. Failure to comply with the Rules and Regulations of Facility Use may result in loss of field allocation.
  - 1. A responsible adult representative of the organization must be present at **ALL TIMES** during any organization’s use of the City of Menifee Athletic Facilities.

2. All organizations MUST have a copy of the approved Facility Use Permit form on hand at all times when using the facility.
3. Games and practices may begin no earlier than 7:00 a.m.
4. Games and practices must end no later than 10:00 p.m. Any event starting before 7:00 a.m. or extending past 10:00 p.m. must have the prior written approval of the Community Services Department.
5. The user organization accepts the facilities applied for in an "AS IS" condition.
6. Facility use must be consistent with the type of play permitted for each facility.
7. Athletic Field Storage Facilities-
  - a. All user equipment must be stored in a neat and orderly manner.
    - i. A key must be provided to the City of Menifee for emergency purposes
  - b. Equipment stored in the facility is not the responsibility of the City of Menifee. Equipment left out will be collected by City staff and must be retrieved from the Community Services Department within 5 days.

#### VI. Facility Closure and Inclement Weather Policy

##### A. Guidelines:

1. There will be no use of City of Menifee Athletic Facilities when facilities are unplayable due to poor weather/playing conditions.
2. The decision to use the facilities will be made by the Community Services Department.
3. Any user failing to comply with established guidelines and notification is subject to invoicing for all damages occurring to the facility and termination of allocations.
4. Procedures for Notification
  - a. Please contact the City of Menifee Community Services Department at 951-723-3880
  - b. Facility users are to call the Community Services Department after 3:00 p.m.
  - c. Afterhours and on weekends users may call the Park Ranger Hotline at 951-723-3888.
5. Fields may be closed at the discretion of the City of Menifee. Priority is given to maintenance needs and rest and renovation periods for all fields. Fields may be closed for the following:
  - a. City of Menifee is engaging in work involving any of the facilities.
  - b. When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts, pesticide spraying, earthquakes or any other conditions deemed by the City of Menifee as unsafe.

#### VII. Facility Maintenance

- A. All maintenance such as field preparation, lining of the fields, marking of the fields, or installation of goal posts will be performed by the user assigned to the facility.
- B. Each user group is responsible for the facility being free of trash and debris (sunflower seeds) caused by group usage upon conclusion of facility use.
  1. Leagues will be charged an hourly fee of \$50/hour (2 hour minimum) for cleanup of any excessive trash, debris, restroom clean up, etc of the facility.

- C. **No vehicles will be permitted on City of Menifee Athletic Facilities or parks without prior written approval by the Community Services Department. All vehicles must park in designated parking stalls.**
  - 1. Leagues will be charged an hourly fee of \$50 per occurrence and the vehicles may be ticketed.
- D. Leagues are responsible for lining of fields. All lining/marketing of athletic fields must be done with **chalk or water based paint**. Lining of turf areas must be done with water based paint. The burning of fields with the use of weed killer, diesel fuel or any other method is prohibited.
- E. All BBQs/grills must be used in an open area, away from any buildings (walls and overhangs). All BBQs/grills must have a grease trap or ground covering to prevent grease stains.
  - 1. Groups will be charged a fee of \$50/hour (2 hour minimum) for clean-up of any grease, staining of walls, etc.
- F. All shade coverings of dugouts, spectator, or any other areas must have written approval before installation. Shade coverings must be taken up and down on a daily basis.
- G. Any damage to any City facility that is caused by group negligence or failure to adhere to City rules and regulations will be repaired and the group will be charged 100% of repair cost.

#### VIII. Snack Bar(s)

- A. The City of Menifee is solely responsible for the structural aspects (structural, main plumbing, main electrical, main sewer) of the building in which the snack bars are housed. It is the responsibility of the operating groups to purchase, clean and maintain equipment that is housed in the snack bar.
  - 1. A prearranged date will be determined for the transition (there will be no exceptions to this date).
  - 2. The groups will be required to submit any and all plans for any modifications to the snack bar.
    - a. Groups will be responsible for all fees associated with any and all plan check or any other fees associated with the modifications.
- B. Organizations must keep snack bars in operating condition according to County of Riverside Health Codes.
- C. Snack bars must be thoroughly cleaned when transition between groups. The City of Menifee will assist in the transition to reduce any conflicts.
  - 1. All keys must be turned in to the Menifee Community Services Office at the time of transition.
- D. There will be a \$200 refundable security/cleaning deposit that is required before the facility keys are released, fees will be charged for all snack bars.
- E. Groups are required to pay for the electrical costs associated with use of the snack bar, whether in operation during the season or for storage outside of the season.

#### IX. Fees

- A. See **Attachment B** for fee schedule.
- B. Groups will be billed in advance for fees due for the upcoming month.
- C. Bills are due upon receipt, unless other arrangements have been made.
  - 1. When Groups are reserving Indoor Facilities, fees are due at the time the reservation is made.

## X. Lights

- A. Groups who use the field when lights are needed are required to turn in a light schedule two (2) weeks prior to the start of permit.
  - 1. For groups who use the fields on a regular basis, light schedules are due two (2) weeks prior to the first of the month.
- B. Groups will be billed according to light schedule.
- C. For organizations that use the fields on a one time use basis (including travel ball teams), reservation/light fees must accompany the **City of Menifee Outdoor and Athletic Field Use Application**.
- D. All permitted recreation leagues will have the access to turn field lights off, only through Musco Control Link. If it is reported that leagues are habitually not using the fields, their field use will be monitored and lights will be turned off and will not be turned back on for the evening. If this should happen, the offending leagues may be subject to partial or full permit revocation.

## XI. Insurance

- A. The City of Menifee requires users to provide General Liability Insurance in an amount no less than \$1,000,000 per occurrence. The coverage shall include bodily injury, personal injury, and property damage. An **Additional Insured Endorsement** from the user group naming the **City of Menifee** as additionally insured must accompany the evidence of General Liability Insurance. **The insurance company must have an AM Best rating of not less than A7.**
- B. User agrees that it will indemnify and hold harmless the **City of Menifee** and its elected officials, officers, agents and employees free and harmless from all claims for damage to persons or property for reason of user's acts or those of user's employees, agents, guests, or invitees in connection with User's use and occupancy of the facilities.
- C. Any such policy must include the requirement of a thirty-day (30) written cancellation to the City of Menifee.
- D. Proof of Policy must be deposited with the City of Menifee Community Services Department and approved by the City's Risk Management Staff prior to the first scheduled usage of the facility, unless otherwise stated previously in this document.

## XII. General Park and Facility Rules and Regulations

- A. Alcoholic beverages are not allowed.
- B. Cancellations – The City of Menifee may cancel uses of park facilities for any of the following reasons:
  - 1. When the City of Menifee is engaged in work involving any of the facilities scheduled to be utilized;
  - 2. When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains or smog alerts;
  - 3. Should a user group wish to cancel a scheduled activity, notification must be made to the Community Services Department in writing 72 hours before scheduled use.
- C. Traffic & Parking
  - 1. The user group must assure that participants and spectators utilize off-street public parking areas. Off street parking to be used when on-site parking not available.

2. It is unlawful to drive, stop, stand or park any vehicle in any parkway, field or trail, except in areas specifically designed as parking areas. Limited exceptions to this will be granted in writing.

XIII. Key Check Out

- A. Duplication of keys is prohibited.
- B. Keys may be checked out at the Menifee Community Services Department only to verified league personnel.
- C. For any keys that are lost, the group will be charged for re-keying and replacement of keys.

## Attachment A

### City of Menifee Field Use and Allocation Policy

<b>Group I</b>	<p>City of Menifee, sponsored and co-sponsored events and agencies with a joint use agreement with the City.</p> <p><b>Note:</b> Non-City Group I applications will be required to pay deposits, rental fees and may be charged for additional costs incurred if the particular event imposes additional expenses to the City.</p>
<b>Group II</b>	<p>Resident, not-for-profit recreational youth sports organizations with at least 80% or more Menifee residents and resident youth club sports with at least 80% or more Menifee residents. Proof of 501(C) 3 Non-Profit status required. Proof of organization residency status required</p> <p><b>Note:</b> Recreational youth sports organizations will have priority use of athletic facilities over youth club sports. <i>Youth club sports organizations will be assessed the Group III rate for facilities used for tournament/fund-raising purposes.</i> Proof of 501(C) 3 Non-Profit status required. Proof of organization residency status required.</p>
<b>Group III</b>	<p>Resident, not-for-profit civic, social, with at least 51% or more Menifee residents, and governmental agencies serving Menifee residents. Proof of 501(C) 3 Non-Profit status required. Proof of residency status required.</p>
<b>Group IV</b>	<p>Resident, private party activity, religious organizations, political candidate or party use and not-for-profit organizations conducting fundraisers, work parties and social events. Proof of 501(C) 3 Non-Profit status required. Proof of residency status required.</p>
<b>Group V</b>	<p>Resident, commercial, business, and profit-making organizations (proof of residency status required), non-resident not-for-profit; civic, social and religious organizations; non-resident schools, their organizations and committees; non-resident club and private party activity. Proof of 501(C) 3 Non-Profit status required.</p>
<b>Group VI</b>	<p>Non-resident, commercial business and profit-making organizations/company; non-resident political candidate or party use.</p>



Attachment B  
City of Menifee Field Use and Allocation Policy

Facility Deposits and Fee Schedule

	Deposit	Hourly Fees					
		Group I	Group II	Group III	Group IV	Group V	Group VI
<b>Kay Cenicerros Senior Center</b>							
Palm (Multi-Purpose) Room (150 Capacity)	\$ 200	N/A	\$ 40	\$ 40	\$ 40	\$ 70	\$ 70
Magnolia (Large) Room ( 60 Capacity)	\$ 100	N/A	\$ 25	\$ 25	\$ 25	\$ 50	\$ 50
Rose (Small) Room ( 16 Capacity)	\$ 50	N/A	\$ 20	\$ 20	\$ 20	\$ 40	\$ 40
Iris (Small) Room (16 Capacity)	\$ 50	N/A	\$ 20	\$ 20	\$ 20	\$ 40	\$ 40
Kitchen	\$ 100	N/A	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
<b>Additional \$200 deposit required with alcohol use</b>							

<b>Athletic Fields</b>							
Baseball Field	\$50/Field	N/A	\$ 5	\$ 10	\$ 10	\$ 15	\$ 20
Soccer Field	\$50/Field	N/A	\$ 5	\$ 10	\$ 10	\$ 15	\$ 20
Field Lights (In addition to Field Rental Fee)	N/A	N/A	\$ 10	\$ 10	\$ 10	\$ 20	\$ 20
Basketball Court							
Tennis Court							

<b>Picnic Shelters</b>							
Large	\$ 0	N/A	\$ 15	\$ 15	\$ 15	\$ 20	\$ 25
Small	\$ 0	N/A	\$ 10	\$ 10	\$ 10	\$ 15	\$ 20

<b>Park Rental</b>							
Large	\$ 200	N/A	\$	\$	\$	\$	\$
Small	\$ 200	N/A	\$	\$	\$	\$	\$

<b>Staff Attendants</b>							
<b>Community Services Assistant</b> (Per Assistant)	---	---	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Room Set up/Take Down</b> (Per Assistant)	---	---	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

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