



City of Meniffee

Athletic Field Allocation 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. 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 an **Athletic Facility Permit Application** through the City of Menifee Community Services Department.
- C. Each organization is required to submit a separate **City of Menifee Outdoor and Athletic Field Use Application** to the Community Services Office for each allocation period by the determined deadline. Failure to file this Application within the specified times may result in denial of or limited allocation of fields.
 - 1. Application Requirements
 - a. Certification of Insurance and Endorsement (Coverage not to expire during the allocation period).
 - b. 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.
 - c. Copy of Valid CA ID
 - d. Rosters with the participants city of residency listed and phone numbers
 - e. Signed MUSCO Light Agreement (if applicable)
 - f. Signed Athletic Field Allocation Policy
 - g. Deposit(s)
- D. Field time will be allocated based on Menifee resident 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 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. There will be a three-strike policy regarding abandonment of allocation times and if a league is found to not be using designated facility three times in a row that facility will be re-allocated. **All release time will be allocated through the Community Services Department. At no time will sub-letting or swapping of allocation be permitted between organizations. Subletting is grounds for immediate dismissal of current and future permitting of City of Menifee facilities.**

II. Group Classification

| | |
|------------------|--|
| Group I | <p>City of Menifee sponsored and co-sponsored events and agencies with a joint use agreement with the City.</p> <p>Note: 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> |
| Group II | <p>Not-for-profit Menifee recreational youth sports organizations and youth club sports organizations with at least 70% or more Menifee residents. Proof of 501(C) 3 Non-Profit status required. Proof of organization residency status required. Preference is given based on enrolled City of Menifee residents.</p> <p>Note: Recreational youth sports organizations will have priority use of athletic facilities over youth club sports.</p> |
| Group III | <p>Resident- private party activity, religious organizations, political candidate or party use and resident 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> |
| Group IV | <p>Non-resident private party activity, non-resident commercial business, and profit-making organizations/company; non-resident political candidate or party use; non-resident civic, social, and religious organizations; non-resident schools, their organization, and committees. Non-Resident not-for-profit recreational youth sports organizations and youth club sports organizations. Proof of 501(C) 3 Non-Profit status required.</p> |

III. Field Allocation Season Schedule

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

| | |
|--------------|-------------------|
| Opening date | February 1 |
| Closing date | July 31 |
| | Baseball/Softball |
| | 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 |
| | Soccer/Football |
| | Baseball/Softball |

IV. 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 or Season Permit Badge 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., with the exception of Centennial Park where games and practices must end no later than 9:00 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.

V. 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. Afterhours and weekend 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. City of Menifee will follow all State, County and Local Guidelines.

VI. 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 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.

VII. 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 \$50 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.

VIII. Fees

A. Fee Schedule

| | Deposit | Group I | Group II | Group III | Group IV |
|--|------------|---------------|----------|-----------|----------|
| Athletic Fields | | | | | |
| Baseball Field | \$50/Field | \$0.00 | \$ 5 | \$ 10 | \$ 20 |
| Multipurpose Field | \$50/Field | \$0.00 | \$ 5 | \$ 10 | \$ 20 |
| Field Lights (In addition to Field Rental Fee) | N/A | \$0.00 | \$ 10 | \$ 10 | \$ 20 |

B. Fees for allocated facilities.

1. Light fees will be billed according to fee schedule
2. Groups will be billed in advance for fees due for the upcoming month.
 - a. Bills are due upon receipt unless other arrangements have been made
3. 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. No refunds will be issued for any cancellations made within 72 hours of any reservation. Full payment for allocation will be due. Total Rainouts will be **credited** on accounts only.

C. 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.

1. All fees MUST accompany the City of Menifee Outdoor and Athletic Field Use Application Form

D. When Groups are reserving Indoor Facilities, fees are due at the time the reservation is made.

IX. Lights

A. At the start of each allocation season, a Musco code to operate field lights will be provided to applicant.

1. Code can and will be deactivated at the end of permit or allocation period, whichever is sooner.
2. A signed Musco Control Link User Agreement is required.

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. Musco codes are not to be shared. It is the leagues responsibility to notify city of staff changes.

E. 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.

X. 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.

XI. 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.

XII. 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.

Acknowledgment of Athletic Field Allocation Policy

I, _____, acknowledge that I have received, read, and understand the City of Menifee Athletic Field Allocation Policy. I understand that it is my responsibility to comply with and implement all of the policies and procedures included in the above statements.

Signature: _____ **Date:** _____

