



Athletic Field/Facility Use and Allocation Policy

Recreation & Parks Commission

- Approved: December 8, 2004
- Amendments #1 & 2: August 17, 2005
- Amendments #3 & 4: February 15, 2006
- Amendment #5: June 20, 2007
- Revised: June 20, 2007
- Amendment #6: April 16, 2008
- Revised: December 17, 2008
- Revised: February 18, 2009
- Revised: March 18, 2009
- Revised: January, 2015

City Council

- Approved: December 21, 2004
- Approved: May 5, 2015

Introduction

The City of El Segundo Recreation & Parks Department, Recreation Division coordinates and issues permits for the use of athletic fields and facilities to organizations and the general public for cultural, social and recreational activities and programs. The City also coordinates the use of the Richmond St. Fields, which is owned by the El Segundo Unified School District but is scheduled and maintained by the city. The purpose of this policy is to outline the City procedure and allocation priority for the permitted use of athletic fields/facilities. Due to the increased demand for the use of City fields it is imperative that all user groups abide by the policies and procedures set forth in this policy.

Athletic fields and facilities are permitted and allocated in two 6-month bi-annual periods February through August and September through January. The Recreation Division will monitor proper use of allocations and permits. Priority will be given to El Segundo Recreation and Parks programs, El Segundo High School, El Segundo Youth group organizations and El Segundo residents.

Recreation and Parks Staff will use this policy when allocating fields, however staff will make the final decision on field allocation based on this policy and fairness to all affected groups. Submission of an Application and Agreement Request does not constitute approval. A group may dispute a decision made by staff by submitting an appeal to the Director of Recreation and Parks in writing with justification within ten (10) working days from the decision.

NOTE: The El Segundo Municipal Code outlines a process for the City's Recreation and Parks Department to issue permits for certain events in public parks (El Segundo M.C. Title 9, Chapter 8). That process applies to groups or individuals that do not have a lease or other agreement with the City. As described further below, this policy requires groups or organizations to apply for and enter into an agreement with the City. To the extent an individual or group does not have (or does not obtain) an agreement with the City, the process outlined in the Municipal Code may apply.

Definition of Terms

Resident Status

Resident status is defined as groups or organizations with at least (75%) or more El Segundo residents. Team rosters and/or individual participant utility bills/photo ID may be required by City staff to verify residency status.

Youth Status

Youth status is defined as persons **18** years of age or under.

Non-Profit Status

To qualify as a Non-Profit user, the organization must meet all the criteria below.

The organization must be registered as a not-for-profit corporation with the State of California, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature. The organization must be comprised of volunteers, (75%) of which must be El Segundo residents. The organization must submit the following:

1. If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.
2. Current financial statement.
3. Roster of Officers
4. List of persons authorized to make reservations for your organization; must be El Segundo residents.

City of El Segundo and Richmond Street Fields and Facilities

Due to the limited number of fields and facilities available, the City of El Segundo Recreation & Parks Department has established a priority use.

Priority Group Qualification: Group 1 – 10

Priority use of fields/facilities will be allocated as follows:

- Group 1:** City sponsored or co-sponsored events. City of El Segundo, Recreation and Parks Department youth or adult programs or leagues.
- Group 2:** El Segundo Unified School District related programs.
- Group 3:** Youth programs, organizations or events with 75% El Segundo residency status. (AYSO, Little League, ASA) “Everybody Plays” Philosophy.
- “Grandfather Clause”:** *At the onset of this policy, the El Segundo Babe Ruth Baseball League was “grandfathered” in at “Group 3” classification by maintaining 60% El Segundo residency.*
- Group 4:** Youth Club programs, organizations or events with 75% El Segundo residency status.
- Group 5:** Adult programs, organizations or events with 75% El Segundo residency status.
- Group 6:** Youth Club programs, organizations or events with 60 – 74% El Segundo residency status.
- Group 7:** Adult programs, organizations or events with 60 – 74% El Segundo residency status.
- Group 8:** Youth programs, organizations or events with under 60% El Segundo residency.
- Group 9:** El Segundo Businesses, with a current El Segundo Business License. Groups must consist of 75% employees from given business.
- Group 10:** Adult programs, organizations or events with under 60% El Segundo residency.

Please Note: All regular use El Segundo sports organizations, within Priority Groups 3 – 10 will schedule and play games on Sundays if necessary, in an effort to allow for allocation of Saturday field time for other user groups within the El Segundo community.

1 Program: Any activity that is offered by the Recreation & Parks Department. *A system of services, opportunities, or projects, usually designed to meet a social need.*

2 Organization: Any group of participants organized for recreational purposes and associated with a specific purpose. *A group of persons organized for a particular purpose; an association.*

3 Event: Any contest or program related to sports or recreational activity. *Example: camps, clinics, and/or tournaments.*

Youth Sports Advisory Committee

The Youth Sports Advisory Committee is a recommending body established and appointed by the Recreation & Parks Commission. Its purpose is to work cooperatively with City Staff in bi-annual field allocation, help identify field allocation issues, and review field allocation and use policies when necessary. Any and all decisions made by the Youth Sports Council will be considered a recommendation to the Recreation & Parks Commission. Staff will present recommendations at the monthly Recreation & Parks Commission Meetings, when necessary. The Youth Sports Advisory Committee will meet a minimum of 2 times per year for allocation, but may additionally meet as needed to discuss pending issues or concerns.

Charter Organizations of the Youth Sports Advisory Committee

The charter members of the Youth Sports Advisory Committee are listed below. These organizations will remain a part of the Youth Sports Advisory Committee regardless of status unless that Organization, the Committee, or the City of El Segundo Recreation and Parks Department decide otherwise. Each organization below is designated as an “Everybody Plays” organization unless otherwise noted. Organizations wishing to change their name or status must re-apply under the “New Member Organizations” guidelines.

- El Segundo AYSO
- El Segundo Babe Ruth
- El Segundo Girls Softball
- El Segundo Lacrosse
- El Segundo Little League
- El Segundo Inline Hockey
- El Segundo Unified School District
- El Segundo Youth Flag Football
- El Segundo Youth Volleyball (USYVL)

Voting Member Organizations

All Voting Members must meet and maintain the following:

1. Only those organizations qualifying within Priority Allocation Groups 1 – 4 AND maintaining 75% El Segundo residency (overall organization membership) shall be designated as a voting member organization. El Segundo residency status will be monitored through league rosters and will be reviewed bi-annually in February and September for that organization’s primary season. If at any time a designated voting member organization does not meet these requirements, that organization will lose voting privileges.
2. Any and all organization representatives designated as a voting member must be a current El Segundo resident and maintain El Segundo residency during the course of the designation. El Segundo residency will be monitored through Board rosters and will be reviewed prior to that group’s primary season. If at any time a designated voting member does not meet this requirement, that respective organization must designate a new voting member to the Youth Sports Advisory Committee.
3. El Segundo Babe Ruth will maintain voting rights provided their residency remains at or above 60%.

New Member Organizations

Any new organization wishing to join the Youth Sports Advisory Committee must submit their request in writing to the Recreation and Parks Department and meet the following criteria:

- Have at least 100 El Segundo Resident Players in their organization
- Submit league rosters containing at least 75% El Segundo Residents
- The organization must be registered as a not-for-profit with the State of California.

Good Faith Rule

All Youth Sports Advisory Committee will work together in “good faith” to accommodate as many El Segundo based youth sports organizations as possible on City controlled fields.

Per Player Fee

Youth Sports Advisory Committee Organizations are required to pay a per player fee as mandated by City Council in May 2014. Rules for the Per Player Fee and these organizations are as follows:

- 1.) The per player fee applies to all players and teams that practice or play on City of El Segundo fields during regular season practices and games.
- 2.) If a portion of the league does not utilize a City of El Segundo field, they are not required to pay the fee for those players that do not use the field during the regular season.
- 3.) If a league has teams that come from outside the City to participate in regular season games, then these leagues must either:
 - a. Pay the per player Fee for all teams (Resident and Non-Resident) in their respective organization that utilize City fields.
or
 - b. Pay the per player fee for Resident teams that utilize City fields and in addition pay these per hour rates:
El Segundo Team vs. Non-Resident Team pay ½ ES Non-Profit Field Rate per hour
Non-Resident Team vs. Non-Resident Team pay full ES Non-Profit Field Rate per hour

The deadline for payment of this fee to the Recreation and Parks Department is 2 weeks after the start of that organization's primary season. Refunds for the per player fee will not be issued once the fee is paid to the City of El Segundo, but an organization can rollover any unused fee to the next primary season due to player withdrawal upon providing proof to the City that said player was withdrawn and refunded their league fee. All payments can be made by cash, check, money order, or credit card (Visa, Mastercard, American Express) to the Recreation and Parks Department for reservations made throughout the season.

Three Strikes Rule

The purpose of the Three Strikes Rule is to implement a systematic method of enforcing the Municipal Code and Athletic Field Use and Allocation Policy. The Three Strikes Rule will apply in the event that rules or regulations of this policy or City of El Segundo Municipal Code are violated by a Youth Sports Advisory Committee Organization. The City reserves the right to cancel or suspend field/facility permits for games, practices, and other usages based upon user groups violating the City Municipal Code or the established Athletic Field Use and Allocation Policy.

STRIKE ONE

Strike one consists of a verbal warning to the organization in direct violation of the City Municipal Code or Athletic Field Use and Allocation Policy.

STRIKE TWO

Strike two consists of a written warning (via letter or e-mail) to document the violation within the permit period.

STRIKE THREE

Strike three consists of a second written warning (via letter or e-mail) to document the violation and possible cancellation of field/facility permit within the permitted period.

Process for Obtaining Permits

Requests to permit the use of City fields and facilities in El Segundo are made through the City of El Segundo Recreation & Parks Department Recreation Division at 401 Sheldon Street, El Segundo. **Groups of 10 or more individuals who wish to utilize an athletic field or facility must complete an appropriate application and the rules and regulations form.**

Fields/facilities are allocated to user groups in bi-annual periods. Youth Sports Advisory Committee Organizations requesting space must submit their request **at or before the Bi-Annual Youth Sports Advisory Committee Field Allocation Meetings**. Organizations may make requests by e-mail or phone, but are still required to sign and submit an Athletic Field/Facility Use Rules and Regulations form, Application and Agreement Request for Use of City of El Segundo facilities, and Hold Harmless and Indemnity Agreement form at the end of this policy.¹ If fields and facilities are not used as requested, permits may be rescinded. Groups or organizations not using fields and facilities as stated may lose their permitted time and/or priority allocation consideration for future allocations per the 3 Strikes Rule. Deadlines for required Youth Sports Organization information and documents are:

- **Proof of Insurance: due by February 1 for spring primary seasons and August 15 for fall primary seasons.**
- **Game and practice schedules: due two (2) weeks prior to that league's respective opening day and will be used by City staff to insure fields are being used as allocated.**
- **Final Board and League Rosters: due one (1) week following final league registration date.**

Multiple-use reservations may be made for more than one date or with recurring weekly use. Any person or organization missing these deadlines will have access to any remaining fields/facilities after the allocation process is finalized on a first come first served basis. **Submission of an Application and Agreement Request for Use of City of El Segundo facilities does not constitute approval.** Approval is given according to allocation policy, after fees are paid and when a permit is issued. Every effort will be made to accommodate user group's use of fields. **Priority of fields will be given to primary season sports, then by priority grouping. This means that primary season holds precedence ONLY within each priority grouping level.**

- **Baseball, Flag Football, Softball, Lacrosse, Volleyball: February 1 – August 31**
- **Soccer, Inline Hockey: September 1 – January 31**

Sport Specific Field Designation & Use

The following fields have been designated as sport-specific athletic fields:

- **Stevenson Field** **HARDBALL BASEBALL ONLY**
- **Rec Park Softball Field** **SOFTBALL & BASEBALL ONLY**

¹ The El Segundo Municipal Code outlines a process for the City's Recreation and Parks Department to issue permits for certain events in public parks (El Segundo M.C. Title 9, Chapter 8). That process applies to groups or individuals that do not have a lease or other agreement with the City. To the extent an individual or group does not have (or does not obtain) an agreement with the City, the process outlined in the Municipal Code may apply.

Liability Insurance Requirements

FACILITY USER shall secure and maintain throughout the period of use contemplated under this agreement, general liability insurance with policy limits of not less than \$1,000,000 per occurrence. The City of El Segundo, its elected and appointed officials, officers, agents and employees shall be named as additional insured by endorsement. Such policy or policies of insurance shall further provide that said policies of FACILITY USER shall be primary over any insurance held by CITY that may be applicable. The types and limits of insurance may be changed from time to time as determined by the City of El Segundo Fiscal Services Manager.

FACILITY USER agrees to hold the City of El Segundo harmless and free from any liability of any nature arising out of the use of City Recreational Facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

Notice of Field Exchange

Organizations may give up or exchange their allocation, or any part of it, with an organization of equal or greater allocation priority only when all the parties agree in writing and the Recreation Division reissues the permit.

Notice of Non-Use of Field

Any organization that has been allocated space and does not intend to use it according to the permit, shall notify the Recreation Division so that the fields/facilities may be reallocated or otherwise used at its maximum. User groups with fee waivers may be billed for fields that they have reserved and have not used (see Permit Cancellation). Also, **non-use of a field may result in revocation of the allocated field.** Please see "Three Strikes Rule" page 14.

Permit Cancellation

The City of El Segundo reserves the right to cancel, refund, and/or reschedule permitted reservations in the event that one of the following occurs:

- When the health and safety of participants are threatened due to inclement weather or conditions including but not limited to heavy rains, smog alerts, pesticide spraying, and earthquakes.
- City begins work involving any of the facilities.
- Non-adherence to Athletic Field/Facility Use and Allocation Policy or City ordinance.
- ESUSD cancels use of fields under the direction of their administrative office.

Permits canceled for paid reservations at least 10 days prior to the reservation will be refunded the entire amount less a \$10 Administrative Fee. Permits canceled less than 10 days prior to the reservation date will be charged a \$50 cancellation fee.

Post-Season Tournaments

1. Each youth sports organization in the City of El Segundo is allowed to host one free (no charge) tournament each season during their primary season.
2. All tournaments may not last any longer than 2 calendar weeks over a maximum of 3 weekends...for a total of 16 days.
3. All tournaments must end within 60 days of the completion on the season of the host youth sports organization.
4. Any group that wishes to host a tournament in addition to the one free (no charge) tournament within their primary season must request in writing and subsequently receive approval from the Recreation & Parks Commission.
5. Any group that wishes to host a tournament outside of the 60-day window and within their primary season must request in writing and subsequently receive approval from the Recreation & Parks Commission.
6. All tournament requests are subject to athletic field availability.
7. All tournament requests must be submitted in writing a minimum of 60 days prior to the start of the tournament.

* Any El Segundo based organization making a “Special Request” of the Recreation & Parks Commission to operate outside of the current Athletic Field/Facility Use & Allocation Policy must send a representative from its current Board to the Recreation & Parks Commission Meeting for which their ”Special Request” is agendized.

* Regular Season: Period of time during a primary season in which regularly scheduled games are played. Must be part of the permit period, but does not include playoffs or tournaments.

Camp/Clinic

1. El Segundo resident youth sports organizations are allowed to host one free (no charge) camp or clinic each calendar year.
2. All camps/clinics may not last any longer than a total of five (5) days.
3. All camps/clinics may not last any longer than 7 hours per day, for a total of 35 hours per week.
4. Any group that wishes to host a camp/clinic in addition to the one free (no charge) camp/clinic within a calendar year must request it in writing and subsequently receive approval from the Recreation & Parks Commission.
5. Any group that wishes to host a camp/clinic outside of the five (5) day maximum or longer than 7 hours per day must request this in writing and subsequently receive approval from the Recreation & Parks Commission.
6. All camp/clinic requests are subject to athletic field availability.
7. All camp/clinic requests must be submitted in writing a minimum of 60 days prior to the start of the camp/clinic.

* Any El Segundo based organization making a “Special Request” of the Recreation & Parks Commission to operate outside of the current Athletic Field/Facility Use & Allocation Policy must send a representative from its current Board to the Recreation & Parks Commission Meeting for which their “Special Request” is agendaized. (revision: December 2008)

* A typical camp/clinic traditionally would run Monday through Friday, but may run for any amount of time less than or equal to 5 calendar days.

* A typical camp/clinic would be from 9 am – 3 pm, with a reservation from 8:30 am – 3:30 pm, for a total of 7 hours of field time. The additional half and hour before and after are to accommodate set-up and break-down.

Miscellaneous Rules

- Groups consisting of ten or more individuals wishing to utilize a field must acquire a permit with the City of El Segundo. Field use permit must be available during use and presented to any City representative upon request. It is the League/organizations president or their Field Coordinator's responsibility to make sure coaches receive and understand that permits must be on site during field use.
- It is the responsibility of the organization president and the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.
- 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, picked up and be off the fields at the ending time indicated on the permit. Check your permit for specific times you may access the fields.
- Use will end at dusk on unlighted fields and by 9 pm or 10 pm on lighted fields except where noted on Site Specific Field Use (page 11). Check your permit for specific times you may access the fields.
- Parking is allowed in designated areas only. No vehicles are allowed on City or District fields or property, other than parking lots, without written permission noted on the permit issued by the City of El Segundo. User groups must inform their participants and spectators to park in facility parking lots and public parking areas.
- Smoking is not allowed at any City of El Segundo facility where youth sports are occurring including tobacco, drugs, or simulated smoking devices.
- Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas (E.S. Municipal Code, SEC. 13.04.040)
- Selling food or other items is not allowed without City approval and must be noted on the permit.
- Amplified sound is not allowed on any field without City approval and must be noted on the permit. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
- Banners may not be posted without City approval and noted on your permit.
- Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission.
- Property boundary walls and fences are not to be used as backstops at any time.
- Portable goals and/or markers are allowed but must be removed daily.
- Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. **For the benefit of our community, please practice being good neighbors in residential neighborhoods.**

Starting & Ending Use Times

City fields may be permitted as available beginning 8 am Unlit field use ends at dusk. Lighted field use ends at 9 pm or 10 pm depending on location. Check your permit for specific times you may access the fields. Exceptions to these time frames may be allowed with the permission of the Recreation and Parks Department.

Site Specific Field Use

Some sites have restricted use due to the location of the athletic fields, neighborhoods with limited parking and/or fields directly adjacent to residences. Additional site-specific measures may be added to reduce resident concerns adjacent to the athletic field facilities. Check your permit for specific times you may access the fields and the number of fields allocated for your use.

Inclement Weather Field Closures

In the event of inclement weather fields may be closed. It is the user group's responsibility to call the Recreation and Parks Department Field Conditions Hotline at (310) 524-2883 after 12:00 pm Monday through Friday or after 7:00 am Saturday and Sunday to verify field closures. Groups cannot play on fields that have been closed.

Traffic and Parking

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue or during post-season tournament play, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the user's responsibility to alleviate traffic and parking issues. No vehicles are allowed on City or District fields or property, other than parking lots, without written permission noted on the use permit issued by the City of El Segundo.

Athletic Field Key Policy for Stevenson Field, Softball Field, Brett Field, and Inline Hockey Rink

- Each league president / vice-president may request, to the City, a reasonable number of keys to the field(s) facilities that are referenced on their field use permit.
- Each key that is checked out will require a signature of the league president / vice-president on this agreement prior to key issuance.
- If a key(s) is lost, that organization must contact the Recreation and Parks Department immediately and will be responsible for any replacement costs of keys, locks, etc.
- All keys that have been checked-out will be returned to the City no later than 10 business days following the end of a league's field use permit. All field sound system cabinets have been preset to a desired sound level and locked with a padlock. Any league found responsible for removing the lock without prior authorization will be responsible for the replacement of ALL field sound system cabinet locks.
- The City of El Segundo Recreation & Parks Department reserves the right to issue keys to organizations if keys are lost, stolen, misplaced, not returned by due date, or if it has been found or reported to the department that you have illegally duplicated the key.
- You are responsible for the security of the key and the facility after the key is checked-out to you. All gates and windows must be securely locked at the end of your permitted time.

Meeting Rooms

Each Youth Sports Advisory Committee Organization may utilize Recreation and Parks Department Facilities and Meeting Rooms when available throughout the year. These reservations may include but are not limited to registration dates, board meetings, and coaches meetings. Organizations can make a reservation by contacting the designated representative from the Recreation Department. Each group is limited to the following number of reservations per calendar year:

- 1 monthly meeting (12 per calendar year)
- 3 registration meetings
- 3 miscellaneous meetings
- Photo day reservation as necessary

Field Maintenance

Rest and Renovation

An annual rest and renovation program is scheduled at all allocated sites. The City does attempt to be flexible in accommodating user groups but, ultimately, the health and safety of the user and the condition and playability of the fields or facilities takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use.

Field/Facility Closures

Fields/Facilities may be closed at the discretion of the Recreation Superintendent and/or Parks Superintendent or their designated representatives. Closures are kept to a minimum when fields/facilities remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields. The City may close field facilities for any of the following:

City engages in work involving any of the fields or facilities.

When the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, pesticide application and earthquakes.

Field Closures: ANNUAL

Stevenson Field: 2nd week of December – February 14

George Brett Field: 2nd week of December – 1 week before ESLL Opening Day
(Every other year City will close field in early September for rest and renovation)

Rec Park Softball Field: December 1 – January 31

Richmond St. Fields: 2nd week of July – 1st day of school

Campus El Segundo: None

Athletic Field Lining/Marking

Youth Sports Advisory Committee Organizations may request special lining of City fields if approved by the Recreation and Parks Department. Under no circumstances are organizations allowed to paint or burn lines onto fields. Any organization failing to comply with these are subject to pay for all damages occurring to the facility and may be subject to loss of field space.

Field Modifications

Requests to modify or improve any City facility shall be submitted for review to the City of El Segundo Recreation Division for consideration. No permanent structures or equipment shall be erected on facility unless approved by the City and is dedicated for community use.

Requests to modify field size for multiple-use shall be submitted for review to the City of El Segundo Recreation Division for consideration. Users may not modify a field for use by more than two teams without approval noted on your permit. Adding additional fields to a site without permission will result in a Strike. Please see "Three Strikes Rule" page 14. Modified fields for multiple-use will be billed appropriately.

Trash/Field Clean-Up

The City of El Segundo Recreation and Parks Department asks all youth leagues or athletic field user groups to institute a field clean-up policy that will be enforced at all the fields and facilities for both games and practices. It is each organizations responsibility to ensure that the following is

1. Following a game or practice session, teams are responsible for picking up all trash and debris at or around the field or practice site. This applies whether the trash or debris was at the site before the game or practice commenced. Teams are also to make sure that all equipment is picked up as well.
2. Each Coach/Manager is responsible for making sure that this policy is strictly enforced and adhered to by coaching staff and players at every game and practice. City of El Segundo Recreation and Parks Department Field Ambassadors will actively monitor the game, practice fields and facilities to ensure that the policy is being followed.

Parks Maintenance Staff Field Safety

The City of El Segundo Recreation and Parks Department asks each youth sports organization or athletic field user group to institute a no practice policy during any and all times that a Parks Maintenance Staff is working on the infield and/or play area. No team shall participate in any activity that may endanger the Parks Maintenance Staff worker that is working on or preparing the field of play. This includes, but is not limited to, infield practice, hitting/batting practice and/or base running. It is agreed upon that a reasonable amount of space/distance will be given to the Parks Maintenance Staff to complete their tasks before any encroachment upon their work areas. Each organization is responsible for making sure that this policy is strictly enforced and adhered to by managers/coaches.

ATHLETIC FIELD/FACILITY USE RULES AND REGULATIONS

1. Groups consisting of ten or more individuals wishing to utilize a field/facility must acquire a permit with the City of El Segundo.
2. 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 8 am – Monday – Saturday and no earlier than 9 am on Sunday. Use will end at dusk on non-lighted fields and by 10 pm on all lighted fields; except Richmond St. Field, which closes at 9 pm. Please check your permit for specific times you may access the 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, picked up and be off the fields at the ending time indicated on the permit.
 - Parking is allowed in designated areas only.
 - Applicant’s Field Use Permit must be available during use and presented to any City representative upon request.
 - Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas. (E.S. Municipal Code, SEC 13.04.040)
 - Selling of food or other items is not allowed without City approval and will be noted on your permit.
 - Amplified sound is not allowed on any field without City approval and will be noted on your permit. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed. Applicant is responsible for notification to residents adjacent to the field requested during any and all special events.
 - Permanent banners may not be posted without City approval and will be noted on your permit.
 - Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner’s permission.
 - Property boundary walls and fences are not to be used as backstops at any time.
 - Portable goals 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 field and any adjoining areas affected by a group’s use must be picked up and cleared of all trash.
 - Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in our residential neighborhoods.
3. **Wet Field Policy:** Groups may not play on fields closed due to wet field conditions. **It is the responsibility of groups to access field closure information by phoning the Recreation and Parks Department Field Conditions Hotline @ (310) 524-2883 after 12 pm Monday – Friday or after 7:30 am Saturday and Sunday.** (Updated with closure information as needed)
 4. Non-adherence to any of these rules or City ordinance may result in the retention of a portion or all of the deposit and/or result in *the cancellation of current and/or prohibition of future use.*

Applicant Name: _____
(Print) *(Title)*

Approved by _____
(Signature) *(Date)*

City Representative: _____
(Print/Signature) *(Date & Title)*

Application and Agreement Request For Use of City of El Segundo

Athletic Fields / Facilities

In accordance with the Joint Use Agreement between the City of El Segundo and El Segundo Unified School District, the City will be the responsible agency for scheduling and permitting all City owned and Richmond Street fields and athletic facilities located within El Segundo City limits after 4 p.m. weekdays and all day on weekends. 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.

El Segundo Recreation Division
 401 Sheldon Street, El Segundo CA 90245
 Phone 310-524-2700 FAX 310-647-4223
 www.elsegundo.org

Organization _____

Name of Applicant _____

Address _____ City & Zip _____

Home Phone () _____ Day Phone () _____

Fax Number () _____ E-Mail Address _____

Field/Facility Requested _____

Description of Activity _____

Estimated Attendance _____ Open to the Public Yes _____ No _____

Day of Week	Dates (s)	Start Time - Include Set-up	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**** Lining/Marking of athletic fields is prohibited unless otherwise authorized by Parks Superintendent _____ ****

I verify that the information on this Application and Agreement Request for Use of Athletic Fields / Facilities form is correct as defined in the Athletic Field Use & Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy. I have read the Application and Agreement and agree to all provisions listed on this Application, the Athletic Field Use & Allocation Policy, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.

 Signature of Applicant

 Signature of Organization President or AD

 Date

 Date

***** OFFICE USE ONLY *****
 ORGANIZATION PRIORIT 1 2 3 4 5 6 PERMIT NUMBER _____

The City of El Segundo does not assume responsibility of liability for claims, damages, or injuries, of whatever nature, which may arise from use of the fields.

Dated this _____ day of _____, 20_____.

By: _____, Recreation Supervisor or Designee

I, _____ the authorized representative of _____, do hereby acknowledge that I have read the terms and conditions of this field allocation policy; that the terms and conditions are acceptable and User Group agrees to abide by, comply with, and accept full and complete responsibility therefore.

Dated this _____ day of _____, 20_____.

By: _____, League President or Authorized Representative

ATHLETIC FIELD KEY POLICY
Stevenson Field/Softball Field/Inline Hockey Rink.

- 1.) Each league president or vice-president will provide the City of El Segundo with a \$200 key deposit prior to the issuance of any keys to individual league representatives. This deposit will be held throughout the year, pending the return of all keys to the City. At the completion of each league’s field use permit and after all keys have been returned to the City, the deposit will either be returned to the league or per your request, be carried over to the next season.
- 2.) Each league president / vice-president will request, to the City, a reasonable number of keys to the field(s) facilities that are referenced on their field use permit.
- 3.) Each key that is requested will require a \$10 deposit (per key) by either the league or the individual responsible for the key prior to issuance. This deposit will be refunded at the completion of the field use permit and upon the return of the key(s).
- 4.) Each key that is checked out will require a signature of the league president / vice-president on this agreement prior to key issuance.
- 5.) All deposits must be made by check, made payable to the City of El Segundo.
- 6.) All keys that have been checked-out will be returned to the City no later than 10 business days following the end of a league’s field use permit.
- 7.) All field sound system cabinets have been preset to a desired sound level and locked with a padlock. Any league found responsible for removing the lock without prior authorization will be responsible for the replacement of ALL field sound system cabinet locks. The cost of replacing the padlocks will be deducted from the above stated \$200 key deposit.

The City of El Segundo Recreation & Parks Department reserves the right to issue keys to organizations if keys are lost, stolen, misplaced, not returned by due date, or if it has been found or reported to the department that you have illegally duplicated the key. You are responsible for the security of the key and the facility after the key is checked-out to you.

REMINDERS:

- 1. Make sure the facility is secured...this includes:
 - a. Closing ALL windows
 - b. Making sure ALL doors and gates have been CLOSED and SECURED

*** By signing this form you agree to these policies regarding keys and clean-up for Athletic Fields ***

I, _____, of _____, have read the above rules and agree to comply
Print Name Name of Organization
with all rules and regulations regarding my reservation of this field / facility.

Signature: _____ Date: _____

Number of Keys Requested: _____
Field Snack Bar