



ATHLETIC FIELD ALLOCATION POLICY

Guideline for establishing youth and adult field allocations,
requirements and fees

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SUNRISE RECREATION AND PARK DISTRICT **ATHLETIC FIELD ALLOCATION POLICY**

PURPOSE

The purpose of the Sunrise Recreation and Park District's Athletic Field Allocation Policy is to provide guidelines for groups and organizations that offer athletic opportunities for participants of all ages and use outdoor athletic facilities that are managed by Sunrise Recreation and Park District.

Specifically, the policy aims to:

- Create an equitable, efficient and fair approach to field allocations that ensures equal access.
- Allow for a comprehensive array of organized athletic activities to meet the needs and desires of Sunrise Recreation and Park District residents.
- Help promote the planned activities of the various independent athletic organizations serving Sunrise Recreation and Park District.
- Promote sports that develop healthy, productive citizens through constructive sports activities.
- Provide participants of all ages and abilities a variety of athletic opportunities grounded in principles of good sportsmanship.
- Improve and maintain effective communication and cooperation between Sunrise Recreation and Park District and the facility users.
- Provide safe athletic facilities based on needs, professional standards of quality, and the efficient use of available resources.
- Work closely and cooperatively with each other to ensure quality maintenance and scheduling of athletic facilities.
- Serve as a referral service for participants who request information concerning athletic programs in the Sunrise Recreation and Park District.
- Permit the use of District athletic fields and ensure that all facilities are being utilized correctly with regards to the intent of the field design and in accordance with District Policies and Procedures.

PROCESS FOR OBTAINING PERMITS

Permits are issued after a request has been presented, all required documents are submitted, fees are paid, insurance requirements are met, and approval has been granted. A request does not constitute approval. Game and practice schedules may be required for verification and to ensure that fields are being used as designated.

Field Permits are required for any organized sport associated with a team, league or school. Non-allocated groups who wish to use an athletic field must complete the appropriate application. The District has exclusive discretion when scheduling District fields. Field permits are issued to priority groups as identified under priority group classifications. An application must be submitted 5 working days prior to a permit being issued. Payment is due in full at the time the permit is issued. Submission of an application does not constitute approval.

PRIORITY GROUP CLASSIFICATIONS

Priority use of fields will be allocated as follows:

Group 1: District sponsored or co-sponsored events, and District operated youth and adult athletic programs and/or leagues. Roseville Joint Unified High School District will have priority at Antelope Community Park prior to 5:00 p.m. on weekdays and various weekends when school is in session.

Group 2: Only youth organizations that are non-profit or not-for-profit must have more than 50% District residents; Youth Sports Groups (Local), Adult Sports Teams enrolled in SRPD Leagues (Practices Only), and Senior Citizen Sports Groups (Local).

Group 3: These groups have 50% or fewer District residents; Youth Sports Groups, Adult Sports Groups and Senior Citizen Sports Groups that are non-profit or not-for-profit.

Group 4: This group is general youth and adult users. For profit organizations, tournaments, clinics and/or camps with individual or team participation fees.

ALLOCATION PROCESS

Both lighted and unlighted athletic fields (softball, baseball, and soccer) at various community parks are available for reservation by the public when not otherwise scheduled. Sunrise Recreation and Park District residents may reserve up to four separate times by going to the District office at 7801 Auburn Blvd., Citrus Heights, CA and complete a Field Use Permit. Athletic leagues and private organizations requiring ongoing use for more than a month will be considered Long-Term and will be required to complete a Facility Use Agreement and complete a Field Use Permit.

Reservations for field use should be made at least 5 working days in advance.

The applicant will initially contact the District office to determine whether the group or organization is eligible pursuant to this Policy, and if so, to determine the availability of facilities. Following this initial contact, the applicant will provide the information for the Field Allocation request and complete the required request form located on page 7.

The applicant will then submit the application form with all supplemental and requested information to the District office. If the applicant is eligible and there are no other groups requesting the same facilities at the same times, then the Recreation Services Manager will process the request. If there is a conflict between requests for use the Recreation Services Manager will evaluate all the information submitted by the applicants, based on the provisions set forth in this Policy, and will use his or her best efforts to arrive at use agreements that will accommodate the needs of all applicants. The Senior Recreation Services Manager will make every effort to avoid disrupting existing youth sports user groups in good standing and will assign new applicants to underutilized facilities first. This may make it necessary for new applicants to modify the way in which they schedule games and/or practices.

Field allocation priority will be given to youth sports organizations serving the following sports during the months indicated:

- Softball: February – July Request due by **December 31st**
- Baseball: February – July Request due by **December 31st**
- Football: August – November Request due by **May 31st**
- Soccer: August – December Request due by **May 31st**
- January – July: Priority given for softball, baseball, high school and junior high
- August – December: Priority given for soccer and football
- Some overlap between seasons may occur.
- **The District reserves the right to set aside additional time during the year for turf recovery, improvements and maintenance.**

All request(s) received after the due date will be processed after those received on or before the due date.

Field allocation requests will not be processed until after the season's due date. After the due date the permits will be issued within 30 business days.

Field allocation requests made by individual teams will be considered only when fields are not subject to a league or group allocation, or after all known group allocations have been made for the upcoming season.

All fees must be paid (where applicable) at the time the permittee reviews and signs the Facility Use Agreement. This signature confirms acceptance of assigned fields.

Refunds will be granted only when two (2) weeks prior written notification is given. E-mail correspondence may serve as written notification.

The District reserves the right to cancel reservations. If this occurs, the rental group will be refunded or credited for all time not used.

ATHLETIC FIELD RENTAL FEES

ITEM	GROUP	FEE
Field Rental	Youth Sports Groups - (Resident)	No Charge
	Youth Sports Groups - (Non-Resident)	\$35/Hour or \$200/Day
	All Adult Sports Groups	\$35/Hour or \$200/Day
	60+ Sports Groups (Resident)	No Charge
	60+ Sports Groups – (Non-Resident)	\$35/Hour or \$200/Day
Lights	All User Groups	\$30/Hour
Field Preparation (Dragged, Watered, Lined, Bases)	All User Groups	\$60/Field
Facility Maintenance Surcharge	Youth Sports Local Groups	\$9/Youth Participant
Chalk	All User Groups	\$9/Bag

- **Resident** groups are to have over 50% of group participants living within the District boundaries.
- **Non-Resident** groups that have 50% or less of group participants living within the District boundaries.

FIELD SHARING GUIDELINES

Two groups or organizations that share fields will meet and discuss the details of their shared use, arrive at a written agreement as to the terms and conditions of the shared use and submit the agreement to the District office. Shared use agreements are subject to the approval of the District.

CERTIFICATE OF INSURANCE REQUIREMENTS

The Sunrise Recreation and Park District has established insurance and certificate of insurance requirements for those facility users, vendors and contractors entering into permits with the District. Before commencing use of services under permit, the District must be furnished with a Certificate of Liability Insurance.

The Certificate of Liability Insurance paperwork should contain the following:

1. Sunrise Recreation and Park District must be named as additional insured. (To be indicated in the Descriptions or Comments Box)
2. The District requires the Additional Endorsement Page naming the District as Additional Insured.
3. Sunrise Recreation and Park District, 7801 Auburn Blvd., Citrus Heights, CA 95610 should be the Certificate Holder.
4. The District shall be notified at least 30 days prior to cancellation of the above insurance coverage.
5. The certificate must be submitted a minimum of 10 days prior to the event.

6. The minimum limits of liability per occurrence must be:

Each Occurrence	\$1,000,000
Damage to Rented Premises (Each Occurrence)	\$1,000,000
General Aggregate	\$2,000,000

How important is the certificate of insurance?

The insurance requirement should be your first priority because your event or activity will not be approved or scheduled until a proper Certificate of Insurance is received. Sunrise Recreation and Park District will not be responsible for securing or negotiating insurance on behalf of the permittee.

GENERAL PUBLIC FIELD ALLOCATION EXPECTATIONS:

- All activities must be under competent, adult supervision, with the individual or organization using the facility assuming full responsibility for any damage to the facility or park equipment.
- The permit holder must be 21 years of age or older and must be on-site when the field is being used.
- The permit holder will leave the field in a clean, neat condition. If it is necessary for the District to provide cleaning services following the reserved activity, the permit holder may be charged an additional fee and the District will review whether to allow future use by the permit holder. A cleanup deposit may be required if deemed necessary.
- Reservations for athletic fields and lights are rented "As Is". Long-term reservations do not include field lining, bases, and other equipment. Long-term reservations also require a Facility Use Agreement. For Short-term reservations, the permit holder may pay for field lining or bases for an extra cost. **(Fee breakdown on page 4)**
- Permit holder must use the fields in the intended manner for the sport, i.e. practices and games. Any activity beyond this requires additional permits and must be approved for use through the Senior Recreation Services Manager.
- No apparatus or equipment may be located on the athletic fields unless the use and location of equipment has received prior approval and the facility permit contains that approval.
- Private vehicles may **NOT** be driven or parked on turf surfaces, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and unloading.
- The District reserves the right to close or temporarily suspend activities on its athletic fields due to inclement weather, unsafe playing/field conditions or lack of compliance with District policies regarding field use.
- It is the responsibility of the District to maintain all athletic fields in a manner that is conducive to the safe playing of athletic field sports. The District operates athletic field and park facility maintenance and repair services through a written request process. Items found to be damaged, non-working or unsafe should be reported immediately to the District office at 725-1585. At **NO** time are field users permitted to use field grooming machines or other motorized equipment on District fields without permission from the District.
- At **NO** time are field users permitted to line or otherwise mark fields without permission from the District.
- All field users must remove any equipment and supplies used in athletic activities from the fields after each use; goal nets must be removed after each season. Storage of these items is the responsibility of each user group or individual. In order to store equipment at the facility field users must obtain permission by the District.
- The organization the using facilities shall indemnify the District for any and all damage to the facility by any persons attending the event, and all liability and damages to any person or persons attending the event, and all liability and damages to any person for injuries, including death.
- Responsibility for loss, breakage or need for repair of any piece of the facility or area shall be upon the individual signing the permit.
- Permittee must never allow another organization or group to use the facility under their permit.

- All permits shall be revocable for cause by the Senior Recreation Services Manager upon the finding of a violations set forth in this Field Allocation Policy and all posted ordinances must be adhered to at all times.
- If notice of cancellation of a request is not received at the District office at least forty-eight (48) hours prior to the date of the event, the permit holder may be held responsible for all charges at the discretion of the Senior Recreation Services Manager.

TOURNAMENTS

The District has a strong interest in developing and attracting tournaments to the community. Tournaments will be evaluated on a case by case basis with a goal to balance local play with attracting out of town visitors.

Initial requests for tournaments will be accepted in the fall during the allocation process for the upcoming year.

Tournaments will not be part of the allocation process and will be considered and developed by a separate agreement.

**SUNRISE RECREATION AND PARK DISTRICT
FIELD ALLOCATION REQUEST FORM**

This form must be filled out completely and returned to our District office, 7801 Auburn Blvd., Citrus Heights, CA 95610. **This Application form is due December 31st for the spring/summer season and May 31st for the fall/winter season.** See policy for further information.

Check One: ___ **February - July** ___ **August - December**

Check One: ___ Baseball ___ Softball ___ Soccer ___ Football ___ Other

Date: _____
Organization Name: _____
Organization Website: _____
Organization Address: _____
City: _____ State: _____ Zip: _____
Contact Person: _____
E-mail Address: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
Requested Dates: _____ _____ _____
Site/Field Requesting: _____ _____ _____
Hours Requested: _____