



AGENDA REPORT

BEACHES, PARKS & RECREATION COMMISSION
Meeting Date: July 9, 2013

Agenda Item 5B

Approvals:
Dept. Head [Signature]
Manager _____
Admin. Assistant _____

Department: Beaches, Parks & Recreation
Prepared By: Sharon Heider, Beaches Parks & Recreation Director

Subject: *REVISIT BALL FIELD RENTAL RESTRICTIONS AT BONITO CANYON PARK.*

Fiscal Impact: Small potential increase in field rental revenue.

Summary: Since 1993, ball fields have been allocated under a policy that uniquely restricts the permitting of the softball field at Bonito Canyon Park on Sundays. Staff recommends the Beaches, Parks & Recreation Commission revisit this restriction, and provide a recommendation to the City Council to maintain consistency in ball field rental policies.

Background: At its regular meeting on June 4, 2013 following a discussion about Sports Partnerships and field space, the City Council requested a report from staff regarding the process for the allocation of ball fields. In reviewing the current allocation process, staff discovered the history on an anomalous restriction prohibiting permits at Bonito Canyon Park on Sundays which would allow for drop-in play only. This means that a resident or organization would not be able to make a reservation at the field, but would have to arrive early in hopes it is not being used. Staff has found in other areas that allow for drop-in use only, such as the case for picnic tables at parks, that residents arrive a great deal earlier than a planned activity, and prevent public use for an extended period of time when a reservation process might allow for multiple users during the same time period.

This policy was approved on January 27, 1993. There was discussion at the time about the location of Bonito Canyon Park's proximity to the center of the city, and the lack of softball fields available to the public for drop-in use. It was recommended at the time that this policy be monitored.

Discussion: Before reporting back to the City Council regarding the field allocation process, staff would like a recommendation from the Beaches, Parks & Recreation Commission as to its interest in removing this restriction. Conditions have changed since 1993. Firstly, with the construction of more homes in the inland areas of San Clemente, Bonito Canyon is no longer proximate to the center of town as previously recognized. Many more baseball/softball fields have opened since this time including Talega Park (1), Liberty Park (2), Tierra Grande Park (2), and Vista Hermosa Sports Park (3) providing more opportunities for drop-in public use of City fields.

Staff recommends eliminating this restriction in the interest of maintaining consistent policies for all ball fields that allow for drop-in use daily when a permit has not been

issued. Additionally, the recent partnership discussions have raised the issue of the lack of field space during peak sports seasons. Eliminating the Sunday restriction may, in a small way, contribute to available field options, and allow for improved allocation and enforcement across all fields consistently.

Recommended

Action: STAFF RECOMMENDS THAT the Beaches, Parks & Recreation Commission provide a recommendation to the City Council to remove the restriction at Bonito Canyon Park, and allow the Ball Field Rental Policies to guide the permitting of all ball fields consistently.

Attachments:

1. City Council Agenda Report Dated January 27, 1993
2. Ball Field Rental Policies
3. BPR Commission Minutes Dated January 12, 1993

Notification: None.



AGENDA REPORT
SAN CLEMENTE CITY COUNCIL MEETING

Meeting Date: January 27, 1993

Agenda Item	<u>7-B</u>
Approvals:	
City Manager	<u>MLV</u>
Dept. Head	<u>BW</u>
Attorney	_____
Finance	_____
Other	_____

Department: Beaches, Parks and Recreation
Prepared By: Bruce Wegner, Interim Beaches, Parks & Recreation Director BW

Subject: Policy on the Use of City Sports Fields

Summary: The City of San Clemente has an extensive parks system, containing a variety of recreational amenities. These parks are open to the general public for their use on a daily basis. There are no user fees for general park use. Fees are charged when an individual or organization requests exclusive use of a facility or park amenity or requests special services from the city.

As the city grows, use of park amenities also grows. Youth sports organizations reserve city park sports fields for a fee to have exclusive use of these fields for their activities. Over the years, these youth sports organizations have expanded both the number of children participating in their activities and the number of months the organizations operate. This expansion has placed pressure upon available sports fields in the city.

To alleviate this situation with regard to youth sports organizations, the Beaches, Parks and Recreation Department created an informal Youth Sports Council comprised of representatives of the different youth sports organizations that utilize city park sports fields. This group meets every fall to allocate field use reservations to each of the youth sports organizations on a calendar year basis. Conflicts with schedules are also resolved at this time.

Since some youth sports organizations are now going to year round programs, scheduling becomes more difficult. The Beaches, Parks and Recreation Department and the Youth Sports Council have utilized an informal policy on scheduling field use which has been effective. In general, the policy is that youth sports organizations primary season takes priority over secondary seasons of other organizations.

For example, Little League baseball's primary season is from February to June. A.Y.S.O. Soccer's primary season is from September to December. If Little League wants to operate a winter league during the months of September to December, they must work around the schedule of A.Y.S.O. Soccer since this time frame is the primary soccer season.

A majority of the city's sports fields are reserved by youth sports organizations year round. At this time, the city has been able to accommodate every youth sports organization that has requested use of city fields.

This extensive use does have a negative side to it. Since sports fields are heavily used on a reservation basis, they are not available for use by the general public on a first come, first served basis. What this means is that the general public that want to utilize one of the city's fields by just showing up at the park, most likely will not be able to use the field due to reservations by youth sports organizations.

7-B-1

Sports Field Reservation Policy

The reality of this scenario could materialize at Bonito Canyon Park. There are a number of residents in the general area surrounding Bonito Canyon Park that are using the baseball field on Sundays for an informal league. They have been consistently playing at the park for the past year. They do not reserve the field, they just show up on Sunday mornings and play throughout the day. If this field is reserved on Sundays, the local residents will be unable to continue to play. Their option would be to reserve the fields and pay the appropriate fee.

The issue here is whether utilizing a field reservation system is appropriate for all individuals or groups. Staff suggests that there should be time set aside for free use of certain sports fields. This would allow anyone the opportunity to utilize such a field on a predetermined day, on a first come, first served basis without having to reserve it in advance. Please note that only specific fields, one day a week, would be set aside for non-reserved usage.

The Parks and Recreation Commission and Youth Advisory Committee reviewed the initial draft of a "Sports Field Reservation Policy" for specific sports fields within the city park system at their November 10, 1992 meeting. Youth Sports Organizations utilizing city fields were mailed information on the policy, were asked to provide input into the this policy and were also invited to attend the December 8, 1992 and January 12, 1993 Parks and Recreation Commission/Youth Advisory Committee meetings. Based upon these meetings, the draft policy has been revised to better meet the needs of the City and Youth Sports Organizations. The final draft policy is provided in Exhibit "B".

On January 12, 1993, the Parks and Recreation Commission recommended that City Council approve the "Sports Field Reservation Policy". If the policy is adopted, staff will return the Parks and Recreation Commission in February with specific fields that can be set aside for non-reservation usage. Staff will select one or two fields that do not impact current youth sports organization schedules.

Recommended

Action: STAFF RECOMMENDS THAT City Council approve the "Sports Field Reservation Policy".

Fiscal Impact:

Yes None

If yes:

There will be no budget impact if the "Sports Field Reservation Policy" is approved by City Council. Currently, Youth Sports organizations pay a lump sum of \$500 per year for day light field use, regardless of the amount of field time. They pay 50% of the regular fee for evening use under lights. The non-reservation policy will only be effective during day time hours since all users must reserve and pay a fee to utilize sports fields in the evening under lights.

Attachments: Exhibit "A"- Memorandum to the Parks and Recreation Commission/Youth Advisory Committee dated November 3, 1992

Exhibit "B"- Sports Field Reservation Policy

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Council Action

7-15-2



City of San Clemente
Beaches, Parks and Recreation Department
 100 N. Calle Seville, San Clemente, CA. 92672
 Phone: (949) 361-8264 Fax: (949) 361-8280

BALL FIELD RENTAL POLICIES AND FEES

Thank you for your interest in renting one of the City's ball fields. The goal of the Recreation Division is to make your rental activity as successful and enjoyable as possible. To assist you in this regard, please familiarize yourself with the following policies.

You are welcome to utilize the City's ball fields from 6:00am to 10:00pm, without charge or reservation, on a first-come, first served basis unless a permit is required or a field has been reserved. A permit is required for: a reservation of a ball field lighted evening use, all sport organization and club activities, any commercial use, any use of Steed Park.

APPLICATION PROCESS

Applications will be approved according to the following priority:

1. City Activities- activities originated by the City of San Clemente, including recreation classes;
 2. City Partnership Activities- activities that have been approved by the City Council;
 3. Resident Youth Sports Activities- activities by non-profit organizations with 50% of its members being City residents that operate under and adhere to chartered local, state, or nationally recognized youth sports organizations and that can provide insurance liability to the City; and
 4. General Public Activities- activities by non-profit groups, clubs, organizations, and individuals other than set forth above.
- **An application can be denied if:** 1) the ball field is not available; 2) the applicant has an unsatisfactory use record; 3) the rental does not meet applicable laws/rules; or 4) the rental could be detrimental to the best interest of the City, as determined by the Director of Beaches, Parks and Recreation.
 - **Each applicant shall be** at least 21 years of age and act or designate one person to act as the coordinator of all rental matters.
 - **Each application must contain complete information**, since City staff will not be responsible to supply any equipment, utilities, or additional services not listed on the approved application.

FEE SCHEDULE

The following is a list of available discounts. No discounts will be applied to light fees, tournaments or commercial activities.

- 25% discount for residents of San Clemente or non-resident non-profit organizations
- 40% discount for resident non-profit organizations

Park Type	Hourly Fee
Neighborhood	\$40
Community	\$50
Sport	\$60

Light Fee	\$15
Steed Park Tournament	\$1,000/day
Vista Hermosa Meadows	\$250

No discounts on light fees.

No discounts. Includes all four fields.

- **All fees are due upon and as a condition of approval.** Fields will not be reserved without payment. Fees are subject to change, unless paid in full, prior to the effective date of a fee change.
- **Light Key Deposit:** A \$25 (per key) cash deposit is required for rentals that require keys to operate field lighting at Bonito Canyon and Vista Bahia. The keys must be returned within 24 hours of the last rental date to receive a refund.

GENERAL POLICIES

All renters are required to abide by the following general policies. Failure to abide by these conditions may result in the revocation of current permits and denial of future field requests.

- **Rental Hours:** Ball fields may be rented each day from 6:00am to 10:00pm. Permitted hours must include time needed to enter and prepare field for use, remove or secure equipment, and vacate the field. Other users may be scheduled immediately prior to and following a reservation. Lights will be scheduled to turn off immediately at the end of the permitted time.
- **Applicant shall abide by all applicable laws**, including the prohibition of smoking and alcohol.
- **The City is not responsible for personal injuries or for damaged or stolen property.**
- **The City does not provide** portable mounds, bases, other sports equipment, or additional field maintenance (in-field dragging, watering or line placement) beyond routine maintenance.
- **Insurance Requirements:** All organizations, clubs, tournaments, and commercial groups renting a ball field must provide \$1 million of liability insurance coverage for the permitted dates. A certificate of liability insurance and an endorsement letter naming the City of San Clemente as additionally insured must be submitted at least two weeks in advance of the first permitted date. Renters that cannot provide the correct insurance documents will have their permit revoked.
- **Styrofoam Products Prohibited:** The use of food service items comprised of expandable polystyrene, commonly referred to by the trade name "Styrofoam" is prohibited. The renter shall assume the responsibility for preventing the utilization and/or distribution of expandable polystyrene food service products, by any attendee or vendor (caterer) utilizing the City property or facility during the term of the rental agreement.
- **Notice of Non Use of Fields:** Any organization that has been allocated field space and does not intend to use it according to the permit issued shall notify the Recreation Division so the field may be re-allocated. Users may not sublease fields under any circumstance, nor allow shared or drop-in use by other users during their permitted time.
- **The City does not provide storage** at parks for rental activities. All equipment and supplies must be brought in by the applicant for the dates and times of the reservation only. Storage containers may not be brought into the park for operational supplies. Property and supplies are the responsibility of the applicant. The City is not responsible for lost, stolen or damaged equipment.
- **Vehicles are not permitted to drive on City fields.** This rule applies to coaches and other program administrators who want to unload game equipment or supplies for the program. Please plan on bringing dollies or wagons to carry equipment and supplies into the park grounds.
- **Stages, Tents, Bounce Houses:** Small tents (10' x 10') are approved for set up in appropriate areas which do not cause trip hazards to the participants or general public. Stages, bleachers, bounce houses, and other prop displays must be approved separately through the Special Event process, which may include separate conditions and fees.

- **All renters are responsible for controlling noise.** Amplified sound for private rentals is limited to a portable CD player with non-detachable speakers with a 25 foot amplification limit. No special permit is required for this level of sound. Amplified sound of any other type including PA systems for announcements may be permitted to non-profit organizations by obtaining a City of San Clemente Sound Permit. Sound Permits are reviewed separately and issued with conditions and fees when appropriate.
- **Renter may temporarily hang banners** with prior approval from the Recreation Division. Banners may be hung on the ball field fences only during the permitted time and then remove them when vacating the field. All tape, hooks, zip ties, and strings used to attach the banners must also be removed and disposed of properly.
- **Crowd Control:** It is the responsibility of applicant to keep registered participants and their spectators from engaging in un-sportsmanly conduct, such as fighting or rude and abusive verbal confrontations. If field representatives or game officials of the league cannot control the situation, the applicant should contact Orange County Sheriffs for assistance.
- **Safety:** Players warming up should not be stationed so that missed or overthrown balls can hit other park spectators, users or foot traffic. Any malfunctioning sprinklers, lights, or other mechanical park malfunctions should be reported to the City on-call staff immediately (949)361-8317. Please call 911 for emergencies.
- **When fields must be closed** due to rain or other inclement weather, saturated field conditions due to irrigation problems, or for any damage due to vandalism or other conditions requiring immediate attention, applicants may be refunded or rescheduled if other dates are available and agreed upon by both parties. It is the applicant's responsibility to notify their participants and coaches to stay off the fields until further notified. Unplanned closures will be posted to the "Mud Line" on the City's website <http://San-Clemente.org>.
- **Concessions:** Organizations are restricted from selling concessions without the written consent of the Beaches, Parks and Recreation Director.
- **Park gates close at 10pm.** Once the park gates are locked for the evening, vehicles will be under the authority of the Orange County Sheriff's Department and subject to ticketing and impound.

SYNTHETIC TURF SPORTS FIELDS RULES AND REGULATIONS

Failure to comply with the Synthetic Turf Rules and Regulations will result in cancellation of the reservation. Synthetic turf fields are available by permit only. To preserve the quality of the turf and provide a clean and healthy environment, the following are prohibited:

- Any beverage other than water
- All food including nuts, seeds, gum
- Smoking or tobacco products of any kind
- Glass bottles or containers of any type
- Dogs and other pets or animals
- Golfing, javelins, shot putting, discus throwing
- Metal cleats
- Grills
- No individual leg furniture is permitted – sled base furniture only
- Sharp objects such as tent stakes or corner flags
- Unauthorized vehicles, bicycles, scooters, skateboards
- Unauthorized marking of lines
- RC cars, planes or toys that use fuel

- Lighter fluid or other gasoline type products
- Dragging of sport equipment. All equipment must be lifted when moved or have turf wheels attached.

CANCELLATIONS AND CHANGES TO APPROVED APPLICATIONS

- **All cancellations and changes must be submitted in writing** before any request will be considered.
- **A \$25 processing fee** will be charged for cancellations or changes made after a permit has been approved.
- **The City reserves the right to cancel an approved rental** in the unlikely event that the ball field cannot be used, or there is a conflicting activity.
- **The City reserves the right to terminate a rental activity**, without refund, if it is considered necessary by the Director of Beaches, Parks and Recreation, his designate, or a Sheriff Deputy for the safety and welfare of the public and City.

QUESTIONS OR NEED ASSISTANCE?

Please call the Recreation Division office at (949) 361-8264, if you have any questions or need assistance in any way. We wish you the best of success with your planned activity.



City of San Clemente
Beaches, Parks & Recreation Department
 100 N. Calle Seville, San Clemente, CA 92672
 Phone: (949) 361-8264 Fax: (949) 361-8280

BALL FIELD RENTAL APPLICATION

Please read ball field rental information prior to completing application. Please Print Clearly or Type.

Applicant/Organization: _____

Main Contact: _____ **E-Mail:** _____

Address: _____ **Primary Phone:** _____

_____ **Alternate Phone:** _____

Ball Fields:

Sport Fields:

- Sports Park: 1: football
 2: large baseball
 3: small baseball
 4: small baseball
 5: soccer lower
 6: soccer upper

- Steed Park: 1: red- softball
 2: blue- softball
 3: white- softball
 4: gold- softball

Community Fields:

- San Geronio: 1: large baseball
 2: softball
 3: large multipurpose
 Forster Ranch: 2: softball
 3: soccer/track
 4: small multipurpose
 5: large multipurpose
 6: small multipurpose

- Bonito Canyon: large softball
 Vista Bahia: small baseball

Neighborhood Fields/Courts:

- Liberty: 1: multipurpose
 2: softball
 3: softball
 Talega: 1: softball
 2: multipurpose
 Tierra Grande: 1: multipurpose
 2: softball lower
 3: softball upper

- Basketball Court: _____
 Volleyball Court: _____

Rental Date(s): _____

Rental Time: _____ am/pm to _____ am/pm (park gates lock at 10pm)

Type of Sport/Activity: _____

- Practice Game Tournament Clinic/Camp/Class

Estimated Maximum Attendance: _____

RELEASE FROM LIABILITY AND INDEMNIFICATION

In consideration for and as a condition of the use of the above stated facility, applicant hereby agrees to hold harmless the City, its officers, employees, and agents, against any and all claims, demands, causes of action, damages (including damages to City property), costs and liabilities, directly or proximately resulting from or caused by the use and occupation of the facility hereinabove described, whether such use is authorized or not or from any act of omission of applicant or any of its officers, agents, employees, guests, patrons, or invitees. The Applicant shall at its sole risk and expense, defend any and all suits, actions, or legal proceedings which may be brought against the City, its officers and employees in which in any way arise from or relate to Applicant's use of the above facility. Applicant shall also pay for any and all damages to any property of City including any damages for loss or theft of such property, done or caused by Applicant, its officers, agents, employees, guests, patrons and invitees. The undersigned hereby assumes full responsibility for, and the risk of, physical, mental and emotional injury due to the negligence of the City of San Clemente, its officers, agents and employees. The undersigned recognizes for him or her, and any minors, which the events and occurrences to which this release applies can be dangerous and as a result of signing below, the undersigned is accepting those risks for him or herself, and for any minor participants for whom the undersigned can contract.

I have read, understand and agree to abide by the Recreation Rental Policies and Fees for the type of facility I am applying to rent and I will be present at the facility during its use. I further realize the ramifications of failure to abide by the policies and/or permit requirements. I understand that submittal of this application does not guarantee approval of my application.

Applicant/Representative Signature: _____ **Date:** _____

B. December 8, 1992

MOTION BY COMMISSIONER FERNANDEZ, SECOND BY COMMISSIONER EVANS, to approve the minutes of December 8, 1992. MOTION CARRIED (3-0-1). Commissioner Prohaska abstained.

Because of the lack of a quorum, the December 8, 1992 minutes will be carried forward to the February 9, 1993 meeting for approval by the Youth Advisory Committee.

4. **OLD BUSINESS**A. Sports Field Reservation Policy

The Beaches, Parks and Recreation Director recapped the concerns expressed from the December 8, 1992 meeting by the Commission and those in attendance at the meeting concerning the adoption of a sports field reservation policy that would set aside a specific park sports field on Sundays for use by the public without reservation.

Staff fine tuned the policy and submitted a calendar that identifies the primary and secondary season for each sports organization, including the time and location of reserved fields as requested by the Commission.

Laura Irvin of the San Clemente Bobby Sox advised the Commission that the girls' softball organization has experienced an ongoing problem of finding a field to use since the high school fields are unsafe and the City fields are reserved by the Little League. She commented that Bobby Sox is a valuable girls' program that benefits the community and will grow as the community population increases.

The Director responded that, at the time the Youth Sports Council was created, he was advised that the Bobby Sox organization was not interested in using the city sports fields. He commented that Mr. Ray of the Bobby Sox recently met with the San Clemente Sports Park representative to discuss use of Richard T. Steed Memorial Park fields when the fields are not used for adult sports.

The Director informed the Commission that the sports organizations are invited to attend the Youth Sports Council to determine field use and to resolve any conflicts with other sports organizations.

Don Card of AYSO explained that AYSO has an all star program that plays Saturdays, Sundays, and uses San Geronio Park field for all day time games. His organization would like to play some games on Sundays. He informed the Commission that AYSO participants have increased, and suggested the development of another full size soccer field.

Commissioner Evans pointed out that the field schedule indicated that many of the fields were not reserved on Sundays with the exception of Vista Bahia Park. He commented that there was no evidence that the City's fields are impacted at this time.

The Director responded that staff was concerned that every field is reserved at some point throughout the year, and is attempting to adopt a policy designating specific fields for public use without reservations on specific days, such as Sundays. He stated that there is no park in San Clemente that a person would know there was a sports field available for non-reserved use because all fields can be reserved.

Commissioner Evans responded that, if a park field was set aside on Sundays and designated a non-reserved park open to the public, a person hoping to use the park field would have to arrive early to ensure it would be available for use.

Chair Pro Tem Anderson commented that she was in favor of opening all sports fields to the public on Sundays without reservation. She remarked that the school fields should be utilized more. The Director responded that AYSO uses the school fields heavily.

Commissioner Fernandez was in favor of designating Bonito Canyon Park field for a non-reserved field on Sundays because of its location and proximity to the center of the city.

The Director advised the Commission that the policy could be adopted without deciding which fields should be designated as the non-reserved field for public use at this time.

Commissioner Evans pointed out that the policy suggested more than one field that would be set aside for public use without reservations on Sundays. The Director responded that there may be a time in the future, as the park system expands, that more than one field may be designated as such during daylight hours.

Commissioner Prohaska suggested monitoring the policy on the impact and growth of groups using the fields.

Since the proposed policy was discussed at the December meeting and the Youth Advisory Committee presented their input on the topic, the consensus of the Commission was to make a motion on the proposed policy.

MOTION BY COMMISSIONER EVANS, SECOND BY COMMISSIONER FERNANDEZ, to recommend the City Council approve the policy on "RESERVATION OF CITY SPORTS FIELDS."

Chair Pro Tem Anderson stated that she was in favor of all fields not reserved on Sundays.

MOTION CARRIED (4-0-0).