City of Orange
Community Services Department
Field Allocation and Facility Use Policy & Procedures

1. Scope & Purpose

1.1 This document sets forth the policy for the City of Orange (hereafter, "the City") to facilitate the allocation of all available fields and facilities under its ownership and/or allocation control in an equitable and fair manner. This Field Allocation and Facility Use Policy & Procedures (hereafter, "Policy" is designed to advance the following public purposes:

1.1.1. To develop a procedure for user groups to secure fields for games, practices and other events.
1.1.2. To avoid disputes among user groups over field usage, as the demand exceeds the ability to permit unlimited and/or unscheduled use by all participants.
1.1.3. To ensure that City residents have priority usage and access to City facilities, since City residents shoulder the primary financial burden of the cost of constructing and maintaining City facilities.
1.1.4. To ensure that maintenance and renovation can be scheduled and implemented properly to maintain quality facilities for use by the public.

2. Definitions

As used in this policy, the following words shall have the following meanings:

2.1. **O.M.C.:** Orange Municipal Code.
2.2. **Community Services Director:** Shall mean the City Community Services Director and/or his or her designee(s).
2.3. **Participant:** Participant(s) shall include only those players or users who are fully registered with the user organization. Coaches, officials, leaders and staff are not considered participants.
2.4. **Organization:** Organization(s) shall include only those user groups listed in Section 5 and which otherwise comply with the requirements of this Policy.
2.5. **Resident:** A participant whose principal place of residence is within the City limits and whose residence has been verified in accordance with this Policy.
2.6. **City Facility(ies):** Any field or facility which is City-owned and/or the City has the primary allocation responsibility.
2.7. **Season:** For the purpose of this Policy, sports shall be considered "In-Season" & Out of Season in accordance with the following:

2.7.1.

Usage	Fall/Winter	Spring/Summer
Opening Date	August 1	February 1
Closing Date	January 31	July 31
In Season	Football/Soccer	Baseball/Softball
Out of Season	Baseball/Softball	Football/Soccer
Allocation Requests Due	May 1	November 1
Allocation Meeting	Mid-May	Mid-November
Proof of Residency Due	September 15	March 15

2.7.2. For uses not covered by the above, sport seasons as governed and defined by California Interscholastic Federation (C.I.F.) regulations shall be considered in determining whether the sport is "In-Season".

2.8. **In Season User:** An Organization whose sport is "In-Season" and shall be given first priority access to City facilities. (Group C & D)

2.9. **Light Charges:** During daylight savings, the lighting fee shall be charged beginning at 7:30 p.m. During non-daylight savings hours, the lighting fee shall be charged beginning at 5:30 p.m.

2.10. **Out of Season User**: An organization whose sport is not "In-Season" and is given second priority access to City Facilities. (Group E & F)

3. Residency Verification

3.1. Organizations with no less than 70% Resident Participants are given priority for field use. No proof of residency is required for participants who are not residents. The City requires one of the following to verify the residence of each participant the organization claims is a resident: postmarked within the last six months of submittal, either a utility bill, tax or escrow papers, credit card statement, bank statement, or car registration, with the name of the participant whose residency is being verified set forth in print on the form of verification. P.O. Boxes are not acceptable. The address on the verification must match the address the organization has on file. If the participant's last name does not match the residency verification, documented proof that the person who is named on the verification is the parent or legal guardian of the participant must be submitted.

3.2. Each organization must submit a roster containing the organization's name, team/group name, division, team/group adult contact and phone number, each participant's name, address and phone number. Each individual residency verification form must be attached to the applicable team roster. For example: Organization Green has 16 teams, 200 participants, 150 of the participants are residents. Organization Green must submit 16 team rosters. Team #1 has 12 participants, 10 of whom are residents. Attached to Team #1's roster shall be 10 City residency verification forms. This same procedure applies for all 16 team rosters, all of which should be submitted in complete form at one time.

3.3. All organizations who are required to submit rosters and residency verification forms must submit completed forms as set forth in Section 6. Organizations requesting permits for the Fall/Winter period must submit residency verification by September 15th of each year. Organizations requesting permits for the Spring/Summer period must submit residency verification by March 15th of each year. These residency numbers will be used to verify current permitted use and to assist with the following year's allocation process.

3.4. Approved youth group organizations with five years or more of residency information on file with the City of Orange will not be required to resubmit residency information as stated above. Tenured approved youth organizations will only be required to turn in updated residency information every 3 years; however, the City reserves the right to request residency information at anytime due to boundary changes, increase in residency, decrease in residency, or new groups requesting field space, etc. The City will provide adequate notice to allow the Approved Youth Group time to gather the information when residency information is requested prior to the three

year cycle. The City will utilize the past five year average resident team percentage rate of an eligible Approved Youth Group. This resident team percentage will be used as stated in Section 6 to appropriate field usage for the Fall/Winter or Spring/Summer allocation period. Request from new groups seeking fields will still follow section 3.1 through 3.3 until a five year history is established.

4. Classifications of User Groups

Facility Use Permits shall be approved and space allocated based on the following priority:

Group A: City sponsored or co-sponsored organizations, activities and/or events.

Group B: Orange Unified School District and all organizations with written agreements with the City.

Group C: Approved youth non-profit organizations in which *at least 70%* of their participants are residents. The organization must hold open registration, allow all participants to register and play, considered "*in-season*", and not exclude participants based on ability.

Group D: Approved youth non-profit organizations in which *less than 70%* of their participants are residents. The organization must hold open registration, allow all participants to register and play, considered "*in-season*", and not exclude participants based on ability.

Group E: Approved youth non-profit organizations in which *at least 70%* of their participants are residents. The organization must hold open registration, allow all participants to register and play, considered "*out of season*", and not exclude participants based on ability.

Group F: "In-season" followed by "*out of season*", youth non-profit organizations whose participants are selected based on ability and/or play competitively against similar teams from other jurisdictional areas (including Independent Travel Teams). In order to qualify under the Group F classification, *at least 80%* of the participants of such an organization must be Orange residents, as well as the head coach or manager. Verification of the head coach or manager's residency shall be submitted in accordance with the verification requirements for a participant.

Group G: Non-residents or competitive youth sports organizations with *less than 80%* of the participants from the City of Orange.

Group H: Individual residents and businesses and adult non-profit entities with an office or principal location in the City.

Group I: Any other group or individual not listed above.

5. Registration Requirements For Group C through F Organizations

5.1. Current approved youth organizations desiring to claim Group C, D, E, and F status, must submit, prior to the annual November allocation meeting, a non-profit Group Approval Packet (provided by the Community Services Department), a current roster of the board of directors or other governing body, the organization's by-laws, current rosters with proper participant residency verification (as set forth in Section 3), the name, address and phone number of two designated organization contacts for the City, contact's email address, organization's website address, proof of registration as a not-for-profit corporation with the State of California or the IRS located in the City of Orange, a current budget summary and a certificate of insurance, evidencing coverage in the amounts of $1,000,000 General Liability (per occurrence) and Personal Injury. Sample insurance documents are provided with the non-profit Group Approval Packet**.**

5.2. By January 15 of each year, and thereafter, the President must be an Orange resident or live in the Orange Unified School District boundary, while the Treasurer of each organization must be an Orange resident and verification shall be submitted in the form required for a participant resident.

5.3. Groups meeting the requirements set forth in section 5 will be considered "Approved Youth Organizations".

6. Usage Request Requirements For Group C through F Organizations:

6.1. Each Group C, D, E, and F organization is required to submit usage requests by November 1st of each year for the following spring/summer usage, and by May 1st of each year for the following fall/winter usage. All usage requests that are not completed and turned in properly shall be returned to the organization for re-submittal. The organization must re-submit the usage request within 72 hours of the City's request for re-submission. Any usage requests submitted or still incomplete after this time shall result in the organization being processed as Group I status.

6.1.1. Mandatory Allocation meetings for spring/summer usage shall be held in November each year and for fall/winter usage shall be held in May each year. All organizations that have timely filed usage requests shall be notified of the allocation meetings. Any organization requesting an allocation of City of Orange Fields must have a representative at these meetings.

6.2. As noted in Section 5.1 above, each organization must have two designated organization contacts for the City. All communications between the City and the organization shall go through these two contacts. Group C, D, E, and F organizations shall designate which single representative shall represent them on City facility usage requests for all teams and which single representative shall represent them regarding other City communications. One of these representatives must be the organization's President.

6.3. For organizations classified in Group C, D, E, and F, the City shall determine City facility allocation based on the total number of resident participants per organization, divided by 12, which equals the number of teams for each organization.

For example:

Organization Blue has 800 participants, 600 are residents (600÷ 12) = 50 teams.

Organization Red has 350 participants, 250 are residents (250÷ 12) = 21 teams.
Organization Green has 200 participants, 150 are residents (150 ÷ 12) = 12 teams.

Total number of teams = 83

Organization Blue's allocation: 50 ÷ 83 = 60%
Organization Red's allocation: 21 ÷ 83 = 25%
Organization Green's allocation: 12 ÷ 83 = 14%

- Where percentages do not equal a whole number, (i.e. 83.3333%), the percentage shall be rounded to the nearest hundredth number (i.e. =83.34%).
  - For Example

1100 Orange residents divided by 12 = 91.67 resident teams

Total number of allocated hours per week

91.67 resident teams multiplied by 4 hours per week = 366.68

Total hours will be "traditionally" rounded to nearest whole number.

Ex. 366.68 = 367

The resulting surplus of field time shall be allocated at the discretion of the City. The City allocates all time at its discretion, however, will make an effort to allocate four (4) hours of time per resident team, per week. The resulting surplus of field time shall be allocated at the discretion of the City.

6.4. Organizations anticipating a split to form a new organization, or individuals planning to organize a new sports program must register with the City in conformance with Section 5 above at least one year prior to the estimated starting date of the new or expanded league. The City reserves the right to deny the use of any City facility to any organization or group if the City determines that a new or expanded program shall negatively impact the allocation of any City facility. The City cannot guarantee the use of any City facility.

6.5. The City's first priority is the proper maintenance of City facilities and then providing such City facilities for organized use. Practice use of City facilities shall be given priority behind all maintenance requirements and game requests. All organizations are required to submit requests for field usage for each season. The request(s) shall clearly separate games and practices.

7. Fees and Permits

7.1. The City Master Schedule of Fees and Charges determine all fees to be charged pursuant to this Policy, including security deposits.

7.2. Requests for permits to use City facilities are made through the City of Orange Community Services Department, 230 East Chapman, Orange 92866, (714) 744-7274. An application and agreement request for the use of City facilities is required. All requests and/or changes to an

existing permit must be submitted prior to the Wednesday before the upcoming week. For groups G, H, and I to have a valid permit, applicable fees must be paid in full and the permit must have a "firm" status. Exceptions may be made in cases of inclement weather per section 8.3.

7.3. Except in athletic facilities at which a permit is required for groups of ten (10) persons or more, pursuant to O.M.C., Section 12.48.105(A), no person shall conduct, hold or carry on a gathering, celebration, event, or activity of twenty-five (25) persons or more in any park without a written permit for such use, as set forth in section 7.10.

7.4. City staff will issue quarterly invoices to the approved youth organizations per the following quarterly schedule: Quarter one is January 2nd through March 31st, Quarter two is April 1st through June 30th, Quarter three is July 1st through September 30th, Quarter four is October 1st through December 30th. Invoices will be issued approximately 2 weeks after the end of the quarter. Invoices are to be paid in full, within 30 days of receipt. Invoices not paid in full after 30 days will result in forfeiture of future permits. Organizations must adhere to the Permit Cancellation Policy in order to be eligible for refunds or credits. Permits will be updated to reflect rainouts prior to each billing.

7.5. Any team permitted/assigned to a field for practices, games or other activities must carry a copy of their valid permit at all times and be prepared to present the permit to City officials upon request.

7.6. Groups and individuals may appeal a denial, suspension or termination of a permit provided for in this Policy in accordance with O.M.C., Section 12.48.110.

7.7. Youth athletic tournaments shall be limited to two (2) per year, per organization. Request for a tournament shall be submitted to the City at least six months prior to the tournament date(s) and shall only be approved if City facilities are available.

7.8. Youth camps shall be limited to one (1) camp per year, per organization, with a maximum time period of one week and shall only be approved if City facilities are available.

7.9. If City facilities are not used as requested, permits may be rescinded. Individuals, groups or organizations not using City facilities as set forth in their permit, may lose their permit and/or priority allocation consideration in future allocations

7.10. Outside of field use permits for games and practices, all users are required to submit an application request for a special event permit as outlined in the "Special Events in the Park Guidelines" which is provided with the special event package upon request to the Community Services Department. Special events consist of any activity outside of permitted practice, games, and/or snack bar usage, including but are not limited to: Camp-outs, pictures, fundraising activities, vendors, opening/closing ceremonies, etc. Special event applications must be submitted 30 days prior to desired date. Refer to section 15.9 and 15.10 for additional information regarding special events and use of concession stand.

7.11. In order to obtain a permit that allows any organization to sell food items in or at a City facility (exception: snack bars), all of the following procedures must be met:

7.11.1. The organization must submit a request outlining what will be sold, how and where it will be sold, and how the funds will be handled

7.11.2. The organization must provide written proof of non-profit 501(c)(3) status.

7.11.3. If the organization partners with a private business to sell food or merchandise, profits must benefit the approved youth organization.

7.11.4. The sale of food items can only be solicited to the organization's group within their permitted space/area. For example, solicitation to general park patrons in other areas of the park (i.e. playground) that are outside of the field/concession stand area will not be allowed.

7.11.5. The organization must submit proper insurance.

7.11.6. An approved City Special Event permit is required. This permit can be obtained from the City's Community Services Department, per section 7.10.

8. Permit Cancellation

8.1. Permits canceled by the City may be rescheduled as available or fees paid may be credited to the permittee's account or refunded in full.

8.2. If the City determines a City field must be closed due to inclement weather, the permittee is responsible for re-scheduling the use by the end of the next business day. If the City determines there are no fields available to re-schedule, a refund or credit may be issued and the City's discretion.

8.3. Athletic field permits canceled by the permittee at least three (3) days prior to the permit date shall be refunded or credited. No refunds or credits shall be issued if canceled less than three days prior to the permit date, except in cases of playoffs, tournaments, or start/end of the season and were advanced notice of potential cancellation has been provided to the City. In cases of inclement weather the City will automatically refund or credit permit fees if the City closes fields. If fields are open and the user group decides they cannot use the fields due to the inclement weather, It is the responsibility of the user group to notify the City of the non-use to receive a refund or credit.

8.3.1. For other City facilities, such as park buildings and excluding the Senior Center, cancellation's shall be treated as follows:

- Cancellation made at least 30 days prior to the event, full refund minus City processing fee.
- Cancellation made at least 29-14 days prior to the event, full refund minus $50.00 and the City processing fee.
- Cancellation made at least 13 days or fewer prior to the event, forfeit entire rental fee.
- Transfers made less than seven (7) days prior to the event shall lose half of the rental fee (not including the deposit).

8.4. When canceling or re-scheduling permits and or permit dates, all requests must be made in writing, by fax, e-mail or in person. Verbal cancellations will not be valid. All re-scheduling of permits require a City issued updated revised permit, which the organization must present upon request per section 7.5.

8.5. Refunds for City facility use shall be charged the standard City processing fee. Refunds take approximately four (4) to six (6) weeks to process. Re-scheduling is exempt from a processing fee.

9. Notice of Non-Use of Field/Facility

9.1. Any user that has been allocated City facility use and does not intend to use it, whether one time use or on a regular basis, must notify the City so the City facility may be re-allocated or otherwise scheduled. If proper notification is given to the City at least three days prior to the

event, the appropriate credit shall be applied to user's account. No notification will result in enforcement of section 20 "Three Strike Policy".

10. Notice of Exchange of Field/Facility

10.1. No user can forfeit or exchange its allocation, or any part thereof, to another user without written approval of the City. Any such desired modification must be filed with the City at least 10 business days prior to the requested exchange and must be requested by both parties, in writing, wishing to exchange allocation.

11. Rules and Regulations For Use

11.1. All user groups shall comply with the provisions contained in Chapter 12.48 of the OMC and this Policy is intended to supplement and not supersede such provisions.

11.2. Each user group must have a representative, who is of at least 18 years of age, present during all scheduled use.

11.3. Organized City field use can begin no earlier than 8:00 a.m., ending no later than 10:30 p.m. on lighted fields and at dusk at unlighted fields. Exceptions to this Policy must be approved by the Community Services Director, and may include site specific agreements, mitigation measures, camps, and tournament requests.

11.3.1. Facility hours: Indoor usage can begin no earlier than 8:00 a.m. and end no later than 10:00 p.m. Outdoor picnic area and open space permitted use can begin no earlier than 9:00 a.m. and end no later than dusk.

11.4. No use shall be scheduled for City observed closures and holidays without prior written approval from the Community Services Director. For field allocation purposes City observed closures and holidays include: New Year's Eve, New Year's Day, President's Day, Easter Sunday, Memorial Day, Veteran's Day, July 3rd and 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

11.5. Any special use request, such as amplified sound or the use of portable lights, requires a Special Use Permit pursuant to O.M.C. Section 12.48.105 as set forth in Section 7.11.

11.6. Use of metal cleats is prohibited without prior written approval from the Community Services Director.

11.7. Alcoholic beverages are prohibited at all City facilities. The exception is the Senior Center by proper permit.

11.8. At the conclusion of use, the user must leave quickly, quietly, and all facilities clean and clear of debris.

11.9. During approved youth groups permits, two teams not meeting classifications A-E may not play against each other, at any City facility, unless it is part of an approved youth athletic tournament as set forth in Section 7.7.

12. Traffic & Parking

12.1. The City may impose parking conditions on any permit, as well as neighborhood notification requirements on an event-by-event basis. User groups shall be solely responsible for any costs associated with such conditions, including any traffic control, which costs shall be billed based on the then existing City employee's billable hourly rate.

12.2. No one at any time may operate a vehicle in a park unless written permission and a vehicle permit is obtained in advance through the Community Services Department. Pursuant to O.M.C. 12.48.070, No user shall operate a vehicle in a park, except upon designated paved or improved park roads or driveways, or in or upon designated areas or trails set aside for use by such vehicles, unless directed to do so by a law enforcement officer or City official, or by official signs or markings. A City issued vehicle permit, obtained at the Community Services Department, must be placed in a visible location on the dashboard of each vehicle approved to drive onto a park site.

13. Good Neighbor Policy Every permitted organization is required to:

13.1. Give priority to traffic safety and the reduction of parking issues such as parking in, or blocking neighbors' driveways, public alleys, and sidewalks, which are violations of the law.

13.2. Educate organization participants and guests about neighborhood parking restrictions and encourage safe and responsible driving.

13.3. Notice neighbors in adjacent neighborhoods by the park/facility and all other people who have notified the organization or City of their desire to receive notices in writing of organized special events at least two weeks before the function. The organization is responsible for distributing the notification to neighbors.

13.4. Educate participants and guests to arrive quietly and to depart in the same manner to avoid disrupting the neighborhood.

13.5. Foster and maintain good community relations and cooperation with neighborhood and authorities.

13.6. Observe quiet hours for lighted fields after 10:30 p.m. and dusk for unlighted fields.

13.7. Respect the rights of neighbors and follow existing laws and ordinances.

13.8. Respect speed limits.

13.9. Minimize the use of car horns in parking lots.

13.10. All approved youth sports organizations must designate a league board member as a "neighborhood liaison" for each permitted facility, both OUSD and City fields alike. Neighborhood liaisons can vary at each location, but all liaisons must be listed in the City's bi-annual field application packet. Liaisons are expected to proactively communicate information with the neighbors, address concerns, and maintain positive relationships with the community.

14. Maintenance

14.1. The City shall determine and schedule annual maintenance programs at all City facilities. The City shall attempt to be flexible in accommodating user groups, but ultimately, safety and City facility maintenance shall take priority. The City shall determine the closure of any City facility and the availability of alternate sites for use.

14.2. Pursuant to O.M.C., Section 12.48.130, the Community Services Director shall have the authority to close any City facility. The City may close field/facilities for any of the following:

14.2.1. City engages in maintenance involving any field or facility.

14.2.2. When health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, winds, pesticide application or earthquakes or other natural occurrence and/or disasters.

14.3. The City will evaluate all athletic fields on an annual basis. This will include an evaluation to determine the need for the addition of infield mix, mound mix and other materials that may be needed. After they are evaluated, if City funding is available, fields requiring material will have deliveries scheduled, as user groups are able to receive the material, coordinate timely distribution of the materials and proper grading of the infield areas. Requests for additional material beyond what the City has determined are required, must be made in writing to the Community Services Department. If it is determined that there is a need for additional materials, the requesting group will work directly with the Community Services Staff to obtain such material. User groups may reference the City's Annual Field Evaluations to self perform maintenance tasks. User groups must coordinate their efforts through the City's Parks and Facilities Manager or his designee. Ample notification (minimum 30 days) to Manager prior to self performing any maintenance tasks is required to avoid scheduling conflicts.

14.4. Lining any City facilities with chalk, paint or the like, is not permitted without written permission of the City.

14.5. Burning lines at any City facility is not permitted.

14.6. It is the responsibility of organizations to provide field preparation such as dragging of fields, lining the fields, providing and placing bases/goals at City fields. All equipment must be removed from the facility daily. No long-term storage is permitted unless approved in writing by the City.

14.7. Organizations dragging fields during field preparation are responsible for implementing measures that control the amount of dust raised, such as proper watering for a minimum of 15 minutes prior to the dragging operation, and ensuring the dragging is done slowly in order to prevent citations issues by the South Coast Air Quality Management Department. The permit holder/organization will be responsible for any citation issued by the South Coast Air Quality Management Department due to dust created by their organizations field prep. Power cart(s) are not to be used during high wind conditions of 15 mph or more, as not enough water can be absorbed on the field to assure that no dust will be generated. Hand rake only during such conditions. 15 mph is the City standard for high winds.

14.8. Any request to modify, repair, alter or to improve any City facility must be submitted well in advance and in writing for consideration by the City. The City shall review the request and make a determination at its earliest convenience.

14.9. No permanent structures or equipment shall be erected on City facilities unless approved in writing by the City.

14.10. All league representatives (paid or volunteer) must be at least 18 years of age and have a valid driver's license to operate field maintenance vehicles on City Facilities.

15. Storage/Concessions Use and Policy

15.1. The City, at its discretion and upon terms and conditions it imposes, may permit designated areas for storage or for concessions. No permanent storage containers or shelves are allowed without prior written permission of the City.

15.2. The City assumes no liability or responsibility for any equipment, items or storage units kept in the storage or concession areas.

15.3. All facilities, at all times, should be kept clean with all items properly stored for safety and no equipment shall be left out. At the conclusion of each seasonal permit, the user shall remove all equipment and clean the area.

15.4. Any flammable and toxic substances are strictly prohibited in any enclosed or indoor area, including but not limited to, storage containers. Pursuant to O.M.C., Section 12.48.085, no person shall make or kindle a fire except in an appropriate device approved for that purpose.

15.5. Fuels, paints, cleaning supplies and other chemicals or regulated substances shall be stored appropriately in approved locations. The user group must abide by all Fire code and Building code regulations and be available for inspections by City staff. Please refer to National Fire Protection Association (NFPA) 58 for storage of liquefied petroleum gas (propane); California Fire Code Chapter 34 for storage of flammable liquids (gasoline) and gas powered equipment.

15.6. The permitted user of the park facility will receive priority use of the Concession Stand. All other use must be approved by the City. All concession stand users will be issued a permit letter at the start of each allocation period. Permit letter must be kept on site in the concession stand.

15.7. The permitted user is responsible to maintain a hygienic and safe environment at all times. This includes proper storage of all food and the prevention/removal of any insect or rodent infestation.

15.8. The permitted user must abide by all health and safety standards and regulations and be available for inspections by the Health Department and/or City staff.

15.9. The primary user is required to request and be permitted in advance for all activities and events where outside vendors/businesses would be coming into a park to sell a project or service. All vendors/businesses directly selling a product or service at a City park will be required to obtain a City of Orange Business License. Organizations are not allowed to roam the park and sell items to park patrons not associated with the organizations use.

15.10. Unless otherwise permitted and organization has received prior written permission, the exchange of money is to take place at the designated park concession stand only.

15.11. The user group shall be responsible for the cleaning of the Concession Stand (sweeping, trash removal, wiping counters) throughout the duration of their permit.

15.12. User group's future concession stand permits will be forfeited if stored material, with the exception of City owned capital equipment, is not removed within fourteen (14) days of completion of the season or activity. The facilities must be free of any perishable items. All permitted user group equipment disconnected from electrical outlets and tanks containing helium or propane must be properly secured. All permitted user group equipment not removed from the facility at the end of the season will be removed by the City at the expense of the permitted user.

15.13. The City, accompanied by the scheduled user group, will conduct an inspections of the facilities two times a year to insure compliance with stated guidelines in section 15.

15.14. The user group is responsible and liable for loss or damage to any items brought in to the concession stand.

15.15. Adult supervision must be maintained at all times for children under the age of 18 working or volunteering in the concession stand.

15.16. Damage to the Concession Stand or City owned capital equipment, due to misuse, or the facility being left unlocked by the permitted user, will result in the user being billed for all damages and must be paid prior to any future permits being issued for fields or building,.

16. Storage and Concession Keys

16.1. User groups are not allowed to alter or change locks on any City facilities without express written approval from the Community Services Department designated representative (Parks and Facilities Manager or his/her designee). The user group requesting to re-key any doors at a facility must, upon written approval as stated above, schedule a locksmith who is approved by the Department's designated representative, to meet Department personnel at the facility at the time the work is to be done. The user group shall provide or cause the locksmith to provide the requisite number of keys (minimum 6 keys) to the Department representative at the time the facility is re-keyed. The user group shall be responsible for the cost of re-keying the facility, including the cost of keys, and shall contract directly with the locksmith for his services and pay directly to the locksmith for said services. <u>All locks must be re-keyed in compliance with the City's master key program.</u>

16.2. Three keys are issued to the user group for the Concession Stand and cannot be duplicated. The user group shall be responsible for the cost associated with the loss of keys or the need to re-key the facility, including the cost of keys. <u>All locks must be re-keyed in compliance with the City's master key program and must follow the guidelines stated in section.</u>

17. Banners/Signs

17.1. Banners or signs placed on/in building/facility/open park space is only allowed with written permission from the City. Activity advertised must take place at the requested facility. A Banner Request form must be submitted to the Community Services Department at least two weeks prior to installation for City approval.

17.2. No signs or banners are allowed on a City field or facility that names that field or facility after an individual/business/donor.

18. Building Usage

18.1. **Group A & B:** Allocated usage as needed.

18.2. **Group C, D, E, F:**

18.2.1. **<u>Monday-Thursday:</u>** Groups C through F organizations are allocated four (4) hours of use per calendar month only at Grijalva Park, Handy Park, Olive Park, or Shaffer Park Buildings. The facility use can be split between two (2) dates. Meetings are defined as a meeting of the group's board or membership roster. Use must be utilized within the calendar month; hours shall not be carried over month to month. Fundraisers, recitals, catered dinners, etc. constitute a special event (see below for Reservation Policy). Allocations are accepted three (3) months in advance. Ongoing allocations shall be accepted up to six (6) months in advance within a calendar year. Additional use is available

based on availability and priority per user Group G. Applicable fees as per the Master Schedule of Fees and Charges shall apply. Requests for building usage must be submitted prior to the Wednesday of the upcoming week.

18.2.2. **Friday-Sunday:** Groups C through F organizations are allowed one (1) allocation for a maximum six (6) hour special event at Grijalva Park, Handy Park, Olive Park, or Shaffer Park buildings, each calendar year. Allocations are accepted six (6) months in advance. Use must be utilized within the calendar year; use shall not be carried over year to year. Additional use is available based on availability and priority of user Group G. Requests for building usage must be submitted prior to the Wednesday of the upcoming week.

18.2.3. A designated advisor/president/contact person, who must be over the age of 21, must make all allocations for each Group C through F organizations. This representative must be present throughout the entire use.

18.2.4. Additional use is available based on availability and priority per user Group G. Applicable fees as per the Master Schedule of Fees and Charges shall apply. **Group G & H** must follow the procedures outlined in the Policy and Procedures for Reserving Recreation Facilities (available at the Community Services Department).

19. Field Reservation Hotline (Including inclement weather & field closures)

In the event of inclement weather or other unforeseen circumstances, fields may be closed. It is the user's responsibility to call the City's Reservation Hotline at (714) 744-5592 after 2:00 p.m. Monday through Friday and after 7:30 a.m. Saturday and Sunday (and check the hotline throughout the day and repetitive days as conditions warrant), to verify field closures. Groups cannot play on fields that have been closed. If a group plays on closed fields the City may bill the user for damage to the fields and the group is subject to section Three Strike Policy.

20. Three Strikes Policy for Allocated Users

20.1. Purpose

The purpose of this policy is to implement a systematic method of enforcing the Orange Municipal Code and Facility Allocation and Facility Use Policy & Procedures. The City reserves the right to cancel or suspend field/facility permits for games, practices, and other usages based upon users violating the Orange Municipal Code or the established Facility Allocation and Facility Use Procedures. Notwithstanding this Policy of Three Strikes, the City reserves the right to revoke any user group's right to use any City facility for any single serious violation, which causes damage to property or injury to person.

20.2. Strike One

Strike One consists of documented activity in direct violation of the Orange Municipal Code or the Facility Allocation and Facility Use Policy & Procedures.

Penalty: A letter shall be written to the user's organization/president and copied to each board member documenting the violation. The letter shall be placed in the organization's file.

20.3. Strike Two

Strike Two occurs after a second documented violation within one year from Strike One.

Penalty: Revocation of the use permit at which the violation relates, effective immediately, for one day and one use. For example, should a group continue to use unpermitted equipment during practice on Mondays at Grijalva Field #1, the group would forfeit its field use of Grijalva Park Field #1 for the Monday of the following week.

20.4. Strike Three

A Strike Three documented violation within one year from Strike Two.

Penalty. The organization shall be informed by letter that a City Parks and Facility Attendant, at the organization's sole cost, based on the City's current billable hourly wage, shall be assigned to its permitted activity at the respective facility where the violation occurred. The Field Monitor shall monitor activity at the site and report further violations to the City. If further violations occur or the organization fails to pay the City cost for providing the Parks and Facility Attendant, penalties may include, but are not limited to, revocation of the allocated time in question for the remainder of the season and possible loss of future allocations and/or priority status.

20.5. Violation Examples (Not meant to be an inclusive list)

20.5.1. Use of a field that has been closed due to inclement weather or for other reasons as set forth in Section 14.

20.5.2. If an organization has a field permitted at 8:00 a.m. and teams start to practice at 7:30 a.m.

20.5.3. If permitted user #1 allowed non-permitted user #2 to use their permitted field without City approval, this violation would constitute a strike against both users.

5.4 After permitted use the organization fails to maintain restrooms and or leaves trash/litter on the premises.

21 Security Deposits

21.1 As of 8/1/12 approved youth organizations, will no longer be required to have on file a security deposit for fields or concession stands. All other user groups will have a security deposit on file as required per The City Master Schedule of Fees and Charges. If it is determined an approved youth organization, caused damage to a field, it will be the financial responsibility of the organization to repair the damage. Failure to pay for repair and damage will result in permits being revoked.

21.2 **For groups H, I, and J** If it is determined permitted user groups have caused damage, security deposits may be used for (but not limited to) repairing said damaged fields, facilities, and property. This includes staff time to collect items such as trash or additional maintenance for fields damaged during inclement weather closures.