



City of Temecula Community Services Department

Subject: Athletic Field Reservations and Use Regulation

Date: January 2, 2004 (Revised 4/19/2014)

Division: Recreation

Policy Number: 0404

Approved By: Kevin Hawkins, Director of Community Services

POLICY: The City of Temecula Community Services Department (TCSD) will strive to provide and maintain high quality athletic fields for residents. Organized public use of these facilities shall be coordinated and scheduled by departmental staff. Community Services Department staff shall ensure that scheduled fields are well maintained, used for their intended purpose, and appropriate fees are charged for their use.

BACKGROUND: The City of Temecula continues to develop into a large-scale City while maintaining the importance of community. As the City continues to grow in population, the demand for City athletic fields, within the City boundaries, continues to grow as well. The City of Temecula Community Services Department coordinates all use of City-owned athletic fields and Temecula Valley Unified School District fields governed by joint-use agreements. In order to accommodate the growing demands placed upon City athletic facilities, this policy intends to provide for fair and equitable use by adult and youth recognized leagues, non-recognized leagues, approved rentals and the general public.

REGULATIONS:

- Athletic fields at City park sites are available to the public on a first-come, first-served basis, unless a reserved organized-use activity is occurring.
- Due to extensive reserved use of fields by recognized leagues, non-recognized leagues and approved rentals on weekdays and Saturdays, the Community Services Department will strive to ensure that 40% of the City's total athletic fields are available for public drop-in use on Sundays.
- Athletic fields will be used for the purpose that they were designed and intended to be used. Facilities designated as "multi-use" by the TCSD will be distributed at the direction of the Director of Community Services or his/her designee.
- City athletic fields are available for public use from 8:00 a.m. until dusk. Fields reserved by recognized leagues, non-recognized leagues and approved rental activities may utilize the fields with appropriate lighting until 10:00 p.m.

RESERVED USE:

- All field reservations must be made through the Temecula Community Services Department.
- Recognized youth leagues (as stated in policy # 0401) shall receive priority in scheduled use of City fields.

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- An hourly fee will be assessed according to the current fee schedule.

Categorization of Fields:

For the purpose of field allocations, the following field categories will be allocated based upon availability.

1. Gold - Prime Fields (City fields),
2. Silver - Above Average (School fields with lights)
3. Bronze - Average Fields (School fields)

For safety reasons, all fields must be used for their intended purpose. No play is permitted outside of the established and approved areas (i.e. small youth playing on larger base path fields created for older participants).

PROCEDURES for Reserved Field Use:

- Staff is committed to and responsible for distributing field space in a fair and equitable manner.
- All reserved use must be approved by the Director of Community Services or his/her designee.
- With notice, TCSD reserves the right to adjust reserved use as deemed appropriate.
- Non-Temecula teams are not permitted to play other non-Temecula teams on City or School approved fields for any other purpose other than a tournament.
- Recognized leagues may play opposing non-Temecula teams on City or School approved fields only if required through their conference or sanctioned league.
- All recognized leagues, non-recognized leagues and approved rentals are required to submit registration information prior to each season/rental as directed by City staff.
- Recognized youth leagues cannot be combined with an adult league, other youth leagues or competitive leagues (i.e. Rugby, Temecula FC, SIBA, TVSA/Hawks).
- Each recognized youth league must submit its league rosters (per team) and players' applications in a timely manner, as directed by staff. Field use calculations are dependent upon roster and participant registration information that confirms the number of Temecula residents in a given league. If rosters and participant registration information is not submitted in a timely manner, or by the established deadline, staff may deduct a total of 50 resident points per business day.
- The number of Temecula residents participating in the league will be divided by the number of field hours available for use, resulting in the percentage of fields allocated to each league, per season.
- Each non-recognized league must submit its request in a timely manner, as directed by staff. Fields will be allocated by a lottery system if multiple non-recognized leagues are requesting the same timeframe.
- League schedules identifying participating teams must be provided in a timely manner, as directed by staff, to determine appropriate fees.
- TCSD will not approve a non-recognized league's submittal of multiple requests for different age groups that are affiliated with the same organization. (i.e. adult, youth).

- Each approved rental must submit their request in a timely manner, as directed by staff. Fields will be allocated by a lottery system if multiple rentals are requesting the same allotted time.

Season Priority:

For the purpose of field allocation, the sport traditionally held during the particular season will have first priority consideration. All users will have secondary priority consideration as field availability permits. For example, traditional sports seasons are as follows:

Purpose:	Fall/Winter**	Spring/Summer**
Pre-Season Practice	Mid-August – September 1	February 1
League Play	September 1 – November 30	March 1 – June - August
Field Renovation	December - March	June – August (RRSP after Labor Day)

****Seasonal schedule subject to change at the discretion of the Director of Community Services or his/her designee**

- Each recognized league, non-recognized league and approved rental is responsible for scheduling all league games and individual team practices.
- Submission of registration information does not constitute approval. Approval for field use is granted only after final field allocations have been completed, and organizations are in compliance with all policies and procedures.
- Any recognized league, non-recognized league and approved rental that has been allocated field space and does not intend to use it as scheduled must notify TCSD so that the field may be reallocated.
- Any recognized league may relinquish or exchange their approved field allocation, or any part of it, with another recognized league that has been approved by the TCSD. However, any modification of the approved field allocation must be verified in writing, by all parties involved, and the change must be approved by TCSD.
- Any non-recognized league or approved rental that has been allocated fields cannot re-allocate, exchange, trade or sub-lease fields with any other user group. Allocated field space that is not being used must be given back to the TCSD for proper reallocation.
- Sub-leasing field space is prohibited with zero tolerance. Any recognized league, non-recognized league and approved rental found to be taking part in this act will be subject to investigation and revocation of field-use privileges.
- City-owned and managed fields will be monitored for appropriate and permitted use. Infringement on permitted users will not be allowed.
- Recognized leagues who receive field space through the field allocation process are not permitted to request to rent fields.
- Opening/Closing Days and other special event activities, including BBQs that are coordinated by sports organizations, must be pre-approved by the City. A special application is required for events other than regular league practice-and- play use of fields.

GENERAL FIELD USE INFORMATION:

Hours of Operation:

Access to fields and activities on fields can begin no earlier than 8:00 a.m. Non-lighted fields and those lighted fields not in use will close at dusk. Field lights shall be extinguished no later than 10:00 p.m.

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Field Lighting:

- An hourly use rate will be charged according to the current fee schedule. Non-recognized leagues and approved rentals using the field lighting shall pay in full prior to lights being turned on.
- Refunds or credits will be issued when fields are closed by City staff. Games or practices shall not continue without sufficient daylight or field lighting.
- Recognized leagues, non-recognized leagues and approved rentals must plan accordingly, as lights will be extinguished at scheduled times.
- If a non-recognized league or rental cancels a reservation TCSD staff must be notified a minimum of 24 hours prior to the reserved time. If TCSD is not notified, the league/rental will be charged accordingly.
- If a recognized league has been granted access to the lighting system for the season, it is their responsibility to manage their lights accordingly and abide by the contract that is signed at the beginning of the season.

City Managed School Fields:

The City of Temecula maintains a joint-use agreement with the Temecula Valley Unified School District to utilize their fields within the City limits. Access to these fields is ultimately permitted by the Temecula Valley Unified School District and can be denied at any time due to field unavailability, maintenance issues, or safety issues.

Field Conditions:

City staff will determine closure of fields due to inclement weather or other conditions and will update the TCSD Field Condition Hotline by 3:00 p.m., Monday through Friday. Field users can access the hotline telephone number 951-694-6447 for updated field condition information or visit the City of Temecula's website: cityoftemecula.org/sports

Goals:

Soccer goals must be anchored to the ground according to TCSD Maintenance specifications. Soccer standards shall be stored and locked in designated areas immediately following practices or games. Goals may be moved by TCSD for mowing and field maintenance. Soccer goals must be removed from fields when season of play is completed or arrangements are made with the City.

Snack Bar Facilities and Operations:

The City of Temecula owns several snack bar facilities and maintains health permits. Organizations desiring to use the City's snack bar facilities must complete a snack bar operations packet; secure a separate health permit from the County of Riverside and submit payment in the amount of \$200.00 for a security deposit. Organizations cannot sub-contract out the snack bar. For more information, please contact the Temecula Community Services Department at (951) 694-6480.

Temporary Fencing:

Portable fencing companies must be approved by the City. Dates for placing and removing temporary fencing will be determined by TCSD and Maintenance. Fencing may be removed by TCSD for mowing and field maintenance.

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Tarps/Awning/Canopies:

- Tarps designated for shading and screening dugouts must be properly secured with zip ties and must be uniform in color. Color must be approved by TCSD and Maintenance.
- Awnings and canopies with floorings or stakings are not permitted.

Use of Banners:

With prior City approval, banners which meet City specifications of size (3X4) and consistency may be installed for the duration of the season on outfield fencing only with a total of 9 banners per field.

Vehicle Use on Fields:

Vehicles, including All-Terrain Vehicles, golf carts, trucks, “mules”, etc., may not be allowed to drive on the fields unless authorized by the Director of Community Services, his/her designee and/or Public Works Department.

Vendors:

There are to be no outside vendors (those vendors who do not have a contract with the City to vend in specific areas) at City parks without prior approval. Sports photography (team pictures) and other recognized league sponsored vendors must have prior City approval. Vendors on school property must go through the Temecula Valley Unified School District for approval.

Note: No vendors are allowed at Patricia H. Birdsall Sports Park with the exception of approved sports photographers. Tournament organizers may also request the opportunity to sell their memorabilia with prior City approval. Additional requirements may apply.

Vendor Requirements:

Organizations, teams and individuals requesting vendor services for an event on City property must receive prior approval from the TCSD. If approved, vendors must provide the following items listed below. TCSD will not accept any paperwork or fees from vendors directly. Organizations must submit paperwork and payment to TCSD staff.

Food Vendors

- Current health permits from the Riverside Health Department.
- Current food handler’s license.
- Current city business license.
- \$1,000,000.00 General Liability Insurance co- naming the City of Temecula/ Temecula Community Service District as additionally insured.
- A fee of \$75.00 per day/ per location.

Other Vendors

- Current city business license.
- \$1,000,000.00 General Liability Insurance co- naming the City of Temecula/ Temecula Community Service District as additionally insured.
- A fee of \$75.00 per day/ per location.

Each season, recognized leagues will be given the opportunity to have either an Opening Day or Closing Day ceremony. Recognized leagues must request dates and locations at the Field Allocation Meeting prior to the season. Paperwork must to be submitted and approved by the TCSD at least 30 days prior to the event.