

1. SCOPE AND PURPOSE

- 1.1. This document sets forth the policy for the City of Porterville to facilitate allocation of all available fields and facilities under its ownership and/or allocation control in an equitable and fair manner. This Athletic Field Use Policies & Procedures document 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. APPLICATION PROCESS FOR FIELD USE

- 2.1. Fulfillment of the requirements listed below will be considered a complete league application package and must be submitted each season by all organizations prior to the Parks and Leisure Services office granting usage approval. The application must be submitted by **February 1** for the Spring season and **July 1** for the Fall season:
 - Completed Athletic Facility Request form
 - Proof of insurance
 - Current list of Board of Directors
 - Proof of state or national sports affiliation (if applicable)
 - Proposed field diagram with dimensions for each field (Sports Complex users only)
 - Game schedules (must be submitted prior to first game)
 - Team rosters (must be submitted by the third week of games)
- 2.2. Partial paperwork will not begin the approval process. Submission of an application package does not constitute approval. The applying organization will receive a receipt declaring approval after City staff reviews all submitted documents and all fees due are paid. Every effort will be made to accommodate the user group's reservation request.
- 2.3. Organizations anticipating a split to form a new organization, or individuals planning to organize a new sports program must be approved by the Parks and Leisure Services Commission at least six months 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.

- 2.4. Lights must be scheduled three days in advance and paid for at time of scheduling.

3. RESERVATION TERMS AND CONDITIONS

- 3.1. **Damage to Facility(s) and any Other Unforeseen City Expenses-** Users are responsible for any and all damage to facilities and/or unforeseen staff costs that occur in association with their event(s).
- 3.2. **No Driving of Vehicles On Agency Property-** It is unlawful to park any vehicle anywhere except in areas specifically designated as parking areas. City Code 17-10.13 states "No person shall operate, drive, stop, park or leave standing any motor vehicle, other than on paved roadways or paved areas, in any city park, except when in possession of a permit issued by the Director of Parks and Leisure Services.
- 3.3. **Rejection/Revocation of Use Approval-** Should an organization violate any of these procedures and/or rules as well as any rules and/or procedures as set forth in the City of Porterville Municipal Code, said organization will be subjected to revocation and/or denial of application approval.
- 3.4. **Three Strikes Policy-** The purpose of this policy is to implement a systematic method of enforcing the Athletic Facility Use Policy. The City reserves the right to cancel or suspend field/facility reservations for games, practices, and other usages based upon users violating the established Facility Allocation Policy. 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.
 - 3.4.1. **Strike One** consists of a documented direct violation of the Guidelines for Use of City Athletic Facilities.

Penalty: A letter summarizing the incident shall be written to the user organization's representative. If the representative is not the president, the president shall be cc'd. A copy of the letter shall be placed in the organization's file.
 - 3.4.2. **Strike Two** occurs if there is an additional documented violation within one calendar year from Strike One.

Penalty: Revocation of the organization's next related reservation, effective immediately, for one day and one use.
 - 3.4.3. **Strike Three** occurs after a second documented violation within one calendar year from Strike Two.

Penalty: Organization loses City field usage privileges for one calendar year and may re-apply to the Commission when the term expires.
- 3.5. **Reservation Cancellations**
 - 3.5.1. Reservations canceled by the City may be re-scheduled as available or fees paid will be credited to the organization's account or refunded in full.
 - 3.5.2. If the City determines a City field must be closed due to inclement weather, the organization 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 at the City's discretion.

- 3.5.3. When canceling or re-scheduling reservations, all requests must be made in writing, by fax, email or in person. Verbal cancellations will not be effective.
- 3.5.4. Grievances arising from facility scheduling may be taken to the Commission for a ruling.
- 3.5.5. If fields are not used as requested, reservations may be rescinded at any time.

4. PAYMENT PROCEDURE

- 4.1. Organizations will be required to pay 100% of the season's total usage fee prior to the first day of games.
- 4.2. Sports Complex Player Participant Fee – All player participant fees are due by the third week of games. The fee is \$1.50 per player per game (\$1.50 x 300 players in a league x 10 game season = \$4,500).
- 4.3. An organization requesting additional time to pay must take their request to the Parks and Leisure Services Commission.
- 4.4. Payment for non-league use must be paid at time of reservation.
- 4.5. Law enforcement may be called upon to handle organizations using City facilities with outstanding balances that are affecting current and future field use allocation.

5. REFUNDS

- 5.1. In order to obtain a refund you must first fill out a request form and submit it to Parks and Leisure Services. Refunds will be granted as follows: no show – no refund; more than (2) business days cancellation notice – 100% of fee returned; less than (2) business days cancellation notice – 90% of fee returned with a 10% penalty.

6. ANNUAL REVIEW

- 6.1. The Commission may annually review organization affiliate status for any user group.
- 6.2. The City Council may periodically review actions of the Commission relating to requests for affiliated status.

7. ALLOCATION MEETINGS

- 7.1. Each organization will be required to send one and no more than two representatives to allocation meetings. City staff will notify organizations of the meetings at least one week in advance.
- 7.2. These meetings are mandatory. Non-attendance places an organization at a disadvantage in receiving accurate information therefore jeopardizing the use of facilities.
- 7.3. All organizations that have timely filed a completed league application package shall be notified of the allocation meetings.

8. MAINTENANCE

- 8.1. The City reserves the right to shutdown fields for maintenance.
- 8.2. The City does not permit lining of City fields with chalk or paint without written permission.
- 8.3. Burning lines on any City park and/or field is not permitted.
- 8.4. Any user failing to comply with these maintenance guidelines are subject to the following: payment for all damages occurring to the facility; termination of any/all field use approvals for one year.
- 8.5. Any long-term storage is not permitted unless approved in writing by the City.
- 8.6. Any request to modify, repair, or alter to improve any City facility must be submitted in writing to the Parks Superintendent at least two weeks in advance. City staff shall review the request and make a determination at its earliest convenience.
- 8.7. User groups are not allowed to alter or change locks on any City facilities.
- 8.8. City issued keys must not be duplicated.
- 8.9. No permanent structures or equipment shall be erected on City facilities unless approved in writing by the City.

9. PORTABLE SOCCER GOAL POLICY

- 9.1. All soccer groups intending to use portable soccer goals must have them approved prior to use.
- 9.2. Approved portable soccer goals must be taken down by groups within 45 days of the conclusion of each season.
- 9.3. Portable soccer goals not approved by Parks and Leisure Services may be taken out of play by the Parks Division.

10. BANNERS

- 10.1. Signs or banners can not be displayed at the Sports Complex per City Code.
- 10.2. Organizations wishing to hold sign-ups at the Sports Complex must receive permission prior to holding registration.