

COMMUNITY SERVICES DEPARTMENT

Athletic Field Use Policy

701 Laurel Street, Menlo Park, CA 94025 (p) 650.330.2220 (f) 650.330.2242



I. Purpose

- A. To identify the roles of the Field User Groups, City of Menlo Park Community Services Department, and Parks & Recreation Commission
- B. To explain the City of Menlo Park sports field use requirements, fees, procedures, and policies

II. Field User Group Approval Process

- A. Before a Field User Group can make a request for field space for seasonal sports leagues and tournaments, the Athletic Field User Group Application must be validated by the Parks & Recreation Commission.
- B. To become a Field User Group, the group must apply in writing to the Parks & Recreation Commission each year. Athletic Field User Group Application must be received by the Community Services Department at least three weeks prior to the November Commission meeting (generally the third Wednesday of the month). The Commission will review and discuss the information at the November meeting and hold a public hearing at a subsequent meeting before validation.
- C. The Parks and Recreation Commission will validate the returning or new group if all of the Field User Groups conditions and requirements are satisfied.
- D. If a new Field User Group requests a field space after the validation process, the Field User Group will only be able to use field space on a probationary status if space is available.
- E. The Community Services Department will provide written notification to the Field User Groups of their approved status.

III. Athletic Field User Group Application

- A. The Athletic Field User Group Application must include the following:
 - 1. Written league rules and guidelines
 - 2. Annual schedule for the organization, including practice and game dates, tournament dates and any special events
 - 3. Annual list of board members with their contact information (address, phone number, and email address)
 - 4. Annual roster of league participants showing residency status (see IV below) and age
 - 5. Description of Field User Group's activities and how the field(s) will be utilized
 - 6. For non-profits, proof of non-profit 501c3 status
 - 7. Valid Certificate of Insurance
 - 8. A short presentation of the above to the Parks and Recreation Commission

IV. Menlo Park Residency

- A. A Menlo Park resident will be defined as:
 - 1. Participants who have a permanent address in Menlo Park
 - 2. Participants who attend an Accredited School within the Menlo Park city limits
- B. Priority of status will be depend on the qualifying criteria, including percentage of Menlo Park residents (see Field Priority list)
- C. Field User Groups will need to provide data of the participant database or team rosters to validate participant's resident or non-resident status

V. Field Capacity Limits

- A. The field use limit for each field user group will be determined by the Community Services Department based on overall sport fields capacity and the age designation of the individual field.

- B. If the Field User Group requires more space than their field use limit, the Field User Group will be granted additional field space or may request additional field space on the following conditions:
 - 1. Field allocations have been granted for all of the valid Field User Groups' requests.
 - 2. There is remaining field capacity.

VI. Field Allocation

- A. The Community Services Department will make every attempt to accommodate all groups and allow for a diverse use of the City's sports fields.
- B. Field User Groups can request a particular field during the reservation process; however, the Community Services Department reserves the right to make the final decision regarding how to allocate field space.
- C. Prior use by a particular Field User Group does not guarantee future allocations to a specific field.
- D. Factors affecting amount of field space allocation include:
 - 1. "On season" programs vs. "Off season" programs
 - 2. Number of Menlo Park residents in the program
 - 3. Percentage of Menlo Park residents in the program
 - 4. Ages of participants vs. the designated field space for age groups

VII. Field Use Priority

The qualifying criteria for field use priority is:

- 1. City sponsored youth programs
- 2. City sponsored adult programs
- 3. School district sponsored youth programs
- 4. Returning youth programs with greater than 50% residents
- 5. Returning adult programs with greater than 50% residents
- 6. Programs offering scholarships or reduced fees to lower-income participants.
- 7. New youth programs with greater than 50% residents
- 8. New adult programs with greater than 50% residents
- 9. All "other" programs

VIII. Field User Group Fees

- A. All of the fees required to use the Athletic Fields are stated in the City of Menlo Master Fee Schedule. The Master Fee Schedule is reviewed the Community Service Department Staff each year. City reserves the right to increase fees to offset administrative and parks maintenance costs.
- B. Fees will be determined per hour per team.
- C. Field User Groups will be required to provide payment based on the annual field reservation schedule. The schedule will be set annually by Community Services Staff.
- D. Field User Groups operating sports leagues will be required to pay 50% of the balance two-weeks prior to the league start date. The remaining balance will be due two weeks prior the final league date.
- E. Field User Groups requesting field space for a limited time or non-league use must pay in full at the time of the field reservation.
- F. Field User Groups are allowed to make minor adjustments to the field reservation request up to four weeks prior to the league start date (if space is available). The approved field reservations will be available online to review. All change requests must be in writing. Cancellations are subject to a \$15.00 processing fee.
- G. Field User Groups will be charged for the dates and times requested on the field permit. Rainouts and cancelled practices or games designated by the leagues or coaches will not be refunded.

IX. Field User Group Communication

- A. Each Field User Group will designate a Coordinator for their organization. All communication between the City and the organization will be through the designated Coordinator.
- B. At the bi-annual Field User Groups meeting, the Community Services Department staff will discuss with the Field User Group coordinators the schedule for the upcoming season(s) and review the Athletic Field policies. Additional meetings may be called, as needed.
- C. Field User Groups are responsible for informing their participants using the facility of all of the field rules and must ensure the enforcement of these rules.
- D. Field User Group Coordinators will be able to communicate with city staff by email, phone, or in person. The coordinators will also be able to access approved the field reservations online.
- E. Probation
 - 1. If any Field User Group does not follow any of the stated field policies, the Field User Group may be placed on probation and is subject to having their Field Permit suspended or revoked.
 - 2. A letter will be given to the Field User Group to notify them of the probation. The Field User Group has 14 days to appeal the probationary status.
- F. Appeal Process
 - 1. In the case of a dispute over the meaning, interpretation or intent of any portion of these field use policies, User Groups may appeal decisions to the Director of the Community Services Department.

X. Field Use Requirements

- A. Field Reservation Forms can be submitted twice a year. For field use between January 1 and June 30, field reservation forms must be turned in by 5pm **December 1**. For field use between July 1 and December 31, field reservation forms must be turned in by 5pm **May 1** to the Field Reservation Coordinator. Field reservation forms turned in after these specified dates will be given space on a space available basis.
- B. Field User Groups may not loan or sublet to any other organization or individual any of the privileges or services provided by the City.
- C. Each User Group is limited to conducting only the activities specified in their Field Use Permit. Examples of activities that will not be allowed without prior approval include clinics, conditioning camps, tournaments or off – season use, or any unauthorized use.
- D. An organization conducting an activity on City fields must provide adequate insurance to the Community Services Department prior to the start of the activity. All groups must provide a certificate of insurance naming the City, its employees, agents and officers as an additional insured.
- E. The Community Services Department reserves the right to close any field that is maintained by the City for safety reasons (example: rainouts, park improvements). In the event of closure, the Department will attempt to contact each field user and will post a notice on the Field Closure Hotline at (650) 330-2590.
- F. All city-scheduled field closures must be adhered to by all Field User Groups. Failure to do so may result in the loss of field use.
- G. Any coach or team that uses a closed field is subject to a one – year ban from using City facilities.
- H. All participants, coaches, and spectators must refrain from excess noise. No amplified sound is allowed without a special use permit.
- I. Participants should store all personal belongings properly. Personal belongings should not block any walkways or be left in areas that could result in safety hazards.
- J. Participants may not enter the field prior to rental time and never without proper supervision or coaches or event coordinators being present.
- K. All participants must exit the area at the conclusion of the scheduled rental time so other programs may begin on time.
- L. When possible, a 15 minute open time period will be used to allow one group to clear the field before another starts. Groups must vacate fields on time and not use this open period for game time.

- M. City staff must approve posting of signs or setting up billboards prior to posting. These items are not to be stored on City property or in public areas.
- N. No vehicles are allowed on grounds or surrounding grass areas. Cars must use designated parking spaces. Be mindful of emergency exit areas, fire lanes, and loading and unloading areas.
- O. Groups shall replace or be billed for any destroyed or damaged City equipment or property.
- P. Groups are to provide their own recreational equipment. All special activities or equipment must have prior approval.
- Q. All areas are to be left clean after any activity. Groups are required to remove all garbage from the premises.
- R. Pets are not allowed to be off leash on playing fields during scheduled activities.
- S. No eating, smoking, or alcohol on sports fields.
- T. The Community Services Department Staff will enforce the use of the fields and ensure that all Field User Groups adhere to the above requirements of the City of Menlo Park.