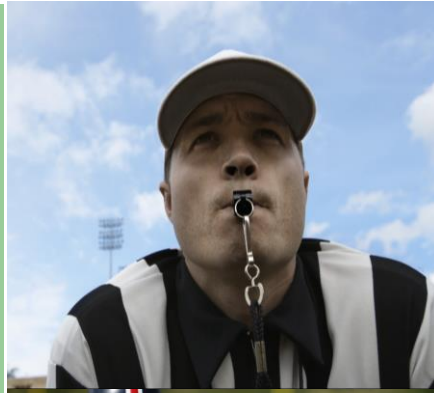


# Jurupa Area Recreation and Park District

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## Athletic Field Allocation and Procedures Manual

Revised & Approved December 9, 2021



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# **Athletic Field Allocation Policy and Procedure Manual**

**Revised & Approved – December 9, 2021**

## **PURPOSE**

The Jurupa Area Recreation and Park District Board of Directors encourage full use of the District's facilities. The Park District coordinates the use of all District parks, athletic fields, horse arenas and other park facilities available to organizations and the general public for cultural, social and recreational activities and programs.

The purpose of this manual is to outline the Park District's allocation priority procedure and rental policies for the permitted use of athletic fields controlled by the Park District. The community has experienced substantial growth in youth sports with both new sports organizations and emerging sports. This growth is anticipated to continue. This document sets forth the policies and procedures for the Park District to facilitate the allocation of all available athletic fields under its ownership and/or allocation control. It is the intent of the Park District to allocate athletic field use to requesting qualified organizations on the basis of residency, fairness, impartially and need in concurrence with seasonal priorities mentioned in this policy. It is necessary to formulate this procedure for the following reasons:

- A. User groups need a procedure to secure sports fields or other athletic facilities for the planning of games, practices, and/or events.
- B. The demand for field/athletic facilities exceeds the District's ability to permit unlimited and/or unscheduled use by all participants.
- C. Maintenance and renovation must be scheduled and implemented to maintain the community's standards of aesthetics and sustain the playability of the District's facilities.
- D. Allocating athletic facilities to qualified organizations assists the District in the fulfillment of our mission statement to plan, coordinate and direct community recreational activities.

## **FACILITY AVAILABILITY**

Parks that have athletic field space designated in their design are available for use. Due to the limited number of fields and facilities available, the Park District has established criteria for priority use (See pp. 2 -3 and 5-6). The Park District will give priority to Jurupa area residents (those who reside in zip codes 92509 and 91752) and will monitor proper use of allocations and permits. Recognizing that this increased demand on fields creates an increased strain on the Park District's financial resources.

## **RECOVERY POLICY**

As the District continues to grow and facilities age, the Jurupa Area Recreation and Park District must develop a financial system to support our community investment while maintaining the level of service we currently provide. The District will continue to provide basic services funded entirely by general taxpayers; however, those benefitting from special services (which create additional District expenses) must contribute financially. The District acknowledges that the community benefits when youth are engaged in sports activities. The recovery policy is intended for the participants to supplement, rather than supplant the investment of the general taxpayers. The recovery policy strives to:

- A. Amortize the capital investment and cover maintenance/operational costs of a field.

- B. Pay for and augment operation/maintenance costs for a field where tax appropriations support the basic service
- C. Control the use of the field.
- D. Assess a portion of the costs of the field to users who may not be tax supporters.
- E. Enable the Recreation and Park District to provide fields for which funds might not otherwise be available.

The primary purpose of this policy statement is to develop an understanding that the pricing of services is a conscious procedure that requires continual review.

## General Information

1. The phrase Jurupa Area Recreation and Park District shall be construed to mean the General Manager, the Committee and/or Board of Directors of this District.
2. Hours:
  - a. The District Office is located at 8621 Jurupa Rd. and is open from 8:00 a.m. - 5:00 p.m. Monday through Friday for reservation of all Facilities.
  - b. All parks/arenas/sports fields' hours are 6 a.m. - 11 p.m., unless otherwise approved by the Board of Directors.
  - c. Buildings are available from 6:00 a.m. to 12:00 a.m., unless otherwise approved by the Board of Directors.
  - d. Rental hours include set up and clean up. Building must be cleared and cleaned up by building curfew. Refund of deposit is based upon cleanliness, time of departure and any damage or loss of facility or property of the Jurupa Area Recreation and Park District.
3. All organized activities of any kind must have an application and a \$2M insurance policy on file with Jurupa Area Recreation and Park District (Any organization must complete Facility Use agreement and have it approved before event takes place.)
4. All groups must have their application and or permits in their possession at the event. Any group having a function without Jurupa Area Recreation and Park District consent will be charged and Facility usage will be revoked until further notice.
5. Reservations requiring Board of Directors approval will be penciled in. Upon Board of Directors approval, the applicant has 48 hours to bring in the deposit.
6. Over-night camping is not allowed on any District property without prior Board of Directors approval.
7. Smoking in buildings is prohibited.

## **CLASSIFICATION OF GROUPS (for determination of Allocation and Fees)**

The primary use of public recreation buildings and facilities is for activities of recreational nature, organized and conducted by the Jurupa Recreation and Park District. Rental of facility will be based on availability and nature of

use. For the purpose of determining the rental charges to be paid for the use of recreation facilities and for the priorities of the facility use, the following classifications are listed in priority order. Preference may be given to local recognized groups or individuals.

1. **District Directed Programs:** Programs organized and conducted by the District.
2. **Public Agencies:** Agencies serving the Jurupa Area Recreation and Park District, such as the School District, Riverside County, State of California, or Federal Government.
3. **Returning Organizations:** groups, which have requested and been approved for field allocation in the past 12 months and are in good standing with the District. Returning Organizations will have seniority over new groups. Seniority will be forfeited if an organization is absent for one year or longer. Returning organizations with a tradition of use at a specific park, will have priority at said park over other groups without this tradition.
4. **Community Groups:** An organized public group having the following membership qualifications:
  - a. Is open to the general public
  - b. Is non-profit. In order to qualify as a Non-Profit user the organization must be registered as a not-for-profit corporation with the State of California with approved By-laws and Articles of Incorporation approved by the Secretary of State. All youth sports groups must provide the Park District with a determination letter from the Internal Revenue Service that identifies their non profit status.
  - c. Shall not restrict persons from membership because of race, religion, sex, social or economic status.
  - d. Has officers with a minimum of a President, Vice President, Treasurer and/or Secretary and a definite organizational structure.
  - e. Meets regularly.
  - f. Activities are recreational or educational in nature.
  - g. May not be restricted through a voting procedure.
  - h. 80% must be residents of the Jurupa Area Recreation and Park District (zip codes 91752 or 92509. Team rosters required with full addresses and zip codes. Proof of District residency may be asked for at any time.
5. **Long Standing Private Group:** Youth or adult group not open to the general public and which are using the recreational facility for private purposes. These groups are in good standing with the Park District and have continuously been granted permission from the Park District to utilize ball fields, with a requirement of five (5) continuous years of use as a minimum requirement. A user group meeting criteria must apply to the Park District and receive approval to obtain this status.
6. **Private Individuals or Groups:** Youth or adult groups not open to the general public and which are using the recreational facility for private purposes. All groups or individuals not meeting the qualifications of one of these groups defined above are in this classification. In this group are organizations, such as lodges, fraternal organizations, political organizations, wedding receptions, sports organizations, but not limited to these groups or individuals.
7. **New Organizations:** groups which have not requested field use allocation in the last twelve (12) months. Field use will only be granted to new organizations if adequate facilities are available and not being used by Returning Organizations.

## **REQUIRED PAPERWORK**

No user organization will be provided an approved agreement for facility use until all of the following are submitted to the Park District Office in a notebook and in an orderly manner:

- A. Youth Sports League Application**
- B. Facility Use Request Form(s)** (Building and Facility, Arena and Sports Facility, etc.)
- C. Certificate of Insurance and Endorsement Enclosure**
- D. Board of Directors - complete** list of names, addresses, telephone numbers and email address of the current Board of Officers with the liaison person (limit of 2 people) to the Park District identified on the list. Organizations must provide written notice within 30 days of any changes in President, Vice President, Treasurer and/or Secretary.
- E. Proof of nonprofit status with the IRS and State of California** - organization must be registered as a not-for-profit corporation with the State of California. All youth sports groups must provide the Park District with a determination letter from the Internal Revenue Service that identifies their non-profit status.
- F. Master Calendar of Events, which are to include:**
  - 1) Organization Name and Sport
  - 2) Registration Dates
  - 3) Pre-season tryouts (date, time, site)
  - 4) Team Selection Dates (Draft dates)
  - 5) Opening Day: dates, times, field, equipment & program
  - 6) Date league games end
  - 7) Number of teams and number of players last year for coinciding season (provide official rosters)
  - 8) Practice schedule
  - 9) Date practice begins
  - 10) Date league begins and ends
  - 11) Tournament/Post Season dates including request to host
  - 12) Game Schedules

**Once the Spring/Summer or the Fall/Winter Season has commenced, a current and finalized game and practice schedule must be sent to Park District Staff confirming all initially submitted practice and game schedules.**

**Note: Current game and practice schedules will be used by Park District Staff to insure fields are being used as allocated. If fields are not used in the first two (2) weeks as requested and approved, staff may rescind the allocation. Any organization that is not using fields as stated may lose assigned field(s) and/or priority field allocation consideration for future allocation.**

- G. Request for field improvements**
- H. Request for use of Snack Bar and Storage Areas**
- I. Board Meeting Dates, Location and Times**
- J. All required fees paid.**
- K. Official team rosters** - consisting of player name, complete address including zip code. **Note:** Any player listed on a team roster without a zip code will be counted as a non-resident.
- L. Annual Financial Statement**
- M. Acknowledgment of Receipt of J.A.R.P.D.'S Athletic Field Allocation and Procedures Manual,**

## **Facilities General Policies and Schedule of Fees.**

**Submission of Field Requests does not constitute approval; approval is granted via a Field Permit Letters**

### **RESERVATION PROCEDURES**

- A. All sports field requests to reserve Park District fields must be made through the District Office. Each organization, using organization's letterhead, must designate a Board Member(s) to serve as liaison to the Park District.
- B. The allocating sports fields to each organization will be based upon the total number of players that require the use of certain types of fields (soccer, football, softball or baseball). Refer to page 8
- C. Where concession stands or storage containers exist, the use will be awarded to the primary user group unless they decline use. In addition, groups of the primary season may elect to share these facilities as well. Refer to policy included in this manual.
- D. Organizations with less than one hundred players or single teams may be allocated available fields after the bi-annual field allocations have occurred for existing/returning organization.

**FACILITY USE REQUEST MEETINGS AND APPLICATION SUBMISSION/PERMIT DEADLINES**

<b>Season</b>	<b>User Group Meetings</b>	<b>Submission Deadlines</b>	<b>Permit Issuance Dates</b>
<b>Fall/Winter</b>	<b>1<sup>st</sup> Wednesday in April</b>	<b>3<sup>rd</sup> Wednesday in April</b>	<b>3<sup>rd</sup> Wednesday in May</b>
<b>Spring/Summer</b>	<b>1<sup>st</sup> Wednesday in October</b>	<b>3<sup>rd</sup> Wednesday in October</b>	<b>3<sup>rd</sup> Wednesday in November</b>

**Field Use Applications may be submitted a minimum of 30 days prior to and a maximum of 6 months prior to first rental date and/or season start date.**

**PENALTIES**

**If an organization misses the deadline or fails to attend the user group meeting for a particular season, the requesting group will have access to any remaining fields after the allocation process is finalized.**

**DEFINITIONS**

**A. Participants:** Participants shall include only those players who are fully registered with the user organization. Non-players such as coaches, officials, and staff shall not be included. For the purpose of field allocation, actual total enrollment from the previous year and coinciding season will be used.

**B. Season:** Athletic Fields may be reserved up to six (6) months in advance. For the purpose of this procedure, the seasons are established as follows:

**C.**

<b>USAGE</b>	<b>FALL/WINTER</b>	<b>SPRING/SUMMER</b>
<b>First Day of Use</b>	<b>August 1* (Aug 15)</b>	<b>January 1 *(except soccer fields) (Mar 1)</b>
<b>Last Day of Use</b>	<b>January 31 *(Dec 15, Nov 30)</b>	<b>July 31* (Jul 1, Jun 30)</b>
<b>Pre-Season</b>	<b>As available*</b>	<b>As Available*</b>
<b>End of Post Season</b>	<b>February 15 *(soccer fields only)</b>	<b>July 31*</b>
<b>Primary User</b>	<b>Football/Soccer</b>	<b>Baseball/Softball</b>
<b>Secondary User</b>	<b>Baseball/Softball/Other</b>	<b>Football/Soccer/Other</b>

**Note: In determining what sports are "In-Season" for Primary Users, C.I.F. competition sport seasons will be used, with the exception of soccer which is a winter sport for C.I.F. and a fall sport for all others. \*These dates could be affected by the District's maintenance scheduled (Turf**



**Recovery Period).**

**D. Sports Season Priority**

1. Traditional sports seasons have priority use over select/shoulder seasons (See Chart Below)
2. Spring sports (baseball, softball, lacrosse) have priority use March 1- July 1.
3. Fall sports (soccer, football) have priority use August 15 - December 15.
4. Shoulder Season for baseball/softball includes July 1 - August 1 for post-season tournament practice or games.
5. Shoulder season for soccer includes June 1- August 14 for pre-season select practices.
6. The Park District reserves the right to impose fees for the shoulder season (field availability is extremely limited).
7. December 15 - February 15 are turf recovery periods, during which time only limited field use will occur.
8. With regards to sports that play year round (with a primary and off-season play), the primary season of each sport will determine whether the field is considered a baseball/softball or a soccer/utility field on multiple-use sites.
9. Allocation requests during off-season play will be reviewed after allocations are granted for the primary season sports. Fees will be charged for allocations granted for off-season play.

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Turf Recovery Period -limited field use	Spring Sport Priority Use (baseball, softball, lacrosse)					BB/SB Shoulder & Post Season		Winter Baseball/ Softball			
					Soccer shoulder season for pre-season & select practices		Fall Sport Priority Use (soccer, football)				

*\*The Park District reserves the right to set aside additional time during the year for turf recovery, improvement and maintenance*

10. Teams and organizations may be required to provide schedules to show that all of the allocated fields are being utilized. If an allocated field(s) is not being utilized by the designated organization/teams a total of three times during a season/or-reserved period of use, the field(s) will be reassigned. Teams/organization will be notified by District Staff when it has been determined a field(s) is not being used (and prior to reassignment)
11. The District reserves the right to cancel an allocation to accommodate the needs of any District sponsored/co-sponsored tournaments and/or special events.
12. A field use permit (authorizing use of District Fields) will be issued after all requirements, as stipulated under required paperwork, have been met and payment has been received. A request for field use does not constitute approval.
13. All field users must have a copy of their permit available for inspection by District Staff and/or law enforcement. Requests for additional use, programs or facilities not covered by the Athletic Field Use and Allocation Policy should be addressed in writing to the Park District.

**E. Residency:** All Youth Groups are required to have 80% of their participants as residents of the Jurupa Area (must reside in the 91752 or 92509 zip codes).

F. Any organization found guilty of an infraction of lying or misrepresenting data will be reviewed by the Park District.

**Penalty:**

Field allocation may be reduced based on the percentage of actual resident teams misrepresented or fields may be completely rescinded based on the seriousness of the infraction.

**G. Basic Services:** Basic services are defined as the maintenance of safe, clean, attractive parks and buildings and the provision of recreation services for the general public. Basic Services preserve and promote physical and mental well being and will continue to be supported by taxpayer resources.

**Example of basic services**

- Free play in playgrounds
- Use of District parks or open space for passive use
- General park and recreation administration services
- Park and recreation facility development

**Examples of basic facilities**

- Unscheduled, unlighted, unmarked baseball/softball/soccer/utility/football fields
- Unscheduled outdoor basketball facilities
- Unreserved picnic tables and shelters
- Parks and playgrounds
- Parking lots for general facility use
- Trails, paths, and restrooms
- Open Space

**H. Special Services:** Special services are those where revenues are necessary to support continued use. By this definition, individuals can expect to pay a fee for the privilege of using fields and facilities to the exclusion of others and without interference.

**Examples of special fields/facilities/services**

- Scheduled/reserved use of indoor facilities (gyms, meeting rooms, courts, etc.)
- Scheduled use of tennis courts
- Lighted baseball/softball/soccer/utility/football fields
- Maintenance necessary for sports programs
- Swimming pools with lifeguards
- Outdoor theater facilities
- Use of parks for special events
- Reserved picnic tables and shelters
- The Park District reserves the right to charge the user organization for all additional services relating to, but not limited to, janitorial services, maintenance/repair services, staff time, settling of use disputes or emergency services that may be required due to the organizations use or misuse of facilities.

An organization with a reservation may be charged for failure to show without informing the district office.

## ALLOCATION SCHEDULE

After the season application deadline, the Park District will review all field applications for completeness and determine any conflict of requested use.

- A. For the actual Field Allocation Meeting, each requesting organization's president or designee must attend the meeting.
- B. Each requesting organization must make available official (computer generated) rosters listing player's name, full address including zip codes. These must be formal and factual rosters that are used by their organization and/or submitted to their parent or national headquarters. Falsification of rosters may result in loss of fields.
- C. For sports field allocations, the following guidelines have been adopted regarding minimum team roster sizes:

Soccer: 14 Regulation (10 for 7-Aside)  
 Baseball/ Softball: 12  
 Tackle Football: 30-35  
 Flag Football: 12-15

### Allocation Procedure Formula

Fields will be allocated to organizations/teams based on the percentage of verifiable total Jurupa Area resident participants in relation to all teams in that priority group. The total number of organization participants that are Jurupa Area residents will be divided by the minimum roster size for each sport to determine the total number of teams in each organization.

**An example of this would be:**

**Baseball Group A has 756 Jurupa Area Residents  
 756 divided by 12 equals 63**

**Baseball Group B has 900 Jurupa Area Residents  
 900 divided by 12 equals 75 teams**

**75 teams plus 63 teams equals 138 teams  
 63 divided by 138 equals 45.65% for Group A  
 75 divided by 138 equals 54.35% for Group B**

**D. It is expected that sports fields will be used in the following Guideline for PRACTICES for the various sports listed below during the FALL/WINTER SEASON**

Sport	Field Type	# of Teams per time slot	# of time slots per day (M-F)
Soccer	Unlighted soccer field	4-8 teams/field	1 time slot/day
	Unlighted softball field	2 teams/field	1 time slot/day
	Lighted Soccer field	4 teams/field (U19-3)	4 time slots/day
Tackle Football	Unlighted football field	2 teams/field	1 time slot/day
	Lighted football field	2 teams/field	3 time slots per day

<b>Flag Football</b>	<b>Unlighted soccer/football field</b>	<b>4-6 teams/field</b>	<b>1 time slot per day</b>
	<b>Lighted soccer/football field</b>	<b>4-6 teams/field</b>	<b>3 time slots per day</b>
<b>Baseball/Softball</b>	<b>Unlighted BB/SB field</b>	<b>1 team/field</b>	<b>1 time slot per day</b>
	<b>Lighted BB/SB field</b>	<b>1 team/field</b>	<b>3 time slots/day</b>

**E. It is expected that sports fields will be used in the following guideline for PRACTICES for the various sports listed below during the SPRING/SUMMER SEASON**

<b>Sport</b>	<b>Field Type</b>	<b># of teams per time slot</b>	<b># of time slots/day (M-F)</b>
<b>Soccer</b>	<b>Unlighted soccer field</b>	<b>4 teams/field</b>	<b>1-2 time slots/day</b>
	<b>Unlighted softball field</b>	<b>2 teams/field</b>	<b>1-2 time slots /day</b>
	<b>Lighted soccer field</b>	<b>4 teams/field</b>	<b>4 time slots/day</b>
<b>Tackle Football</b>	<b>Unlighted football field</b>	<b>2 teams/field</b>	<b>1-2 time slots/day</b>
	<b>Lighted football field</b>	<b>2 teams/field</b>	<b>3 time slots/day</b>
<b>Flag Football</b>	<b>Unlighted soccer/football field</b>	<b>4-6 teams/field</b>	<b>1 time slot/day</b>
	<b>Lighted soccer/football field</b>	<b>4-6 teams/field</b>	<b>3 time slots/day</b>
<b>Baseball/Softball</b>	<b>Unlighted field</b>	<b>1 team/field</b>	<b>1-2 time slots/day</b>
	<b>Lighted softball field</b>	<b>1 team/field</b>	<b>3 time slots/day</b>

**F. Length of games will be limited to the following amounts of time.**

<b>Sport</b>	<b>Age Group/Divisions</b>	<b>Practice Length</b>	<b>Game Length</b>
<b>Softball</b>	<b>10 &amp; under and Up</b>	<b>2 hours</b>	<b>2 hours</b>
	<b>T-Ball and Up</b>	<b>1.5 hours</b>	<b>1.5 hours</b>
	<b>Travel Ball</b>	<b>2 hours</b>	<b>2 hours</b>
<b>Baseball</b>	<b>Junior/Senior</b>	<b>2 hours</b>	<b>2.75 hours</b>
	<b>T-ball, Rookies, Minor, Major</b>	<b>1.5 hours</b>	<b>1.5 hours</b>
<b>Soccer</b>	<b>15 &amp; over</b>	<b>1.5 hours</b>	<b>1.5 hours</b>
	<b>5 &amp; over</b>	<b>1.5 hours</b>	<b>1-1.5 hours</b>

<b>Tackle Football</b>	<b>All</b>	<b>2.25 hours</b>	<b>2 hours</b>
<b>Flag Football</b>	<b>All</b>	<b>1.5 hours</b>	<b>1 hour</b>

**G.** No team shall meet more than three (3) times per week including both practices and games. The exception shall apply to tackle football who may meet four (4) times per week including both practices and games. In addition, it can amount up to five (5) days a week in August per football team. These exceptions are based on national guidelines for both Pop Warner Football and Junior All-American Football that enforce these guidelines for safety purposes.

Practice space is allocated so that each child receives at least one practice a week during the season and two practices a week in the pre-season. Sports that require only one game per week may continue with two practices per week during their season. Sports field space should be maximized during practices. No team should meet more than three times per week unless approved for games or practices within the guidelines and regulations of their governing bodies.

**H.** All organizations will be expected to schedule some teams and their practices on unlighted sports fields. Although there are sports fields available as early as 4:00 p.m., it will be required that all organizations use their allocated sports fields as early as 4:30 p.m. for weeknight practices. There may be some exceptions to this rule such as football fields for the next season if they have not begun their first practice slot as early as 4:30 p.m. to insure that three (3) practice shifts could occur nightly. In addition, no organizations should expect that all of their teams should be accommodated under lights. The exception to this rule is tackle football; however, their allocated field space must be used effectively and in accordance to section E and F prior to any other sports fields being allocated.

**I.** Staff reserves the right to schedule non-District adult games and practices as requested on the following criteria:

<b>Sport</b>	<b>Games</b>	<b>Practice</b>
<b>Softball</b>	<b>1.5 hours</b>	<b>1.5 hours</b>
<b>Baseball</b>	<b>3 hours</b>	<b>1.5 hours</b>
<b>Soccer</b>	<b>2 hours</b>	<b>1.5 hours</b>

Effective Use of Fields and Accountability

- A. All organizations must effectively use 90% of each requested field throughout the requested season or that specific sports field may be rescinded immediately for ineffective use.
- B. Existing organizations, who don't submit the previous season's complete rosters, practice and game schedules will not be eligible for sports field allocation.
- C. Existing organizations who fail to submit current, accurate and complete game and practice schedules prior to the season's first practice and game may also lose fields immediately due to noncompliance.
- D. Non-use of sports fields: Organizations that have been allocated Park District sports fields and do

not intend to use it regularly, should notify the Park District Office so that fields may be reallocated or otherwise used at their maximum. Moreover, if Park District Staff finds after viewing current game schedules, practice schedules or by verified reports that fields were not used, or relinquished within the first two weeks of the first scheduled practices or games, then staff may rescind those fields from that organization immediately with little or no warning. This infraction will be documented and reported to the General Manager. Multiple infractions will result in a loss of fields during future field allocations.

- E. Ineffective use of sports fields: As already stated in the current policy, fields are allocated based upon verified usage during previous seasons with the submittal of that organization's game and practice schedules for that season. New or traditional sports field requests by an existing organization will not be considered at the same level if prior use indicated from the submitted practice and game schedules did not meet their requested levels of field use. Example: if specific field was requested for games on Saturdays from 8:00 a.m.-10:00 p.m. but game schedules indicate use was from 9:00 a.m. - 4:00 p.m. then it could only be reallocated for 9:00 a.m.- 4:00 p.m. or more likely 8:00 a.m.- 3:00 p.m. for the new season. Ineffective use of fields may result in immediate loss of said fields. Organizations may appeal the decision "to remove fields" to staff if there are no other issues to consider.
- F. Organizations may not sub lease, lend, share, or give away any fields allotted only them or request fields for the purpose of providing them to someone else.
- G. Sports fields that are traditionally being used for part of the season must be requested for only those dates and not the entire season. This especially applies to those sports fields used as practice fields during baseball pre-season or fields used by soccer prior to the conclusion of its high school aged leagues. Failure to comply could result in that organization being penalized for Ineffective or Non Use of Fields.
- H. Any organization (existing or new) must reveal all sport field resources at its disposal to Park District Staff included with all of their field requests to insure equitable field allocations. If such resources become available later on then they must be immediately revealed to staff. This applies to all sports fields within and outside the Jurupa area limits. These fields will be counted towards that organization's overall field allocation allotment. Park District sports fields can eventually be reallocated to other organizations. Failure to notify Park District staff of additional field resources will constitute grounds rescinding of all previously allocated sports fields.
- I. District Staff may monitor use of Park District sports fields on a regular basis.
- J. In order to insure effective use of all sports fields, all youth sports organizations must notify staff immediately of any non-use or ineffective use of sports fields by any organizations (including their own) using Park District fields.

### Priorities on How Lighted Sports Fields are Allocated for Games and Practices

- A. Staff will attempt to allocate lighted sports fields on an equitable basis to both small and large organizations based on a percentage of lighted sports fields allocated that is compared to the percentage of players that an organization possesses in contrast to other organizations of the same sport. However, some organizations may be allocated additional unlighted fields when the appropriate lighted fields are not available. It is also the intention of staff to attempt to allocate quality unlighted sports field equally amongst the youth sports organizations.
- B. Lighted sports fields are to be allocated with first priority to primary season users games. Second priority to primary season user practices. Third priority to secondary user games and fourth priority to secondary user practices. This applies to both the Fall/Winter and Spring/Summer Seasons.

**Authorized Park District Use (Permits):** When all written requirements of the Park District are met, the organization will receive a formal authorization to use Park District sports fields. A copy of the form must be available at each site for use for inspection by Park District staff or law-enforcement.

**Athletic Field Lining/Marking (Turf Areas)**

- A. Lining of Park District park’s turf areas with chalk is not permitted without written permission granted by the Jurupa Area Recreation and Park District
- B. Burning lines on Park District parks is not permitted. Using chalk on turf areas is prohibited as it has a tendency to burn and destroy the turf. Staff will charge organization for any such damages.
- C. Any user group failing to comply with established guidelines and notification requests are subject to paying for all damages occurring to the sports fields or facilities and the termination of field use permit.
- D. Field Painting - All field paint must be water-based and a Safety Data Sheet (MSDS) must be on file with the District Office. Any mixing, filling or rinsing of paint must be done away from streams, creeks and gutters or should only be done on Decomposed Granite paths on a tarp or other containment device. Wastewater must be disposed of properly and not allowed to flow down gutters, streams or creeks. For any additional questions, please call the Maintenance Department at (951) 453-0319.
- E. Please be aware that if another league or organization has a field reservation immediately following any other league or organization, the first league or organization should keep the field prep uniform enough so that both leagues or organizations may use that field.

**RESTROOMS**

**All Park District sports fields and facilities must be clear of rubbish and debris upon completion of scheduled activity. For the convenience of players, spectators and the general public, user organizations are responsible for their own clean up of restroom facilities and for the stocking of restroom supplies (i.e. toilet paper, hand soap, paper towels, etc).**

**Rules and Regulations of Sports Field Usage at all Park District Facilities**

A. Game and Practice time blocks are allocated during the following hours:

Type of Field	Fall/Winter	Spring/Summer
Lighted (M-F)	8:00am - 11pm	8:00am - 11pm
Non-lighted (M-F)	8:00am - Dusk	8:00am - Dusk
Saturday Fields Non-Lighted	8:00am - Dusk	8:00am - Dusk
Lighted	8:00am - 11pm	8:00am - 11pm
Sunday Fields Lighted	9:00am - 10pm	9:00 am - 10 pm

Non-Lighted	9:00am-Dusk	9:00am-Dusk
Neighborhood Parks (M-F)	Until Sunset	Until Sunset
(Saturday & Sunday)	9am-12 noon	9am-12 noon

- B. Games are limited to no more than two per week or consistent with the guidelines and regulations of their governing body.
- C. Alcoholic beverages are not allowed in District parks
- D. No artificial noisemakers, (i.e., horns, rattles, bells, whistles, etc.)
- E. At the conclusion of games/practices, the District asks that you leave the park area quickly and quietly, especially after late games, as our parks are generally located in residential neighborhoods.

**INSURANCE**

- A. An original Certificate of Insurance and Endorsement Enclosure (no photocopies) must be on file with the Park District Office. A copy of the User Group's Insurance Policy must also be on file. This policy must be a minimum of \$2,000,000.00 General Liability Policy clearly naming the User Group as the insured and identifying the Jurupa Area Recreation and Park District as an Additional Insured for all events utilizing the District Properties and/or facilities. This policy must be maintained current at all times. No use can be permitted/granted until this requirement is met.

**Traffic and Parking**

- A. The user organization must assure that participants and spectators utilize off-street public parking areas. In post-season or tournament play, the user organization will provide at least one person to direct participants and spectators to designated parking areas.
- B. No vehicle will be allowed on District property, other than parking lots, without written permission.
- C. All parking at the facility shall be in marked stalls in designated parking area only, or in legal spaces on the street.
- D. Vehicles may not be driven onto park space and/or turf areas not specifically designed for vehicles.

**Public Address System Use**

- A. Organized scheduled Athletic Events Sound Amplification equipment will be allowed in District parks, but limited to public address systems, stereo equipment, stationary and portable components and bull horns, subject to the following conditions:
  1. Request to use Public Address (P.A.) System must be included on the field use application.
  2. Decibel readings of sound may be monitored by District Staff at each facility and power limits set as not to exceed 74DBA at 300 feet in circumference from the source or property line, whichever is closer.
  3. All user organizations will be responsible for guaranteeing the sound level not to exceed 74DBA
  4. The direction of sound from the P.A. System speakers will be toward spectators and/or bleacher areas.
  5. The P.A. System use will be permitted only between the hours of 9:00 a.m. and 10:00 p.m.
  6. Only persons 18 years and older will be allowed to operate the Public Address System.
  7. All Public Address System use for athletic events must pertain to the game being played. Special



announcement should be kept to a minimum. In no case will play-by-play announcing be permitted.

8. Failure to comply with the above requirements by user groups will result in one of the following:
  - a. First Offense - Verbal warning followed by written communication.
  - b. Second Offense - Payment of actual staff cost for staff time to monitor sound system at the next set of games.
  - c. Third Offense - Loss of system use until hearing can be set with the Park District Board of Directors.

## **MAINTENANCE**

### **A. The Park District will maintain parks for public use.**

### **B. Park District Field Maintenance**

1. All maintenance such as lightweight sports field preparation, lining of fields, setting of bases, and installation of portable goals will be performed by the user organization.
2. Automobiles are not permitted on District parks for preparation of athletic fields unless written permission is given by the Park District (see #9 below for pre-approved vehicles).
3. Each organization is responsible for the sports field and facilities being free of trash or debris caused by group usage.
4. User organizations are required to report any damage or acts of vandalism to the Park District immediately (951) 361-2090.  
Emergencies on weekdays after 5 p.m., nights and weekends - Call Sheriff Dispatch (951) 776-1099 or 911. For maintenance emergencies call on-call maintenance staff at (951) 453-0319.
5. Youth organizations are encouraged to offer their assistance to the Park District in the costs of ongoing maintenance or renovation of fields.
6. Prior to and after each game, the infield shall be properly watered down to help protect the field from wind.
7. Fields shall be dragged in a pattern to avoid the accumulation of infield material along the arc (border between grass and infield) and along the fence lines. Each user group shall be required to fill in low spots around the bases, home plate and the pitcher's mound.
8. Brick Dust, Angel Mix, Pro-Gold, etc. materials shall not be dumped on turf areas.
9. Fields shall only be maintained (nail dragged, leveled or groomed) using the following types of equipment, whose maximum speed will not exceed 5 m.p.h.
  - a. Quads
  - b. Golf Carts
  - c. Infield prep machines (Sandpro)
  - d. Utility Carts (Gators)
10. User groups are responsible for maintaining the quality of their fields. Charges may be assessed for not complying with maintenance policy.
11. Upon completion of dragging, material dragged shall be emptied on the brick dust. The accumulated materials shall be raked and debris removed for proper disposal
12. Motorized vehicles, except as stated above, are not permitted in the District facilities for preparation of athletic fields or other activities unless prior written permission is obtained from the Park District.
13. Restrooms should be cleaned each day, including flushing of toilets.

**Modifications:** Any request to modify or improve any District Park facility shall be submitted for review to the General Manager and possibly the Park Planning Committee. No permanent structures or equipment shall

be erected on Park District facilities unless approved by the Park District Board of Directors and dedicated for community use.

**Closure:** Maintenance will attempt to be flexible in accommodating user organizations; but ultimately, Park Maintenance must be concerned with the health and safety of the user. This may require the closure of parks, the denial of a park, and the seeking of alternate sites for athletic use.

### **General Time Line for Field Allocation Procedure**

- A. Recreation Staff, Park District Maintenance Staff and General Manager meet concerning field availability/maintenance schedules.
- B. Park District develops field matrix availability.
- C. Organizations fill out request forms and related information/provide required documents.
- D. Staff review submitted requests.
- E. Meetings to determine field use.
- F. Additional meeting to assist in field use.
- G. Submit Proposed Field Allocation to General Manager for review and approval.
- H. Contact organizations regarding any conflicts or missing documents.
- I. Collect any fees and required documents from organizations.
- J. Create and distribute Field Permits.
- K. Notify Maintenance of approved use.

### **Inclement Weather Policy**

Park District athletic fields have been designed and maintained for the enjoyment and use of Jurupa Area residents. The purpose of this policy is to guide the use of District athletic fields, to prevent injuries and damage to the playing surface brought upon by inclement weather and/or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sport complexes. User groups are asked to help us by accepting and adhering to these rules. Groups who use District athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather.

#### **Policy**

The Park District reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to fields. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts or pesticide application.

#### **Procedure**

During inclement weather, the District's maintenance staff will assess the playability of all District owned fields to determine if use will occur. The General Manager or designated representative shall have authority to close any/all fields within the District control.

#### **Criteria for Establishing Field Playability**

The following information is the Park District's policy regarding the use of fields in wet conditions. These policies and procedures apply to all sports and activities conducted on a grass field, turf area, or infield:

### **Baseball and Softball In-fields - Brick Dust**

Infields will be deemed unsafe and unplayable when any of the following conditions are present:

1. There is standing water within the base paths
2. Your feet slip as you walk through the infield
3. The depth of your footprint is greater than one inch
4. Any of the above conditions are present within the pitching area.

### **Soccer, Utility, Baseball and Softball Outfields - Turf**

Outfields and turf area will be deemed unsafe and unplayable when any of the following conditions are present:

1. There is standing water within the majority of a single playing position (playing positions will be determined based on the user group)
2. Your feet suction to the ground as you walk within the majority of a single playing position
3. Your footprints fill with water in the majority of a single playing position
4. The depth of your footprints is greater than two inches in the majority of a single playing position
5. Grass can be easily dislodged from the fields during use.

The following procedures are to be followed regarding the use of fields when there has been rain, over-watering or other serious weather conditions:

**If it has rained within the preceding 24 hours, groups scheduled to use public fields must call the Park District Office at (951) 361-2090. The office is open from 8:00 a.m. to 5:00 p.m. After 5:00 p.m. on weekdays or on the weekends field condition inquires should be directed to our on-call maintenance personnel (951) 453-0319. Park District personnel will make determination of field conditions/closures, and the decisions are not negotiable.**

The District may declare a field subject to "re-inspect". Re-inspect fields should be evaluated by the user group at practice/game time for playability. The user group must employ the playability criteria used by District staff.

In the event that the on-call personnel is unavailable, user groups are expected to make educated, responsible decisions regarding field condition playability. The groups should employ the playability criteria used by District Staff and take into consideration the current and future quality of the turf

Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the Riverside County Sheriffs at (951) 776-1099 or the on-call Maintenance personnel at (951) 453-0319.

Abuse/use during wet conditions shall result in a minimum \$50.00 fine\* upon the first occurrence and a minimum \$100.00 fine\* for the second infraction. A third infraction in calendar year will result in the loss of field rental/allocation privileges. It is the user group's responsibility to ensure that all coaches/parents understand and enforce this policy. (\*Fine may be higher if cost of repairs exceed fine amount)

**FAILURE TO FOLLOW THE GUIDELINES OF THIS POLICY WILL RESULT IN CANCELLATION OF EXISTING PERMIT(S) AND LOSS OF RENTAL/ALLOCATION PRIVILEGES. NOTE: FIELDS WILL BE INSPECTED BY DISTRICT STAFF FOR MISUSE DURING INCLEMENT WEATHER.**

## **Permit Cancellation**

The Park District reserves the right to cancel any reservations (permits) for District or other public agency use for any of the following reasons:

1. It conflicts with any District sponsored league, program, activity or event
2. Maintenance needs/issues
3. Overuse of a field
4. Unsafe conditions

In these cases, all attempts will be made to provide advance notice and to schedule an alternate location. In the event of an emergency, when only short or no notice can be afforded, groups must cooperate with the cancellations so as not to risk loss or rental/allocation privileges. If there are no alternate fields, the District is not obligated to provide an alternate field(s).

## **Policy for Permitted Use of Athletic Fields Violations**

The District utilizes a three-strike policy for violations of policies contained in this Field Allocation Manual:

- 1<sup>st</sup> Offense: Written warning to the user group/individual and restitution for damages/costs if applicable.
- 2<sup>nd</sup> Offense: Written notice of three day suspension and restitution for damages/costs if applicable.
- 3<sup>rd</sup> Offense: Written notice of termination of any existing permits, loss of future rental/allocation privileges and restitution for damages/costs if applicable.

## **Banners/Signage/Advertising**

**Organizations need to obtain permission from the Park District prior to any public display or advertising on Park District property. Signboards or banners displayed in public parks should not be located where they could potentially create a negative visual impact. They should neither distract nor interfere with the overall park experience for the general public. Signs or banner must be confined and orientated to the area of use by the organization. Additional requirements include:**

1. No permanent structure can be erected in a park for the purpose of supporting advertising signboards or banners
2. Banners must be vinyl and may not exceed 4ft width by 6 ft length.
3. Banners placed on ball fields are restricted to the outfield fence and must face the inside of the ball field. Banners should be spaced evenly across the fence to create a uniform pattern.
4. Banners may be installed on an outfield fence that is a maximum of 8ft high.
5. The banners should be centered between posts with the bottom of the banner no greater than 2 ft. above ground. The banners must be spaced no closer than 20 ft on center (every other section of fencing).
6. The bottom of a banner must be located a minimum of 8 inches off the ground and are not to extend over the top rail.
7. Banners should be made with flaps to allow wind to pass through.
8. Banners must be tied with zip ties (cable ties).
9. Messages and graphics must be professional.
10. Banners and signage must be neat, cleaned and maintained throughout the season.
11. No inappropriate language or messages may be displayed
12. Banners, tarps or similar materials may not be hung from bleachers, dugouts or backstops (one-day signage and/or banners placed on dugout and/or sideline fencing is permissible).

13. Banners may be displayed only during the dates of use indicated on the field use permit (and must be removed on the final day of the permit).
14. It is the sole responsibility of the group to put up and take down all signage/banners.
15. District Staff may require banners to be removed if torn, in bad condition and/or creates an unacceptable appearance.
16. Damage to public property, fences, etc... caused by banner installation, display or removal is the sole responsibility of the organization.
17. Breach of contract may limit the number of signs/banners allowed to be displayed or may prohibit the display of any signage/banners for the upcoming season.
18. The Park District reserves the right to make additional stipulations (not mentioned in the sign/banner policy) for the betterment of the District.
19. Removal of approved banners etc. of any organization by unauthorized individuals will result in strike against offending organization.

### **Appeals Process**

**The General Manager will make interpretation of language in this Athletic Fields Policy and Procedure Manual. An appeal to the General Manager's decision must be submitted in writing with justification within 10 working days from the decision. Field users or potential users may appeal any section of this policy in writing within 10 days of the notice of violation to Jurupa Area Recreation and Park District office at:**

**Jurupa Area Recreation and Park District  
Attn: General Manager  
8621 Jurupa Rd.  
Jurupa Valley, CA 92509**

**All appeal letters will be forwarded to General Manager for review. After the General Manager's decision has been made, a written appeal may be directed to the Parks Board of Directors.**

### **Request for Exception to Rules and/or Service Charges or Waivers**

Any request for exception to rules and service charges or waivers for use of buildings/parks/ fields/arenas or facilities, including the requirement for \$2M Insurance Policy, must be presented in writing to the Board of Directors through the General Manager not later than one (1) month prior to the date requested. Requestor may be required to present information to the Board of Directors at the regularly scheduled Board of Directors meeting for consideration after item is placed on the agenda.

### **Field Rules and Regulations**

Applicants are required to abide by specific rules and District policies. Failure to comply may result in a strike, retention of deposits, and/or cancellation or any current or future permits.

These rules include (but are not limited to):

1. All parks/arenas/sports fields' hours are 6 a.m. - 11p.m., unless otherwise approved by the Board of Directors.
2. Buildings are available from 6:00 a.m. to 12:00 a.m. Rental hours include set-up and clean up. Building must be cleared and cleaned up by building curfew. Refund of deposit is based upon cleanliness, time of departure.

3. \$25.00 Processing Fee for each facility use request must be paid when the Facility Request Form is filed.
4. Deposits: The deposit must be paid when the Facility Request is filed.
5. The total rental fee must be paid in full 2 weeks prior to the event.
6. A service charge of \$25.00 will be charged for returned checks.
7. Invoices: All outstanding invoices are due within 30 days of the invoice date. Invoices over \$100.00 not paid within this period will be subject to an additional 40% of the invoice total. Invoices under \$99.00 will be charged a flat rate of \$10.00 per invoice. User groups with delinquent invoices are required to pay the bill plus 40% and a \$1,000.00 (non-refundable) deposit in order to continue use of District facilities. All 60-day delinquent invoices over the amount of \$150.00 will be sent to a collection agency or small claims court and Facility Use Application will be revoked and discontinued until Board approves facility use.
8. No business or commercial activities are allowed except by special arrangement with the District (J.A.R.P.D. Ordinance 01-2001).
9. Use of facilities/parks/fields/arenas shall not be granted to any individual or group, political or otherwise, that advocates the overthrow of the Government of the United States or the State of California by force or violence, or any other unlawful means, or is not in the best interest of the District.
10. Mandatory Insurance: All organized activities of any kind must have an approved Facility Use Permit and a \$2M insurance policy, per occurrence, with a \$5M aggregate on file with Jurupa Area Recreation and Park District before the event can take place. The permittee shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property which may be the result of, or may be caused by the user's occupancy or use of the facility, and for which the District might be held liable. The user shall protect and indemnify the District, the Board of Directors and/or any officer, agent or employee of the District and hold them harmless in every way because of the occupancy or use of the facilities or premises, regardless of responsibility or negligence. The permitted shall be responsible for reimbursing the District for any loss or damage to District property caused by such use.
11. It is recommended that there must be at least one (1) adult 21 years or older to chaperon every fifteen (15) minors present. The chaperon(s) should be in attendance at all times during the event.
12. Rental Charges - Facilities: Fees to be charged for use of the District's facilities will be set forth in the Facility Fee Schedule.
13. Limitations on Use:
  - a. The use must be compatible with the established purpose of that recreational facility.
  - b. The use shall not include business or commercial activities, except by special agreement with the District.
14. Advertising: No advertising on any District facility shall be permitted without prior approval from the District (See Banners/Signage/Advertising Policy). Placement of political literature or specific group literature must have prior approval by the District.
15. Groups of 10 or more individuals wishing to use a field must acquire a permit with the Park District. A field permit must be available during use and presented to any Park District or Law Enforcement.
16. It is the responsibility of the organization's president and/or other designated representative in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. They are also responsible for ensuring that coaches receive and understand that a permit must be on site during field use.
17. Use begins and ends at the times stated on the permit including set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to have fields cleaned and cleared by the ending time indicated on the permit. Field preparation and participant warm-up is allowed within the parameters of field use hours. Additional fees will be charged for unauthorized or extended use beyond the times listed on the permit. Check the permit for specific times to access the fields. Unauthorized or extended field use beyond times listed on the permit may result in the retention of a portion or all of the deposit and/or result in the cancellation or current use and/or prohibition of future

use.

18. No subleasing of fields is allowed under any circumstances. Subleasing of fields will result in revocation of all permits.
19. Prohibited in District Parks, fields, and facilities
  - a. No alcoholic beverages
  - b. No gambling, fireworks/flammable, narcotics or drugs
  - c. No smoking
  - d. No sunflower seeds; sold or consumed.
20. No tarps or material which may damage the grass may be placed on the turf. Any turf coverings used must be of a breathable material
21. The selling of food or other items is not allowed without Park District approval and must be noted on the permit.
22. Misuse of a public park field or the failure to follow established procedures, rule and regulations by any user group or individual of a group is cause for denial of future applications.
23. Animals (excluding guide dogs) are not allowed in Park District buildings. Pets, on leashes, are permitted in District Parks with the understanding owners are responsible for clean-up.
24. Unauthorized use of District property for profit is illegal
25. No group or individual is permitted to alter a field in any way (i.e. remove or change pitching rubbers, bases, fences, goals, removal of turf, etc.) without written approval from the Park District.
26. No group or individual is permitted to maintain a storage unit (or similar object) on or around a field without written approval of the Park District.
27. Conditions of Use:
  - a. Permission to use the facility is granted subject to observances of regulations. Permits may be revoked for violation of regulations.
  - b. Permits may be requested to be presented to the District staff at event for verification.
  - c. In consideration of the neighbors, person using the recreation and park facilities should refrain from loud talking and boisterous conduct when leaving the premises and observe curfew regulations.
  - d. Glass containers are prohibited at any outdoor facility.

## **GENERAL DISTRICT RULES RELATING TO USE OF SPORTS FIELD**

1. Field
  - a. All user groups must submit with application(s) for each field, a calendar of dates for each season (no longer then 6 months in duration). This may be subject to change at any time
  - b. Must have a contract/Facility User Form on file at the Office of Jurupa Area Recreation and Park District
  - c. All fees and charges must be up to date or as approved by the Board of Directors.
  - d. Permits must be available for inspection by District staff during the event.
  - e. Special Event Tournaments require application approvals through the Park District prior to activity or event.
  - f. The entire facilities are subject to an 11:00 p.m. curfew, unless Board of Directors gives prior approval.
  - g. Groups using the facilities are held responsible for clean-up of the facilities \$100.00 per area will be charged if Jurupa Area Recreation and Park District Employee must clean-up, including snack bar concession debris.
  - h. The District reserves the right to cancel any scheduled event. Refunds will be made if cancellations are made by the District for natural occurrences. Events canceled due to the group's failure to abide by District regulations will not receive a refund. The District may require

- confirmed facility user to provide security officers through the Park District for certain events.
- j. All User Groups will be responsible for paying established fees for any and all usage of the field lighting for their events, including pre-event preparation and field work. The billing will be done on a monthly basis and is due upon receipt.
  - k. Failure of the User Group to pay any fees or bills payable to the District within 30 days of billing are subject to cancellation of electrical usage and/or cancellation privilege to utilize facilities.
  - l. Once the field is booked and the applicant's use is confirmed, no refunds will be made. In the event that weather prohibits the use, rain date agreeable with applicant and the District will be given.
  - m. A completed current membership roster and must be on file which lists the current Manager, Adult Volunteer(s), Umpires, and Board of Directors.
2. A copy of the User Group's Insurance Policy must be on file. This must be a minimum \$2,000,000.00 General Liability Policy clearly naming the User Groups as the insured and identifying the Jurupa Area Recreation and Park District as an Additional Insured for all events utilizing the District properties and/or facilities. This policy must be maintained current at all times.
    - a. A copy of the organization's by-laws currently in effect on file with the District Office.
  3. Concession Stands/Snack Bar: The approval of a group's application for the use of the concession stand/snack bars at any sports field/arena shall require a separate application *along with a valid Health Permit from the Department of Environmental Health*. With the permission of the District, sponsored groups may store private equipment within the concession stand or snack bars; provided, however, the District shall have no responsibility for any loss or damage to such equipment. Any damage to snack bar/concession stand must be reported to the District. Groups will be held financially responsible for any and all damage. All appliances must be disconnected at the end of the scheduled season, and may be connected at the beginning of the scheduled session. Remove perishables.

No one is allowed to operate a concession stand without proper forms filled out and District Board of Directors approval. The operators of the concession stand must have insurance, naming Jurupa Area Recreation and Park District as an additional insured and all appropriate licenses and permits, cost of which are the responsibility of the user organization.

Concession Stand/Snack Bar and Food Safety Guidelines : Groups granted permission to use a Park District Snack Bar must adhere to Department of Environmental Health requirements. All groups are to keep the following in mind when operating the snack bar:

- a. No Person under the age of sixteen will be allowed behind the counter in the concession stand.
- b. People working in the Snack Bar will be trained in safe food preparation. Training will cover safe use of the equipment. This training will be provided by the Snack Bar Coordinators of the User Group renting the snack bar.
- c. Cooking equipment will be inspected prior to use. If equipment is not working properly, the equipment shall be tagged and removed from service. If the equipment is owned by the Park District, a representative of the User Group must contact the Park District within 24 hours. If equipment is owned by the User Group, the User Group is responsible for repair or replacement.
- d. Hand Washing: Snack Bar workers will wash hands with soap before their shift and frequently thereafter. (Hand washing procedures are to be posted in the Snack Bar.)



- e. Food Handling: All food materials will be handled in a sanitary manner and gloves will be used to handle food materials which are not wrapped. The use of gloves is not a substitute for hand washing.
- f. Dishwashing: Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Ideally, dishes and utensils should be washed in a four-step process. 1) Washing in hot soapy water; 2) Rinsing in clean water; 3) Chemical or heat sanitizing; and 4) Air drying.
- g. Cooking grease will be stored safely in containers away from open flames.
- h. Ice: Ice used to cool cans/bottles shall not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses can cause food borne illness.
- i. Wiping Cloths: Rinse and store wiping cloths in a bucket of sanitizing solution. The solution should be changed every two hours when snack bar is operating. Well sanitized work surfaces prevent cross-contamination and discourage flies.
- j. Insect Control and Waste: Keep foods covered to protect them from insects. Pesticides and cleaning chemicals should be stored separately in a locked cabinet away from foods. Place garbage and paper waste in a refuse container with a tight-fitting lid. All trash cans should be dumped in the dumpster at the end of each snack bar use. Dispose of waste water in an approved method (Do Not dump it outside).
- k. Food Storage and Cleanliness: Keep food stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.
- l. Carbon Dioxide tanks will be secured with chains so they stand upright and cannot fall over. Report damaged tanks or valves to the supplier and discontinue use.
- m. A Certified Fire Extinguisher suitable for grease fires must be placed in plain sight at all times.
- n. All Snack Bar workers are to be instructed on the use of fire extinguishers.
- o. A full stocked First Aid Kit will be available in the Snack Bar at all times.
- p. The Snack Bar main entrance door will not be locked or blocked while people are inside.
- q. Barbecues will be cleaned thoroughly prior to cooking. Food will be cooked thoroughly so that there is no uncooked meat. Any leftover food must be thrown away prior to closing of the Snack Bar.

All commercial food and/or sales concessions are not a part of the Agreement and must have separate insurance identifying the Jurupa Area Recreation and Park District as an additional insured and requires pre-approval from the Jurupa Area Recreation and Park District. Requested applications for Commercial Food Vendors during a User Groups event must not conflict with the use of the facility.

- 4. Improvements to Facilities: No person, group or club shall make any improvements or alterations to any

sports field or adjoining District property without first obtaining the written consent of the District. Any such improvements to District fields shall be therein designated as District Property. Upon receiving a proposal from a person, group or club to make an improvement or alteration, the General Manager shall obtain from such applicant, a description of the proposed change, an estimate of the cost, a written statement of the proposed method of performing the change and such other information as the General Manager deems necessary for the Jurupa Area Recreation and Park District Planning Committee and/or the Board of Directors to consider such proposal. The General Manager shall then submit each such proposal to the Jurupa Area Recreation and Park District Board of Directors, which shall consider the proposal and make a determination and shall either approve or disapprove the proposal and may impose such conditions upon such approval as it deems to be necessary or desirable.

5. Availability - Public: Sports fields located within District property are public Parks available to all residents and property owners in the District. Except when pre-approved scheduled use of the fields by User Groups or pre-scheduled District approved events are in process, each such sports field shall be available for public use by all such area residents or property owners.
6. Availability - Special Events: The District reserves the right to schedule and rent the sports fields for purposes of non-resident events, etc. on dates/weekends that do not conflict with the pre-approved schedules granted to the Co-Sponsorship User Groups. Requests for use applications, rules and fee structures will be determined by Jurupa Area Recreation and Park District.
7. Appeals: A Co-Sponsored User Group or club which is dissatisfied with a decision of Jurupa Area Recreation and Park District staff with respect to the scheduling of the use of a field by the Co-Sponsored User Group or club or with regards to actions of the staff with respect to the field maintenance, may appeal the decision or action by filing a request to be heard with the Jurupa Area Recreation and Park District Board of Directors. The decision of the Board of Directors shall be considered to be final. The Board of Directors of the Jurupa Area Recreation and Park District meet on the second and fourth Thursday of each month at the Jurupa Community Center.
8. Termination of Agreement: Agreements may be subject to termination for any or all of the following:
  - a. Failure of the User Group to abide with any of the Agreement rules contained herein.
  - b. Failure of the User Group to pay any fees of bills payable to the District within 30 days of billing.
  - c. Any unauthorized event or usage by the User Group without prior consent by the Jurupa Area Recreation and Park District.
  - d. Formal request in writing by the User Group.
  - e. Mutual consent of the User Group.
  - f. District request.

## **NEIGHBORHOOD PARKS**

Neighborhood parks may be reserved for specific events and sports groups under the current policy by JARPD approved organizations. Times not to exceed past sunset during the week and not past noon on the weekends. There shall be no significant disruptions to the neighborhood.

- A) Neighborhood parks may only be used for practices, no competitive games between opposing teams.
- B) Permit holders must plan their practices with consideration of the safety of participants and space requirements of the activity.

- C) Reservations will not begin before 8:00 a.m. No holiday reservations will be permitted for sports teams. Permit for sports teams will not exceed three (3) days a week.
- D) At neighborhood parks without restroom facilities, the Permit holder will need to provide for adequate restroom facilities.

### **TWILIGHT TIME POLICY**

Twilight Time is defined as the ambient light that is available 30 minutes before sunrise and 30 minutes after sunset. It is the Policy of the Park District that organized sports programs may be conducted during that period of time. It is further noted that certain weather conditions may impede the natural light during Twilight Time for which it shall be a requirement that the activities cease, OR that artificial light is to be made available.

All organizations are to make available the rules to all persons associated with the organization the Organizational Manual that too, discusses Twilight Time or Ambient Light or Lighting Conditions.

It is considered a Safety Violation if an organization continues to play under adverse conditions when ambient light, as described above, is not available and may be subject to penalties being imposed by the Park District or by the Organization's governing body.

**SUBLETTING**: Subletting is defined as "to lease or to allow another team, organization or individual whether or not it is officially registered with the Park District, to use a field or fields allocated to your organization without the Park Districts approval." At no time will subletting or swapping of allocations be permitted between organizations. All released fields will be reallocated through the Park District.

Any user group that has been allocated space and does not intend to use it regularly must notify the Park District so the field may be reallocated. Organizations will not be penalized in the upcoming allocation process for returning unscheduled fields for practices or games.

Failure by an organization to return unused fields may result in an incident report being filed against that organization. (See Policy for Permitted Use of Athletic Fields Violations, page 16).

### **NOTICE OF EXCHANGE:**

Organizations may exchange allocated fields provided that both league presidents or designated representative provide the Park District with a signed Notice of Exchange (Form may be obtained at the Park District Office). There is no subletting of field to other organizations or individuals. Should subletting occur, the organization holding the approved permit could be liable for any incidents that may occur on the field, will have an incident report filed against the organization and risk having their approved permit revoked by the Park District.

### **Community Group Tournament Teams/ Tournament Scheduling (Competitive/Travel/Club Youth Groups)**

1. **Community Group Tournaments "FRIENDLIES"**: A youth group tournament or play with open registration which does not automatically result in award or recognizes a championship. Entry fees are minimal to cover the expenses, including umpire and insurance fees. When two non-resident teams play each other, during a friendly tournament, each team will pay a fee of \$20.00. The hosting organization will be responsible for collecting these fees. The hosting agency must turnover the fees collected along with the proper documents to the District within five (5) business days after the event.

This fee does not apply to non-resident teams that are playing a recognized Jurupa Area community team. Pre-

scheduling on the regular season schedule (i.e. interleague games) and approval is required. Non-resident teams playing each other during regular season are a secondary priority to seasonal recreational play requirements.

The hosting organization is responsible for providing proof of insurance (as detailed on p. 13 - Insurance) with the field use application.

All-star games are not classified as “Friendlies”, but are considered an extension of regular season play.

**2. TOURNAMENTS:** tournaments which result in either awards or recognition of a champion and have entry fees in excess of umpire fees are classified as “non-friendly” tournaments. Fees will be charged per the Facility General Policies Fee Schedule for tournaments.

Exception: Youth tournaments will be charged the community group rate for field lights.

The hosting organization is responsible for providing proof of insurance (as detailed on p. 13 - Insurance) with the field use application.

## **STORAGE**

With written permission of the District, and dependent upon space availability, User Groups may store private club equipment within designated storage areas. However, the District shall have no responsibility for any loss or damage to such equipment and any equipment must be removed at the end of the season.

Agate Park (Harvey Field)  
8623 Jurupa Road  
Jurupa Valley 92509

Avalon Park  
2500 Avalon St.  
Jurupa Valley 92509

Cliff Wanamaker Gymnasium (at Avalon Park)  
2510 Avalon St.  
Jurupa Valley 92509

Rick Thompson Arena  
8629 Jurupa Road  
Jurupa Valley 92509

Clay's 1001 Park  
8029 Havenview Drive  
Jurupa Valley 92509

Felspar Arena  
5832 Felspar Street  
Jurupa Valley 92509

Agate Park/Harvey Field  
8623 Jurupa Road  
Jurupa Valley 92509

Jurupa Community Center Jurupa  
Skate Park  
Wedding Garden  
4810 Pedley Road  
Jurupa Valley 92509

Centennial Park  
7330 Jurupa Road  
Jurupa Valley 92509

Eddie Dee Smith Senior Center\*  
5888 Mission Blvd.  
Jurupa Valley 92509  
*\*operated under agreement with  
City of Jurupa Valley*

Knowles Field  
5001 Poinsettia Place  
Jurupa Valley 92509

Laramore Park & Arena  
11380 Little Dipper  
Jurupa Valley 91752

Veterans Memorial Park  
4393 Riverview Drive  
Ball Fields  
4390 Pacific Ave.  
Jurupa Valley 92509

Rancho Mira Loma Park  
3206 Wysocki Ln.  
Jurupa Valley 91752

Wineville Park  
5551 Trail Canyon Dr.  
Jurupa Valley 91752

Jim Real Memorial Community Trails System  
(Horse Trails)

Limonite Meadows Park  
6596 Pat's Ranch Rd.  
Jurupa Valley 91752

Moon River Park  
6859 Moon River St.  
Eastvale 91752

Delaware Greenbelt  
6986 Delaware River Dr.  
Eastvale 91752

Cambria Park  
5471 Harmony Dr.  
Eastvale 91752

Harmony Park  
5641 Treasure Dr.  
Eastvale 91752

Vernola Family Park  
5211 Wineville Ave.  
Jurupa Valley 91752

Glen Avon Heritage Park  
7821 Mission Blvd.  
Jurupa Valley 92509

Horseshoe Lake Park  
8788 Lakeview Ave.  
Jurupa Valley 92509

Shaylor Park  
7844 Jude St.  
Jurupa Valley 92509

Abigail Park  
7775 Abigail St.  
Jurupa Valley 92509

Esplanade Park  
11530 Bellegrave Ave.  
Jurupa Valley 91752

Harvest Village Park  
6047 Peregrine Dr  
Jurupa Valley 91752

Serrano Ranch Park  
4832 Hot Creek Rd.  
Jurupa Valley 91752

Rancho Jurupa Sports Park  
5249 Crestmore Rd.  
Jurupa Valley 92509

Sage Point Park  
Big Range Dr.  
Jurupa Valley 92509

Quarry Park  
3146 Quarry Rd.  
Jurupa Valley 92509

Sky Park  
5355 Mission Rock Way  
Jurupa Valley 92509

Pleasant Valley Park  
11855 Plover Way  
Jurupa Valley 91752

Cantera Park  
7102 Almandine Way  
Jurupa Valley 92509

Turnleaf Community Park  
11817 Bellegrave Ave.  
Jurupa Valley 91752

Quarry Park  
3146 Quarry Rd.  
Jurupa Valley 92509

Sky Park  
5355 Mission Rock Way  
Jurupa Valley 92509

Mountain Vista Park  
5480 Starling Dr.  
Jurupa Valley 91752

Riverbend Park  
11711 Confluence Dr.  
Jurupa Valley 91752

Skyview Event Center  
5257 Wineville Ave.  
Jurupa Valley 91752