



**CITY OF STANTON**  
*Athletic Field Use & Allocation Policy*

**REVISED: MAY 2021**

## **CITY OF STANTON**

### *Community Services Department*

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Stanton, California 90960

(714) 890-4270/ (714) 890-1443 FAX

## **PURPOSE AND POLICY**

### *Purpose*

To establish guidelines for the allocation and management of athletic fields permitted by the City of Stanton Community Services Department.

### *Policy*

City of Stanton Community Services Department will coordinate and allocate the use of its athletic fields for City and non-city organizations to hold league play, practice, tournaments, and other sport-related or non-sport related special events.

Athletic Fields are allocated and permitted in two, 6-month increments. Season 1 is January through June and Season 2 is July through December. Priority will be based on the qualifications listed below. The Community Services Department will monitor proper use of allocations and permits.

Submitting a request for field usage does not guarantee that your permit will be approved.

The City of Stanton Community Service Department reserves the right to increase/decrease the number of fields assigned to an organization based upon prior usage, the need to accommodate new organizations, and the availability of fields.

## **INSURANCE**

Facility users shall secure and maintain, throughout the period of use contemplated under this agreement, general liability insurance with policy limits of \$1,000,000 per occurrence naming the City of Stanton as additional insured.

Facility User agrees to hold the City of Stanton harmless and free from any liability of any nature arising out of the use of assigned fields or facilities. This policy must be provided prior to receiving a permit for allocated fields.

## **PERMIT ALLOCATIONS**

### *Available Fields*

The City of Stanton has one lighted ball field at **Stanton Central Park** available for youth and adult sports groups.

**ALLOCATION PRIORITY:** *Fields are allocated each season based on the below qualifications.*

- A. City sponsored or co-sponsored organizations, activities and/or events
- B. Organizations with current field allocation agreements with the City; at the discretion of City staff, prior adherence to policies and provided guidelines will be taken into consideration.**
- C. Youth non-profit organizations; priority given to highest percentage of Stanton residency
- D. Adult non-profit organizations; priority given to highest percentage of Stanton residency
- E. For-profit organizations; priority given to highest percentage of Stanton residency
- F. Resident one time usage
- G. Any other group not listed above

\* To qualify as a Non-Profit user, the organization must be registered as a not-for-profit corporation with the State of California. Non-Profit Organizations are those organizations that have evidence of Federal 501(c) (3) filing and state non-profit status.

***Approval Procedure***

Sports groups must submit the following prior to obtaining a valid field permit:

- Athletic Field Allocation Request Form
- Letter of Determination or Letter of Affirmation from the IRS that indicates a current non-profit 501(c) (3) status certificate. *If applicable.*
- Proof of organization's affiliation with a national or state sport governing body, if issued.
- Proof of insurance and a separate endorsement listing the City of Stanton as an additional insured.
- A copy of the organization's Code of Conduct
- Groups C & D must provide the City with team rosters, including athlete addresses, prior to the start of each new season in order to be considered for priority field usage.

***Permit/Allocation Procedures***

- All organizations must submit a Field Allocation Request by the date requested by City staff for each season.
- A permit will be issued to all authorized field users prior to the start of each month. Charges will be assessed by using the current Fees and Charges Schedule adopted by the Stanton City Council.
  - Sports groups are not allowed the use of fields outside of their permitted hours. Groups will be charged their hourly rate for any additional field use noted by staff. Continued field use outside of permitted hours may result in the revocation of future permits.

- Additional field time can be requested after fields have been allocated for the month on a first-come, first-served basis. Requests can be made through the Community Services Coordinator via email. Staff will do their best to accommodate any additional requests.

### *Subletting and Assignment of Athletic Fields*

At no time may an organization or individual sublease their assigned fields to other user groups. The subletting of any City fields by any user/organization will result in automatic revocation of all permits.

### *Fee Schedule*

All users will be charged according to the current City of Stanton Fees and Charges Schedule noted below:

- Resident/Non-Profit: \$20 per hour
- Non-Resident/Commercial: \$35 per hour
- Lights: \$50 per hour (for all groups)

### *Payment Policy*

Fields are reserved on a monthly basis. User groups agree to submit their monthly fees in their entirety by last Friday of the month for the upcoming month (i.e. April field use must be completely paid by the last Friday in March). User groups will not be provided fields for the upcoming month until payment has been completed.

## **CANCELLATIONS**

### *No Shows/Cancellations*

In the event that a user group will not be using their assigned field for any reason, they must notify the Community Services Coordinator via email within two business days of the no show. If notification is not received within this time frame, the user group will be responsible for payment in its entirety. *This policy does not apply to dates that the fields are closed by City Staff.*

### *Permit Cancellation*

The City of Stanton may cancel the use of fields for any of the following:

- Work/renovations involving any of the facilities.
- City of Stanton special events.
- When the health and safety of participants are threatened due to impending conditions, including, but not limited to: heavy rains, severe heat warnings, pesticide spraying, and/or high winds.
- Non-adherence to Athletic Field Use and Allocation Policy or any City ordinance.

## **CLOSURES**

### *Field Maintenance/Renovation*

To help maintain the quality and playability of our fields, field closures may be scheduled throughout the year to allow for field maintenance and renovation. The City of Stanton does attempt to be flexible in accommodating user groups, however the health and

safety of the user and the condition of the facility takes priority. Fields are typically closed for a two-week period in May and October of each year.

### *Inclement Weather Field Closures*

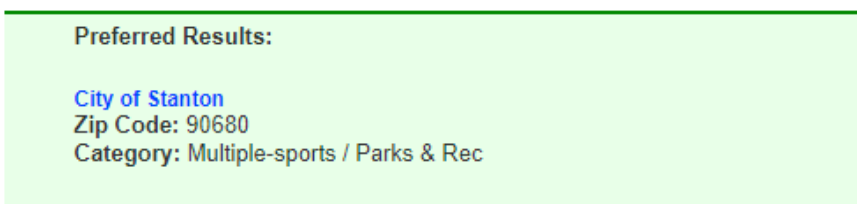
The City of Stanton reserves the right to close any field due to inclement weather. Be aware that if organizations use the field/facility during inclement weather or saturated conditions, you and your organization will be billed for time on the field and held responsible for any and all damages that occur as a result of such use, including repair costs and lost revenue due to prolonged closure.

Field closure notifications will be sent out using the RainedOut.com website. Organization representatives, coaches, and participants are all encouraged to enroll in these notifications via email or text message. One message will be sent out each day of a field closure as well as one message announcing the reopening of said field. It is the user group's responsibility to check for these messages to verify field closures. Please see below for enrollment instructions:

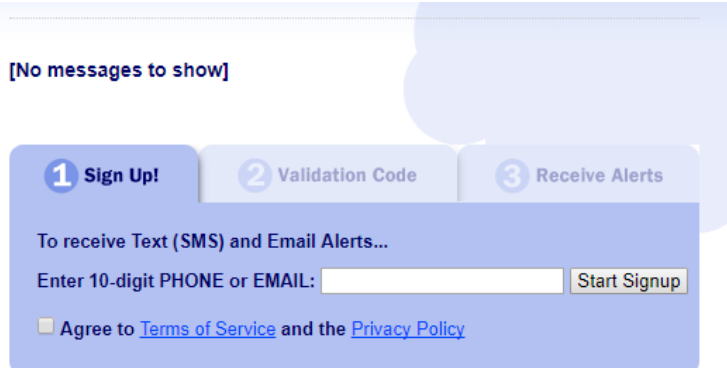
1. Visit RainedOut.com
2. Enter "City of Stanton" and click the "Search" button



3. Select the "City of Stanton"



4. Enter your email address or phone number and complete enrollment prompts



## *Holidays*

Athletic facilities are not available for reservations/permitting on: New Year's Day, Easter, 4th of July, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

## **GOOD NEIGHBOR POLICIES**

### *Good Neighbor Policy*

- Give priority to traffic safety and the reduction of parking issues such as parking in, or blocking neighbors' driveways, public alleys, and sidewalks, which are violations of the law.
- Educate organization participants and guests about neighborhood parking restrictions and encourage safe and responsible driving.
- Educate participants and guests to arrive quietly and to depart in the same manner to avoid disrupting the neighborhood.
- Foster and maintain good community relations and cooperation with neighborhood and authorities.
- Respect the rights of neighbors and follow existing laws and ordinances.
- Respect speed limits.
- Minimize the use of car horns in parking lots.

### *Care of Facility*

Reserved areas must be left clean and all trash must be put in appropriate trash receptacles. If areas are not left in acceptable condition, a cleaning/repair service charge will be assessed and billed to the responsible party.

### *Alcohol and Tobacco Policy*

Consumption of alcoholic beverages is strictly prohibited. It is prohibited to consume alcoholic beverages on street, highway, road, alley, sidewalk, school grounds, playgrounds, fields, courts, and other facilities designed or used for athletic events or games, parking lots and parking structures that are open to the public, and parked vehicles in the public structures that are open to the roadways, parking lots, stalls, pens, arenas, and at youth events. No glass bottles will be allowed on city property. (Stanton Municipal Code Sec. 14.04.070)

The City of Stanton prohibits the smoking of tobacco products and other substances within the boundaries of any public park, playground and outdoor recreational area per Stanton Municipal Code Sec. 14.04.075.