# **CITY OF PALO ALTO**

### **Information Report**

То:	Parks and Recreation Commission
From:	Recreation Supervisor Adam Howard and Ad Hoc Committee
Date:	January 22, 2013
Re:	Field Use Policy Review and Recommended Changes

#### **Background**

In 2009, the Parks and Recreation Commission (PARC) was asked by staff to recommend policy to the City Council regarding the allocation of field space. After many meetings and discussions a Field Use Policy was recommended to Council by PARC and adopted. The policy categorized fields, detailed eligibility requirements and provided clear guidelines for allocating field space to the wide variety of organizations that use Palo Alto fields. When the policy was adopted in 2009, it was agreed that PARC would review it periodically.

After 3 years of allocating space according to the policy adopted in 2009, staff and user groups prompted PARC to begin a review of the policy. In the spring of 2012, a subcommittee consisting of Commissioners Crommie, Losch and Walsh was appointed. The subcommittee began by meeting with staff to review how the policy was being implemented and staff satisfaction with the allocation process. Subcommittee members then met with user groups individually to hear their concerns about the allocation process. After identifying the major areas of concern the subcommittee developed some recommendations and presented them to a stakeholders meeting in November and the Parks and Recreation Commission in December 2012. Since that meeting the subcommittee has met again and made further revisions.

### **Discussion**

Palo Alto provides field space for many user groups including competitive and recreational leagues for every age group. While there seems to be enough fields to meet the demands of softball and baseball users, soccer and lacrosse teams are competing for limited field space. After a discussion with the Palo Alto Recreation Commission and field users on December 18th the Ad Hoc Committee has met several times and has reconsidered some of the policy recommendations. In the table below staff summarize all the recommended policy changes, the first three - namely Eligibility, Adult Play and Filed Allocations - are the areas where the Ad hoc Committee made changes from the December 18<sup>th</sup> presentation.

While the resulting proposed Field Use Policy may not solve all of the conflicts and problems associated with administering field allocations it will provide further clarity for staff and filed users on field use in Palo Alto.

Issue	Current Policy	New Policy Recommendations	Comments
Eligibility	Current policy made a distinction between select and non-select leagues	Remove the select, non-select distinction in favor of four levels of priority based on residency. Youth priority levels; 91%-100% 81%-90% 61%-80% 41%-60% Adults would have the same residency tiers with the addition of a 21%-40% tier.	Adults with less than 21% and youth with less than 41%, broker at the end of priority booking and can pick up slots as available.
Adult Play	Current policy gives adults space on "some fields" on Sundays from 8-1:15 and sets aside 8:30pm-10pm on Mayfield on Tuesday and Thursday and 7pm- 10pm on Monday, Wednesday and Friday	<ul> <li>Suggest adding specific locations to adult priority play.</li> <li>Mayfield 8:30pm-10pm on Tuesday, Wednesday and Thursday. 7pm-10pm on Monday and Friday.</li> <li>Sunday space would be from 8am-12:30pm on Terman 1 and 2, JLS 1, 2 and 3 and Mayfield North and South.</li> <li>Adult slots will be brokered by residency.</li> </ul>	This would remove Cubberley Turf field from adults and make it available to youth. This would be the only turf field available for youth on Sunday mornings. Adults will not be brokering with youth
Field Allocations	Current policy does not address what happens if there is insufficient field space for all groups involved with priority booking	Field allocation is based on a priority system determined by residency. Each group within each residency bracket will select fields based on the number of teams they had the previous season. Each league within the residency bracket will take the full amount of slots needed. Should insufficient fields be available for any residency bracket, each organization within that bracket will share the available fields equally.	This could result in lower residency brackets not getting the amount or quality of fields they desire. Sharing a field shortage equally among all groups would result in a league with higher residency losing space to a league with lower residency.

# Summary of Current Policy and Recommended Changes

Practice and Game slots	Current policy does not define practice or game slots	<b>Practice slots</b> for youth soccer is 1.5 hours, 4-5:30, 5:30-7 with additional slots of 7-8:30 and 8:30-10 on fields with lights. <b>Game slots</b> for youth are 1.5 hours on grass and small fields and 2 hours on 11 v 11 (large fields), starting at 8am.	Slots may differ by sport and age
Field Allocations	Current policy does not broker fields by age/size	Fields would be broken into three categories; Small fields = 7v7 or younger Medium fields = 8v8-10v10 Large Fields = 11v11 Organizations will broker fields based on the number of teams they have in each age category.	Age break down will differ based on sport
Field Allocation (daylight savings)	Current policy does not take into consideration the loss of day light in fall due to daylight savings	Organizations would be responsible for booking enough 4pm slots to handle the shift at day light savings	Users will need to share space and work together to handle the 2 weeks where the daylight savings affects league play.
Tournaments	Tournament field brokering is not addressed in current policy.	Organizations with priority booking privileges can organize one tournament in a calendar year. That tournament will take priority in field brokering.	Only one tournament in a weekend. Tournament dates must be given prior to field brokering.

Cancellations	Current Policy states all cancelations must be done two weeks after the start of the permit. Current practice allows cancelations any time with no penalty.	<ul> <li>Weekday Slots will be handled as follows;</li> <li>Releases done before the start of the permit receive full refund.</li> <li>After the start of the permit releases must be done by the 7<sup>th</sup> of each month and receive 50% refund.</li> <li>All refunds after the 7<sup>th</sup> receive no refund</li> <li>Weekend slots will be as follows:</li> <li>Slots can be released 3 weeks after the start of the permit.</li> <li>After 3 weeks, releases must be done before the 7<sup>th</sup> of each month for a 50% refund.</li> <li>All refunds after the 7<sup>th</sup> of each month for a 50% refund.</li> </ul>	Users who are found to not be using field space and not releasing will be documented and will lose field space in future brokering periods.
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# ATTACHMENTS:

- Draft field use policy redlined
   Draft field use policy clean



# **DRAFT** City of Palo Alto Field Use Policy **DRAFT**

The City of Palo Alto (the "City") Field Use Policy (and the procedures adopted hereunder) has been established to ensure that City-owned, -maintained and -managed park and athletic field facilities, including the fields owned by the Palo Alto Unified School District (the "District") are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community, and that permitted users are fully informed as to the City's guidelines that govern their use of the park and athletic field facilities.

#### Purpose:

- To strive to provide all Palo Alto residents with an opportunity to participate in their activity of \* choice.To establish policies and procedures governing the use of City parks and fields and District
- playing fields managed by the City of Palo Alto.
- To ensure Palo Alto residents have priority access to parks and playing fields.
- To provide for a variety of activities reflecting the athletic preferences of Palo Alto residents.
- To contribute a proportionate amount of field use time to regional organizations that Palo Alto. <u>residents</u> participate in.
  To collect fees for the use of fields, in support of their ongoing maintenance.
- •\_\_\_\_To ensure that decisions regarding the use of City parks and athletic complexes and District sites are used in the best interests of the neighborhoods, sports organizations and residents of Palo
- Alto.

• To ensure that appropriate sports are permitted on appropriate fields.

Field use permits are required for exclusive field use or for any on-going seasonal, organized use of athletic fields maintained or managed by the City. In accordance with Palo Alto Municipal Code Section, the Recreation and Golf Services Division issues field use permits. The exclusive use of a field or an athletic field requires the making of an advance reservation and is subject to fee and security deposit requirements.

#### For a list of available Facilities, see Appendix A.

### For a list of park amenities, see Appendix B.

### For a list of different Facility Types, see Appendix C.

**<u>I. Field Use Permitting</u>**: Field space usage requests are considered at three different time periods per fiscal year. Field space usage is awarded on a priority basis at the beginning of each of the fall, winter/spring and summer periods. After the original requests are processed on a priority basis, the fields are available for use to other non-priority requests. To apply for an Athletic Field Use Permit, an applicant must submit a field request form to the Field Coordinator/Supervisor. Field request forms can be found online at www.cityofpaloalto.org, at the Cubberley Community Center, or by requesting a form from the Field Coordinator/Supervisor, who may be contacted at 650-329-2192.

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A field use reservation can be made no less than ten (10) calendar days prior to the desired date	$(s) = \frac{1}{2} \frac{1}{2$	Formatted	( [57]
of use. The three seasonal brokering periods are, as follows:	$(\mathbf{S})_{-} = \begin{bmatrix} 1 & \eta & \eta \\ 1 & \eta & \eta \\ 1 & \eta & \eta \end{bmatrix}$	Formatted	( [58]
<b>Fall</b> ~~ The first day of school (late August) through December 31.		Deleted:	
Winter/Spring ~~ January 1 through the last day of school (mid-June).		Formatted: Bullets a	and Num [59]
Summer ~~ mid-June through late August		Formatted	[ [60]
A	<b>◆</b> <sup>"</sup> <sup>"</sup> <sup>"</sup>	Deleted:	( [00]
<u>II. Field Request Form Deadlines:</u>		Formatted	[61]
• For Fall seasonal use dates, request forms must be submitted by May 1.		Formatted	
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• For Winter/Spring seasonal use dates, request forms must be submitted by November 1.		Deleted:	( [63]
• For Summer seasonal use dates, request forms must be submitted by March 1.		Formatted	
For Summer seasonal use dates, request forms must be submitted by March 1.		Formatted	[64]
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III. Seasonal Use Priority:	,** /	Formatted	[66]
• Palo Alto resident youth non-profit soccer and football organizations have field		Formatted	[67]
use priority on soccer/baseball/football joint use fields during the Fall use period.	''''''''''''''''''''''''''''''''''	Formatted	( [68]
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•Palo Alto resident youth non-profit baseball_softball and lacrosse organizations		Formatted	[ [70]
have field priority on the baseball-softball/soccer joint use fields during the Spring	1 11 11	Formatted	[71]
use period.		Deleted:	
IV. Exceptions to Seasonal Priority:		Formatted: Bullets a	nd Num [72]
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•Palo Alto Recreation-administered programs have annual use priority on all fields.		Formatted	[74]
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V. Eligibility:		Formatted	[76]
The following are the field use priority guidelines for awarding field use at the start of each		Deleted: and	
seasonal brokering period (in order of priority):		Deleted: lacross	
V		Formatted	[77]
<u>Youth Priority</u> 1. City and District activities and programs;		Formatted	[78]
<ol> <li><u>City and District activities and programs</u>.</li> <li>Palo Alto resident, youth, non-profit organizations or leagues (91%-100%)</li> </ol>		Formatted	[79]
3. Palo Alto resident, youth, non-profit organizations of leagues (81%-90%)		Deleted:	
<ol> <li>Palo Alto resident, youth, non-profit organizations or leagues (61%-80%)</li> </ol>		Formatted: Bullets a	nd Num [80]
5. Palo Alto resident, youth, non-profit organizations or leagues (41%-60%)		Formatted	[81]
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Adults Priority (Designated times and fields – See section VI)	HIND HIND	Formatted	[82]
1. <u>City and District activities and programs</u>		Formatted	[83]
2. <u>Palo Alto resident, adult, non-profit organizations or leagues (91%-100%)</u>		Formatted	[84]
3. <u>Palo Alto resident, adult, non-profit organizations or leagues (81%-90%)</u>	11 11	Formatted	[85]
4. <u>Palo Alto resident, adult, non-profit organizations or leagues (61%-80%)</u>	n N	Formatted	[86]
5. <u>Palo Alto resident, adult, non-profit organizations or leagues (41%-60%)</u>	l I	Formatted	[87]
6. <u>Palo Alto resident, adult, non-profit organizations or leagues (21%-40%)</u>		Formatted	( [88]
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1. <u>Palo Alto resident, youth or adult, non-profit organizations or (less than 41% youth; less</u> than 21% adults	<u>9</u> 2	Formatted	([70]
2. For-profit youth sports events	12		<u>[[99]</u>
3. For-profit adult sports events	14	Formatted	( [100]
4. Organizations that have previously violated the terms of the field use policy.		Deleted: Fields will be	<sup>e b(</sup> [101]
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To qualify for non-profit rates, organizations must provide a copy of their letter of non-profit		Deleted: V	
status from the California Secretary of State's Office with their non-profit ID number indicated	12	Formatted: Bullets and N	Vur( [103]
thereon, Payment with an organization's check or charge card is required.		Formatted	[104]
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An adult group is any group whose membership is limited to persons 18 years of age	$\eta_{ij}$	Deleted: 3	
and older.		Formatted	[106]
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<b>VI. Field Allocations:</b> Fields will be permitted for the activities that the field(s) are intended for,		Formatted	( [107]
designed for, classified as, or for activities conducted in a manner that does not compromise		Formatted: Bullets and N	
public safety or field quality and integrity	"/	Deleted:	iui( [109]
• Youth soccer organizations or leagues that qualify for categories referred to in V.2. V.3 and			
<u>V_4 and V.5</u> above will be allocated fields as follows: $\int_{a}^{b}$	11	Formatted	( [110]
o _Two (2) practice slots* per team per week	1	Formatted	( [111]
• One (1) game slot* per team every other week		Formatted	( [112]
<u>Fields will be allocated to _age appropriate athletes</u>		Deleted: Slots	
• <u>7v7 or younger - small fields</u>		Formatted	[ [113]
• <u>8v8 -10v10 - medium fields</u>	$\langle \rangle$	Formatted: Bullets and N	Vur( [114]
• <u>11v11 - large fields</u>		Deleted: mustbe take on	fi( [115]
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*Game slots, Practice Slots and age breaks downs are defined based on sport and field	$\left  \right  $	Formatted	[117]
When priority booking takes place, slots are reserved for the entire brokering period. Slots	$\frac{n}{n}$	Deleted: 88	( [118]
brokered <u>do not change because of daylight savings.</u>	111	Formatted	( [119]
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•At the Stanford/Palo Alto Playing Fields, the <u>8:30-</u> 10:00 pm weekday slots will be reserved for	1111	Formatted	[120]
adult league play <u>Tuesday</u> , <u>Wednesday and Thursday</u> . 7pm-10pm slots are reserved for adults	1	Deleted: 9	([120]
on Monday and Friday.	ALL I	Formatted	
• Sunday mornings from 8:00 am to 12:30 pm, at Terman 1 and 2, JLS 1, 2 and 3 and		Formatted	( [121]
Mayfield will be reserved for adult league play. Adult leagues will be held to a	1		[ [122]
maximum of 1 slot per team every other week. Any additional slots are open to all.	10	Formatted	( [123]
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Each group within a brokering category can reserve all the slots they require based on the number		Formatted	[ [124]
of teams in their league. If after their selection there is not enough field space for lower priority		Formatted	[ [125]
groups, then the lower groups share the shortage equally by category.		Formatted	[ [126]
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Tournaments:		Formatted	[128]
Organizations who receive priority booking may request one tournament a year; that tournament	A and	Deleted:	
Organizations who receive priority booking may request one tournament a year; that tournament will be given priority of fields use. Tournament dates must be given in advance of brokering and	A BULL	Formatted: Bullets and N	Vur( [129]
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there can only be one tournament a weekend. All additional tournaments must obtain field space with non-priority selections.

#### VII Residency:

A resident is a person residing within the city limits of the City of Palo Alto. Any person owning and paying taxes on real property in Palo Alto, but who is not living in the City, and any person having only a Palo Alto business address, are NOT considered a resident for field use application purposes. Children attending District schools are considered residents for enrollment purposes. The City will require identification or documentation of residency to be considered for priority brokering. In the event proof of residency cannot be established, the person will be charged the non-resident rates or will be limited by restrictions applicable only to non-residents.

#### VIII. Residency Verification:

Palo Alto Recreation requires a master league roster complete with players' first and last names alphabetized, address, phone number, team, and proof of residency, Proof of residency may include;

- Palo Alto Utility Number
- Copy of Current drivers license with Palo Alto Address
- Copy of current school I.D. card or verification form (provided by city) signed by school
   (for youth attending PAUSD school)
  - Beginning Fall 2014 residency verification will be consistent with PAUSD requirements.

Any group or organization found to be misrepresenting its residency status will have its permit revoked for the season and will be assigned the last (or lowest) priority for field use scheduling for the immediately following season. In addition, any group or organization found to be reserving field use for any time period time for another organization (that would otherwise have a lower priority for field scheduling) will be penalized by the revocation of its permit for the season for which the permit is issued and that group or organization will be assigned the last (or lowest) priority for field use scheduling for the immediately following season.

#### IX. Fees (As of July 2008)

All fees are due and payable **prior** to the issuance of any approved field use permit. The fees and charges for any field use permit are established by the City Council in the Municipal Fee Schedule and are not negotiable; only the Council has the authority to waive fees and charges by amendment to the Municipal Fee Schedule. The following is a summary of the fees and charges; in the event of a conflict between the fees set forth below and the fees and charges established by the Municipal Fee Schedule, the fees and charges established in the then current Municipal Fee Schedule shall apply. Actual fees for each season will be referenced on the field request form.

•	Palo Alto based youth non-profit organizations who qualify for eligibility priority V.2 -V.5
	above will be charged between \$1.00 - \$20.00 per hour
•	_Resident fee: \$7.50-\$75.00 per hour;
•	_Resident non-profit fee: \$7.50-\$75.00 per hour
•	_Non-resident fee: \$10.00-\$150.00 per hour.

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Synthetic turf <u>field's</u> fees are as follows:	¥2	Formatted	( [185] )
Palo Alto based youth sports groups - \$25-\$50/hour/full field	7-5	Formatted	[186]
<ul> <li>Resident, non-profit fee - \$30-\$60/hour/full field,</li> </ul>	11 1	Formatted	[187]
Resident fee -\$45-\$90/hour/full field	A. 11	Formatted: Bullets	and Nut [188]
<ul> <li>Non-resident fee-\$80-\$130/hour/full field</li> </ul>	in h	Deleted: ;	
Lights: Lights usage is charged at the rate of \$20 per use at softball and baseball fields where there •	a it's	Formatted	
are lights.	A IN IN	Deleted: ;	([107])
The concession stand at the Stanford Palo Alto Playing Fields can be rented for \$25/day.	Nº IN	\	
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Deposits		Formatted	[191]
1. A refundable deposit of one hundred dollars (\$100.00) is required for <i>all</i> single athletic field use	11 million	Formatted	[192]
reservations. Long term renters are required to provide a \$750 refundable security deposit.	in the	Deleted: ; and	
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2. The City reserves the right to deduct from the security deposit all additional charges relating to,			[193]
but not limited to, janitorial services, maintenance/repair services, staff time, or emergency		Deleted:	
services that are required as a result of the field use.		Formatted	[194]
3. A security deposit may be fully or partially refunded for any of the following reasons:		Deleted: ,	)
a. Damage to facility;		Formatted	[195]
b. Misuse of the facility;		Formatted	
c. Inadequate cleanup by the permit holder, requiring additional custodial/staff time		Formatted: Bullets	( [196] )
following the permit holder's use;		n <u>&gt;</u>	and Nur( [197]
d. Violation of field use rules		Formatted	[198]
4. If the additional fees due and payable exceed the amount of the security deposit, the permit		Formatted	[199]
holder will be billed for the balance due. Payment will be due and payable within thirty (30) days		Formatted	[200]
of the date of invoice. Fees that are not paid will be assigned for collection to a collections agency		Formatted	[ [201]]
and the user group will be ineligible to apply for field use until the unpaid amount is settled in full.	d al au	Formatted	
and the user group will be mengrole to apply for field use until the unpaid amount is settled in full.	100	11	( [202] )
T	See.	Formatted	[ [203] ]
Insurance Liability	1 Carl	Formatted	[204]
A valid insurance certificate is required for use of any City or District field. The insurance	1 Aler	Formatted	[205]
certificate must afford one million dollars (\$1,000,000.00) of general liability coverage per	1 Carl	Formatted	[ [206]]
occurrence and contain the following information:		Formatted	[207]
• General liability coverage (property and bodily injury) as evidenced by an insurance	1.00	" <u></u>	
certificate with an endorsement naming the City of Palo Alto (CPA) AND the Palo Alto	12	Formatted	[208]
Unified School District (PAUSD) as ADDITIONAL INSURED, and guaranteeing 30 days	1	Formatted	[ [209] ]
prior notice to change or cancellation of the policy.	10	Formatted	[210]
	10	Formatted	[211]
Use of fields will not be permitted unless a valid insurance certificate has been received by not		Formatted	[212]
later than two	10.0	Formatted	
(2) business days prior to the schedule date of use of the field or other facility.		n	[ [213] ]
		Formatted	[214]
1. The permit holder shall be responsible for any and all damage to the City's or the District's		Formatted	[215]
premises, turf, equipment and/or property. If additional maintenance is deemed required		Deleted: d. Violatio	n
(in excess of normal services/time) to restore the premises, turf, equipment and/or property		Formatted	[216]
to reasonable use by others, the permit holder shall be charged accordingly.		Formatted	[ [217]]
2. The City and the District disclaims responsibility for any accident, injury, liability, loss or		Formatted	
damage to person or property as a result of unauthorized field use.		<sup>10</sup>	[218]
damage to person of property as a result of unautionized field use.		Deleted: ¶	
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3. The permit holder will be responsible for all actions and omissions that result in damages	1111	Formatted	[240]
that are caused by their attendees.	14/1	Formatted	[241]
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VII Tempie Court Llaga	1111	/	[ [242] ]
XII. Tennis Court Usage		Formatted	[243]
1. Tennis courts are available for reservation for Palo Alto Tennis Club and USTA		Formatted	[244]
tournament <u>/match</u> use only.	11/1	Formatted	[245]
2. The City brokers all City and District tennis courts.	1111	Formatted	
3. Only 50% of the available courts at any location can be reserved at the same time and date. All	1111	/>	[246]
other courts will remain open to the general public.	11 11	Formatted	[247]
4. Tennis courts are not available for reservation by individuals for private use, including private	1 11	Formatted	[248]
lessons, picnics and individual play. No person shall provide or offer tennis lessons for	111	Formatted	[249]
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compensation on City-owned tennis courts except as part of and approved as a City-sponsored	1111	/ <u></u>	[ [250] ]
program.	<u>149</u>	Formatted	[251]
5. Tennis courts are available for individual use on a first-come, first-served basis. Each court	222	Formatted	[ [252]
use is subject to a one-hour time limit whenever there are others waiting to use the court.	11/11	Formatted	[253]
6. Tennis courts are for tennis play only. No rollerblades, skates, skateboards, or pets are		Formatted	
permitted on any tennis court.	(i/i)	/	[ [254]
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7. No individual may solely occupy and use a court if other individuals are waiting to play on that	1111	Formatted	[256]
court.	1191	Formatted	
8. No person shall play a sport other than tennis on City-owned tennis courts unless expressly			[ [257] ]
allowed via permit issued by the City Recreation and Golf Division.		Formatted	( [258] )
9. All steel racquets must have guards.	111	Deleted: ¶	
10. Only tennis shoes and non-marking soled shoes are allowed on the tennis courts.	<i>"</i>    !	Formatted	[ [259] ]
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A. Longtinner Tannis courts are available at the following longting. Calibration	Ill'		[ [260] ]
A: Locations: Tennis courts are available at the following locations: Cubberley		Formatted	[261]
Community Center (6) Mitchell Park (7)	11/1	Formatted	[262]
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Hoover Park (2)	ji.	Formatted	[264]
Peers Park (2)	1		
Terman Park (2)		Formatted	[265]
Waischaar Dark (2)	~	Formatted	[266]
Gunn High School (7)		Formatted	[267]
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Palo Alto High School (7)			[268]
JLS Middle School (6)	11/1	Formatted	[ [269] ]
Jordan Middle School (6)	111	Formatted	[270]
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B: Tennis Court Fees:		Formatted	[272]
Residents: \$5.00-\$10.00 per court per hour			
_Non-residents: \$7.00- \$20.00 per court per hour		Formatted	[273]
vion-residents. \$7.00-\$20.00 per court per nour	11 11 11 11 1	Formatted	[274]
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XIII. Permit Rules & Regulations		Formatted	[ [276]]
1 Permits cannot be transferred or assigned to any other person, group or organization for	10.10	1	
any reason.		Formatted	[277]
2 Users must pick up and remove any trash generated by their activity.		Formatted	[278]
3 The misuse of City or District facilities or the failure to conform to facility regulations,		Formatted	[279]
established policies (including the Wet Field Policy) and procedures or any other Federal, State, or		Deleted:	
established policies (including the wet Field Folicy) and procedures of any other Federal, State, of	in a sur	\ <u></u>	
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local law, rule regulation or ordinance shall be sufficient grounds for the immediate revocation of the permit and/or the denial of any future applications. No refund will be granted.

4 Permit holders shall restrict their use to only those fields or courts specifically reserved and paid for, as designated in their permit. Other fields or courts may be scheduled by other groups and may not be available. Permit holders must be in possession of their Field Use Permit in case there is a need to address the question of who has priority use or reservation for the field or court in question. If the permit holder cannot use a field or court due to unauthorized use by another party, the permit holder should contact the Palo Alto Police Department at 650-329-2413.

5 Complaints from surrounding neighborhood residents as to the permittee's activity noise level, litter and debris, and/or disregard of parking regulations could lead to the cancellation of the permit or reservation, the forfeiture of the security deposit, and the denial of facility use in the future. See Good Neighbor Policy

#### XIV. General Rules & Regulations

All City of Palo Alto Municipal Codes/Regulations apply to all City and PAUSD fields. 1. No activity other than softball is permitted at the El Camino Park and Baylands Athletic Center softball fields, unless such activity is expressly allowed by permit. No activity other than baseball is permitted at Baylands Athletic Center Baseball Field, unless such activity is expressly allowed by permit.

2. The City reserves the right to cancel an approved reservation due to maintenance needs, overuse of facility, unsafe conditions, or due to a conflict with a City or District event. In these cases, all attempts will be made to provide a minimum of 15 days advance notice and to provide an alternate location for the group's scheduled practice, game or activity. In the event of an emergency, when only short or no notice can be provided, groups must cooperate with the request to not use the facility or risk loss of current permit and denial of future use. If there are no alternate facilities available, the City is not obligated to provide an alternate facility. In case of such event, a full refund will be given.

3. No person shall use an athletic field which is posted as being closed, whether the closure is for excess rainfall or for field maintenance or other reason.

4. All motor vehicles must park in marked stalls in the parking lots or legally on side streets, or be subject to citation. No unauthorized vehicles shall enter park premises, drive on turf, grounds, playfields, or paved walkways.

5. All dogs must be on a leash and owners must clean up after their dogs.

6. For facility hours of operations, see Appendix C.

7. No portable BBQ's are permitted at any time in any facility.

8. No golf is permitted at any park or sports complex, with the exception of the Palo Alto Municipal Golf Course.

9. Baylands Athletic Center is closed on Mondays for maintenance.

10. No alcohol or tobacco products are allowed on any District property at any time.

11. Athletic fields may be lined prior to a group use. Water soluble spray paint is the only permitted means of lining a field. No fields are permitted to be lined by means of Round Up, Dolomite or other herbicide, which can permanently burn lines into the field. Different color lines should be used for different sports. Soccer shall use white, rugby shall use blue and lacrosse shall use yellow.

12. Vending at a field is permitted only if the vendor is associated with the activity and has received the prior approval of the City's representative. 13. Gambling is prohibited at all City and

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District property. 14. Soccer goals must be anchored at all times when they are located on the playing fields. When goals are not being utilized for play, they must be secured off the playing fields in a manner which will not permit tipping or create any hazardous condition that could cause injury to any person. The City of Palo Alto and District are not liable for accidents, injuries or loss of or damage to individuals or property. Should any goal left on site be found not secured and locked up properly, the permittee will be subject to a fine of \$250.00. A subsequent violation will result in revocation of the current field user's permit. 15. The City of Palo Alto encourages partnerships and volunteerism to improve field quality and maintenance; however, in the absence of a written agreement, donations and/or contributions of time does not give any organization priority at any facility. Groups wishing to make alterations to facilities must submit these improvement requests in advance to the City. No groups will be allowed to make any alteration to any facility without first obtaining the City's approval.

#### XV. Cancellations

For groups other than Palo Alto based youth non-profits, cancellations must be made, in writing, and submitted to and received by the Fields Coordinator at least seven (7) business days in advance of the scheduled use date in order to be entitled to receive a refund. If it rains on the date of reservation, a full refund will be available. For priority booking organizations, released can be done at the following times

Weekday Slots:

- Field releases done before the start of the permit will receive a full refund.
- Field releases done after the start of the permit must be done by the 7<sup>th</sup> of each month and will receive a %50 refund
- All refunds done after the 7<sup>th</sup> will receive no refund

<u>Users who are found to no be using the field space and not releasing fields will be documented</u> <u>and can lose field space for the following brokering period</u>.

#### Weekend Slots:

- Weekend slots can be released 3 weeks after the start of the permit for a full refund,
- Releases after 3 weeks can be done by the 7<sup>th</sup> of each month for a %50 refund
- All refunds done after the 7<sup>th</sup> will receive no refund

Users who are found to no be using the field space and not releasing fields will be documented and can lose field space for the following brokering period.

## XVI. Wet Field Policy

Athletic use of wet or saturated fields may cause extensive damage resulting in field closure and costly renovations. Groups shall abide by the **Wet Field Policy** and preserve the life and condition of the fields by <u>not</u> playing on them in wet conditions. The following policy applies to a period of rainfall, over-watered fields and/or irrigation breaks. The "rainout" condition hotline is **650-329-2697**.

• All grass fields are deemed closed to use <u>during</u> rainfall. Play will be allowed

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during a light mist if the ground is hard and relatively dry at the time field use is considered.       [42]         during a light mist if the ground is hard and relatively dry at the time field use is considered.       [42]         e. In the event of rainfall (any precipitation that is greater than a light drizzle on a dry field), the fields will be deemed closed after the cessation of precipitation.       [6]         A failure to abide by this policy may result in the revocation of the permit and/or the assignment of last tor lower) priority statutes for field use scheduling for the following second. Individuals       [6]         Municipal Code.       [6]       [6]       [6]         XVII. Turf Preservation:       [7]       [7]       [7]         Your cooperation is needed to preserve the turf on City and District fields by following these guidelines.       [7]       [7]         Limit the use of cleats. Cleats longer than one-quarter inch (½") are prohibited for use on any synthetic turf playing fields.       [7]       [7]         Field use, especially sports practices, should be conducted in a manner that play will take place on different sections of the turf, thus reducing excessive turf wear and damage to any one area.       [8]       [6]         A, Do NOT use the fields during or after heavy rain, or when wet or muddy, for at least 48 hours etc.       [6]       [6]         Sector practices shall NOT be held on the infield area of a softball or buseball diamond, b. Softball, backall, and 1-ball praxtices shall be held only on designated ball fields in order to pr
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<b>XVIII.</b> Good Neighbor Policy The purpose of this policy is to ensure that decisions regarding the the best interests of the purpose of this policy is to ensure that decisions regarding the the best interests of the purpose of the purpose of this policy is to ensure that decisions regarding the the best interests of the purpose of the
use of City fields, parks and athletics complexes and District sites are used in the best interests of [Formatted [[381]]
the neighborhoods, sports organizations, and citizens of Palo Alto. The City has established the following rules and regulations to govern the use of the City's and the District's facilities for the
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safe and pleasant enjoyment of participants and neighbors. Every person is expected to abide by these rules or be subject to forfeiture of the security deposit and/or loss of the privilege of future use of the facilities. 1 All litter and debris that may occur as a result of your event must be picked up and Formatted: Font: 12 pt

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deposited into trash receptacles, where provided, or removed from the premises.	Formatted: Font: 12 pt
2 All groups are responsible for the condition in which they leave the facility. Any excessive	Formatted: Font: 12 pt
clean-up required by City or District crews following your use will be cause for forfeiture of all or	
part of your damage deposit.	Formatted: Font: 12 pt
3 No amplified music, use of musical instruments, radios, or Public Address System testing	Formatted: Font: 12 pt
or use allowed before 9:00 a.m. or after 8:00 p.m. and is allowed by permit only. In all parks, care	
shall be taken so that speakers are not directed at residences.	Formatted: Font: 12 pt
4 Complaints from surrounding neighborhood residents as to noise level, litter and debris,	Formatted: Font: 12 pt
and disregard for use of parking regulations could result in cancellation of your reservation,	
forfeiture of security deposit, and denial of future facility use.	Formatted: Font: 12 pt
5 No person shall park a motor vehicle in such a place or manner as would block or obstruct	Formatted: Font: 12 pt
any gate, entrance, or exit or resident driveway.	Formatted: Font: 12 pt

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City and District activi	ties and programs;	

Palo Alto resident, youth, non-selective membership, non-profit organizations or leagues (at least 75% residents);

Palo Alto resident, youth, non-profit organizations or leagues (at least 51% residents)

Palo Alto resident, adult, non-selective membership, non-profit organizations or leagues (at least 51% residents);

Palo Alto resident, adult, non-profit organizations or leagues (at least 51% residents);

Non-resident, non-profit organizations;

For-profit youth sports events;

For-profit adult sports events; and

Organizations that have previously violated the terms of the field use policy.

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# DRAFT City of Palo Alto Field Use Policy DRAFT

The City of Palo Alto (the "City") Field Use Policy (and the procedures adopted hereunder) has been established to ensure that City-owned, -maintained and –managed park and athletic field facilities, including the fields owned by the Palo Alto Unified School District (the "District") are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community, and that permitted users are fully informed as to the City's guidelines that govern their use of the park and athletic field facilities.

## Purpose:

- To strive to provide all Palo Alto residents with an opportunity to participate in their activity of choice.
- To establish policies and procedures governing the use of City parks and fields and District playing fields managed by the City of Palo Alto.
- To ensure Palo Alto residents have priority access to parks and playing fields.
- To provide for a variety of activities reflecting the athletic preferences of Palo Alto residents.
- To contribute a proportionate amount of field use time to regional organizations that Palo Alto residents participate in.
- To collect fees for the use of fields, in support of their ongoing maintenance.
- To ensure that decisions regarding the use of City parks and athletic complexes and District sites are used in the best interests of the neighborhoods, sports organizations and residents of Palo.

used in the best interests of the neighborhoods, sports organizations and residents of Palo Alto.

• To ensure that appropriate sports are permitted on appropriate fields.

Field use permits are required for exclusive field use or for any on-going seasonal, organized use of athletic fields maintained or managed by the City. In accordance with Palo Alto Municipal Code Section, the Recreation and Golf Services Division issues field use permits. The exclusive use of a field or an athletic field requires the making of an advance reservation and is subject to fee and security deposit requirements.

### For a list of available Facilities, see Appendix A.

### For a list of park amenities, see Appendix B.

### For a list of different Facility Types, see Appendix C.

**I. Field Use Permitting**: Field space usage requests are considered at three different time periods per fiscal year. Field space usage is awarded on a priority basis at the beginning of each of the fall, winter/spring and summer periods. After the original requests are processed on a priority basis, the fields are available for use to other non-priority requests. To apply for an Athletic Field Use Permit, an applicant must submit a field request form to the Field Coordinator/Supervisor. Field request forms can be found online at <u>www.cityofpaloalto.org</u>, at the Cubberley Community Center, or by requesting a form from the Field Coordinator/Supervisor, who may be contacted at 650-329-2192.

A field use reservation can be made no less than ten (10) calendar days prior to the desired date(s) of use. The three seasonal brokering periods are, as follows: **Fall** ~~ The first day of school (late August) through December 31. **Winter/Spring** ~~ January 1 through the last day of school (mid-June). **Summer** ~~ mid-June through late August.

### II. Field Request Form Deadlines:

- For Fall seasonal use dates, request forms must be submitted by May 1.
- For Winter/Spring seasonal use dates, request forms must be submitted by November 1.
- For Summer seasonal use dates, request forms must be submitted by March 1.

### **III. Seasonal Use Priority:**

- Palo Alto resident youth non-profit soccer and football organizations have field use priority on soccer/baseball/football joint use fields during the Fall use period.
- Palo Alto resident youth non-profit baseball, softball and lacrosse organizations have field priority on the baseball-softball/soccer joint use fields during the Spring use period.

### IV. Exceptions to Seasonal Priority:

- District programs have annual priority on District fields only.
- Palo Alto Recreation-administered programs have annual use priority on all fields.

### V. Eligibility:

The following are the field use priority guidelines for awarding field use at the start of each seasonal brokering period (in order of priority):

### Youth Priority

- 1. City and District activities and programs;
- 2. Palo Alto resident, youth, non-profit organizations or leagues (91%-100%)
- 3. Palo Alto resident, youth, non-profit organizations or leagues (81%-90%)
- 4. Palo Alto resident, youth, non-profit organizations or leagues (61%-80%)
- 5. Palo Alto resident, youth, non-profit organizations or leagues (41%-60%)

### Adults Priority (Designated times and fields – See section VI)

- 1. City and District activities and programs
- 2. Palo Alto resident, adult, non-profit organizations or leagues (91%-100%)
- 3. Palo Alto resident, adult, non-profit organizations or leagues (81%-90%)
- 4. Palo Alto resident, adult, non-profit organizations or leagues (61%-80%)
- 5. Palo Alto resident, adult, non-profit organizations or leagues (41%-60%)
- 6. Palo Alto resident, adult, non-profit organizations or leagues (21%-40%)

**Open - All ages** 

- 1. Palo Alto resident, youth or adult, non-profit organizations or (less than 41% youth; less than 21% adults
- 2. For-profit youth sports events
- 3. For-profit adult sports events
- 4. Organizations that have previously violated the terms of the field use policy.

To qualify for non-profit rates, organizations must provide a copy of their letter of non-profit status from the California Secretary of State's Office with their non-profit ID number indicated thereon, Payment with an organization's check or charge card is required.

An adult group is any group whose membership is limited to persons **18** years of age and older.

**VI. Field Allocations:** Fields will be permitted for the activities that the field(s) are intended for, designed for, classified as, or for activities conducted in a manner that does not compromise public safety or field quality and integrity.

- Youth soccer organizations or leagues that qualify for categories referred to in V.2, V.3, and V.4 and V.5 above will be allocated fields as follows:
  - Two (2) practice slots\* per team per week.
  - One (1) game slot\* per team every other week
  - Fields will be allocated to age appropriate athletes
  - 7v7 or younger small fields
  - 8v8 -10v10 medium fields
  - 11v11 large fields

\*Game slots, Practice Slots and age breaks downs are defined based on sport and field When priority booking takes place, slots are reserved for the entire brokering period. Slots brokered do not change because of daylight savings.

- At the Stanford/Palo Alto Playing Fields, the 8:30-10:00 pm weekday slots will be reserved for adult league play Tuesday, Wednesday and Thursday. 7pm-10pm slots are reserved for adults on Monday and Friday.
  - Sunday mornings from 8:00 am to 12:30 pm, at Terman 1 and 2, JLS 1, 2 and 3 and Mayfield will be reserved for adult league play. Adult leagues will be held to a maximum of 1 slot per team every other week. Any additional slots are open to all.

Each group within a brokering category can reserve all the slots they require based on the number of teams in their league. If after their selection there is not enough field space for lower priority groups, then the lower groups share the shortage equally by category.

### Tournaments:

Organizations who receive priority booking may request one tournament a year; that tournament will be given priority of fields use. Tournament dates must be given in advance of brokering and there can only be one tournament a weekend. All additional tournaments must obtain field space with non-priority selections.

## VII Residency:

A resident is a person residing within the city limits of the City of Palo Alto. Any person owning and paying taxes on real property in Palo Alto, but who is not living in the City, and any person having only a Palo Alto business address, are NOT considered a resident for field use application purposes. Children attending District schools are considered residents for enrollment purposes. The City will require identification or documentation of residency to be considered for priority brokering. In the event proof of residency cannot be established, the person will be charged the non-resident rates or will be limited by restrictions applicable only to non-residents.

## VIII. Residency Verification:

Palo Alto Recreation requires a master league roster complete with players' first and last names alphabetized, address, phone number, team, and proof of residency. Proof of residency may include:

- Palo Alto Utility Number
- Copy of Current drivers license with Palo Alto Address
- Copy of current school I.D. card or verification form (provided by city) signed by school (for youth attending PAUSD school)
  - Beginning Fall 2014 residency verification will be consistent with PAUSD requirements.

Any group or organization found to be misrepresenting its residency status will have its permit revoked for the season and will be assigned the last (or lowest) priority for field use scheduling for the immediately following season. In addition, any group or organization found to be reserving field use for any time period time for another organization (that would otherwise have a lower priority for field scheduling) will be penalized by the revocation of its permit for the season for which the permit is issued and that group or organization will be assigned the last (or lowest) priority for field use scheduling for the immediately following season.

### IX. Fees (As of July 2008)

All fees are due and payable **prior** to the issuance of any approved field use permit. The fees and charges for any field use permit are established by the City Council in the Municipal Fee Schedule and are not negotiable; only the Council has the authority to waive fees and charges by amendment to the Municipal Fee Schedule. The following is a summary of the fees and charges; in the event of a conflict between the fees set forth below and the fees and charges established by the Municipal Fee Schedule, the fees and charges established in the then current Municipal Fee Schedule shall apply. Actual fees for each season will be referenced on the field request form. Grass field fees are, as follows:

- Palo Alto based youth non-profit organizations who qualify for eligibility priority V.2 -V.5 above will be charged between \$1.00 \$20.00 per hour
- Resident fee: \$7.50-\$75.00 per hour;
- Resident non-profit fee: \$7.50-\$75.00 per hour
- Non-resident fee: \$10.00-\$150.00 per hour.

Synthetic turf field's fees are as follows:

• Palo Alto based youth sports groups - \$25-\$50/hour/full field

- Resident, non-profit fee \$30-\$60/hour/full field
- Resident fee -\$45-\$90/hour/full field
- Non-resident fee-\$80-\$130/hour/full field

Lights: Lights usage is charged at the rate of \$20 per use at softball and baseball fields where there are lights.

The concession stand at the Stanford Palo Alto Playing Fields can be rented for \$25/day.

# X. Deposits

A refundable deposit of one hundred dollars (\$100.00) is required for *all* single athletic field use reservations. Long term renters are required to provide a \$750 refundable security deposit.
 The City reserves the right to deduct from the security deposit all additional charges relating to, but not limited to ignitarial services maintenance/renair services atoff time, or amergeney.

but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that are required as a result of the field use.

3. A security deposit may be fully or partially refunded for any of the following reasons:

a. Damage to facility;

b. Misuse of the facility;

c. Inadequate cleanup by the permit holder, requiring additional custodial/staff time following the permit holder's use;

d. Violation of field use rules

4. If the additional fees due and payable exceed the amount of the security deposit, the permit holder will be billed for the balance due. Payment will be due and payable within thirty (30) days of the date of invoice. Fees that are not paid will be assigned for collection to a collections agency and the user group will be ineligible to apply for field use until the unpaid amount is settled in full.

# Insurance Liability

A valid insurance certificate is required for use of any City or District field. The insurance certificate must afford one million dollars (\$1,000,000.00) of general liability coverage per occurrence and contain the following information:

• General liability coverage (property and bodily injury) as evidenced by an insurance certificate with an endorsement naming the City of Palo Alto (CPA) AND the Palo Alto Unified School District (PAUSD) as ADDITIONAL INSURED, and guaranteeing 30 days prior notice to change or cancellation of the policy.

Use of fields will not be permitted unless a valid insurance certificate has been received by not later than two

(2) business days prior to the schedule date of use of the field or other facility.

- 1. The permit holder shall be responsible for any and all damage to the City's or the District's premises, turf, equipment and/or property. If additional maintenance is deemed required (in excess of normal services/time) to restore the premises, turf, equipment and/or property to reasonable use by others. the permit holder shall be charged accordingly.
- 2. The City and the District disclaims responsibility for any accident, injury, liability, loss or damage to person or property as a result of unauthorized field use.
- 3. The permit holder will be responsible for all actions and omissions that result in damages that are caused by their attendees.

## XII. Tennis Court Usage

1. Tennis courts are available for reservation for Palo Alto Tennis Club and USTA **tournament/match use only.** 

2. The City brokers all City and District tennis courts.

3. Only 50% of the available courts at any location can be reserved at the same time and date. All other courts will remain open to the general public.

4. Tennis courts are not available for reservation by individuals for private use, including private lessons, picnics and individual play. No person shall provide or offer tennis lessons for compensation on City-owned tennis courts except as part of and approved as a City-sponsored program.

5. Tennis courts are available for individual use on a **first-come**, **first-served basis**. Each court use is subject to a one-hour time limit whenever there are others waiting to use the court.

6. Tennis courts are for tennis play only. No rollerblades, skates, skateboards, or pets are permitted on any tennis court.

7. No individual may solely occupy and use a court if other individuals are waiting to play on that court.

8. No person shall play a sport other than tennis on City-owned tennis courts unless expressly allowed via permit issued by the City Recreation and Golf Division.

9. All steel racquets must have guards.

10. Only tennis shoes and non-marking soled shoes are allowed on the tennis courts.

A: Locations: Tennis courts are available at the following locations: Cubberley

Community Center (6) Mitchell Park (7)

Rinconada Park (9) Hoover Park (2) Peers Park (2) Terman Park (2) Weisshaar Park (2) Gunn High School (7) Palo Alto High School (7) JLS Middle School (6) Jordan Middle School (6)

### **B: Tennis Court Fees:**

Residents: \$5.00-\$10.00 per court per hour Non-residents: \$7.00- \$20.00 per court per hour

# XIII. Permit Rules & Regulations

1 Permits cannot be transferred or assigned to any other person, group or organization for any reason.

2 Users must pick up and remove any trash generated by their activity.

3 The misuse of City or District facilities or the failure to conform to facility regulations, established policies (including the Wet Field Policy) and procedures or any other Federal, State, or local law, rule regulation or ordinance shall be sufficient grounds for the immediate revocation of the permit and/or the denial of any future applications. No refund will be granted.

4 Permit holders shall restrict their use to only those fields or courts specifically reserved and

paid for, as designated in their permit. Other fields or courts may be scheduled by other groups and may not be available. Permit holders must be in possession of their Field Use Permit in case there is a need to address the question of who has priority use or reservation for the field or court in question. If the permit holder cannot use a field or court due to unauthorized use by another party, the permit holder should contact the Palo Alto Police Department at 650-329-2413.

5 Complaints from surrounding neighborhood residents as to the permittee's activity noise level, litter and debris, and/or disregard of parking regulations could lead to the cancellation of the permit or reservation, the forfeiture of the security deposit, and the denial of facility use in the future. **See Good Neighbor Policy** 

### XIV. General Rules & Regulations

All City of Palo Alto Municipal Codes/Regulations apply to all City and PAUSD fields.

1. No activity other than softball is permitted at the El Camino Park and Baylands Athletic Center softball fields, unless such activity is expressly allowed by permit. No activity other than baseball is permitted at Baylands Athletic Center Baseball Field, unless such activity is expressly allowed by permit.

2. The City reserves the right to cancel an approved reservation due to maintenance needs, overuse of facility, unsafe conditions, or due to a conflict with a City or District event. In these cases, all attempts will be made to provide a minimum of 15 days advance notice and to provide an alternate location for the group's scheduled practice, game or activity. In the event of an emergency, when only short or no notice can be provided, groups must cooperate with the request to not use the facility or risk loss of current permit and denial of future use. If there are no alternate facilities available, the City is not obligated to provide an alternate facility. In case of such event, a full refund will be given.

3. No person shall use an athletic field which is posted as being closed, whether the closure is for excess rainfall or for field maintenance or other reason.

4. All motor vehicles must park in marked stalls in the parking lots or legally on side streets, or be subject to citation. No unauthorized vehicles shall enter park premises, drive on turf, grounds, playfields, or paved walkways.

5. All dogs must be on a leash and owners must clean up after their dogs.

6. For facility hours of operations, see Appendix C.

7. No portable BBQ's are permitted at any time in any facility.

8. No golf is permitted at any park or sports complex, with the exception of the Palo Alto Municipal Golf Course.

9. Baylands Athletic Center is closed on Mondays for maintenance.

10. No alcohol or tobacco products are allowed on any District property at any time.

11. Athletic fields may be lined prior to a group use. Water soluble spray paint is the only permitted means of lining a field. No fields are permitted to be lined by means of Round Up, Dolomite or other herbicide, which can permanently burn lines into the field. Different color lines should be used for different sports. Soccer shall use white, rugby shall use blue and lacrosse shall use yellow.

12. Vending at a field is permitted only if the vendor is associated with the activity and has received the prior approval of the City's representative. 13. Gambling is prohibited at all City and District property. 14. Soccer goals must be anchored at all times when they are located on the playing fields. When goals are not being utilized for play, they must be secured off the playing fields in a manner which will not permit tipping or create any hazardous condition that could cause

injury to any person. The City of Palo Alto and District are not liable for accidents, injuries or loss of or damage to individuals or property. Should any goal left on site be found not secured and locked up properly, the permittee will be subject to a fine of \$250.00. A subsequent violation will result in revocation of the current field user's permit. 15. The City of Palo Alto encourages partnerships and volunteerism to improve field quality and maintenance; however, in the absence of a written agreement, donations and/or contributions of time does not give any organization priority at any facility. Groups wishing to make alterations to facilities must submit these improvement requests in advance to the City. No groups will be allowed to make any alteration to any facility without first obtaining the City's approval.

## XV. Cancellations

For groups other than Palo Alto based youth non-profits, cancellations must be made, in writing, and submitted to and received by the Fields Coordinator at least seven (7) business days in advance of the scheduled use date in order to be entitled to receive a refund. If it rains on the date of reservation, a full refund will be available. For priority booking organizations, released can be done at the following times

### Weekday Slots:

- Field releases requested before the start of the permit will receive a full refund.
- Field releases requested after the start of the permit must be done by the 7<sup>th</sup> of each month and will receive a %50 refund
- All refunds requested after the 7<sup>th</sup> will receive no refund

Users who are found to no be using the field space and not releasing fields will be documented and can lose field space for the following brokering period.

### Weekend Slots:

- Weekend slots can be released 3 weeks after the start of the permit for a full refund.
- Releases after 3 weeks can be done by the 7<sup>th</sup> of each month for a %50 refund
- All refunds done after the 7<sup>th</sup> will receive no refund

Users who are found to no be using the field space and not releasing fields will be documented and can lose field space for the following brokering period.

# XVI. Wet Field Policy

Athletic use of wet or saturated fields may cause extensive damage resulting in field closure and costly renovations. Groups shall abide by the **Wet Field Policy** and preserve the life and condition of the fields by <u>not</u> playing on them in wet conditions. The following policy applies to a period of rainfall, over-watered fields and/or irrigation breaks. The "rainout" condition hotline is **650-329-2697**.

• All grass fields are deemed closed to use during rainfall. Play will be allowed during a light mist if the ground is hard and relatively dry at the time field use is considered.

• In the event of rainfall (any precipitation that is greater than a light drizzle on a dry field), the fields will be deemed closed after the cessation of precipitation.

A failure to abide by this policy may result in the revocation of the permit and/or the assignment of last (or lower) priority status for field use scheduling for the following season. Individuals who violate this provision may also be subject to a \$100 fine in accordance with the Palo Alto Municipal Code.

### XVII. Turf Preservation:

Your cooperation is needed to preserve the turf on City and District fields by following these guidelines:

Limit the use of cleats. Cleats longer than one-quarter inch  $(\frac{1}{4})$  are prohibited for use on any synthetic turf playing fields.

Field use, especially sports practices, should be conducted in a manner that play will take place on different sections of the turf, thus reducing excessive turf wear and damage to any one area.

Rotate use of areas (i.e.: use middle of turf area for drills one day and sides of the field the following day), and when possible, stay off of the fringe or bare areas to limit erosion and further damage.

3. Replace turf divots at the end of each day to help re-root the grass.

4. Do NOT use the fields during or after heavy rain, or when wet or muddy, for at least 48 hours etc.

Soccer practices shall NOT be held on the infield area of a softball or baseball diamond.
 Softball, baseball, and T-ball practices shall be held only on designated ball fields in order to prevent injuries to other park users.

7. Remove all equipment at the conclusion of use each day. This includes soccer goals. No equipment shall be allowed to be left unattended on City or District property without the prior approval of the Fields Coordinator.

8. Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a safe distance between fields for safe passage of spectators and participants.

9. Paint is the only approved method of applying lines to the fields. Burning of lines with chemicals or cutting lines into turf areas is not allowed.

10. Report hazards on City property to the Parks Division office at 650-496-6962.

11. Report emergencies (e.g., broken water lines, gushing sprinkler heads, etc.) promptly to Palo Alto Communications at 650-329-2413 who will summons the appropriate personnel. When you make the call, be prepared to fully identify yourself, your location, and the specific nature of the emergency.

12. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas.

13. Bicycles are prohibited on all synthetic turf fields.

14. No food or beverages, with the exception of water, will be permitted on any synthetic turf field.

**XVIII. Good Neighbor Policy** The purpose of this policy is to ensure that decisions regarding the use of City fields, parks and athletics complexes and District sites are used in the best interests of the neighborhoods, sports organizations, and citizens of Palo Alto. The City has established the following rules and regulations to govern the use of the City's and the District's facilities for the safe and pleasant enjoyment of participants and neighbors. Every person is expected to abide by these rules or be subject to forfeiture of the security deposit and/or loss of the privilege of future

use of the facilities.

1 All litter and debris that may occur as a result of your event must be picked up and deposited into trash receptacles, where provided, or removed from the premises.

2 All groups are responsible for the condition in which they leave the facility. Any excessive clean-up required by City or District crews following your use will be cause for forfeiture of all or part of your damage deposit.

3 No amplified music, use of musical instruments, radios, or Public Address System testing or use allowed before 9:00 a.m. or after 8:00 p.m. and is allowed by permit only. In all parks, care shall be taken so that speakers are not directed at residences.

4 Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of your reservation, forfeiture of security deposit, and denial of future facility use.

5 No person shall park a motor vehicle in such a place or manner as would block or obstruct any gate, entrance, or exit or resident driveway.