

City of Signal Hill Policy

Field and Court Allocation
4.17

DATE: October 20, 2021

REVISION NO: 003

APPROVED: _____

DEPARTMENT:
Community Services

I. PURPOSE

To establish a procedure for allocating and approving applications for field, court, fitness instructors, and school sports groups.

II. GENERAL POLICY

General rules apply to all locations. Applications will be accepted up to three months in advance. An application to reserve a facility must be completed and paid in its entirety, ten business days prior to the event.

Permits will only be issued to persons 21 years of age and older. The person signing the permit (applicant) **must be present for the duration of the event**. A picture I.D. will be required at the time of application to verify age and residency. Applicant may be required to show identification the day of the event to City staff. All correspondence and communication will be sent to the applicant. A copy of the Facility Rental Permit must be carried by the applicant to their event. All reservations must be approved by the Community Services Director or his or her designee. Outdoor Reservations are only available during park hours.

A reservation is not confirmed until all fees have been received and the applicant has an approved Facility Rental Contract/Permit. The applicant shall not advertise its use of the facility until this authorization is received.

Activities involving youth (under 21) must have no less than a 1:10 adult-to-youth ratio. The City may request a list of chaperones. City staff reserves the right to full access and inspection of all facility reservation areas at any time and to document the appearance and condition of the facility with photographs.

Depending on the nature of the event, it is within the sole discretion of the Community Services Department to request additional approval from the Parks and Recreation Commission or City Council. The City reserves the right to require security guard services at any activity held on any City property. The City may also require the user to provide a duplicate policy of insurance naming the City as additional insured. Depending on the nature of the rental, the amount of coverage will be determined by the

City. Insurance requirements must be submitted ten calendar days prior to scheduled use.

The City reserves the right to refuse use of any facility if applicant fails to comply with City rules and regulations or if the planned event is not an appropriate usage of the facility. Any group, organization, or individual can be denied a permit, if in the opinion of the Community Services Director that activity is not in the best interest of the City or the community.

Applications must be completed in-person at the Community Services Department, 1800 Hill Street, Signal Hill, CA 90755. Business Hours: Monday - Thursday, 7:30 a.m. – 5:30 p.m. and Friday, 7:30 a.m. – 4:30 p.m., excluding holidays. Payments are accepted in cash, check, credit card, or money order.

The applicant agrees to abide by and enforce the rules, regulations, and policies listed in this document. The applicant agrees to accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. Any violation of the City of Signal Hill Facility Permits Policies (4.9, 4.9A, 4.9B, or 4.17) can result in immediate cancellation of the permit and forfeiture of all fees and deposits. Any groups or individuals found sub-letting the facility will have their permit cancelled and further use denied. The refundable deposit may be returned to the applicant after the event is properly cleaned up and no breakage or damage has occurred.

The primary purpose of the community facilities is to enhance community programs. Therefore, priority and categories are as follows:

1. City Sponsored Programs

Programs sponsored by the City of Signal Hill with the goal of participation and access to youth athletics, with an emphasis on ensuring, that irrespective of gender, both boys and girls have the same level of support, resources, and field use in the implementation of the City's various youth sports programs.

2. Long Beach Unified School District

Sport programs provided by the District for school related athletics.

3. Non-Competition Programs

Sports organized or provided by volunteer-based service clubs, benevolent groups, private or home-schooled groups, and sport specific non-profit athletic organizations. Teams play locally, against other local teams and no out of area travel is involved. Examples of such groups: Little League, Bobby Sox, LBYSO. Teams play only one season in a year. Teams that play year-round will be limited to a traditional season for allocation purposes.

Fitness-related businesses located in Signal Hill.

4. Competition Programs

Teams whose primary purpose is to travel to multiple sites, attend tournaments or similar for skill enhancement to a CIF or similar athletic pursuits. Participants are selected to participate based upon skill.

5. Non-Profits and Schools

Teams who participate in programs organized by another agency or entity that have land or through usage agreements have access to facilities. Examples of such entities are YMCA, Boys and Girls Club, Salvation Army, Long Beach Unified School District.

The following rules apply to all field, court, fitness instruction, or school groups.

- City will maintain gender equitable opportunities for youth who participate in sports programs and recreational activities. This includes the allocation of field space. Therefore, the City will ensure the equitable distribution of resources for all youth sports.
- No maintenance without approval of City.
- Staff will monitor the use of City facilities. The City reserves the right to assign additional staff or security for any event to be paid by the applicant. Staff scheduled to monitor the facility are not available to assist with event operations.
- Cooking of any type must occur at designated picnic shelters that have a barbeque.
- The City reserves the right to cancel any permit due to resident complaints with no compensation to the applicant.
- Field or courts use for games must be approved through the Parks and Recreation Commission. Staff is authorized to permit practices only.
- In the event of inclement weather, or if the field or court, in the judgment of the City should not be used, the usage shall be cancelled by the City. Users should contact the City on the day of usage, if there is a question as to the use of the facility. As a result, a full refund will be made less any non-refundable deposits or fees.
- Wet Field Policy: Groups shall abide by the Wet Field Policy and preserve the life and condition of the fields by not playing on them in wet conditions. A field is considered too wet if you can see standing water, hear a “squishy” sound when walking on the turf, or have mud on the bottom of your shoes after walking on the

turf. Play is allowed during a light mist if the ground is hard and relatively dry. If, however, it has been raining for three days, or the wet conditions, as described above exist, groups are not to play.

- User will be responsible for any injury or damage incurred on or off the field or court.
- Reasonable sound level is to be maintained. No amplification is allowed. Reasonable sound level is defined as not to disturb the peace, quiet, and comfort of the neighboring properties or other persons.
- Insurance: Groups must provide a Certificate of Liability Insurance policy showing THE CITY OF SIGNAL HILL, ITS OFFICERS, EMPLOYEES, AGENTS AND VOLUNTEERS as Additional Insured.
- The City of Signal Hill is not liable for accidental injury to persons or loss or damage of group or individual property.
- Depending on the sport, no more than two teams will be allowed to practice at any one time, with a maximum of 50 youth actively participating at any given time for non-exclusive use. There will be no reduction in field fees because of dual use. Lighting fees may be shared.
- Light usage requires an additional fee. Lights will be provided 15 minutes before and 15 minutes after reserved time to allow for safe entry and exit of the field or court.
- City field(s) and court(s) will be allocated in an equitable manner with:
 - Co-ed teams having first priority
 - Teams made up either solely or by a majority of boys or girls will alternate days of use. Example: Monday/Wednesday; Tuesday/Thursday.
- City approved game play will be scheduled by alternating each weekend. Example: morning one weekend, afternoon the next weekend.
- Youth will have first priority in the following groupings:
 1. 6 and under
 2. 10 and under
 3. 12 and under
 4. 16 and under
- Field will be allocated based upon traditional season listed in Section IV Spud Field Policies.

- No group shall be permitted more than twice a week. Any additional use must be approved by the Community Services Director. Reservations shall not imply a monopoly.
- Equity allocation will be the primary factor considered in allocation of City facilities.

III. APPLICATION PROCEDURE

- Anyone wishing to use a facility must complete the designated application for use of City Facilities.
- Applications for fields, courts, fitness instruction or school groups will be accepted up to three months in advance.
- Application fee is due at time of submitting the application and is non-refundable. Additional fees are due upon approval of the permit. A payment schedule may be considered by the City on a month to month basis; however, such payment must be received in advance of use. Late payment will result in cancellation of the permit.

IV. SPUD FIELD POLICIES

The following rules apply to Spud Field.

- Due to the dimensions and the close proximity of the field to residences use of Spud Field is limited to youth sport use only. Youth is defined as 16 years and under. Baseball or softball usage is limited to youth under 12 years old due to the home run fence distance of 200 feet.
- Traditional Season Calendar:

Fall	September, October, November, December
Winter	December, January, February, March
Spring	March, April, May, June
Summer	June, July, August
- No practices or games shall start before 9:00 a.m. No arrival of team members before 8:30 a.m. and no field preparation before 8:00 a.m.
- No light use is permitted on Sunday.
- Field light use only until 9:00 p.m. unless otherwise approved by the Community Services Director.

- No vehicles on the field.
- Selling, such as a snack bar, fundraising, or display of sponsorship support banners, must be approved by the Community Services Director in writing.
- No items shall remain on the field or attached to the fence at the conclusion of event.
- The City provides no equipment for the use of the field.
- The City may close the field for maintenance once per year or as needed.

V. FITNESS INSTRUCTION POLICIES

The following rules apply to Fitness Instructors.

- The Annual Registration Fee is due at the time the Fitness Instruction Application is submitted. The annual fee is valid, one year from the date of submission.
- Fitness Instruction may not exceed a ratio of 1 instructor to 10 participants; Spud Field is the only exception and may have a participant ratio of 1 to 25, with a maximum of two groups (not to exceed 50 participants) at one time.
- A maximum of two instructors would be permitted in a park at any one time.
- Adults may not exercise on playground equipment intended for children.
- Park amenities, including light poles, picnic tables, benches, railings, chain link fencing, freestanding signs, bike racks or barbeque grills, may not be used for exercise activity.
- Equipment may not be affixed to any park amenity (trees, tables, poles, etc.)
- Exercise equipment weighing over 20 pounds is prohibited in all parks.
- Weights or other equipment (less than 20 pounds) may only be used on hard surfaces (basketball court, amphitheater).
- Instructor is responsible for leaving area clear of debris, clothing, and equipment at the end of class. No storage is provided for equipment or supplies. All items must be removed from the park at the conclusion of the event. Any items left behind will be discarded or donated.

VI. SCHOOL GROUP POLICIES

The following rules apply to school groups.

- School Team Applications will be accepted throughout the year and will be valid for one year from the date of issue.
- There is no charge for permits, but they must be renewed annually.
- An adult coach must be present and remain on site for the entire training.
- Only the applicant noted on the School Team Application may make changes to the permit. Changes must be made in writing.
- When using parks to warm up prior to running, athletes, coaches and parents shall abide by the following regulations:
 - NO PARKING IN THE LOTS ON PARK GROUNDS. Athletes, coaches and parents are asked to park on City streets rather than in limited park parking lots, staging at Signal Hill Park in upper lot on Legion Dr. north of Hill St.
 - When running on City streets, athletes are to be cautious and run on the sidewalks or near the right edge of the street adjacent to the sidewalk, not in the street.
 - Athletes, parents and coaches are to obey all traffic and pedestrian laws.
 - When running on sidewalks, please be courteous to pedestrians when passing or being passed.
 - Adults may not exercise on playground equipment intended for children.
 - Park amenities, including light poles, picnic tables, benches, railings, chain link fencing, freestanding signs, bike racks or barbeque grills, may not be used for exercise activity.
 - Equipment may not be affixed to any park amenity (trees, tables, poles, etc.)
 - Exercise equipment weighing over 20 pounds is prohibited in all parks.
 - Weights or other equipment (less than 20 pounds) may only be used on hard surfaces (basketball court, amphitheater).
 - Instructor is responsible for leaving area clear of debris, clothing, and equipment at the end of class.

VII. EXEMPTIONS

There shall be no exceptions to this policy unless authorized by the Community Services Director.