



to comply with City regulations, including posted signage at parks, may forfeit all or part of their access to and/or right to use one or more facilities

- Athletic fields at City Park sites are available to the public on a first-come, first-served basis, unless a reserved activity is occurring.
- Athletic fields will be used in a manner consistent with their intended purpose. Facilities designated as “multi-use” by the Temecula Community Services Department (TCSD) will be distributed at the direction of the Director of Community Services or his/her designee.
- City athletic fields are available for public use from 8:00 a.m. until dusk. Fields reserved by recognized leagues and approved rental activities may utilize the fields starting at 4:00 p.m. with appropriate lighting until 10:00 p.m.
- All field reservations must be made through the Temecula Community Services Department. Third-party organizations may not attempt to take or offer reservations of City facilities.
- Recognized youth leagues (per *Recognition of Youth Athletic Leagues Policy*) shall receive priority in the scheduled use of City fields.
- An hourly fee will be assessed according to the current fee schedule (available upon request).

#### **NOTE ON CAMPS AND CLINICS:**

*Camps* are defined as an instructional or coaching activity lasting more than a day but no more than a week. *Clinics* are defined as an instructional or coaching activity lasting a day or less on a specific topic (e.g., hitting, pitching, etc.). Serial requests to conduct a camp and/or clinic are considered an instructional class that is not permitted under the field reservation process but would be evaluated as part of the Contract Class program.

#### **PROCESS FOR RECOGNIZED YOUTH LEAGUES:**

##### **Categorization of Fields:**

For field allocations for Recognized Youth Leagues, the following field categories will be allocated based upon availability:

1. Gold – Prime Fields (City fields)
2. Silver – Above Average (School fields with lights)
3. Bronze – Average Fields (School fields without lights)

For safety reasons, all fields must be used for their intended purpose. No play is permitted outside of the established and approved areas unless pre-approved by TCSD. (i.e., small youth playing on larger base path fields created for older participants).

##### **Field Reservation Process:**

- All reserved use must be approved by the Director of Community Services or his/her designee.
- TCSD reserves the right to adjust reserved use.
- Non-Temecula teams are not permitted to play other non-Temecula teams on City or School approved fields for any other purpose other than a tournament.

- Recognized leagues may play opposing non-Temecula teams on City or School approved fields only if required through their conference or sanctioned league. Official paperwork from the conference or sanctioned league must be turned in on letterhead for verification.
- All recognized leagues are required to submit registration information prior to each season/rental as directed by City staff (per *Recognition of Youth Athletic Leagues Policy*).
- Each recognized youth league must submit its league rosters (per team/per division) by the deadline provided by staff. If not submitted by the established deadline, league may be penalized.
- The number of Temecula residents participating in the recognized league will be divided by the number of field hours available for use, resulting in the percentage of fields allocated to each league, per season.
- League schedules identifying participating teams must be provided by established deadline provided by staff to determine appropriate fees.
- Each recognized league is responsible for scheduling all league games and individual team practices.
- Submission of registration information does not constitute approval. Approval for field use is granted only after final field allocations have been completed and organizations are in compliance with all policies and procedures.
- Any recognized league that has been allocated field space and does not intend to use it as scheduled must notify TCSD so that the field may be reallocated.
- Any recognized league may relinquish or exchange their approved field allocation, or any part of it, with another recognized league that has been approved by the TCSD. However, any modification of the approved field allocation must be verified in writing, by all parties involved, and the change must be approved by TCSD.
- Sub-leasing field space is prohibited. Any League attempting to sub-let its allocation will be subject to revocation of field-use privileges and/or Recognized Youth League status.
- City-owned and managed fields will be monitored for appropriate and permitted use. Infringement on permitted users will not be allowed.
- Recognized Youth Leagues who receive field space through the field allocation process are not permitted to request to rent fields.
- Recognized Youth Leagues' Opening/Closing Days and other special event activities, including barbecues that are coordinated by sports organizations, must be pre-approved by the City. A special application is required for events other than regular league practice-and- play use of fields.

**Season Priority:**

For Recognized Youth League field allocation, the sport traditionally held during the season being allocated will have priority consideration. All other users will have secondary priority consideration as field availability permits.

<b>Purpose:</b>	<b>Fall/Winter*</b>	<b>Spring/Summer*</b>
Pre-Season Practice	Mid-August – September 1	February 1
League Play	September 1 – November 30	March 1 – June - August
Field Renovation	December - March	June – August (RRSP after Labor Day)

\*Seasonal schedule subject to change at the discretion of the Director of Community Services or his/her designee

## **PROCESS FOR RENTALS:**

### **Field Reservation Process:**

- All reserved use must be approved by the Director of Community Services or his/her designee.
- TCSD reserves the right to adjust reserved use.
- Non-Temecula teams are not permitted to play other non-Temecula teams on City or School approved fields for any other purpose other than a tournament.
- Approved rentals are required to submit registration information prior to each season/rental as directed by City staff.
- Approved rental groups are permitted to contain both youth and adult, divisions within their organization, however, separate rental paperwork must be submitted for each. In addition, never may both youth and adult divisions engage in activity on the same field.
- Each approved rental must submit its request by deadline provided by staff. Fields will be reserved by a lottery system if multiple approved rentals are requesting the same timeframe.
- League schedules identifying participating teams must be provided by established deadline provided by staff, to determine appropriate fees.
- Each approved rental is responsible for scheduling all league games and individual team practices.
- Submission of registration information does not constitute approval. Approval for field use is granted only after final field allocations have been completed and organizations comply with all policies and procedures.
- Any approved rental that has been allocated fields cannot re-allocate, exchange, trade, or sub-lease fields with any other user group. User must notify TCSD of any allocated field space that is not being used, for proper reallocation. Any group attempting to do so will be subject to revocation of field-use privileges.
- City-owned and managed fields will be monitored for appropriate and permitted use. Infringement on permitted users will not be allowed.
- Approved rental groups Opening/Closing Days and other special event activities, including barbecues that are coordinated by sports organizations, must be pre-approved by the City. A special application is required for events other than regular league practice-and- play use of fields.

### **GENERAL FIELD USE INFORMATION:**

#### **Hours of Operation:**

Access to fields and activities on fields can begin no earlier than 8:00 a.m. Non-lighted fields and those lighted fields not in use will close at dusk. Field lights shall be extinguished no later than 10:00 p.m.

#### **Field Lighting:**

- An hourly use rate will be charged according to the current fee schedule. Approved rentals using the field lighting shall pay in full prior to lights are turned on.
- Refunds or credits will be issued when fields are closed by City staff.

- Games or practices shall not continue without sufficient daylight or field lighting. Approved rentals must plan accordingly, as lights will be extinguished at scheduled times.
- If a rental cancels a reservation, TCSD staff must be notified a minimum of 24 hours before the reserved time. If TCSD is not notified, the league/rental will be charged accordingly.

### **City Managed School Fields:**

The City of Temecula maintains a joint-use agreement with the Temecula Valley Unified School District to utilize their fields within the City limits. Access to these fields is ultimately permitted by the Temecula Valley Unified School District and can be denied at any time due to field availability, maintenance issues, or safety issues.

### **Field Conditions:**

City staff will determine the closure of fields due to inclement weather or other conditions. For updated field condition information, visit the City of Temecula's website: **[Temeculaca.gov/sports](http://Temeculaca.gov/sports)**

If a game is in progress, play may be resumed if a drizzle condition stops; however, it is at the discretion of a board member of the organization, the game official, or City staff.

### **Goals:**

Soccer goals must be anchored to the ground according to City staff specifications. Soccer goals shall be stored and locked in designated areas immediately following practices and/or games. Goals may be moved by City staff and/or approved City contractors for mowing and field maintenance. Soccer goals must be removed from fields when the season of play is completed, or arrangements are made with the City.

### **Temporary Fencing:**

Portable fencing companies must be approved by the City. Dates for placing and removing temporary fencing will be determined by TCSD and City Maintenance staff. Fencing may be removed by TCSD staff, City Maintenance staff and/or approved city contractors for mowing and field maintenance.

### **Tarps/Awning/Canopies:**

- Tarps designated for shading and screening dugouts must be properly secured with zip ties and must be uniform in color. Color must be approved by TCSD and City Maintenance staff.
- Awnings and canopies with floorings or stakes are not permitted.

### **Use of Banners:**

With prior City approval, banners that meet City specifications of size (3X4) and consistency may be installed for the duration of the season on outfield fencing only with a total of 9 banners per field. Before placing banners, a meeting must be set up with the Public Works Department for placing due to watering restrictions.

**Vehicle Use on Fields:**

Vehicles, including All-Terrain Vehicles, golf carts, trucks, “mules”, etc., may not be allowed to drive on the fields unless authorized by the Director of Community Services, his/her designee, and/or Public Works Department.

**Vendors:**

There are to be no outside vendors (those vendors who do not have a contract with the City to vend in specific areas) at City parks without prior approval. Sports photography (team pictures) must have prior City approval.

**Vendor Requirements:**

Organizations, teams, and individuals requesting vendor services for an event on City property must receive prior approval from City staff. If approved, vendors must provide the following items listed below. TCSD will not accept any paperwork or fees from vendors directly. Organizations must submit paperwork and payment to TCSD staff.

**Food Vendors**

- Current health permits from the Riverside Health Department.
- Current food handler’s license.
- Current City business license.
- \$1,000,000 General Liability Insurance co-naming the City of Temecula/ Temecula Community Service District as additionally insured. (Dollar amount subject to change with cities policy holder)
- A fee of \$75.00 per day/ per location.

**Other Vendors**

- Current City business license.
- \$1,000,000 General Liability Insurance co-naming the City of Temecula/ Temecula Community Service District as additionally insured. (Dollar amount subject to change with cities policy holder)
- A fee of \$75.00 per day/ per location.

Each season, recognized leagues will be allowed to have either an Opening Day or Closing Day ceremony. Recognized leagues must request dates and locations at the Field Allocation Meeting before the season. Paperwork must be submitted and approved by the TCSD at least 30 days before the event.

**FIELD USE INFORMATION FOR PATRICIA H. BIRDSALL SPORTS PARK AND THE SPORTS RANCH AT SOMMERS BEND:**

**REGULATIONS:**

- Athletic fields at the Patricia H. Birdsall Sports Park and The Sports Ranch at Sommers Bend are available to the public on a first-come, first-served basis, unless a reserved organized-use activity is occurring.
- Athletic fields will be used for the purpose that they were designed and intended to be used. Football/soccer activities should be conducted on football/soccer fields, baseball/softball activities should be conducted on baseball/softball fields. Fields may not be altered for use.
- The TCSD may consider approving field allocations for “special use” as deemed appropriate by the Director of Community Services (i.e., Spring Egg Hunt event)
- Athletic fields are available for public use from 7:00 a.m. until dusk. Reserved organized-use activities may utilize the fields starting at 4:00 p.m. with appropriate lighting until 10:00 p.m.

**Reserved Use:**

Patricia H. Birdsall Sports Park includes four (4) synthetic turf soccer fields, one (1) overlay synthetic turf football field, four (4) softball/baseball fields, four (4) outdoor basketball courts and other amenities such as a tot lot and concession stand.

The Sports Ranch at Sommers Bend includes two (2) synthetic turf soccer fields, two (2) softball/baseball fields, two (2) outdoor basketball courts and other amenities such as a tot lot and concession stand.

- Fields are available for reservation through the Temecula Community Services Department.
- The priority use of the athletic ball fields at the Patricia H. Birdsall Sports Park and The Sports Ranch at Sommers Bend shall be as follows:

**Monday – Friday**

- 1<sup>st</sup> - City sponsored and/or endorsed programs or events
- 2<sup>nd</sup> – Temecula based non-profit local recognized leagues
- 3<sup>rd</sup> – Temecula based sports organizations
- 4<sup>th</sup> – Other (i.e., non-resident)

**Saturday – Sunday - Holidays**

- 1<sup>st</sup> - City sponsored and/or endorsed programs or events
- 2<sup>nd</sup> –Tournaments

- Recognized leagues are defined in *Recognition of Youth Athletic Leagues Policy*
- An hourly fee will be assessed according to the current fee schedule
- A non-resident fee of \$30.00 will be implemented for any non-recognized leagues with non-Temecula teams playing on City fields, other than a tournament.

For the purpose of field allocation, the sport traditionally held during the particular season will have first priority. Secondary users will have secondary priority as field availability permits. Seasons are established as follows:

<u>Usage</u>	<u>*Fall/Winter</u>	<u>*Spring/Summer</u>
Pre-season practice	Mid-August-Sept 1	February 1
League play	Sept 1 – November 30	March 1 – June 30
Field Renovation	December – March	June – August
Primary sport	Soccer/Football	Baseball/Softball
Secondary sport	Baseball/Softball/Other	Soccer/Other

\*Schedule may change due to renovation schedule

**Policies for Reserved Field Use by Organizations (Non-Tournament):**

- Each organization is required to submit registration information prior to each season as directed by City staff.
- The number of Temecula residents participating in the recognized league will be divided by the number of field hours available for use, resulting in the percentage of fields allocated to each league per season.
- Each organization is responsible for allocating fields for all league games as schedule per allocated fields.
- Fields will be monitored for appropriate and permitted use. Infringement on permitted users will not be allowed.
- A special application is required for events other than regular league play and pre-scheduled use of fields.
- Softball/Baseball fields are utilized for games only, no practice will be allowed.

**GENERAL FIELD USE INFORMATION:**

**Hours of Operation:**

Access to fields and activities on fields can begin no earlier than 7:00 a.m. Lighted fields not in use will close at dusk. Field lights shall be extinguished no later than 10:00 p.m.

**Field Lighting:**

An hourly use rate will be charged according to the current fee schedule. Groups using the field lighting shall pay for all hours allocated, except for inclement weather field closures. Games/practice shall not continue without sufficient daylight or field lighting. Sports organizations must plan accordingly, as lights



will be extinguished at scheduled times. If a user organization has a cancellation, the organization must notify facility staff by 4:00 p.m., the day of reservation, Monday through Friday. If staff is not notified, the organization will be charged for scheduled light use.

**Field Conditions:**

City staff will determine the closure of fields due to inclement weather or other conditions. For updated field condition information, visit the City of Temecula’s website: **[Temeculaca.gov/sports](http://Temeculaca.gov/sports)**

If a game is in progress, play may be resumed if a drizzle condition stops; however, it is at the discretion of a board member of the organization, the game official, or City staff.

**Field Preparation:**

- All field preparation for tournament play will be implemented by City staff.
- All field preparation on softball/baseball fields will be implemented by City Staff for games.
- All field preparation on soccer/football fields will only be implemented by City Staff for games when available.

**Snack Bar Facilities and Operations:**

The Patricia H. Birdsall Sports Park and The Sports Ranch at Sommers Bend snack bar facilities are operated by a private concessionaire. No other food vendor will be allowed in the park without written approval from the Director of Community Services.

**Vendors:**

There are to be no outside vendors (those vendors who do not have a contract with the City to vend in specific areas) at the parks without prior City approval. Sports photography and other youth sports league-sponsored vendors must have prior City approval.

**Temporary Pitching Mound Allocation and Use:**

Temporary mounds are City property and will be made available as appropriate. Any and all modification, destruction, transferal, or removal of pitching mounds is prohibited. An agreement with the organization and the City must be signed to utilize the portable pitching mounds.

**Vehicle Use on Fields:**

Vehicles, including All-Terrain Vehicles, golf carts, trucks, “mules”, etc., are not permitted. Only City staff will be authorized to use such vehicles as appropriate.

**Temporary Fencing:**

Limited use of temporary plastic fencing may be considered. All temporary plastic fencing requests must be approved by City staff.

### **Tarps/Awning/Canopies:**

Awnings and canopies with floorings or stakes are not permitted on or near the synthetic turf fields. All other use of tarps, awning and canopies must be in designated areas only.

### **Banners:**

The City reserves the right to determine the appropriateness, location and the duration of banners displayed.

### **Synthetic Turf Fields Maintenance:**

- See manufacturers manual

All players and spectators on or near the synthetic turf fields must adhere to the following rules:

- No gum, food, sunflower seeds, or sugary beverages (e.g., sports drinks, sodas, etc.)
- No smoking
- No heavy objects, structures, or workout equipment on fields.
- No penetration of fields. (i.e., stakes to secure any objects)
- No charcoal or gas grills near or on the fields. Must be in designated picnic shelter area or must use designated grills.
- No temporary lines can be painted, chalked, or taped.

### **Picnic Shelter:**

The picnic shelter will be made available to the public on a first-come, first served basis. City staff does reserve the right to pre-reserve the picnic shelter area for program, activities, and special events as appropriate.

### **Basketball Courts:**

The basketball courts will be made available to the public on a first come, first served basis. City staff does reserve the right to pre-reserve the basketball courts for programs, activities, and special events as appropriate.