

City of Costa Mesa ♦ Administrative Services Department  
Recreation Division

# Athletic Field Use And Allocation Policy



**Parks and Recreation Commission**

- Approved September 25, 1996
- Amended March 26, 1997
- Amended February 23, 2000
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**City Council**

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- Amended March 20, 2000
- Amended June 18, 2001
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**Planning Commission**

- Clarification on Conditions of Use, Farm Complex August 12, 2002

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**Joint Use Agreement between CITY and NMUSD**

- Revised and Dated February 14, 2006
- Approved City Council January 17, 2006
- Approved NMUSD February 14, 2006



**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006

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## ATHLETIC FIELD USE AND ALLOCATION POLICY

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### INTRODUCTION

The City of Costa Mesa Administrative Services Department, Recreation Division coordinates and issues permits for the use of athletic fields in the City and at Newport Mesa Unified School District sites in Costa Mesa when school is not in session to organizations and the general public for cultural, social and recreational activities and programs. The City and the Newport Mesa Unified School District work cooperatively in accordance with a Joint Use Agreement to provide fields, gyms and pools to local organizations. The Newport Mesa Unified School District coordinates and issues permits for the use of gyms and pools.

The purpose of this policy is to outline procedures and allocation priority for the permitted use of athletic City and Newport Mesa Unified School District fields in the City of Costa Mesa.

Athletic fields are allocated and permitted in two, 6-month periods from January through June, and from July through December. The Recreation Division will monitor proper use of allocations and permits. Priority will be given to Costa Mesa residents. It is possible that the City may charge to recover public costs to operate, maintain, supervise and administer the use of schools, parks and athletic facilities. Submission of an Application and Agreement Request does not constitute approval.

Requests for additional use or programs not covered by the Athletic Field Use and Allocation Policy should be addressed in writing to the Recreation Manager. The Administrative Services Department Director will make interpretation of language in the Field Use and Allocation Policy. An appeal to the Director's decision must be submitted in writing with justification within ten (10) working days from the decision.

### DEFINITION OF TERMS

#### ***Resident Status***

Resident status is defined as groups or organizations with at least 90% or more Costa Mesa residents. Team rosters and/or individual participant utility bills/photo ID may be required by City staff to verify residency status.

#### ***Youth Status***

Youth status is defined as persons 19 years of age or under.

#### ***Non-Profit Status (501 3c)***

To qualify as a Non-Profit user, the organization must meet all criteria. The organization must be registered as a not-for-profit corporation with the State of California, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly state the objectives of the organization are of a non-profit, non-commercial nature. Visit [www.irs.gov](http://www.irs.gov) for additional information on Non-profit Status (501 3c).

The organization must be comprised of volunteers, 90% of which must be Costa Mesa residents. The organization must submit the following:

1. If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.
2. Current financial statement.
3. Roster of Officers
4. List of persons authorized to make reservations for your organization.

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**CITY AND SCHOOL ATHLETIC FIELDS/FACILITIES**

Neighborhood and community parks and Newport Mesa Unified School District schools in Costa Mesa that have athletic field space designated in their design are available for use. Due to the limited number of fields available, the Administrative Services Department and Field Use and Allocation Committee have established a priority use. Adult field use is limited to specific sites. Allocation of fields will follow the terms set forth in the Allocation Policy. The City has exclusive discretion in decisions on scheduling of City and District Active Use Areas and such decision shall be final.

***Priority Group Qualification: Group 1-6***

Priority use of fields/facilities will be allocated as follows:

**Group 1:** Recreation Division programs, youth or adult athletic programs or leagues. City sponsored or co-sponsored events. Non-profit or not for profit organizations who meet all the following requirements: Partner with the City; have at least 90% residents, or groups with less than 90% residents that were “grand fathered” in by City Council; have open registration regardless of skill level; and provide an “everyone plays” philosophy.

**Group 2:** Newport Mesa Unified School District related programs. NMUSD has priority at NMUSD sites prior to 4:00 p.m. on weekdays when school is in session.

**Group 3:** Youth programs, organizations or events with at least 51% Costa Mesa residents.

**Group 4:** Adult programs, organizations or events with at least 90% Costa Mesa residents.

**Group 5:** Youth programs, organizations or events with less than 51% Costa Mesa residents.

**Group 6:** Adult programs, organizations or events with less than 90% Costa Mesa residents.

**PROCESS FOR OBTAINING PERMITS**

***Application and Agreement***

Fields are allocated and permitted in two, 6-month increments. Each organization is required to sign and submit an Application and Agreement Request For Use of City of Costa Mesa and Newport Mesa Unified School District Athletic Field form on page 24, Field User Information Sheet on page 25, Athletic Field Use Rules and Regulations form on page 26 and Hold Harmless and Indemnity Agreement form on pages 27 - 29 by the first week of November for the January 1 through June 30 use period and by the first week of May for the July 1 through December 31 use period. Multiple-use reservations may be made for more than one date or with recurring weekly use. Any person or organization missing these deadlines will have access to any remaining fields after the allocation process is finalized on a first-come, first-served basis.

Submission of an Application and Agreement Request For Use of City of Costa Mesa and Newport Mesa Unified School District Athletic Field form does not constitute approval. Approval is given according to allocation policy, after fees are paid and proof of insurance is submitted and when a permit is issued. Every effort will be made to accommodate user group’s use of fields. Priority of fields will be given to traditional primary season sports and by priority grouping.

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***Permit Procedures***

Requests to permit the use of City and Newport Mesa Unified School District athletic fields in Costa Mesa are made through the City of Costa Mesa Recreation Division located on the third floor of City Hall, 77 Fair Drive, Costa Mesa. (714) 754-5300. Groups of 10 or more individuals (Costa Mesa Municipal Code, SEC. 12-53) who wish to utilize an athletic field must complete an appropriate field rental application and the rules and regulations form. The City has exclusive discretion in decisions on scheduling of City and District Active Use Areas and such decision shall be final. Field permits will not be issued for use on Christmas Day or July 4.

An Application and Agreement Request For Use of City of Costa Mesa and Newport Mesa Unified School District form (page 24) is required and must be submitted a minimum of ten (10) working days prior to the requested use date. Payment is due in full at the time the permit request is submitted. Proof of insurance (page 27-29) must be submitted prior to a permit being issued. City of Costa Mesa City Council and the NMUSD Board of Education set fees

Game and practice schedules may be required for submitted and will be used by City staff to insure fields are being used as allocated. If fields are not used as requested, permits may be rescinded. Groups or organizations not using fields as stated on the permit may lose their deposit, permit and/or priority allocation consideration for future allocations. Please see “Three Strikes Rule” page 15.

***Liability Insurance Requirements***

FACILITY USER shall secure and maintain throughout the period of use contemplated under this agreement, general liability insurance with policy limits of not less than \$1,000,000 per occurrence. See pages 28-29 for sample forms. The City of Costa Mesa, its elected and appointed officials, officers, agents and employees and the Newport Mesa Unified School District shall be named as additional insured by endorsement. Such policy or policies of insurance shall further provide that said policies of FACILITY USER shall be primary over any insurance held by CITY and NMUSD that may be applicable. The types and limits of insurance may be changed from time to time as determined by the City of Costa Mesa Risk Management Division.

FACILITY USER agrees to hold the City of Costa Mesa and Newport Mesa Unified School District harmless and free from any liability of any nature arising out of the use of City and/or NMUSD recreational facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

***Restrooms at NMUSD Sites***

User groups must make arrangements with the City for restroom facilities at all Newport Mesa Unified School District athletic fields. If user groups choose to use porta-pottys they must arrange for and pay all fees pertaining to porta-pottys directly with the vendor. If a user group prefers to use the school restrooms instead of porta-pottys the user group must pay all fees for custodial services. If the school principal will not allow portable units on the school site then NMUSD will pay the fees for custodial services. Please see NMUSD Site Modification Request Form on page 30.

***Fee Payment***

Payment in advance of use is required. Cash, check, money order or credit card may be used for payment at least 10 working days prior to the requested use. Payment plans may be arranged for multiple-use date reservations with payment in advance of monthly use. A maintenance fee may be required by the City to assist maintain and/or repair City or District athletic fields.

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### ***Deposit***

A deposit may be required on multiple-use date permit reservations and competitive and/or league group rentals. A deposit may be required by permit or for each field. The deposit will be refunded if the group abides by all Athletic Field Use and Allocation Policy Rules and Regulations and pertinent City codes. Additional fees will be applicable for unauthorized or extended field use beyond times listed on the permit and may result in the retention of a portion or all of the deposit and/or result in the cancellation of current use and/or prohibition of future use.

### ***Permit Cancellation***

Permits may be canceled and/or rescheduled. Permits canceled by the City or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Permits canceled by the user at least 10 working days prior to the event will be refunded in full. No refunds will be issued if permitted use is canceled with fewer than 10 days notice.

User groups with fee waivers may be billed for fields that they have reserved and have not used.

The City of Costa Mesa may cancel use of City or NMUSD field for any of the following:

- City and/or NMUSD begin work involving any of the facilities.
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts, pesticide spraying, and earthquakes.
- Non-adherence to Athletic Field Use and Allocation Policy or City ordinance.
- NMUSD cancels use of fields under the direction of their administrative office.

### ***Notice of Field Exchange***

Organizations may “give up or exchange” their allocation, or any part of it, with an organization of *equal or greater allocation priority* only when all the parties agree in writing and the Recreation Division reissues updated permits to each organization. Users **may not sublease** fields under any circumstance. **Subleasing of fields may result in revocation of all permits.**

### ***Notice of Non-Use of Field***

Any organization that has been allocated space and does not intend to use it according to the permit issued shall notify the Recreation Division so that the fields may be reallocated or otherwise used. User groups with fee waivers may be billed for fields that they have reserved and have not used. **Non-use of a field may also result in revocation of the allocated field.** Please see “Three Strikes Rule” page 15.

### ***Fee Waiver Request Procedure***

Applicants requesting a fee waiver for use of athletic fields must do so in writing to the Administrative Services Director. Requests will be presented to the Parks and Recreation Commission for a recommendation to City Council. If approved by the Parks and Recreation Commission the request will be submitted to City Council. The fee waiver process will take a minimum of 6 to 8 weeks. The Administrative Services Department Director has the authority to grant fee waivers under special circumstances for an event or season.

In order for organizations to be considered as a City of Costa Mesa partner organization and co-sponsored by the City, the organization must qualify as a Group 1 or 2 organization, have at least 90% residents with open registration regardless of skill level and provide an “everyone plays” philosophy. Organizations the City partners or co-sponsors and with City Council approval *may* receive a fee waiver. User groups with fee waivers may be billed for fields that they have reserved and have not used.

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**ALLOCATION PROCEDURES**

Allocation of fields will follow the Athletic Fields Use and Allocation Policy. Fields will be allocated by priority use. Fields will be allocated and permitted in two, 6-month increments: January through June, and July through December. This semi-annual allocation is not intended to interrupt field assignments for teams and/or organizations during the course of a season that has already started. After high school schedules are confirmed, the City will work with other user groups to secure fields.

**No Adult Field Use Will Be Allowed at Adams, California, College Park, Harper, Kaiser, Killybrooke, Paularino, Pomona, Rea, Sonora, Victoria, Wilson, Whittier and Woodland Elementary Schools. See Site Specific Use on page 9.**

Fields will be allocated to teams/organizations based on the percentage of verifiable total Costa Mesa residents participating on that team/organization in relation to all teams in that priority group.

Verification of Costa Mesa residency will be established by providing such documentation as City staff deems necessary up to and including team rosters and player addresses and utility bill.

Fields will be allocated without regard to competitive level of skill.

Field use times will be divided into prime time and non-prime time. Prime time priority is given to youth teams Monday through Friday 4 pm to 8 pm and all day Saturday. Non prime time priority is given to adult groups from 8 pm to 10 pm Monday through Friday and all day Sundays.

Several sports play year round with a primary-season of play and an off-season of play. The primary season of each sport will determine whether the field is considered a baseball or a utility field on multiple-use sites combining baseball and utility fields.

Teams and organizations may be required to provide schedules that indicate all allocated fields are being used. Fields not being utilized by the appropriate organization or team indicated on the use schedules three times during a season and/or the reserved period of use the field will be reassigned. Teams and organizations will be notified when a field has gone without use by City staff and also prior to reassignment. Please see Three Strikes Rule page 15.

Tournaments and special events are hosted by the City and/or Costa Mesa resident youth organizations throughout the year. The City reserves the right to re-assign field assignments to accommodate the needs for these tournaments and/or special events.

All organizations hosting tournaments on City and/or NMUSD fields must meet with City staff at least 30 days prior to the tournament date to complete a Tournament Orientation Form. See page 20.

After all requirements for application of field use are met a formal permit will be issued authorizing use of City or NMUSD fields. Submission of field request does not constitute approval.

A copy of the permit must be available at each site approved for use for inspection by City or NMUSD staff, as well as Field Ambassadors, Park Rangers and Police.

Field permits will not be issued for use on Christmas Day or July 4.

Requests for additional use or programs not covered by the Athletic Field Use and Allocation Policy should be addressed in writing to the Recreation Manager.

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**FIELD/FACILITY RULES & REGULATIONS**

In addition to the Application and Agreement Request For Use of City of Costa Mesa and Newport Mesa Unified School District Athletic Field form, a completed copy of the Athletic Field Use Rules and Regulations Form (page 26) is required. Applicants are required to abide by the specific rules of the application as well as other City codes. ***Failure to comply may result in a strike, retention of a group's deposit, and/or cancellation of any current or future permits.*** These rules include but are not limited to:

- Groups consisting of ten or more individuals wishing to use a field must acquire a permit with the City of Costa Mesa. Field use permit must be available during use and presented to any City or NMUSD representative upon request. The City has exclusive discretion in decisions on scheduling of City and District fields and such decision shall be final.
- No adult field use will be allowed at Adams, California, College Park, Harper, Kaiser, Killybrooke, Paularino, Pomona, Rea, Sonora, Victoria, Wilson, Whittier and Woodland Elementary Schools.
- It is the responsibility of the organization president and the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities, as well as make sure coaches receive and understand that permits must be on site during field use.
- Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Additional fees will be charged for unauthorized or extended field use beyond times listed on the permit. Check your permit for specific times you may access the fields.
- No subleasing of fields is allowed under any circumstance. ***Subleasing of fields may result in revocation of all permits.***
- Parking is allowed only in designated areas. No vehicles are allowed on City or District fields or property, other than parking lots, without written permission noted on the permit issued by the City. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the users responsibility to alleviate traffic and parking issues.
- Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas (C.M. Municipal Code, SEC. 11-3)
- Selling food or other items is not allowed without City approval and must be noted on the permit. See pages 10-11.
- Amplified sound is not allowed on any field without City approval and must be noted on the permit. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators are not allowed.
- Banners may not be posted without City approval and noted on your permit. See pages 21-22.
- Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission. Do not climb walls or enter gates to gain access onto private property. For assistance call the Field Ambassador.
- Property boundary walls and fences are not to be used as backstops at any time.

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- Portable goals and/or markers are allowed but must be removed daily.
- At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. Adjoining areas must be clear of all trash.
- Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. For the benefit of our community, please practice being good neighbors in residential neighborhoods.
- Groups may not play on fields closed due the wet field conditions. It is the responsibility of groups to access field closure information by phoning the **Wet Fields MUDLINE** at (714) 754-5041 after 2:30 pm Monday – Friday or after 7:30 am Saturday and Sunday.
- **NO** alcoholic, smoking, gambling, fireworks or flammable material, narcotics or drugs are allowed on City of Costa Mesa or Newport Mesa Unified School District property.

***Starting & Ending Use Times***

City fields may be permitted as available between 8 a.m. and 10:00 p.m. Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Field preparation and participant warm-up allowed within the parameters of field use hours. Additional fees will be charged for unauthorized or extended use beyond times listed on the permit. Check your permit for specific times you may access the fields.

Newport Mesa Unified School District elementary and junior high school fields/facilities may be permitted as available weekdays after 4 p.m., all day Saturday and Sunday and during session breaks and summer. Harper School, Back Bay High School, Costa Mesa High School and Estancia High School fields/facilities may be permitted as available weekdays after 5 p.m., all day Saturday and Sunday and when school is not in session. Newport Mesa Unified School District has priority at its sites prior to permitted times on weekdays. Adult field use will be limited to specific sites. See Site Specific Use on page 9. Check your permit for specific times you may access the fields.

***Allocation Procedure Formula***

To resolve a discrepancy between two organizations that request use of the same site/field and that can not be worked out between the two organizations, the following allocation formula will be used to determine the number of fields that will be allocated to each organization.

The total number of organization participants that are Costa Mesa residents will be divided by the Minimum Roster Size for each sport to determine the total number of teams in an organization.

Minimum Roster Sizes

**Football:** 25 / 33    **Soccer:** 14 (regulation) or 10 (7 on 7)    **Baseball / Softball:** 12

The total number of teams in an organization will be divided by the total number of teams from all organizations in question determines an organization’s allocation percentage.

An example of this would be:

Baseball Group A has 756 Costa Mesa residents.  
756 divided by 12 equals 63 teams.

Baseball Group B has 900 Costa Mesa residents.  
900 divided by 12 equals 75 teams.

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75 plus 63 equals 138 total teams

63 divided by 138 equals 45.65% of allocation for Group A

75 divided by 138 equals 54.35% of allocation for Group B

***SITE SPECIFIC FIELD USE***

Some sites have restricted use due to the location of the athletic fields, neighborhoods with limited parking and/or fields directly adjacent to residences. Additional site-specific measures may be added to reduce residents concerns adjacent to the athletic field facilities. Check your permit for specific times you may access the fields and the number of fields allocated for your use.

**No Adult Field Use Will Be Allowed at** Adams, California, College Park, Harper, Kaiser, Killybrooke, Poularino, Pomona, Rea, Sonora, Victoria, Wilson, Whittier and Woodland Elementary Schools. Adult field use is allowed at Costa Mesa High School, Estancia High School, Davis School, Balearic Center, Back Bay and Parsons Schools.

**Kaiser School**

- 3 utility and 2 baseball fields separate from one another.
- Only 3 fields in any combination will be available for use at the same time.
- Field use hours are weekdays 4 p.m. to 8 p.m. when school is in session. Field use hours Monday through Saturday during holidays and when school is not in session is from 8 a.m. to 8 p.m. Field use hours on Sunday are 9:30 a.m. to 8 p.m.
- Kaiser School utility field users must stagger field use start times from the northern most field continuing to the south. Use Saturday begins at 8 a.m. for the first field, at 8:30 a.m. for the second field and at 9 a.m. for the third field. Sunday use begins with one field at 9:30 a.m., the second field at 10 a.m. and the third field at 10:30 a.m.
- Field preparation and participant warm-up allowed within the parameters of field use hours.
- When only one utility field is used, it must be the middle (track) field, unless there is a permitted user on the baseball fields, then, the south field must be used.
- No one shall be allowed west of the south field between the dirt access road and the school fence at any time.
- Goals on the south utility field must be placed an equal distance between the east and west residential properties.
- Temporary lights are NOT allowed at this facility.

**California and TeWinkle Schools**

- 5 utility and/or 6 baseball fields combined.
- Only six (6) fields in any combination will be available for use at the same time.
- Field use hours are weekdays 4 p.m. to 8 p.m. when school is in session. Field use hours Monday through Saturday during holidays and when school is not in session are 8 a.m. to 9 p.m. Field use hours on Sunday are 9 a.m. to 8 p.m.
- Field preparation and participant warm-up allowed within the parameters of field use hours.
- Lights will be allowed until 9 p.m. Monday through Saturday and until 8 p.m. on Sunday.

**Costa Mesa FARM Sports Complex**

- 2 lit and 4 unlit utility fields.
- Usage is restricted to youth only. Adults are prohibited for athletic use.
- Field use hours are 8 a.m. to 9 p.m. Monday through Saturday and 11 a.m. to 6 p.m. Sunday.
- Field preparation and participant warm-up allowed within the parameters of field use hours.

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- Lights are allowed until 9:30 p.m. Monday through Saturday and 6:30 p.m. on Sunday.
- Up to four (4) weekend tournaments/special events conducted both Saturday and Sunday are allowed each calendar year.
- Field use hours for tournaments/special events shall be 9 a.m. to 9 p.m. on both Saturday and Sunday during tournaments.

**Estancia High School**

- 3 utility fields and 3 softball/baseball fields.
- Only 2 utility fields will be available for use at the same time.
- Field use hours are 8 a.m. to 9 p.m. Monday through Saturday and 8 a.m. to 8 p.m. on Sunday not in conflict with C.I.F. scheduled games or practices.
- The **Varsity baseball field** is available for use *every other Sunday* from 10 a.m. to 5 p.m. with no use on major Sunday holidays. Use of amplified sound systems is prohibited.
- Field preparation and participant warm-up allowed within the parameters of field use hours.

***INCLEMENT WEATHER FIELD CLOSURES***

In the event of inclement weather fields may be closed. **It is the user group's responsibility to call the City's Wet Field MUDLINE at 714-754-5041 after 2:30 pm Monday through Friday or after 7:30 am Saturday and Sunday to verify field closures. Groups cannot play on fields that have been closed.** See Sports Fields Inclement Weather Policy on page 13-14.

If use does take place when the fields have been closed, the City may bill the user group for damage to the fields and/or revoke permits. Violations will constitute a strike against the organization and/or may result in cancellation of your permit. Please see "Three Strikes Rule" page 15.

***TOURNAMENT PROCEDURES***

All general rules and reservation procedures as specified in the Field Use and Allocation Policy are applicable during tournaments. Additional provisions for tournaments are stated in this section.

Tournament applicants must complete an Application and Agreement Request For Use of City of Costa Mesa and Newport Mesa Unified School District Athletic Field/Facilities form on page 24. Submission of this form does not constitute approval. Approval is given according to allocation policy, after fees are paid and when a permit is issued. Tournament applicants must receive City approval to sell food, use a snack bar and/or barbeque. This approval must be noted on the use permit prior to use.

All organizations conducting tournaments using City and/or NMUSD fields must meet with City staff at least 30 days prior to the tournament date and complete a Tournament Orientation Checklist on page 23.

Tournament permits canceled by the user at least 10 days prior to the event will be refunded in full. No refunds will be issued if the tournament is canceled with fewer than 10 days notice or if the user does not appear for a scheduled event after all fees are paid.

Games times and field use must follow all policies outlined in the Field Allocation and Use Policy.

***SNACK BAR AND BARBEQUE USE***

All organizations using fields or hosting an event utilizing a snack bar and/or barbeque must receive City approval and be noted on the use permit.



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Portable barbeques utilizing charcoal, briquettes, or a similar type heat source are limited to only those City parks that have “hot coal” receptacles for disposal of used hot coals. These “hot coal” receptacles are clearly marked, and are normally located near picnic shelters or picnic areas. Portable barbeques using hot coals should only be used in close proximity to the “hot coal” receptacles for ease of disposal.

Personal, portable BBQ’s utilizing propane or similar type gas canisters for the fuel source are allowed in all developed, passive areas of all City parks, with the following exceptions:

- Within one hundred feet (100’) of undeveloped, or brush areas.
- Within fifty feet (50’) of residential properties.
- On or within 10’ of any walkways or travel ways.
- Within parking lots.
- Within public rights-of-way.
- On or within 25’ of any fields, courts, or other facilities designated and/or intended for competitive sports games.
- Within fifty feet (50’) of tot lot/children play areas, except where City-provided BBQ’s may be located.
- Within 20 feet of any tree trunk
- Within 20 feet of any tree branch/foliage that is less than 10 feet from the ground.

### ***TRAFFIC AND PARKING***

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue or during post-season tournament play, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the users responsibility to alleviate traffic and parking issues. No vehicles are allowed on City or District fields or property, other than parking lots, without written permission noted on the use permit issued by the City of Costa Mesa.

### **MAINTENANCE ISSUES**

#### ***Rest and Renovation***

An annual rest and renovation program is scheduled at all sites. The City does attempt to be flexible in accommodating user groups but, ultimately, the health and safety of the user and the condition and playability of the fields takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use. Please see “Three Strikes Rule” page 15.

#### ***Field and Facility Closures***

Fields and facilities may be closed at the discretion of the Recreation Manager and/or Maintenance Services Manager or their designated representatives. Closures are kept to a minimum when fields and facilities remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields, both City and NMUSD. The City may close fields or facilities for any of the following:

City engages in work involving any of the fields or facilities.

When the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, pesticide application and earthquakes.

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



***Athletic Field Lining/Marking***

1. Lining of City or NMUSD fields is prohibited without a permit.
2. Burning lines on City or NMUSD fields is not permitted.
3. Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the facility and the termination of field use permit. Please see “Three Strikes Rule” page 15.

***Field Modifications***

Requests to modify or improve any City or NMUSD field or facility shall be submitted with conceptual drawings to the City of Costa Mesa Recreation Division.

No temporary or permanent structures or equipment shall be erected on City or Newport Mesa Unified School District facility unless approved by the City and NMSUD and is dedicated for community use. Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to City and/or NMUSD policy. Approval will be provided in the form of a written document and will outline the scope of the project as approved.

Requests to modify, resize or add multiple-use of a field shall be submitted with conceptual drawings to the City of Costa Mesa Recreation Division. Requests will be reviewed by the City of Costa Mesa Recreation Division, Parks Division and Planning Division then jointly presented to the Parks and Recreation Commission for a recommendation to City Council. If approved by the Parks and Recreation Commission the request will be submitted to City Council. Users may not modify a field for use by more than two teams without approval noted on your permit.

Requests to modify or improve any NMUSD facility will be submitted for review to the Newport Mesa Unified School District. Please see NMUSD Site Modification Request Form on page 30. The field modification process will take a minimum of 6 to 8 weeks.

Adding additional fields to a site without permission will result in a Strike. Please see “Three Strikes Rule” page 15. Modified fields for multiple-use will be billed appropriately.

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**SPORTS FIELDS INCLEMENT WEATHER CLOSURE POLICY**

**PURPOSE**

City athletic fields have been designed and are maintained for the enjoyment and use of Costa Mesa residents. The purpose of this policy is to guide the use of City/NMUSD athletic fields, to prevent damage to the playing surface and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe, quality conscious fields and sport complexes. User groups are asked to help us by accepting and adhering to these rules. Groups who use City/NMUSD athletic fields and facilities are expected to assist in protecting their participants and fields during period of rain or inclement weather. It only takes one practice or game to destroy a field that is not ready for play.

**POLICY**

City of Costa Mesa reserves the right to cancel or suspend outdoor facility or field use permits for games, practices and other uses whenever field conditions could result in damage to the fields or injury to players.

Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, smog alerts, pesticide application, and earthquakes; and/or when NMUSD cancels uses of fields.

**PROCEDURE**

The Director of Public Services or designated representative shall have the authority to close any or all athletic fields whenever weather or field conditions dictate. During inclement weather, City maintenance representatives will assess the playability of all City owned and Newport Mesa Unified School District athletic fields *to determine if use will occur*.

Maintenance staff shall inspect five (5) benchmark locations used to determine the status of all fields within the City of Costa Mesa. The benchmark locations to be used are the Farm Complex Fields; TeWinkle Park Baseball, Softball and Utility Fields; TeWinkle Middle School Utility and Baseball Fields; Kaiser Middle School Utility and Baseball Fields; and the Costa Mesa High School Baseball Fields. When 3 or more benchmark locations are deemed unplayable by category (**Utility or Softball/Baseball**) fields will be closed. **Assessment results will be posted by use category on the City's Wet Field MUDLINE Monday - Friday at 2:30 p.m. and Saturday - Sunday by 7:30 a.m. Call the City's Wet Field MUDLINE and choose field use category Utility Fields or Softball/Baseball Fields for playability.**

**It is the user group's responsibility to call the City's Wet Field MUDLINE at (714) 754-5041 after 2:30 p.m. Monday-Friday or after 7:30 a.m. Saturday and Sunday to verify field closures. Groups cannot play on fields that have been closed. Please see "Three Strikes Rule" page 15.**

Parks maintenance staff shall be responsible for assessing field conditions and updating of the MUDLINE daily from 6:30 a.m. to 5:00 p.m. Recreation staff will be responsible for these functions after 5:00 p.m. Should weather conditions deteriorate, maintenance staff will reassess field playability and close fields if conditions dictate. Field use or playability will be determined by safety conditions and/or hazards that could be deterrent to the welfare of user/players; existing and forecasted weather conditions for the day; and potential damage to the field due to play or practice use.



**SPORTS FIELDS INCLEMENT WEATHER CLOSURE POLICY PAGE 2**

**CRITERIA USED TO DETERMINE PLAYABILITY**

City staff will inspect each of the benchmark locations and determine the playability of those fields using the following criteria.

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

Staff will step onto the playing surface to determine moisture content. If his or her foot sinks into the brick dust at least ½”, the field will be deemed unplayable.

***Utility, Baseball and Softball Fields - Turf***

To determine playability of turf fields such as soccer, baseball and softball maintenance staff shall walk the fields looking for saturated or areas of pooling water. Staff will then take moisture readings using a soil moisture meter, Model #6405 as manufactured by Spectrum Technology. This instrument is widely used in the golf course and turf maintenance industries. To take a reading, the probe of the meter will be inserted into the soil to a depth not to exceed 2 ½ inches. The gauge on the meter has a range of 1 to 10, with 10 being the wettest. A reading that registers between 8 and 10 shall constitute saturated condition and fields unplayable.

Moisture readings will be taken at pre-determined locations. Baseball and softball fields will have readings taken at locations where players would normally be positioned such as left, center and right fields. A reading will also be taken on the turf just behind the shortstop position.

On utility fields, moisture readings will be taken at five different locations, one reading in front of each goal; one reading between each goal line and the centerline of the field; and one reading along the sideline area.

Once the fields have been evaluated and the playability status has been determined, staff shall update the MUDLINE accordingly, within the specified time frames. If fields are closed staff shall state the specific reason for the closure. Those specific reasons would be either to infield (brick dust) or turf conditions.

The City requests that individuals and groups refrain or limit their use of heavy traffic areas during practices, regardless of weather, to assist in providing the best field conditions possible, i.e., goal areas, pitching areas, etc. Groups or individuals that do not comply with the guidelines contained in this policy may have current and future field use permits cancelled and/or may be held liable for repair of facilities. Please see “Three Strikes Rule” page 15.

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**THREE STRIKES POLICY FOR PERMITTED USE OF ATHLETIC FIELDS/FACILITY**

**PURPOSE**

The purpose of this policy is to implement a systematic method of enforcing the Municipal Code and Athletic Field Use and Allocation Policy.

**POLICY**

City of Costa Mesa reserves the right to cancel or suspend field and facility permits for games, practices, and other usages based upon user groups violating the City Municipal Code or the established Athletic Field Use and Allocation Policy.

**EXAMPLES**

In the event of inclement weather, wet fields may be closed. It is the user group's responsibility to call the City's Wet Field MUDLINE at 714-754-5041 to verify field closures. Groups cannot play on fields that have been closed. If play does take place the City and/or NMUSD may bill the user group for damage to the field(s). Violations may constitute a strike against the organization.

If fields are not used as requested, permits may be rescinded. Organizations not using fields as stated on the permit may lose field and/or priority field allocation consideration for future allocations. Violations may constitute a strike against the organization.

Any user organization that has been allocated space and does not intend to use it regularly, shall notify the Recreation Division so fields may be reallocated or otherwise used at its maximum. Violations may constitute a strike against the organization.

***STRIKE ONE***

Strike one consists of documented activity in direct violation of the City Municipal Code or Athletic Field Use and Allocation Policy.

**Penalty** A letter will be written to the user group's president and field allocation representative documenting the violation. A field report and/or pictures of the violation will be included for reference. The letter will be placed in the group's file. This may be appealed to the Administrative Services Department Director.

***STRIKE TWO***

Strike two occurs after a second documented violation within one year from first strike.

**Penalty** The group will be informed by letter that a Field Ambassador may be assigned to their permitted activity at the respective park where the violation occurred. The permitted group will be billed for the assigned hours of the Field Ambassador at the appropriate rate per hour. The Field Ambassador will act as a staff person on duty to monitor activity at the site and to report further violations to the City. This may be appealed to the Administrative Services Department Director.

***STRIKE THREE***

The third documented violation within a one-year (365 days) time frame from the first violation.

**Penalty** Permits will be revoked for the remainder of the year and possible loss of future allocation. This may be appealed to the Parks and Recreation Commission whose decision is final.



**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006

**COSTA MESA CO-SPONSORED YOUTH GROUP STRIKE PROCEDURE**

**PURPOSE**

The purpose of this policy is to acknowledge and formalize the relationship between the City and Costa Mesa Co-Sponsored Youth Group field users to enhance communications between staff, Co-Sponsored Youth Groups, the Newport Mesa Unified School District and the community working within the Municipal Code and Athletic Field Use and Allocation Policy.

**COMMITMENT**

Costa Mesa Co-Sponsored Youth Group organization's Board of Directors will work closely with their volunteer coaches, parents and participants to ensure that each team is following the rules within the established Field Use and Allocation Policy to address community resident concerns and to enhance communications between staff, field users, the school district and community.

**OUTCOME**

With the commitment of each Costa Mesa Co-Sponsored Youth Group organization, many resident concerns and field use policy issues may be eliminated. Understanding that being better neighbors would benefit everyone, the Co-Sponsored Youth Group organizations agree to communicate within their groups to educate participants, coaches and parents to become increasingly more responsible working within the Municipal Code and Athletic Field Use and Allocation Policy, especially where traffic, noise, parking, trash and MUDLINE issues are concerned.

**RESOLUTION PROCESS**

**Notification**

City staff will contact the organization's Field Representative to discuss the incident or violation. An e-mail and letter to the organization's Field Representative with a copy to the President will follow the telephone conversation confirming the discussion and details of the incident or violation.

**Proposed Resolution and Timeline**

The organization's Field Representative and/or President will work with City staff to make corrections to the conditions specified in the notice within seven (7) days after receipt of written notice to the organization's Field Representative and President from the City of any breach. The Costa Mesa Co-Sponsored Youth Group organization shall have a reasonable time to correct the default as long as corrective action begins within seven (7) days and is completed in no more that fourteen (14) days. If the organization fails to correct the breach within the period outlined above, then a strike will be issued.

**Strike Issued**

If no action is taken by the organization to resolve the issue, the City or NMUSD may resolve the issue and charge the organization for any manpower and/or equipment used to resolve the issue. In this case, a strike will be issued. Expenses incurred by the City or NMUSD must be paid in full by the Co-Sponsored Youth Group to complete the resolution process. First and second strikes may be appealed to the Recreation Manager. The third strike may be appealed to the Parks and Recreation commission whose decision is final.

**Failure To Comply**

After three strikes are issued, the City may terminate the AGREEMENT upon giving ten (10) days written notice of termination to Co-Sponsored Youth Group. The organization *may* still be eligible to use fields but would lose their fee waiver privileges and then must pay the established resident fees. The third strike may be appealed to the Parks and Recreation Commission whose decision is final.

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**COSTA MESA CO-SPONSORED YOUTH GROUP STRIKE RESOLUTION FORM**

This form documents actions by Costa Mesa Co-Sponsored Youth Groups to resolve an incident or violation of the Field Use and Allocation Policy. See Costa Mesa Co-Sponsored Youth Group Strike Procedure on page 16.

The Costa Mesa Co-Sponsored Youth Group shall have a reasonable time to correct the default as long as corrective action begins within seven (7) days and is completed in no more that fourteen (14) days. First and second strikes may be appealed to the Recreation Manager. The third strike may be appealed to the Parks and Recreation Commission whose decision is final.

**CO-SPONSORED YOUTH GROUP ORGANIZATION:** \_\_\_\_\_

Date of initial communication/notification of the rule violation/incident: \_\_\_\_\_

City staff person \_\_\_\_\_(Name)\_\_\_\_\_ discussed the rule violation/incident with \_\_\_\_\_(Name)\_\_\_\_\_, from the Costa Mesa Co-Sponsored Youth Group. A written letter defining the violation/incident and proposed resolution was sent to both the organization’s Field Representative and President on \_\_\_\_\_(date)\_\_\_\_\_.

*Attach copy of confirming email, correspondence and all subsequent documentation to this form.*

**Name of Field Rep** \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Name of President** \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**PROBLEM DEFINED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESOLUTION**

Describe the resolution and list that is responsible for what actions. Identify a timeline for when each party will complete their commitment to the resolution. The Costa Mesa Co-Sponsored Youth Group organization shall have a reasonable time to correct the default as long as corrective action begins within seven (7) days and is completed in no more that fourteen (14) days. **If no action is taken by the organization to resolve the issue(s) as described in this section a strike may be issued.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Resolution Completed on:** \_\_\_\_\_ *or* **Strike Issued on:** \_\_\_\_\_

Authorized by: \_\_\_\_\_  
Recreation Supervisor or Recreation Manager

Date: \_\_\_\_\_

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006

**TEMPORARY, PORTABLE LIGHTING POLICY**



**PURPOSE**

To specify guidelines for the request and City permitted use of temporary, portable sports field lights.

**POLICY**

Outlined below is the process for requesting a permit for temporary, portable lights. Group 1 (resident youth sports organizations) may request temporary use of portable lights for use in a City park sports fields beyond normal daylight hours **Monday through Thursday from October 1 through March 31 and ONLY IF no other lighted fields are available.** Lights must be turned off as soon as possible after the completion of the last game but not to exceed 8:00 p.m. No temporary light use will be allowed during the four-day Thanksgiving weekend or from December 20 through January 2. The request must be for a special need and must be made each year. No temporary lights are allowed on NMUSD sites. The City reserves the right to provide and/or use temporary lights on City property, and properties assigned to Its use by agreement, at times and on days as deemed necessary.

**PROCEDURE**

1. A request for the use of temporary, portable lights must submitted in writing to the Recreation Division Administration located in City Hall **on or before May 15 along with the July – December allocation request** packet. Include the specific site and field, noting the location of lights on the field and how and where your organization will store the lights when not in use. The Recreation Division will review all requests for the use of temporary, portable lights by May 31.
2. On or before August 15, the requesting organization must provide Recreation Division staff with a fact sheet giving details of the temporary light use dates and times of use. See Sample Fact Sheet - Temporary Portable Light Use on page 19. This will be distributed at a resident workshop.
3. Recreation Division staff will schedule a Resident Workshop at least one week prior to the September meeting of the Parks and Recreation Commission convenient location. By August 31, Recreation Division staff will send a notice to residents within 500 feet of the site informing residents of a Resident Workshop and a Public Hearing for Use of Temporary Lights. The notice will also include the organization’s fact sheet. Duplicating and noticing costs will be billed to the requesting organization.
4. A Public Hearing for use of Temporary, Portable Lights will take place at the September the Parks and Recreation Commission meeting. The Decision of the Commission is final.

**Use Requirements**

1. If the Parks and Recreation Commission approve the request for use of temporary lights, a statement or rider from the organization’s insurance carrier is required indicating that claims for liability or negligence involving use of temporary lights are covered. Such evidence is required PRIOR to the onset of use.
2. The organization will distribute a flyer to all its participants stating all parking regulations must be followed and that no noisemakers are allowed. Submit a copy of this flyer to the Recreation Division before use.
3. Light units must always be on an approved surface and after use be secured & locked in the approved location.
4. **Parking must be monitored by the organization.** Participants/guests are requested to leave field areas quietly. All participants should practice being good neighbors in our residential neighborhoods (refrain from honking, double parking, blocking driveways, etc). No amplification equipment will be allowed including, but not limited to public address systems, stereo equipment, stationary and portable components and bullhorns. No air horns are allowed at any time.
5. Portable lights must be removed from the permitted city field sites no later than 7 days after permit expiration.
6. Failure to comply with any of the above use requirements by user groups will result in loss of permit for temporary portable light use and a strike issued.

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**TEMPORARY PORTABLE LIGHT REQUEST FORM and CHECKLIST**

(Please type or print)

Organization \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Proposed Site Location \_\_\_\_\_ Field \_\_\_\_\_ # of Temporary Light Units \_\_\_\_\_

Lights will be used from \_\_\_\_\_ and removed by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ p.m.  
(date) (date) (start time) (end time)

Reason For Light Request \_\_\_\_\_

**Upon completion of the information above, staff will begin the review process. This process will take 4 months. The Checklist below contains the necessary requirements needed to complete the approval process.**

**CHECKLIST**

- Request to Recreation Division (On or before May 15) Received by \_\_\_\_\_ Date \_\_\_\_\_  
(City Representative)
- Recreation Division Review Approval/Denial (On or before May 31) Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
(City Representative)
- Submit Organization Fact Sheet (On or before August 15) Received by \_\_\_\_\_ Date \_\_\_\_\_  
(City Representative)
- Notice to Surrounding Residents (August 31) Confirmed by \_\_\_\_\_ Date \_\_\_\_\_  
(City Representative)
- Resident Workshop (At least one week prior to P&R Commission) Conducted by \_\_\_\_\_ Date \_\_\_\_\_  
(City Representative)
- P & R Commission Approval/Denial (4<sup>th</sup> Wednesday of the September Confirmed by \_\_\_\_\_ Date \_\_\_\_\_  
(City Representative)
- Distribute Flyer to Organization Participants (Before Light Use) Confirmed by \_\_\_\_\_ Date \_\_\_\_\_  
(City/Organization Representative)

**Final Approval by \_\_\_\_\_ Date \_\_\_\_\_ Permit # \_\_\_\_\_**  
(City Representative)

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**SAMPLE FACT SHEET - TEMPORARY PORTABLE LIGHT USE**

The fact sheet must include home phone numbers and cell phone numbers of the on-site coaches, the organization's field representative and league president as well as City of Costa Mesa Field Ambassador's cell phone number and City of Costa Mesa Communications phone number so immediate contact can be obtained with the organization.



\_\_\_\_\_ (Group 1 resident youth Organization) is requesting use of temporary lights at \_\_\_\_\_ (City Facility or Park), \_\_\_\_\_ field.

**Proposed Hours of Use:** \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

**Proposed Dates of Use:** \_\_\_\_\_ to \_\_\_\_\_.

(No Use Allowed Thanksgiving Day through the Thanksgiving Weekend or December 20 through January 2)

Residents are advised that the City of Costa Mesa Field Ambassadors will be on duty throughout the hours of proposed use. If this use is approved, in the event of problems, residents may contact the persons listed below. Residents may additionally contact the Field Ambassador Assistance line at (714) 925-7241 or contact City of Costa Mesa Communications (Dispatch) at (714) 754-5252.

**Information about Organization:**

\_\_\_\_\_ (Organization) is a **COSTA MESA RESIDENT YOUTH GROUP.**

**League President:** \_\_\_\_\_

**Contact Phone Numbers:** (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Field Representative:** \_\_\_\_\_

**Contact Phone Numbers:** (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Coaches Using Fields:**

**Contact Numbers:**

_____	(____) _____
_____	(____) _____
_____	(____) _____
_____	(____) _____

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**BANNER POLICY**

**PURPOSE**

To specify guidelines for the request and permitted use of temporary banners according to Title 13 of the Costa Mesa Municipal Code regarding the use of temporary signs for City-sponsored events on public property and banners on public baseball and softball fields. Ordinance No. 04-11

**TEMPORARY SIGNS ON PUBLIC PROPERTY (SECTION 13-118.1)**

The placement of temporary signs on public property shall be limited to only those signs that advertise a City-sponsored event or activity. Public property is defined as any building, park, grounds, structures, or other real property owned, rented or leased by the City not within the public right-of-way or any such property used by the City under a joint use agreement. A City-sponsored event includes, but is not limited to, events or activities of Group 1 Users, as that term is defined in the Athletic Field/Facility Use and Allocation Policy. Temporary signs for City-sponsored events may be placed on public property after obtaining the necessary permit from the Recreation Division.

**Acceptable Sign Location:** Temporary signs may be placed only on a building wall or perimeter wall or fence of the public property. The sign shall not project above the building or above the perimeter wall and/or fence. The sign shall not be attached to any staff, pole, line, framing, vehicle, or similar support.

**Illumination:** The sign shall not be illuminated. **Maximum Size:** The sign shall not exceed 64 square feet.

**Number of Signs:** Limit one temporary sign per street frontage at any given time.

**Installation:** The entire surface of the sign must be securely fastened to the building or perimeter wall and/or fence.

**Maintenance Required:** The applicant shall maintain all signs in good condition, and the applicant shall remove or replace any sign that is torn, faded, dirty, or defaced, including by graffiti.

**Installation Period:** Temporary signs may be displayed a maximum of 30 days. Specific dates and time for the signs' installation and removal may be subject to change by the City in order to minimize impacts to the public.

**Sign Removal:** All signs that are not removed by the applicant by the approved removal date shall constitute a public nuisance subject to summary removal by the City. The City may bill user groups for removal.

**BANNERS ON PUBLIC BASEBALL AND SOFTBALL FIELDS (SECTION 13-118.2)**

Only a Group 1 User shall be able to request approval to install banners on a public baseball or softball field (owned, rented, or leased by the City or used by the City under a joint use agreement) that has been allocated to them by the City. Group 1 Users are defined in the City of Costa Mesa Athletic Field/Facility Use and Allocation Policy. Banners may be placed on public baseball and/or softball fields after obtaining the necessary permit from the Recreation Division. A strike may be issued for not following these policies and guidelines. Please see "Three Strikes Rule" page 15.

**Acceptable Banner Location:** Banners shall only be displayed on the field's outfield fence and shall only face the field's interior.

**Banner Composition:** Banner copy and/or logos shall be limited to one side of the banner, and the banner shall be made of durable cloth, bunting, plastic, or similar material.

**Maximum Size:** Individual banners shall not exceed 32 square feet.

**Installation:** The banner's surface must be tautly and securely fastened to the outfield fence of the field by a minimum of four contact points.

**Maintenance Required:** The applicant shall maintain all banners in good condition, and the applicant shall remove or replace any banner that is torn, faded, dirty or defaced, including by graffiti.

**Installation Period:** Banners shall be installed no sooner than seven days prior to the baseball and/or softball season's commencement and shall be removed within seven days of the season's close. Specific dates and time for the banners' installation and removal may be subject to change by the City in order to minimize impacts to the public.

**Banner Removal:** All banners that are not removed by the applicant by the approved removal date shall constitute a public nuisance subject to summary removal by the City. The City may bill user groups for removal.

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**BANNER PERMIT REQUEST FORM**

(Please type or print one form per permit)

Organization \_\_\_\_\_

Proposed Field Site \_\_\_\_\_ # of Banners \_\_\_\_\_ Size \_\_\_\_\_

Proposed Banner Location(s) \_\_\_\_\_

Method of Installation \_\_\_\_\_

Banner Color \_\_\_\_\_ Print Color \_\_\_\_\_

Reason For Posting Banners \_\_\_\_\_

Banners will be posted on \_\_\_\_\_ and removed on or before \_\_\_\_\_  
(date) (date)

Applicant's Name \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Conditions of Approval if different from request** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_ **Permit Number** \_\_\_\_\_  
**(City Representative)**

-----

Use this area to draw a diagram of banner location

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**TOURNAMENT ORIENTATION CHECKLIST**

The following information must be discussed prior to each proposed tournament.

\_\_\_\_\_  
Tournament Director

\_\_\_\_\_  
Tournament Locations

\_\_\_\_\_  
Tournament Dates

1) PROCESSING INSTRUCTIONS

- ( ) Fill out Permit Request
- ( ) Verify paperwork has been received and permits issued
- ( ) Proof of Insurance
- ( ) Pay for permits (\$100 Deposit/Field)
- ( ) Special Event Permit
- ( ) Additional Charges for Unauthorized or Extended Use

2) TRASH

- ( ) Explanation of duties and responsibilities
- ( ) Site & Program Specific Information
- ( ) Additional Dumpster Necessary
- ( ) All Trash Bags Picked Up and Emptied into Dumpster

3) TOURNAMENT SCHEDULE

- ( ) Hours of tournament vs. Permitted field times (site specifics)
- ( ) Submit Tournament Schedule

4) FACILITIES

- ( ) Relationship between City, School District and User Group
- ( ) Restrooms and Water fountains (For General Maintenance Concerns Call 714-925-7425)
- ( ) Snack bar - BBQ and Open Flame
- ( ) Portable Goals/Restrooms - Placement
- ( ) Parking areas - Parking Monitors to direct participants and spectators to designated parking areas.
- ( ) Contact P.D
- ( ) Supply/Storage Areas
- ( ) Bulletin boards and information sources
- ( ) No Field Modifications - 1 Game Per Field
- ( ) Lining Fields - Need Permit (Mow Schedule)
- ( ) PA System - What type?
- ( ) MUDLINE
- ( ) Volunteers-Trespassing stations around facility

5) POLICIES AND PROCEDURES

- ( ) Contact surrounding neighbors
- ( ) Review Rules and Regulations pertaining to Field Use
- ( ) Safety precautions and reporting of accidents
- ( ) Requisitioning supplies and equipment
- ( ) Field Ambassadors - Contact Information
- ( ) Review, sign policy and provide copy for tournament director(s)

\_\_\_\_\_  
Tournament Director's Signature

\_\_\_\_\_  
Recreation Coordinator's Signature

\_\_\_\_\_  
Date

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**Application and Agreement Request For Use of  
City of Costa Mesa and Newport Mesa Unified School District Athletic Fields/Facilities**

In accordance with the Joint Use Agreement between the City of Costa Mesa and Newport Mesa Unified School District, the City will be the responsible agency for scheduling and permitting all City owned fields and athletic facilities and NMUSD owned athletic fields located within Costa Mesa City limits after 4 p.m. weekdays and all day on weekends. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued. The City has exclusive discretion in decisions on scheduling of City and District Active Use Areas and such decision shall be final.

Costa Mesa Recreation Division  
77 Fair Drive, Costa Mesa, CA 92628  
Phone 714.754.5300 FAX 714.754.5166  
[www.ci.costa-mesa.ca.us](http://www.ci.costa-mesa.ca.us)

The contact information you provide the City of Costa Mesa on these field request forms could be made public if requested. The information written on these forms should be contact information you would like City staff to provide prospective players wishing to register for your organization. This information will be considered public.

Organization \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City & Zip \_\_\_\_\_

Contact Phone Number ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Field/Facility Requested \_\_\_\_\_

Description of Activity \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Open to the Public Yes \_\_\_\_\_ No \_\_\_\_\_

Day of Week	Dates (s)	Start Time - Include Set-up	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*I verify that the information on this Application and Agreement Request for Use of Athletic Fields form is correct as defined in the Athletic Field Use & Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy. I have read the Application and Agreement and agree to all provisions listed on this Application, the Athletic Field Use & Allocation Policy, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Organization President, Site Administrator or Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*  
ORGANIZATION PRIORITY 1 2 3 4 5 6 PERMIT NUMBER \_\_\_\_\_

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**Field User Information Sheet**

January 1 - June 30 or July 1 - December 31

Organization \_\_\_\_\_

Sport \_\_\_\_\_

Season \_\_\_\_\_

Total Program Registrations \_\_\_\_\_

Total Costa Mesa Residents \_\_\_\_\_

The contact information you provide the City of Costa Mesa on these field request forms could be made public if requested. The information written on these forms should be contact information you would like City staff to provide prospective players wishing to register for your organization. This information will be considered public.

**Field Allocation Representative**

**Organization President**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City & Zip \_\_\_\_\_

City & Zip \_\_\_\_\_

Contact Phone # (\_\_\_\_) \_\_\_\_\_

Contact Phone # (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**YOUR ORGANIZATION'S IMPORTANT DATES**

Practice Begins The Week Of \_\_\_\_\_ Opening Day \_\_\_\_\_

League Games Begin The Week Of \_\_\_\_\_ and End \_\_\_\_\_

Playoffs Begin The Week Of \_\_\_\_\_ and End \_\_\_\_\_

List Any Practice or Game Restrictions \_\_\_\_\_

List Special Events (picture day, tournaments, trainings, etc.) Dates & Sites \_\_\_\_\_

I verify that the information on this form is correct as defined in the Athletic Field Use and Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy

\_\_\_\_\_  
Signature of Organization/League President

\_\_\_\_\_  
Signature of Field Allocation Representative

Date \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

ORGANIZATION PRIORITY 1 2 3 4 5 6 PERMIT NUMBER \_\_\_\_\_

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**ATHLETIC FIELD USE RULES AND REGULATIONS**

1. Groups consisting of ten or more individuals wishing to utilize a field must acquire a permit with the City of Costa Mesa.
2. It is the responsibility of the person in charge identified on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. **These rules include but are not limited to:**
  - ❖ Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean and be off the fields at the ending time indicated on the permit. Additional fees will be charged for unauthorized or extended field use beyond times listed on the permit. The City has exclusive discretion in decisions on scheduling of City and District Active Use Areas and such decision shall be final.
  - ❖ Adult field use is limited to specific sites. Field permits will not be issued for use on Christmas Day or July 4.
  - ❖ Field use permit must be available during use and presented to any City or DISTRICT representative upon request. Check permit for specific times you may access the fields.
  - ❖ No subleasing of fields is allowed under any circumstance. **Subleasing of fields may result in revocation of all permits.**
  - ❖ City or NMUSD fields or facilities may not be modified without permission. Fields may not be resized without permission.
  - ❖ Parking is allowed in designated areas only. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the users responsibility to alleviate traffic and parking issues.
  - ❖ Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas. (C.M. Municipal Code, SEC. 11-3)
  - ❖ Selling food or other items is not allowed without City approval and noted on your permit.
  - ❖ Amplified sound is not allowed on any field without City approval and noted on your permit.
  - ❖ The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
  - ❖ Banners may not be posted without City approval and noted on your permit.
  - ❖ Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner’s permission.
  - ❖ Property boundary walls and fences are not to be used as backstops at any time.
  - ❖ Portable goals and/or markers are allowed but must be removed daily.
  - ❖ At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The field and any adjoining areas affected by a group’s use must be picked up and cleared of all trash.
  - ❖ Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in our residential neighborhoods.
3. **Wet Field Policy:** Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to access field closure information by phoning the Wet Field MUDLINE at (714) 754-5041 after 2:30 pm Monday – Friday or after 7:30am Saturday and Sunday. This phone line will be updated with closure information as needed.
4. Non-adherence to any of these rules or City ordinance may result in the retention of a portion or all of the deposit and/or result in the cancellation of current and/or prohibition of future use.

**Recreation Division**  
**(714) 754-5300**

**Field Ambassador Assistance**  
**(714) 925-7241**

**Police Department**  
**(714) 754-5252**

**Emergencies Only**  
**911**

Applicant Name:

\_\_\_\_\_ (Print)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

Approved by  
City Representative:

\_\_\_\_\_ (Print/Signature)

\_\_\_\_\_ (Date & Title)

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**Hold Harmless and Indemnity Agreement**

I, FIELD/FACILITY USER, have expressed the desire to utilize an athletic field or athletic facility owned by the City of Costa Mesa and/or Newport Mesa Unified School District as stated on this application.

We, the CITY OF COSTA MESA, agree to provide access to a field or facility to meet the use requested on this application as availability and priority of use allow. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued.

NOW, THEREFORE, for and in consideration of the covenants herein contained, performed and to be performed, the parties here to agree as follows:

1. CITY shall schedule access to and make all provisions for FIELD/FACILITY USER to enter and use permitted public facility as required to fulfill the purpose of the Agreement.
2. Designate in writing an Administering Officer to act as the CITY representative with respect to the use of the facility contemplated hereunder. Such person shall have complete authority to transmit instructions, receive information and interpret and define the CITY requirements in connection with said use.
3. FIELD/FACILITY USER hereby agrees to defend at his own cost and to indemnify and hold harmless the CITY and NEWPORT MESA UNIFIED SCHOOL DISTRICT - (NMUSD), its elected and appointed boards, officers, agents and employees from and against any and all liability, damages, costs, losses, claims and expenses, howsoever caused, resulting directly or indirectly from or connected with the performance of the Agreement (including but not limited to such liability, costs, damage, loss, claim or expense, arising from the death or injury to an agent, member, invitee, or employee of FIELD/FACILITY USER or of CITY and NMUSD or damage to the property of FIELD/FACILITY USER, or of CITY and NMUSD or of any agent, member, invitee or employee of FACILITY USER, or of CITY or NMUSD) except where such liability, damages, costs, losses, claims or expenses are caused solely by the negligent or wrongful acts of CITY and NMUSD or any of its agents or employees other than negligent omission or commissions of CITY and NMUSD its agents or employees, in connection with the general supervision or direction of the use of said facility. FIELD/FACILITY USER, in addition to the foregoing, specifically shall indemnify and save harmless CITY and NMUSD, any and all of CITY officers, agents, and employees, from any liability by reason of California safe place statutes or similar provisions pertaining to the use of said public facility or safety of materials or equipment supplied by CITY and NMUSD or others at the direction of CITY and NMUSD and used in the performance of the purposed hereunder.  
Initial \_\_\_\_\_
4. It is further understood and agreed that FIELD/FACILITY USER shall be acting at all times as an independent contractor herein and not as an employee of CITY or NMUSD. FIELD/FACILITY USER shall secure at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation and other payroll deductions for FACILITY USER and his officers, agents and employees and all business licenses, if any, in connection with the use of said facility. Initial \_\_\_\_\_
5. FIELD/FACILITY USER shall secure and maintain throughout the period of use contemplated under this Agreement general liability insurance with policy limits of not less than \$1,000,000 per occurrence, with CITY and NMUSD named as additionally insured by endorsement. Such policy or policies of insurance shall further provide that said policies of FIELD/FACILITY USER shall be primary over any insurance held by CITY and NMUSD that may be applicable.  
Initial \_\_\_\_\_
6. This Agreement, the exhibits hereto and any special provisions to which the Agreement is subject may only be altered, amended or rescinded by a duly executed written Agreement.

Executed in the City of Costa Mesa, County of Orange, State of California and subject to laws thereof.

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YY)
PRODUCER NAME OF INSURANCE COMPANY		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSURERS AFFORDING COVERAGE
INSURED APPLICANT'S NAME NAME OF ORGANIZATION ADDRESS		
INSURER A. INSURER B. INSURER C. INSURER D. INSURER E.		

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> policy <input type="checkbox"/> project <input type="checkbox"/> loc	KLS-4240	01/01/05	01/01/06	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 1,000,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

**SAMPLE**

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

LOCATION OF EVENT (name of school/facility), DATE (S) and TIME (S) of events (e.g. "Sunday's 9a.m.-1p.m."), TYPE OF ACTIVITY (e.g. "Soccer game") and the PERMIT NUMBER

CERTIFICATE HOLDER	ADDITIONAL INSURED: INSURER LETTER:	CANCELLATION
CITY OF COSTA MESA - RECREATION DIVISION PO BOX 1200 COSTA MESA, CA 92628-1200 NEWPORT-MESA UNIFIED SCHOOL DISTRICT 2985 BEAR ST., BLDG. E COSTA MESA, CA 92626		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.  AUTHORIZED REPRESENTATIVE

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



**CONTRACTUAL RISK TRANSFER  
INSURANCE FORMS**

**2ND REPRINT  
MAY 1997**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED—STATE OR POLITICAL  
SUBDIVISIONS—PERMITS RELATING TO PREMISES**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART.**

**SCHEDULE**

**State or Political Subdivision:**

The City of Costa Mesa and its elected and appointed boards, officers, agents, and employees are additional insured.

WHO IS AN INSURED (Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following additional provision.

This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with premises you own, rent, or control and to which this insurance applies:

1. The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoistaway openings, sidewalk vaults, street banners, or decorations and similar exposures; or
2. The construction, erection, or removal of elevators; or
3. The ownership, maintenance, or use of any elevators covered by this insurance.

**SAMPLE**

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

March 2006



Newport-Mesa Unified School District  
**SITE MODIFICATION REQUEST FORM**  
(Site or Community Sponsored Modifications to NMUSD Property)

*Written authorization is required from the Department of Facilities/Maintenance and Operations before proceeding with any site (building and/or grounds) modification (i.e., marquee, fences, trees, etc.).*

1. School: \_\_\_\_\_
  2. Contact Name: \_\_\_\_\_
  3. Contact Organization: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_
  4. Contact Address: \_\_\_\_\_
  5. Describe Proposed Project: \_\_\_\_\_  
\_\_\_\_\_
  6. Please attach a site plan and show the proposed project location.
  7. Cost estimate for proposed project (include planning, design, materials, implementation, etc.):  
\_\_\_\_\_
- \*DSA approval has a minimum architectural fee of \$3,500*
8. Will there be ongoing costs for proposed project once implemented?                      Yes      No
  9. List funding source(s) (i.e., school budget or budget code, SIP, PTA, etc.):  
\_\_\_\_\_
  10. Are funds available now?                      Yes      No
  11. Desired implementation schedule: Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_
  12. Please provide any additional information that might be helpful to Facilities/Maintenance and Operations in its evaluation of your request:  
\_\_\_\_\_  
\_\_\_\_\_

**SITE MODIFICATION REQUEST FORM**  
**SITE ADMINISTRATOR APPROVAL**

1. I am aware of the proposed project described above AND have submitted work order # \_\_\_\_\_
2. I have the following comments/concerns: \_\_\_\_\_  
\_\_\_\_\_
3. I support this project.

Site Administrator Signature: \_\_\_\_\_ Site: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Date: \_\_\_\_\_