

# Athletic Field/Facility Use And Allocation Policy

Revised 11/19/2003 for January 2004



City of Costa Mesa ♦ Administrative Services Department  
Recreation Division

## **Parks and Recreation Commission**

- Approved September 25, 1996
- Amended March 26, 1997
- Amended February 23, 2000
- Amended May 23, 2001

## **City Council**

- Amended November 3, 1997
- Amended March 20, 2000
- Amended June 18, 2001

## **Planning Commission**

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

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## **Joint Use Agreement between CITY and NMUSD**

- Dated July 1, 2002
- Approved NMUSD July 11, 2002
- Approved Parks and Recreation Commission August 28, 2002
- Approved City Council September 16, 2002

**ATHLETIC FIELD/FACILITY USE AND ALLOCATION POLICY**

January 2003

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**(714) 514-1110**

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**Emergencies Only**  
**911**

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**ATHLETIC FIELD/FACILITY USE AND ALLOCATION POLICY**

**INTRODUCTION**

The City of Costa Mesa Administrative Services Department, Recreation Division coordinates and issues permits for the use of athletic fields/facilities in the City and at Newport Mesa Unified School District fields in Costa Mesa 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 through a Joint Use Agreement to provide athletic fields, gyms and pool to local organizations.

The purpose of this policy is to outline the City and Newport Mesa Unified School District procedure and allocation priority for the permitted use of athletic fields/facilities in the City of Costa Mesa. Due to the increased demand for the use of City and NMUSD athletic fields/facilities, it is necessary to emphasize sharing in the use of all athletic facilities.

Athletic fields/facilities are permitted and allocated in two 6-month periods January through June and July through December. The Recreation Division will monitor 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.

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***

To qualify as a Group 1 user, organizations must verify that at least 90% or more of the organization or participants are Costa Mesa residents. Team rosters and individual participant utility bills 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***

To qualify as a Non-Profit user, the organization must meet all the following 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.

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

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1. If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.
2. Current financial statement.

For defining organizational structure, please submit the following:

1. Roster of Officers
2. List of persons authorized to make reservations for your organization.

### **CITY AND SCHOOL ATHLETIC FIELDS/FACILITIES**

Neighborhood and community parks and Newport Mesa Unified School District schools in Costa Mesa that have athletic field/facility space designated in their design are available for use. Due to the limited number of fields/facilities available, the Administrative Services Department and Field/Facilities Use and Allocation Committee have established a priority use of fields.

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

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

**Group 1:** City sponsored or co-sponsored events. Recreation Division youth or adult athletic programs or leagues. Non-profit or not for profit organizations who partner with the City, have at least 90% residents, 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 p.m. weekdays.

**Group 3:** Youth programs, organizations or events with 51% - 89% Costa Mesa residency.

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

**Group 5:** Youth programs, organizations or events under 51% Costa Mesa residency.

**Group 6:** Adult programs, organizations or events under 89% Costa Mesa residency.

### **PROCESS FOR OBTAINING PERMITS**

#### ***Application***

Fields/facilities are permitted and allocated 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/Facility form 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. Any person or organization missing these deadlines will have access to any remaining fields/facilities after the allocation process is finalized on a first-come, first-served basis. Submission of an Application and Agreement Request does not constitute approval.

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Multiple-use reservations may be made for more than one date or with recurring weekly use.

Submission of an Application and Agreement Request For Use of City of Costa Mesa and Newport Mesa Unified School District Athletic Field/Facility form does not constitute approval. Approval is given according to allocation policy, after fees are paid 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.

***Permit Procedures***

Requests to permit the use of City and Newport Mesa Unified School District athletic fields/facilities in Costa Mesa are made through the City of Costa Mesa Administrative Services Department Recreation Division at City Hall, 77 Fair Drive, Costa Mesa. (714) 754-5300. An Application and Agreement Request For Use of City of Costa Mesa and Newport Mesa Unified School District form is required.

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.

An Application and Agreement Request For Use of City of Costa Mesa and Newport Mesa Unified School District form 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. City of Costa Mesa City Council and the NMUSD Board of Education set fees.

Game and practice schedules are required to be submitted and will be used by City staff to insure fields are being used as allocated. If fields/facilities are not used as requested, permits may be rescinded. Groups or organizations not using fields/facilities as stated may lose their permit and/or priority allocation consideration for future allocations. Please see "Three Strikes Rule" page 12.

***Fee Payment***

Cash, check, money order or credit card may be used for payment at least 2 weeks prior to the requested use. If payment is made less than 5 days prior to use, only cash, money order or credit card will be accepted. Payment plans may be arranged for multiple-use date reservations. A maintenance fee may be required by the City to assist maintain and/or repair City or District athletic fields/facilities.

***Fee Waiver Request Procedure***

Applicants requesting a fee waiver for use of athletic fields/facilities 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. From the time the request is submitted Council action will take 6 to 8 weeks.

Organizations partnering with the City of Costa Mesa, qualifying as Group 1 or 2 organizations and with City Council approval will receive a fee waiver.

The Administrative Services Department Director has the authority to grant fee waivers under special circumstances for an event or season.

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***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 5 days prior to the event will be refunded in full. No refunds will be issued if canceled with fewer than 5 days notice.

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

- City begins 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.
- NMUSD cancels use of fields under the direction of their administrative office.

***Deposit***

A deposit may be required on multiple-use date permit reservations and competitive and/or league athletic group rentals. The deposit will be refunded if the group abides by all Athletic Field/Facility Use and Allocation Policy Rules and Regulations and pertinent City codes.

***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. 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.

**FIELD USE RULES AND REGULATIONS**

In addition to the Application and Agreement Request For Use of City of Costa Mesa and Newport Mesa Unified School District Athletic Field/Facility form, a completed copy of the Athletic Field Use Rules and Regulations Form is required. Please see "Athletic Field Use Rules and Regulations" page 13. 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. Please see "Three Strikes Rule" page 12. These rules include but are not limited to:

Groups consisting of ten or more individuals wishing to utilize a field must acquire a permit with the City of Costa Mesa.

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It is the responsibility of the individual identified as the person in charge on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.

Applicant's copy of use permit must be available when using the fields and presented to any City or School District representative upon request. Field Coordinators must make sure coaches receive a copy of the permit and that coaches understand the permits must be on site during field use.

Permitted field use **begins and ends at the time 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 cleaned, picked up and off the fields at the ending time indicated on the permit.

Games may not begin earlier than 8 a.m. Monday through Friday, 9 a.m. on Saturday and 10 a.m. on Sunday. A maximum of one (1) hour for field preparation and participant warm-up time prior to game start times is allowed with the exception of Kaiser School, Costa Mesa Farm Athletic Field Complex athletic soccer/utility fields, and Estancia High School. Check your permit for specific times you may access the fields. See Site Specific Schools page 8-9.

Use will end at dusk on unlighted fields and by 10 p.m. on lighted fields.

Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas.

The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.

Parking is allowed in designated areas only.

Selling food or other items is not allowed without City approval. Approval will be noted on the permit.

Amplified sound is not allowed on any field without City approval.

Property boundary walls and fences are not to be used as backstops at any time.

Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission.

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.

The City asks that you 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.**

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***Restrooms at NMUSD sites***

User groups must make arrangements with the City for restroom facilities at all Newport Mesa Unified School District athletic fields/facilities. 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.

***Starting & Ending Use Times***

City fields may be permitted as available beginning 8 a.m. Monday through Friday, 9 a.m. Saturday and 10 a.m. Sunday. Unlit field use ends at dusk. Lighted field use ends at 10 p.m. Check your permit for specific times you may access the fields. Exceptions to these time frames are allowed with the permission of the Recreation Manager.

Newport Mesa Unified School District fields/facilities may be permitted as available weekdays after 4 p.m., all day Saturday and Sunday and during session breaks and summer. Newport Mesa Unified School District has priority at its sites prior to 4 p.m. weekdays. Check your permit for specific times you may access the fields.

Exceptions are Kaiser School, the Costa Mesa Farm Athletic Field Complex and Estancia High School. Check your permit for specific times you may access the fields.

- ❖ Kaiser School soccer/utility field users must stagger game times from the northern most field continuing to the south. Games may begin Saturday at 8 a.m., 8:30 a.m. and 9 a.m. and Sunday at 9:30 a.m., 10 a.m. and 10:30 a.m. A maximum of one (1) hour for field preparation and participant warm-up prior to game time is allowed. Tournament games must also stagger start times beginning at the northern most field continuing to the south. Tournament games may begin Saturday at 9 a.m., 9:30 a.m. and 10 a.m. and Sunday 9:30 a.m., 10 a.m. and 10:30 a.m. When only one (1) field is used game times begin Saturday at 9 a.m. and Sunday at 10 a.m.
- ❖ Costa Mesa Farm Athletic Field Complex game times shall be limited to the hours between 9 a.m. to 9 p.m. Monday through Saturday and 11 a.m. to 6 p.m. on Sunday. Field use hours shall be 9 a.m. to 9 p.m. on both Saturday and Sunday during tournaments. A maximum of one (1) hour for field preparation and participant warm-up prior to game time is allowed. Lights will be allowed until 9:30 p.m. Monday through Saturday and until 6:30 p.m. on Sunday.
- ❖ Estancia High School's two (2) soccer fields shall be limited to the hours between 5 p.m. to sundown Monday through Friday and 8 a.m. to sundown Saturday and Sunday when not in conflict with C.I.F. scheduled games or practices. Games may begin at 5 p.m. Monday through Friday and at 8 a.m. on Saturday and Sunday, with a maximum of one (1) hour for field preparation and participant warm-up prior to game time.

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### ***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.

**Kaiser School** - 3 soccer/utility and 2 baseball fields separate from one another.

- Only 3 fields in any combination will be available for use at the same time.
- When only one soccer/utility field is used, it must be the middle field.
- No one shall be allowed west of the south field between the dirt access road and the school fence at any time.
- Soccer goals on the south soccer/utility field must be placed an equal distance between the east and west residential properties.

**California and TeWinkle School** - 5 soccer/utility and/or 6 baseball fields combined.

- Only seven (7) fields in any combination will be available for use at the same time.

**Costa Mesa FARM Sports Complex** - 2 lit and 4 unlit soccer/utility fields.

- Usage is restricted to youth only. Adults are prohibited for athletic use.
- Up to four (4) weekend tournaments/special events conducted both Saturday and Sunday are allowed each calendar year. Field use hours shall be 9 a.m. to 9 p.m. on both Saturday and Sunday during tournaments. A maximum of one (1) hour for field preparation and participant warm-up prior to game time is allowed.

### ***Rain or Inclement Weather Use Guidelines***

See Sports Fields Inclement Weather Policy on page 12.

### ***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 Hotline 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.** If play does take place 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 12

## **FIELD/FACILITY ALLOCATION PROCEDURES & SITE ASSIGNMENTS**

Allocation of fields/facilities will follow the Athletic Fields/Facility Use and Allocation Policy. Fields/Facilities 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.

Fields/facilities will be allocated by priority use.

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.

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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.

Fields/facilities 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 is from 8 pm to 10 pm Monday through Friday and Sundays.

Adults will have priority use on 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 soccer/utility field on multiple-use sites combining baseball and soccer/utility fields.

Teams and organizations must 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 noticed when a field has gone without use by City staff and also prior to reassignment. Please see Three Strikes Rule page 12.

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.

After all requirements for application of field use are met a formal permit will be issued authorizing use of City or NMUSD fields.

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.

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

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

Any organization that has been allocated space and does not intend to use it according to the permit, shall notify the Recreation Division so that the fields/facilities may be reallocated or otherwise used at its maximum. **Non-use of a field may result in revocation of the allocated field.** Please see “Three Strikes Rule” page 12.

***Notice of Field Exchange***

Organizations may give up or exchange their allocation, or any part of it, with an organization of equal or great allocation priority only when all the parties agree in writing and the Recreation Division reissues the permit.

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### ***Traffic and Parking***

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. In post-season tournament play, the user should provide at least one person to direct participants and spectators to designated parking 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 of Costa Mesa.

## **MAINTENANCE ISSUES**

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

An annual rest and renovation program is scheduled at all allocated 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 or facilities 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 12.

### ***Field/Facility Closures***

Fields/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/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 field 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 Lining/Marking***

1. Lining of City or NMUSD fields with chalk is not permitted without a permit.
2. Burning or painting 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 12.

### ***Modifications***

Requests to modify or improve any City or NMUSD facility shall be submitted for review to the City of Costa Mesa Recreation Division for consideration. No permanent structures or equipment shall be erected on City or NMUSD facility unless approved by the City and NMUSD and is dedicated for community use.

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**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 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 approved outdoor facility or field use permits for games, practices and other uses whenever it is anticipated that weather or 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. City maintenance representatives will assess the condition of playing fields and determine if use will occur that day. Maintenance staff will use the Farm Sports Complex as a benchmark in determining playability of **all City/NMUSD** utility and soccer fields in Costa Mesa. Maintenance staff will use TeWinkle Park as a benchmark in determining playability of **all City/NMUSD** softball/baseball fields in Costa Mesa. Assessment results will be posted on the City's Wet Field Hotline (MUDLINE) Monday - Friday by 2:30 p.m. and Saturday - Sunday by 7:30 a.m.

Parks maintenance staff shall be responsible for assessing field conditions and updating of the Hotline from 6:30 a.m. to 5:00 p.m., Monday through Friday and from 6:30 a.m. to 1:00 p.m., Saturday and Sunday. Recreation staff will be responsible for these functions after 5:00 p.m., Monday through Friday and after 1:00 p.m. on Saturday and Sunday. Should weather conditions improve maintenance staff will reassess field playability and reopen fields IF conditions dictate.

**It is the user group's responsibility to call the City's Wet Field Hotline 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 12.**

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.

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., soccer 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 12.

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

**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/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 Hotline 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 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 will 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 year time frame from the first violation.

**Penalty.** Revocation of the permit for the remainder of the year and possible loss of future allocation. This may be appealed to the Recreation Commission.

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**ATHLETIC FIELD/FACILITY USE RULES AND REGULATIONS**

1. Groups consisting of ten or more individuals wishing to utilize a field/facility 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 will begin no earlier than 8 a.m. Monday through Friday, 9 a.m. on Saturday and 10 a.m. on Sunday. Use will end at dusk on unlighted fields and by 10 p.m. on lighted fields except where noted on Site Specific Rules. Check your permit for specific times you may access the fields.
- ❖ 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. Check your permit for specific times you may access the fields.
- ❖ Parking is allowed in designated areas only.
- ❖ Applicant’s use permit must be available during use and presented to any City or DISTRICT representative upon request.
- ❖ Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas.
- ❖ Selling food or other items is not allowed without City approval.
- ❖ Amplified sound is not allowed on any field without City approval. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
- ❖ Property boundary walls and fences are not to be used as backstops at any time.
- ❖ Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner’s permission.
- ❖ 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 Hotline at (714) 754-5041 after 2:30 pm Monday – Friday or after 7:30 am 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.

**Administrative Services  
(714) 754-5300**

**Field Ambassador  
(714) 514-1110**

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

**Emergencies Only  
911  
CMMC SEC. 12-17, 12-18, 12-53**

Applicant Name: \_\_\_\_\_  
(Print)

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

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

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

Approved by  
City Representative: \_\_\_\_\_  
(Print)

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

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

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

**ATHLETIC FIELD/FACILITY USE AND ALLOCATION POLICY**

January 2003

**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 and NMUSD owned athletic fields and athletic facilities 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.

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

Organization \_\_\_\_\_

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

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

Home Phone ( ) \_\_\_\_\_ Day Phone ( ) \_\_\_\_\_

Fax 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 / Facilities 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.*

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

\_\_\_\_\_  
Signature of Organization President or AD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

ORGANIZATION PRIORITY 1 2 3 4 5

PERMIT NUMBER \_\_\_\_\_

**ATHLETIC FIELD/FACILITY USE AND ALLOCATION POLICY**

January 2003

**Hold Harmless and Indemnity Agreement**

I, 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 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. 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 FACILITY USER or of CITY and NMUSD or damage to the property of 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. 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 FACILITY USER shall be acting at all times as an independent contractor herein and not as an employee of CITY or NMUSD. 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. 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 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.