



City of Lake Forest Athletic Fields Allocation(s) Procedures

Community Services Department

28000 Rancho Parkway, Lake Forest, CA 92630

BALL FIELD/GYMNASIUM RENTAL POLICIES AND FEES

Thank you for your interest in renting City facilities. The goal of the Recreation Division is to facilitate your activity and use of recreation amenities to ensure an enjoyable experience. To assist you in this regard, please familiarize yourself with the following policies.

A permit is required to reserve a ball field or the gymnasium.

Field/Court allocations will be administered by the City of Lake Forest Community Services Department twice a year. Please see the information tables below.

SOCCER AND LACROSSE

Season	Meeting Date	Location	Time	All Paperwork Due
Fall	July 8, 2015	Lake Forest Sports Park	4:30pm-5:30pm	July 15, 2015
Spring	November 4, 2015	Lake Forest Sports Park	4:30pm-5:30pm	December 1, 2015

BASEBALL AND SOFTBALL

Season	Meeting Date	Location	Time	All Paperwork Due
Fall	July 8, 2015	Lake Forest Sports Park	6pm-7pm	August 24, 2015
Spring	November 4, 2015	Lake Forest Sports Park	6pm-7pm	December 1, 2015

Fields allocated by the Community Services Department include:

Sports Park Fields/ (all are lighted facilities)

***1/2 of soccer fields will be allocated for practices**

- Gymnasium: 1 main court or 2 side courts
- Synthetic Turf Fields: 2 soccer/lacrosse
- Soccer Grass Fields: 3
- Baseball/Softball Grass Fields: 5 dedicated fields
- Basketball Courts (indoor)

Non-Sports Park Fields - *1/2 of soccer fields will be allocated for practices

- Heroes Park (Lighted): 4 baseball fields, soccer fields (small fields)

- Regency Park: Soccer Field
- Borrego Park: Soccer Field
- Foothill Ranch Community Park: 2 baseball/softball fields, 1 soccer field
- Baker Ranch Community Field: 1 baseball/softball field, 1 soccer area
- Tamarisk Park: 1 baseball field
- Rancho Serrano Park: 1 soccer area (small field)
- Rimgate Park: 1 soccer area (small field)

User Groups

Group 1 – City conducted or sponsored recreation activities.

Group 2 – Resident, non-profit youth sports organizations (example: Lake Forest Little league, American Youth Soccer Organization (AYSO), National Junior Basketball (NJB)).

- Comprised of 80% resident youths.
- The organization is open to all youth applicants within the community.
- The league also provides minimum playing time guidelines for all participants.
- Youth sports organization is administered by volunteer Lake Forest residents who serve as officers, commissioners or board of directors (80 % are residents of Lake Forest).

Group 3 – Resident, club, travel and adult sports organizations with at least 80% residency in Lake Forest, and one or more of the following conditions must be met:

- Organization primarily travels to other cities to compete at a higher level beyond that of a recreation based program.
- Organization is primarily suited for participants with skill beyond the play of recreation based programs.
- Tryouts or skill evaluations are conducted to select only top athletes.
- Rules are not defined with minimum playing time for participants.
- Coaches and or organization representatives are not volunteers and receive compensation for their respective positions.

Group 4 – Resident, club, travel and adult sports organizations between 50-79% Residency in Lake Forest, and one or more of the following conditions must be met:

- Organization primarily travels to other cities to compete at a higher level beyond that of a recreation based program.
- Organization is primarily suited for participants with skill beyond the play of recreation based programs.
- Tryouts or skill evaluations are conducted to select only top athletes.
- Rules are not defined with minimum playing time for participants.
- Coaches and or organization representatives are not volunteers and receive compensation for their respective positions.

Group 5 – Resident businesses and private parties.

Group 6 – Non-resident, non-profit youth sports organizations.

Group 7 – Non-resident, club, travel and adult sports organizations with less than 50% residency in Lake Forest, and one or more of the following must be met:

- Organization primarily travels to other cities to compete at a higher level beyond that of a recreation based program.

- Organization is primarily suited for participants with skill beyond the play of recreation based programs.
- Tryouts or skill evaluations are conducted to select only top athletes.
- Rules are not defined with minimum playing time for participants.
- Coaches and or organization representatives are not volunteers and receive compensation for their respective positions.

Group 8 – Non-resident businesses and private parties.

Hourly Athletic Sports Field User Rates								
Classification	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Non-Lighted	No Charge	\$5.00 per participant	\$10.00	\$15.00	\$15.00	\$20.00	\$25.00	\$40.00
Lighted	No Charge	\$5.00 per participant	\$15.00	\$25.00	\$25.00	\$35.00	\$40.00	\$60.00

Hourly Gymnasium User Rates								
Classification	Group 1	Group 2*	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1 Court	No Charge	\$5.00 per participant	\$25.00	\$35.00	\$35.00	\$50.00	\$65.00	\$75.00
Full Gym	No Charge	\$5.00 per participant	\$50.00	\$70.00	\$70.00	\$100.00	\$130.00	\$150.00

Group 2* rates – If gymnasium is utilized outside of center hours, an additional \$12 per hour rate applies.

GENERAL POLICIES

All field users are required to abide by the following general policies. Failure to abide by these policies may result in the revocation of current permits and denial of future field requests.

- **Applicant shall abide by all applicable laws:** including the prohibition of smoking and alcohol consumption.
- **The City is not responsible for:** personal injuries, lost, damaged or stolen property.
- **The City does not provide:** portable mounds, softball mats, and other sports equipment. Field maintenance (in-field dragging, watering or line placement) is the responsibility of the user group.
- **Insurance Requirements:** All organizations, clubs, tournaments, and commercial groups renting a ball field must provide \$1 million of liability insurance coverage for the permitted dates. A certificate of liability insurance and an endorsement letter naming the City of Lake Forest as additionally insured must be submitted at least three (3) weeks in advance of the rental date. User groups that cannot provide the correct insurance documents will not be granted a permit.
- **Vehicles are not permitted to drive on City fields:** This rule applies to teams and other program administrators who want to unload game equipment or supplies. Please plan on bringing dollies or

wagons to carry equipment and supplies onto the park grounds.

- **Safety:** Players warming up should not be stationed so that missed or overthrown balls can hit other park users. Any malfunctioning sprinklers, lights, or other mechanical park features should be reported to City staff immediately (949) 949-273-6960. Please call 911 for emergencies. All group users are expected to be safety conscious at all times.

- **Inclement Weather Policy:**

Weekdays – User groups will be notified by email of any field closures. Users may also call the weather hotline at (949) 461-3595 after 12pm Monday – Friday of any field closure updates.

Weekends – User groups will be notified by phone of any field closures. Users may also call the weather hotline at (949) 461-3595 by 7:30am. Please make sure that group users contact all coaches to relay closure information.

- **Scoreboard Use at the Sports Park:** An \$825.00 refundable deposit is required to use the scoreboards at the Sports Park fields/gymnasium. In addition, a current Scoreboard Agreement must be on file with the Community Services Department. After the last rental date has ended, the scoreboard deposit will be fully refundable, less any expenses to pay for damage to equipment. Damage to scoreboard controllers must be reported to Sports Park personnel immediately. Scoreboard controllers must be returned on a daily basis.

APPLICATION CHECKLIST

To participate in the field allocation process a team or league must provide the following completed paperwork:

- A completed team or league information card;
- A completed field reservation form, noting preferred practice or game times or requesting use of the batting cages or gymnasium.
- Valid proof of insurance, with an endorsement certificate, conforming to the City's required coverage limits; 1 million dollar policy listing the City of Lake Forest as additionally insured.
- All paperwork must be submitted by established deadlines (see table on page 1).

FIELD ALLOCATION PROCESS

- All paperwork is submitted to the City of Lake Forest by the established deadline.
- Each league or team will be forwarded a copy of their field permits and a copy of their field allocation grouping, including the fees being assessed and estimated billing (billed monthly).
- Each team or league using City of Lake Forest storage bins must complete a liability waiver. Storage bins will be allocated by priority level (group 2 – 8) and group size.
- Percentage of Lake Forest residents will determine group classification number.
- Total number of residents determines ranking within each group classification number.

PROOF OF RESIDENCY (Group 2, 3, and 4)

Acceptable proof of residency must be submitted for all Lake Forest Residents. Residents of Foothill Ranch, Portola Hills and parts of Trabuco Canyon (92610, 92679 and 92630) will be recognized as Lake Forest residents. Proof of Residency includes a recent copy (within the past 3 months) of utility bill, SVUSD Aeries Portal printout, or a California Driver's License with a Lake Forest address. The Community Services Department reserves the right to request additional documentation, if the need

arises. No league will be designated field allocations without proof of residency for all rosters. Leagues submitting fraudulent rosters are subject to the loss of all allocated time.

An application can be denied if:

- Requested amenities are not available;
- The requested use is inconsistent with applicable laws/rules; or,
- The requested use could be detrimental to the best interest of the City, as determined by the Director of Community Services.

Each applicant shall be: at least 21 years of age and act or designate one person to act as the coordinator of all rental matters.

All ball field and gymnasium fees will be billed on a monthly basis. Payments must be made by check or cash to the City of Lake Forest. Payments will be considered delinquent 30 days after the invoice is issued. Organizations submitting late payments will jeopardize their ability to use City of Lake Forest facilities in the future.

Sports field/gymnasium reservations that are unused are subject to a “no show” penalty as follows:

- 1st offense: Staff written warning
- 2nd offense: \$20 per sports field penalty
- 3rd offense: \$35 per sports field penalty and potential loss of future sports field time.

SYNTHETIC TURF SPORTS FIELDS RULES AND REGULATIONS

Failure to comply with the Synthetic Turf Rules and Regulations will result in cancellation of the reservation. Synthetic turf fields are available by permit only. To preserve the quality of the turf and provide a clean and healthy environment, the following are prohibited:

- Any beverage other than water
- All food including nuts, seeds, gum
- Smoking or tobacco products of any kind
- Glass bottles or containers of any type
- Dogs and other pets or animals
- Metal cleats
- ALL Barbecue grills
- Individual leg furniture – sled base furniture only
- Sharp objects such as tent stakes or corner flags
- Unauthorized vehicles, bicycles, scooters, skateboards
- Unauthorized marking of lines
- Remote controlled cars, planes or toys that use fuel
- Dragging of sport equipment. All equipment must be lifted when moved or have turf rubber wheels attached