

Sports Park and Recreation Center

Frequently Asked Questions

GENERAL

Where is the Sports Park and Recreation Center located?

The Sports Park and Recreation Center are located at 28000 Rancho Parkway at the intersection of Rancho Parkway and Portola Parkway. Visitors can enter the Sports Park from Rancho Parkway, Portola Parkway, or Vista Terrace.

Where can I park?

The Rancho Parkway, Portola Parkway, and Vista Terrace entrances will bring you into one of three parking lots. The Sports Park has over 500 parking spaces. Additional street parking is available on Vista Terrace.

How can I contact the Sports Park and what are the hours of operation?

Main line: (949) 273-6960

Mondays through Saturdays: 8:00 a.m. to 10:00 p.m.

Sundays: 10:00 a.m. to 6:00 p.m.

What are some of the amenities at the Sports Park and Recreation Center?

- Two playground tot lots
- 5 baseball/softball diamonds
- 3 natural turf fields
- 2 synthetic turf fields
- 8 gazebo picnic structures with BBQs
- Outdoor exercise equipment
- 2 outdoor basketball courts
- Gymnasium
- 3 acre common lawn
- 2 activity rooms
- Hiking trail connection to Aliso Creek Trail

Are dogs allowed at the Sports Park?

Dogs are allowed at the Sports Park but must be on a leash at all times. Dogs are not permitted inside the facilities or on the sports fields unless they are service animals. No dogs are allowed on the synthetic fields. Dog waste bag dispensers are located throughout the park.

EMPLOYMENT

How can I find out if the Sports Park is hiring?

For job opportunities at the Sports Park, visit www.lakeforestca.gov/jobs. Jobs will also be announced on Facebook at www.facebook.com/LFSportsPark.

REGISTRATION

How can I register and pay for a class, program, or excursion?

There are three ways to register and/or pay for a class, program, or excursion. Cash or check payments are only accepted at the Sports Park or at City Hall.

1. Contact Community Services at (949) 461-3450.
2. Online at <https://online.activecommunities.com/LFRecOnline/Start/start.asp>.
3. Stop by the Sports Park and Recreation Center or City Hall.

FACILITIES, AMENITIES, AND PROGRAMS

What is the common lawn used for?

The common lawn, also called “The Commons,” will be used to host movie nights and other City events. The Commons is also a great place for open play.

When will the synthetic and natural fields be open to the public? How about the gym’s basketball and volleyball courts?

Natural turf fields are expected to open in Spring 2015. For court and field availability, check www.lakeforestca.gov/sportspark or call 273-6960. Court and field availability is subject to change.

*When will the natural turf fields be open to the public?

The natural turf fields are expected to open in Spring 2015.

When is the gym open for “open play” basketball and volleyball?

For court availability, please check the Sports Park website at www.lakeforestca.gov/sportspark or call (949) 273-6960. Court availability is subject to change.

Do you have a coin-operated batting cage?

No. The batting cages are coach pitch only.

Does the Sports Park coordinate any adult leagues? What about children’s leagues?

The Sports Park will launch adult softball in Spring 2015. To sign up or get on the interest list, contact Bill Barry at bbarry@lakeforestca.gov. If there are other adult sports leagues you are interested in, please email Bill Barry. For children’s leagues, please go through an established children’s league.

Is there a hiking trail that connects to the Aliso Creek trail?

Yes, the Sports Park trail near Glass Creek will connect you to the Aliso Creek Trail.

What is the Teen Lounge? How do I get there from school?

The Teen Lounge is a City-sponsored program that runs Monday – Friday from 3:30 p.m. –6:00 p.m. The Teen Lounge provides a great place to hang out with friends, work on homework or enjoy an afternoon in recreation. Activities include video games (Xbox 1, Xbox 360, and Wii U), movies (PG-13), arcade

games, pool, foosball, ping pong, air hockey, computer lab, crafts, and board games. The City offers free daily shuttle service from Serrano and Los Alisos Intermediate schools to the Teen Lounge. A registration application is required and can be downloaded at www.lakeforestca.gov/teens. Cost per teen is \$25 per semester following the holidays.

Are there equipment storage units for sports organizations?

Sports organizations can reserve storage units at the same time when field allocations are reserved at no charge.

RESERVATIONS AND FEES

What are the requirements to reserve meeting rooms, the dance room, or gymnasium?

Meeting rooms and the dance room are only available to 501(c)(3) non-profit organizations while the gymnasium is reserved for sports usage only. Non-profit organizations must submit an application packet which is expected to be available before the end of December. At this time, reservations are made directly with Ron Rivera, Sports Park Supervisor, at rrivera@lakeforestca.gov.

How do I reserve a gazebo/picnic structure?

Beginning January 1, 2015, gazebo/picnic structure reservations can be made at <https://online.activecommunities.com/LFRecOnline/Facilities/FacilitiesSearchWizard.asp>. Currently, we are accepting reservations for certain park shelters for Saturday and Sunday events on a first-come first-serve basis. Reservation fees are \$25 for Lake Forest residents and \$150 for non-residents.

How do I reserve a sports field?

For sports field reservations, send an email to Rob Gaylord at rgaylord@lakeforestca.gov. Reservations will be evaluated and considered depending on availability and other criteria. There is no deposit required to reserve a sports field. Please provide the following information in the email:

- Type of reservation (i.e. practice game, open game, hosting a tournament).
- Type of organization (i.e. non-profit, for-profit).
- The number or percentage of Lake Forest residents in the sports organization.
- Insurance requirements - Permittee shall provide the City with verification of combined single limit insurance with a minimum amount of \$1,000,000 for public liability and property damage from an insurance company satisfactory to the City. The insurance certificate shall name the City of Lake Forest as additional insured along with the permittee. The insurance certificate must contain a clause requiring the insurance company to give the City 30 day written notice prior to any change in insurance coverage.

1. The certificate holder shall be the City of Lake Forest, 25550 Commercentre, Suite 100, Lake Forest, California 92630.
2. Additional Insured: The City, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement.

Additional Insured Endorsements shall not (1) be restricted to "ongoing operations;" (2) exclude "contractual liability;" (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

3. The certificate shall show the expiration date of the policy. Words such as “until cancelled” are acceptable.

What are the fees for renting a field or gym?

Field user fees are depicted in the following chart:

Hourly Athletic Field User Rates								
Classification	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Non-Lighted	No Charge	No Charge	\$10	\$15	\$15	\$20	\$25	\$40
Lighted	No Charge	No Charge	\$15	\$25	\$25	\$35	\$40	\$60
Tournament Rates*	No Charge	\$200	\$250	\$300	\$300	\$300	\$350	\$400
Group Classification Descriptions								
Classification								
Group 1	City or SVUSD conducted or sponsored recreation activities							
Group 2	Resident, non-profit youth sports organizations**							
Group 3	Resident, competitive, club, travel and adult sports organizations^ with at least 80% residency in Lake Forest							
Group 4	Resident, competitive, club, travel and adult sports organizations^ between 50-79% residency in Lake Forest							
Group 5	Resident businesses and private parties							
Group 6	Non-resident, non-profit youth sports organizations							
Group 7	Non-resident, competitive, club, travel and adult sports organizations^ with less than 50% residency in Lake Forest							
Group 8	Non-resident businesses and private parties							

***Tournament Rates** - Flat rates per field, with a minimum of 2 fields per day.

****Resident Non-Profit Youth Sports Organization** - Comprising predominately (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. In addition, the youth sports organization is administered by volunteer Lake Forest residents who serve as officers, coaches, commissioners, or board of directors.

^**Competitive, Club, Travel and Adult Sports Organization** - One or more of the following conditions must be met:

1. Organization primarily travels to other cities to compete at a higher level beyond that of a recreation-based program.
2. 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.
3. Rules are not defined with minimum playing time for participants.
4. Coaches and/or organization representatives are not volunteers and receive compensation for their respective positions.

Gym fees are depicted in the following chart:

Hourly Gym User Rates								
Classification	Group 1	Group 2*	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
One Court	No Charge	No Charge	\$25	\$35	\$35	\$50	\$65	\$75
Full Gym	No Charge	No Charge	\$50	\$70	\$70	\$100	\$130	\$150
Group Classification Descriptions								
Classification								
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Group 8	Non-resident businesses and private parties							

***Group 2 rates** - Organization must pay \$5 per player per season. If gymnasium is utilized outside of center hours, an additional \$12 per hour rate applies.

****Resident Non-Profit Youth Sports Organization** - Comprised predominately (80%) of Lake Forest resident youths and the organization is open to all youth applicants within the community. The league also provides minimum playing time guidelines for all participants. In addition, the youth sports organization is administered by volunteer Lake Forest residents that serve as officers, coaches, commissioners, or board of directors.

^Competitive, Club, Travel and Adult Sports Organization - One or more of the following conditions must be met:

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

Field assignments that are unused will be subject to a “no show” penalty as follows:

- 1st offense: Warning
- 2nd offense: \$20 per field penalty
- 3rd offense: \$35 per field penalty and potential loss of future field time

How can I rent the basketball court or volleyball court inside the gym?

For gym reservations, send an email to Rob Gaylord at rgaylord@lakeforestca.gov. Reservations will be evaluated and considered depending on availability and other criteria. There is no deposit required to reserve a basketball court or volleyball court. Please provide the following information below:

- Type of reservation (i.e. practice game, open game, hosting a tournament).
- Type of organization (i.e. non-profit, for-profit).
- The number or percentage of Lake Forest residents in the sports organization.
- Insurance requirements - Permittee shall provide the City with verification of combined single limit insurance with a minimum amount of \$1,000,000.00 for public liability and property damage from an insurance company satisfactory to the City. The insurance certificate shall name the City of Lake Forest as additional insured along with the permittee. The insurance certificate must contain a clause requiring the insurance company to give the City 30 day written notice prior to any change in insurance coverage.

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INFORMATION TECHNOLOGY

Is there WiFi at the Sports Park and Recreation Center?

There is free WiFi at the Sports Park and Recreation Center. Connect to “Sports Park Visitor” on your electronic device and accept the terms and conditions.

When is the computer lab open and do I need to make reservations to use a computer?

There are 16 computers for public use on a first-come first-serve basis. During the afternoon, the computer lab is reserved for the Teen Lounge program only.

- Mondays through Fridays: 10:00 a.m. to 1:00 p.m.
- Mondays and Wednesdays: 6:00 p.m. to 8:30 p.m.

CONTACTS

Who can I call to report suspicious activity?

Contact Police Services at (949) 770-6011, or for emergencies, contact 9-1-1.

Who can I call to report equipment or landscape problems at the Sports Park?

Report any maintenance issues associated with playground equipment or landscaping to Public Works at (949) 461-3480. For graffiti, contact the graffiti hotline at (949) 461-3583 (24-hour voicemail available). You can also submit a request through Ask Lake Forest at www.asklakeforest.com.

Who can I call for general questions about the Sports Park and how do I keep up with Sports Park news?

If you have any questions or comments about the Sports Park, contact the Sports Park and Recreation Center at (949) 273-6960. To stay up to date, like us on Facebook at www.facebook.com/LFSportsPark or visit our website at www.lakeforestca.gov/LFSportsPark.