



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 Community Services Department 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 10, 2019	Lake Forest Sports Park	4:30pm-5:30pm	July 25, 2019
Spring	November 6, 2019	Lake Forest Sports Park	4:30pm-5:30pm	December 2, 2019

BASEBALL AND SOFTBALL

Season	Meeting Date	Location	Time	All Paperwork Due
Fall	July 10, 2019	Lake Forest Sports Park	5:30pm-6:30pm	July 25, 2019
Spring	November 6, 2019	Lake Forest Sports Park	5:30pm-6:30pm	December 2, 2019

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 SVUSD sponsored recreation activities

- Recreation activities sponsored or conducted by the City of Lake Forest or the Saddleback Valley Unified School District.
- Examples: City conducted or cosponsored citywide community events, leagues, or tournaments.

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

- Sports Leagues open to the public with an “everyone plays” philosophy and a minimum of ninety (90) percent of participants being Lake Forest residents.
- In case of overlapping requests from Group 2 user groups for the use of facilities, priority will be given to the one with the highest percentage of Lake Forest residents participating.

Group 3 – Non-profit youth sports organizations with a minimum of 80% residency in Lake Forest.

- Non-profit youth sports leagues “travel ball” teams and a minimum of eighty (80) percent of participants being Lake Forest residents.
- Examples: Youth baseball, softball, soccer and football teams.

Group 4 – Non-profit youth sports leagues or teams and a minimum of 70% residency in Lake Forest.

- Non-profit youth sports leagues or teams and a minimum of seventy (70) percent of participants being Lake Forest residents.
- Examples: Youth travel baseball, soccer, football teams.

Group 5 – Non-profit adult or youth organizations with a minimum of 60% of participants being Lake Forest residents.

- Non-profit adult or youth sports groups conducting community oriented sports activities with a minimum of sixty (60) percent of participants being Lake Forest residents.
- Examples: Adult soccer, softball, youth club teams, private parties.

Group 6 – Non-profit organizations or groups with less than 60 % of participants being Lake Forest residents.

- Non-profit organizations or groups, not open to the public, with less than sixty (60) percent of participants being Lake Forest residents.
- Examples: Adult or youth club teams, private parties, local churches, and local homeowners' association.

Group 7 – Commercial entities located in Lake Forest

- Example: local businesses.

Group 8 – Commercial entities or organizations not located in Lake Forest

- Examples: Businesses not located in Lake Forest, film shoots, parties, events. (Ord. 168, 2007)

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	\$25.00	\$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.
- **Additional Field or Gym Time:** If you are requesting additional field/gym time outside of your approved allocation, you must submit your request to the Community Services Department no less than two weeks prior to the requested date(s).

■ **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 2pm 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, 4 and 5)

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 fees for the use of ball fields and the gymnasium will be billed on a monthly basis. Payments may be made by cash, check or cashier's check to the City of Lake Forest. Payments will be considered delinquent 30 days after the invoice is issued. If a check is returned due to insufficient funds, future payments must be made by a cashier's check or cash. Additionally, your organization's permit will be placed on hold until payment is received for all outstanding fees. Organizations submitting late or incomplete payments may 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



YOUTH / ADULT SPORTS TEAM INFORMATION

Youth: ____ Adult: ____

Name of League or Team Affiliation: _____

Name of Representative: _____

Title: _____

Phone: Business: _____ Home: _____ Cell: _____

E-mail: _____ Address: _____

League Website: _____

Secondary Contact: _____

Title: _____

Phone: Business: _____ Home: _____ Cell: _____

Name (and) City of League you participate in: _____

Are you a registered non-profit? Yes: __ No: __

If Yes, Tax ID Number: _____

Recreation Team/League (where everyone makes team)? Yes _____ No _____

Minimum playing time rule in your league? Yes: __ No: __

Do you have proof of insurance? Yes: __ No: __

Is coach: Paid: _____ Volunteer: _____

League/Team Registration Fee per Participant: _____

Percent of Lake Forest residents on Team/League: _____ (must show proof of residency).

Roster Attached? Yes: __ No: __

Fall Field Season ____ (Mid August to December) Spring ____ (Mid January to June)

Months Requesting Field(s): _____

This form must be returned to Bill Barry, Recreation Supervisor, City of Lake Forest, by or before _____. If you have any questions, **please call (949) 273-6972** or email at bbarry@lakeforestca.gov.

Please note: Completing this form does not guarantee your team or league sports facilities in the City of Lake Forest.



APPLICATION FOR RESERVATION PARK USER PERMIT

28000 Rancho Parkway
LAKE FOREST, CA 92630
(949) 273-6972

ORGANIZATION: _____

Phone Number

REPRESENTED BY: _____
Authorized Representative Title

ADDRESS: _____
Street City Zip Daytime Phone
Number/Email Address

WE WILL BE SELLING CONCESSIONS: Yes No (Please attach list of items to be sold)

FIELD(S) REQUESTED	ACTIVITY	DAY(S) OF WEEK	DATE(S)	HOURS: FROM - TO

Please Circle: Boys / Girls Age Group (list all) _____

USE AGREEMENT

- Applicant hereby agrees to indemnify and hold harmless the City of Lake Forest, the Parks and Recreation Commission, and their officers, agents, or employees, from any liability or claim for damages for personal injury including accidental death and for property damage which may arise in connection with the above reserved use of the park facility and equipment. The applicant agrees to furnish such liability or other insurance for the protection of the public and the City of Lake Forest as the City may require.
- I, the undersigned, hereby certify that I will be responsible on behalf of myself and the applicant I represent for any damages sustained to the City of Lake Forest building, equipment, or grounds accruing through the use of said building and/or grounds by the applicant.
- I hereby certify that I have read the attached rules, regulations, and terms of this application and that I or the applicant which I represent, will abide by them and all other directives of the City of Lake Forest and its authorized agents, which may be communicated to the applicant.

Signature of Responsible Individual

Approval of Authorized City Representative

Date

Date

(FOR OFFICIAL USE ONLY)

FIELD: _____

DATE PAID: _____

LIGHTS: _____

RECEIPT # _____

TOTAL: _____



City of Lake Forest Field Use Rules and Regulations

League Representative: _____

League: _____ Title: _____

Date: _____ Phone#: _____

Email: _____

Please initial the following and sign at bottom of page.

____ League shall not have any alcohol or tobacco on City of Lake Forest fields.

____ Users shall follow the Parks and Recreation Facility Regulations provided in Lake Forest Municipal Code Chapter 13.04.

____ League may not drive motor vehicles on City of Lake Forest parks or fields (Golf Carts permitted).

____ Athletes must warm up on designated fields only.

____ League administrators or coaches must report any damage immediately.

____ Users use the fields at their own risk. The City of Lake Forest is not responsible for personal injuries or lost, damaged, or stolen property.

____ Leagues are subject to a "no show" penalty if fields are not used in accordance with approved field allocations.

____ Users may not hang banners from any City of Lake Forest structure at the Sports Park. League may not use fields when closed by the City of Lake Forest, including, but not limited to closures due to inclement weather.

____ League must have at least one City of Lake Forest team playing in all scheduled games.

____ League must submit an \$825 deposit to utilize a scoreboard controller that is refundable at the end of the season.

_____ League must pay field use fees monthly and no more than 30 days after receiving monthly invoice.

_____ League may not paint any unauthorized lines on any City of Lake Forest fields.

_____ League must provide all of their own field prep equipment.

_____ The City of Lake Forest reserves the right to cancel any approved field rental permit.

_____ User groups may NOT sublet any City of Lake Forest fields to any other organizations, under any circumstances.

_____ The City of Lake Forest reserves the right to verify the information provided on team rosters.

_____ The City shall have the authority, based on cause, to deny use of all or any portion of a facility to the sports user group or any individual who has abused the privilege of field or facility use, including failure to comply with the general policies and rules governing the use of the field or park.

League Representative Signature

City of Lake Forest
Representative

Date

Date

Lake Forest Sport Park Scoreboard Controller

Policies and Procedures Information



- 1) Deposit check of \$825.00 will be payable to: City of Lake Forest and will be kept on file with the Community Services Department for the complete allocation period. The check will be returned to the group user at the end of their allocation as long as the controller(s) have not been damaged, lost, or stolen.**
- 2) Please submit the deposit check and this form to Community Services Senior Coordinator, Bill Barry at the Lake Forest Sports Park. The park is located at: 28000 Rancho Parkway Lake Forest, CA 92630.**
- 3) Once step 1 and 2 have been completed, you may check out a controller during your allocated field time. You may check out the controller(s) at the Baseball Field Clubhouse located between the baseball fields.**
- 4) The Field Ambassador will require a check out/check in signature from all user groups. Controllers must be returned on a daily basis.**
- 5) The Field Ambassador (City Staff) will verify with the group user that the controller and scoreboard are functioning properly.**
- 6) ALL controllers will be turned in on a daily basis to the Field Ambassador.**

I, _____ understand that if the scoreboard controller is lost, damaged or stolen, our organization _____ will automatically forfeit our deposit of \$825.00 to the City of Lake Forest. If more than one controller is being used, I understand that each individual controller will be an additional \$825.00 payable to the City of Lake Forest.

X _____

Signature

Date