

# CITY OF MURRIETA COMMUNITY SERVICES DISTRICT

Field Use and Allocation Policy

Approved By City Council on August 19, 2014



## 1. **DEFINITIONS**

- a. **Resident League or Organization** - A "resident" league or organization is one in which the resident participation in the league or organization is at least 80% and the governing board consists of at least 80% Murrieta residents.
- b. **Non-resident League or Organization** - A "non-resident" league or organization is one in which the resident participation does not meet at least 80% and/or the governing board does not consist of at least 80% Murrieta residents.
- c. **Recreational Youth Group** - A recreational youth group is one that has open registration to all residents of Murrieta. All participants are allowed to play and participate in organized play and practice and are not restricted by ability or skill level. Teams are typically formed in a manner that will allow for the creation of balanced teams and have a minimum play rule for all registered individuals. Each organization must be recognized as a 501(c)(3) Non Profit group with a unique 501(c)(3) tax ID specific to the local chapter. All groups must show nonprofit status to be considered Recreational Youth Group. Recreation leagues that have a competitive or travel program within its organization may designate up to 20% of the league's total teams as competitive or travel. Recreational teams must makeup at least 80% of the league.

Current Youth Groups with a competitive or travel division will have until January 2015 to comply with the 20% maximum number of teams in the competitive division. After the completion of that initial season any league failing to have 80% of its teams playing in a recreational division will be re-classified to a Competitive Youth Group.

- d. **Competitive or Travel Youth Groups** - A competitive or travel youth group is one where registration for a specific team or group is based upon competitive tryouts and registration is limited to a specific number of players or teams.
- e. **League Representative** - For consistency and to help reduce confusion, the Recreation Department requires that each league assign two (2) representatives to act as liaisons between the City and the league.
- f. **City Sponsored Activity** - Any program, either youth or adult, offered by the City to the public. This includes adult softball and soccer, youth recreational classes, camps, and special events.
- g. **District Sponsored Activity** - Any program offered by the Murrieta Valley Unified School District ("District") for educational purposes or for recreational activities.
- h. **League Definition** - Murrieta leagues are organizations that consist of a minimum four (4) teams or four (4) or more separate divisions.

## 2. **ORDER OF PRIORITY FOR FIELD ALLOCATIONS**

As part of the Joint Use Agreement between the City and the District, District activities are given priority over all others for District sponsored activities at both District facilities and City facilities, except that District activities do not have priority over City-sponsored activities at City facilities. Accordingly, the order of priority for field allocations is as follows:

- a. City of Murrieta (except that District-sponsored activities have priority at District facilities)
- b. Murrieta Valley Unified School District
- c. Resident Recreational Youth Groups playing in their respective season
- d. Resident Recreational Youth Groups playing outside their respective season
- e. Resident Competitive or Travel Youth Groups
- f. Resident Adult Groups playing in their respective season
- g. Resident Adult Groups playing outside their respective season
- h. Non-resident Youth Groups
- i. Non-resident Adult Groups



The respective season for baseball, softball, and lacrosse is January through June; for football, flag football, and soccer is July through December; and for basketball is November through February.

Field allocations will be made proportionately based on league registration and the number of fields available. For purposes of example only, if Soccer League A has 750 kids registered, Soccer League B has 250 kids registered, and there are 20 soccer fields available, League A will be assigned 15 fields and League B will be assigned 5 fields. Typically, field allocations are spread across the City to allow each league to have playing/practice fields close to everyone.

**3. League Formation**

- a. Any group looking to start a new league utilizing Murrieta allocated facilities will be considered a nonresident organization for the first season of play when allocating fields. After the first season's official rosters have been received, staff will apply appropriate field use fees based on the organizations classification as stated in section two.
- b. Due to the limited availability of facilities the City of Murrieta will recognize a maximum of two similar organizations in any sport. Requests for leagues of sports that do not currently exist in Murrieta will be permitted based on facility availability without impacting current resident recreational organizations.

- 4. Bi-Annual Fields Meeting** - Twice a year the Community Services District will hold fields meetings. At these meetings, vital field information will be reviewed and any field closures will be announced. To be invited to either fields meeting, a league or organization must be a resident league or organization, as stated above. Once a league or organization has met this requirements, they will be eligible to attend all fields meetings provided they continue to meet all eligibility requirements, that they have no outstanding bills to the Recreation Department, and that all forms from the prior season have been submitted (where applicable). Any new league or organization wishing to be considered a resident league or organization must submit a copy of their current list of registered players to the Recreation Department at least one (1) week prior to the scheduled meeting. Staff will verify residency and, if all requirements are met, they will be eligible to attend the next scheduled fields meeting. Fields meetings are typically scheduled for the second week in January and July.

**5. Required Information and Forms**

- a. **Insurance** - Any league or organization requesting use of City or District fields and facilities must provide the Recreation Department with a copy of its insurance naming the City and the District as additional insured. Insurance policies are to have, at a minimum, liability coverage of \$1,000,000 and must be received before any use takes place. Staff cannot confirm reservations until the Recreation Department receives the insurance policies.
- b. **Refundable Deposits** - A \$100 deposit for each City or District field or facility is required. Leagues or organizations must submit deposits to the Community Services District before any use takes place and before staff can confirm facilities.

At the end of the playing season, the Recreation Department will refund the funds received for the general field deposits provided the group utilizing the requested facilities has not caused excessive damage, as determined by the Community Services District. The Community Services District, or its contractor, will repair any such damage and subtract the costs from the deposit; staff will refund any remaining portion to the respective league or organization. In addition, staff will subtract any outstanding fees from the deposits and will then return the remaining sum to the league or organization.



c. **NON-RESIDENT FEES AND FIELD USE FEES**

- (1) Non-Resident Fees- Before the first game, leagues and organizations must submit to the Recreation Department rosters for each individual team or cheerleading squad playing on either City or District facilities. The rosters must indicate the name and address of each participant. Recreation Department staff will verify resident/non-resident status.

Non-residents are those individuals who:

- \* Live outside the City limits of Murrieta;
- \* Have a P.O. Box as an address; or
- \* Live in La Cresta or other unincorporated Riverside County areas.

Names without an address will be considered a non-resident

If there are any questions regarding an individual's status, please contact the Recreation Department and a staff member can help you in making a determination.

For each non-resident, staff will assess a fee of \$10. All non-residency fees are due once staff determines the total cost.

- (2) Field Use Fees - Leagues will be charged a field use fee for each team in their league. Please see current fee schedule online for approved fees.
- (3) Field Credits - Organizations that have facilities they pay for and maintain within the City of Murrieta. (Non City or School District facilities) will be granted a 1% residency rate allowance to a maximum allowance of 5%.
- d. Playing Schedules - The Recreation Department requests that leagues and organizations submit for both City and District facilities copies of both practice and game schedules to the Recreation Department at least one (1) week before each respective start date. By submitting playing schedules ahead of time, the Maintenance Department can determine the schedules for mowing, trimming, fertilizing, stocking restrooms, etc. This will also enable the Recreation Department to staff the parks and facilities accordingly.

Staff requests that each league or organization notify the Recreation Department when a change to the playing schedule occurs. League and organization representatives should understand that last minute changes are difficult to arrange and confirm; however, when sudden changes do arise, staff will make every effort to accommodate the situation.

6. **FIELD USE AND FEES**

- a. Light Fees - Should leagues require field or court lighting, each league is granted two access accounts for the control link website to schedule lights. For sites without remote access will require a league representative to submit a schedule listing the needed days and times to the Recreation Department. Please submit this request at least one week before the first date requested. All light usage will be billed to the league by staff based on the current approved fee. For current fee visit the current fee schedule online.
- b. All rosters are due by the first game. If rosters are not received by the second week of play lights will not be turned on until they are received.
- c. **Games** - Once games begin, any field/court with lights will be considered game facilities first



any field with lights will be considered usable for games until 10:00 p.m. on Monday through Saturday evenings. Any league or organization assigned a field with lights and not using the lights for scheduled games must notify the Recreation Department so that another league or organization may have the opportunity to schedule games as needed. If no league or organization needs that field for games, then practices will be permitted on fields with lights. For purposes of fields with lighting, resident league or organization practices have priority over non-resident games.

- d. **Tournaments** - Any league hosting tournaments outside of league play must submit a request and will be required to pay the tournament fees. This is the only time in which two non-resident teams may play against each other on a Murrieta field. Tournaments may be requested but will only be approved based upon availability of fields. Tournament requests must be made at least 30 days in advance and not more than one year in advance. The Recreation Department will take into consideration typical season dates when requests are received by outside organizations.

Please submit requests for tournament practices and games as soon as they become available to your league or organization. This will ensure that staff handles everything as accurately as possible for continuous play.

## 7. **FIELD PREP AND MAINTENANCE**

Staff encourages league and organization representatives to contact and make the Recreation Department aware of any situation that might be a liability for participants. Presently, the Community Services District waters and drags each baseball and softball field Monday through Friday, at no cost to the leagues or organizations. Only California Oaks Sports Park Fields #1 - #3 and Alta Murrieta Sports Park Ball Field are prepped on Saturdays.

- a. **Field Painting** - All field paint must be water-based and a Material Safety Data Sheet must be on file with the Community Services District. Any mixing, filling, or rinsing of paint must be done away from streams, creeks, and gutters, or should only be done on Decomposed Granite paths on a tarp or other containment device. Waste water must be disposed of properly and not allowed to flow down gutters, streams, or creeks. For any additional questions, please call the Maintenance Department at (951) 461-6124.

Leagues and organizations may prep and chalk their own baseball and softball fields, provided the Recreation Department receives written notification outlining the scope of work each league or organization intends to perform. Prep work on baseball and softball fields includes permitting leagues to bring their own equipment and material in order to rake or hand drag uneven areas as well as to chalk foul lines, coaches boxes, on-deck circles, and pitching circles. The City prohibits dragging the field with any motorized vehicle. The Maintenance Department will review requests from leagues and organizations to water the fields on an as-needed basis. Such requests must be in writing, listing the dates required.

Using chalk on turf areas is prohibited as it has a tendency to burn and destroy the turf. Staff will deduct any such damage from the refundable deposits.

Please be aware that, if another league or organization has a field reserved immediately following any other league or organization, the first league or organization should keep the field prep uniform enough so that both leagues or organizations may use that field.

## 8. **HEALTH DEPARTMENT PERMIT AND CONCESSION STAND FEES**



- a. Any league that has been assigned usage of any field or park concession stand must display a current copy of the Health Department Permit at the site. All permits will be obtained by the Community Services District and any associated fees will be passed onto the league or organization assigned that concession stand. The Recreation Department will issue a key to the concession stand to the assigned league or organization. At no time should anything be permanently affixed to the walls of the concession stand without prior written approval from the Recreation Department.
- b. All leagues and organizations must inform the Recreation Department, in writing, of their intent to sell food or beverages at any site owned or maintained by the City before any such sales.
- c. Any league or organization wishing to sell food (even prepackaged) at a facility without a concession stand must obtain a temporary Health Permit from the Riverside County Health Department. A copy of this permit must be submitted to the Recreation Department prior to any sales taking place.
- d. Restriction will not be limited to one group over another when a specific site may be in use by multiple leagues; all groups will have the same opportunity for fund raising. However, non-profit groups will have priority.
- e. A signed copy of the Community Services District's waiver, releasing the City of Murrieta from liability, must be returned to the Recreation Department prior to any food or beverage sales.
- f. If a league or organization is unsure as to what the regulations are related to food and beverage sales, please contact the Riverside Health Department at (951) 461-0284 should you have any direct questions.

Riverside County Health Department  
Murrieta Health Office  
38740 Sky Canyon Drive, Building 8  
Murrieta, CA 92562

- g. All leagues and organizations assigned the use of a concession stand will be billed for the actual amount of electricity used. Bills will coincide with the facility electric bill and will be based on kilowatt hours used.
- h. All organizations utilizing a snack bar or hosting any only sales must present a valid sellers permit and Murrieta business license.

**9. MISCELLANEOUS INFORMATION**

- a. League and organization representatives must make their league or organization, and all those associated with them, aware of the rules, regulations and guidelines that are listed on the back of the Reservation Request form.
- b. Keep in mind that the parks, and the facilities within the parks, are designed for everyone's enjoyment. Please ensure that the next user finds the area in good condition.
- c. In order for the City to maintain the fields in the best possible condition, please rotate the more commonly used areas during practices.
- d. Fields may be closed at the discretion of the City's or the District's Maintenance Department in the event of unforeseen maintenance situations or excessive rain. Staff will provide notification to league or organization representatives as soon as possible.
- e. Please submit restroom requests for tournaments, practices, and games as soon as they become available to your organization. This will ensure that staff handles everything as accurately as possible for continuous play.
- f. Community Services District staff opens restrooms at Mapleton and Alta Murrieta Sports Park at 8:00 a.m., at Los Alamos Hills Sports Park, California Oaks Sports Park and Copper Canyon Park at 7:00 a.m., and at Mira Mosa Park by 8:30 a.m. on weekends.