

RESOLUTION NO. 8210

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS  
ADOPTING A SPORTS FIELD USE AND RESERVATION ALLOCATION  
POLICY

WHEREAS, the City of Redlands owns and operates various parks and sports fields; and

WHEREAS, the City is committed to maintaining safe and attractive fields for use by Redlands' residents and visitors; and

WHEREAS, the City is committed to maximizing play time through efficient scheduling, including turf recovery periods; and

WHEREAS, the City is committed to providing transparency and consistency in field use scheduling; and

WHEREAS, the City is committed to clearly communicating expectations for field use; and

WHEREAS, the City is committed to adequately funding field maintenance and long term capital needs; and

WHEREAS, the City recognizes the increasing demand for sports fields and is committed to providing equitable and affordable access to these City facilities;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDLANDS AS FOLLOWS:

Section 1. CEQA Exemption. The City Council hereby finds and determines that the adoption of this Resolution is exempt from review and under the California Environmental Quality Act ("CEQA") Guidelines Section 15061(b)(3) because it can be seen with certainty that this Policy will have no significant impact on the environment.

Section 2. Policy. The City of Redlands' Sports Field Use and Reservation Allocation Policy, attached hereto as Exhibit "A," is hereby adopted.

Section 3. Effective Date. This Resolution and the policy established by this Resolution shall take effect immediately.

ADOPTED, SIGNED AND APPROVED this 1st day of June, 2021.

ATTEST:

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Paul T. Barich, Mayor

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Jeanne Donaldson, City Clerk

**EXHIBIT “A”**

**City of Redlands Sports Field Policy**

**City of Redlands**

**ATHLETIC FIELD USE AND  
ALLOCATION POLICY 2021**



## Table of Contents

- I. Introduction
- II. Definition of Terms
- III. Field Allocation Process
  - A. Application Schedule and Requirements
  - B. League Splits and New Leagues
- IV. Field Allocation Criteria
  - A. Priority Group Classification
  - B. Sport Season Priority
  - C. Resident Priority Status
- V. Tournaments
- VI. Maintenance Issues
  - A. Rest and Renovation
  - B. Field Use Guidelines
  - C. Athletic Field Lining/Marking
  - D. Inclement Weather Guidelines
  - E. Criteria for Establishing Field Playability
- VII. General Provisions
  - A. Banners/Signage/Advertisement
  - B. Disciplinary Action for Field Policy Violations
  - C. Field Exchange, Sublease, Non-Use
  - D. Snack Bar Use
  - E. Permit Cancellation
  - F. Traffic and Parking
  - G. Onsite Storage
  - H. Authority
- VIII. Fees

## I. Introduction:

The City of Redlands coordinates and issues permits for the use of various athletic fields in the City to organizations and the general public for cultural, social and recreational activities and programs. The purpose of this policy is to establish a process for the scheduling and reservation of these facilities.

The City is dedicated to creating partnerships with local youth sports organizations to ensure there is ample opportunity to participate in athletics at various skill levels. The goal with these partnerships is to provide athletic opportunities while also ensuring fields are adequately maintained. The objective of this policy is to create clear and written procedures that:

- Safe attractive fields for use by Redlands residents;
- Maximize play time through efficient rescheduling including turf recovery periods;
- Incorporate “turf recovery periods” to maintain safe, quality fields;
- Fairly distribute available fields;
- Provide transparency and consistency in scheduling;
- Clearly communicate expectations for field use; and
- Adequately fund field maintenance and long term capital needs

## II. Definition of Terms:

**Audit:** During an audit, each organization or coach is to state the name of each participant on their roster, provide verification documents for each participant, and sign off on the roster form. Each group is to cooperate with staff when audits are being conducted and during the process of collecting rosters and verification documents.

**Director:** The Director of Facilities and Community Services.

**Field Use Category:** The sport for which the reservation is intended. Field use is limited to football, baseball, softball, soccer, and other variants as approved by the Director.

**Local Resident:** Persons residing within the City of Redlands.

**Non-Profit Status 501(c)(3):** To qualify as a non-profit user, the organization must meet all criteria as identified by the Internal Revenue Services (IRS). The organization must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates non-profit 501(c)(3) status and are required to submit 990 forms and other appropriate documentation, including but not limited to, financial records and tax returns demonstrating the non-profit status. Visit [www.irs.gov](http://www.irs.gov) for additional information on non-profit status.

**Priority Group Classification:** An organization’s Priority Group Classification determines its priority for field allocations (i.e. Group 1 has first priority for field allocations and Group 2 has second priority for field allocations).

**Group 1 (Rec League):** Organizations qualifying for Group 1 status must meet the following criteria:

1. Non-profit, recreational youth organization.
2. Must offer priority registration for City of Redlands residents.
3. Must be a recreational youth sports organization offering open registration, guaranteed playtime at every game, and not limit registration based on skill level.
4. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates a non-profit 501(c)(3) status certificate.
5. Groups that compensate local, executive, administrative staff and/or board members shall be excluded from the Group 1 status.
6. Organizations must reserve field space for a minimum of three consecutive seasons to be eligible for Group 1 status.
7. The City reserves the right to audit any financial records, upon request.

**Group 2 (ie. Travel, Club, Adult):** All other groups not qualifying for Group 1 status.

**Primary Use Hours:** Timeframes during which fields experience the highest demand. This includes the hours of 4:00pm to 9:00pm, Monday-Friday and 7:00am to 8:00pm on Saturday.

**Resident Percentage Status:** Percentage of residents within an organization relative to other organizations within a Priority Group Classification. This status is determined by calculating the percentage of verifiable local residents registered with that organization in relation to the total number all registered local residents in all organizations in that Priority Group Classification combined during the previous season. Each organization's local resident number will be divided by the total of all local residents registered to determine the percentage of use to be allocated to each group.

**Youth Status:** Persons 18 years of age or under at the start date of permit.

### **III. Field Allocation Process:**

#### **A. Application Schedule and Requirements**

Requests to use athletic fields are made through the Recreation Division of the Facilities and Community Services Department located at 111 W. Lugonia Avenue, Redlands, (909) 798-7572. Any group that wishes to reserve an athletic field must complete the application package.

The City allocates field space on a biannual basis: Winter/Spring; Summer/Fall. Prior to each allocation, the City will issue a call for reservation requests approximately four months in advance. The intent of the application schedule is to provide groups with a final schedule approximately two months prior to a typical season. The annual allocation schedule is included below:

### **Winter/Spring (January 15<sup>th</sup> - June 30<sup>th</sup>)**

- September 1<sup>st</sup> - September 15<sup>th</sup>: Receive packets and applications
- October 1<sup>st</sup> – November 1<sup>st</sup>: Parks and Recreation Commission Reviews draft schedule
- November 15<sup>th</sup>: Reservations Issued

### **Summer/Fall (August 15<sup>th</sup> – December 15<sup>th</sup>)**

- April 1<sup>st</sup>- April 15<sup>th</sup>: Receive reservation packets and applications
- May 1<sup>st</sup> – June 1<sup>st</sup>: Parks and Recreation Commission Reviews draftschedule
- June 15<sup>th</sup>: Reservations Issued

Organizations must submit a reservation packet and application, if applicable, prior to each allocation and in accordance with the preceding schedule. Application packets consist of the following forms:

1. Field Use Request Form
2. Field User Information Sheet
3. Athletic Field Use Rules and Regulations
4. Public Liability and Property Damage Insurance in an amount no less than \$1,000,000 per occurrence, naming City of Redlands as Additionally Insured
5. Hold Harmless and Indemnity Agreement
6. A current list of board members with current contact information
7. Player rosters identifying local residents and non-resident. Non-resident fees will be applied for Group 1 applications.
8. Non-profit groups must also supply a IRS 990 or 990EX form

Submittal of a field reservation packet does not guarantee approval. Every effort will be made to accommodate user groups' requests for use of fields. Deadlines must be met or field permits may be denied.

### **B. League Splits and New Leagues**

New leagues or organizations planning to petition for Group 1 status must submit a Group 1 application in addition to the reservation packet. Groups must include the following documents with the Group 1 application:

1. Bylaws;
2. Player roster identifying local residents;
3. Names and addresses of Board of Directors (if applicable) with current contact Information; and

4. Letter of Determination or Letter of Affirmation from the IRS, including a copy of the league's current financial statements on file (IRS Form 990 or 990EX) that demonstrate the organization's nonprofit 501(c)(3) status, if asking for non-profit status.

A change in the organization's name, parent or affiliated national, state, regional or local organization (provided the former organization's name is not also being used), does not constitute it as a new organization or user and the City must be notified of any such name changes.

#### **IV. Field Allocation Criteria:**

Applications for field use may be submitted twice per year for Group 1 and one per year for Group 2. Once applications are received, a draft schedule will be prepared with input from the Parks and Recreation Advisory Commission. The City will utilize, but not be limited to, the following criteria in determining field schedules. Such scheduling shall be subject to the prior approval of the Director.

##### **A. Priority Group Classification:**

1. Applications will be categorized by Priority Group Classification. Group 1 organization requests will be considered first followed by Group 2.
2. The total combined Group 1 applications may be allocated up to 70% of Primary Use Hours within a Field Use Category. Additional facilities may be scheduled if available after Group 2 reservations have been allocated.
3. Organizations qualifying for Group 1 status may be allocated up to 70% of Primary Use Hours within a Field Use Category for up to one season per year and may be allocated up to 30% for the remainder of the year. Additional facilities may be scheduled if available after Group 2 reservations have been allocated.
4. Group 2 allocations will be annual. Fields which become open due to cancellations will be put into reserve field space which will become available throughout the year.

##### **B. Sport Season Priority**

1. A sport in its traditional season will have priority field use over an out-of-season sport.
2. Spring sports (baseball, softball) have priority in the spring.
3. Fall sports (soccer, football) have priority in the fall.
4. With regards to sports that play year-round (with a primary and off-season play), the primary season of each sport will determine whether the field is considered a baseball/softball or a soccer/football field on multiple use sites.

##### **C. Resident Priority Status**

Once an application has been categorized by Priority Group Classification and sport type, fields will be allocated within each classification based on Resident Priority Percentage. This status is determined by calculating the percentage of verifiable City of Redlands residents registered for

the prior season within each organization. The total number of residents within each organization will be divided by the total of all local residents registered within a Priority Group Classification to determine the percentage of use to be allocated to each group. A new organization may provide a current roster for the purpose of determining Resident Priority Status. If a current roster is unavailable, new organizations will be scheduled after organizations that provide verification of resident participation.

An example of this would be:

*Baseball Group A has 750 local residents Baseball Group B has 900 local residents*

*Total local residents registered in both organizations is 1,650*

*750 divided by 1,650 equals 45%. Group A would receive 45% of the field time available. 900 divided by 1,650 equals 55%. Group B would receive 55% of the field time available.*

Verification of local residency will be established by providing such documentation requested by the City including team rosters, player addresses, picture ID, utility bill, etc. City reserves the right to conduct random audits to verify residency.

## **V. Tournaments:**

Tournament applicants must receive City approval to sell food, use food trucks or use a snack bar and/or barbeque. This approval must be noted on the use permit prior to use.

Tournaments cancelled by the City or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Tournament permits cancelled by the user at least 10 working days prior to the event will be issued a 75% refund. No refunds will be issued if the tournament is canceled with fewer than 10 working days' notice.

Game times and field use must follow all policies outlined in the Athletic Field Use and Allocation Policy and all Athletic Field Use Rules and Regulations.

## **VI. Maintenance Issues:**

### **A. Rest and Renovation**

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. In addition, the City may close fields at its discretion to perform maintenance activities. In such cases, a minimum 15 days' notice will be provided.

### **B. Field Use Guidelines**

1. Organizations shall take the appropriate measures to avoid overuse of field space. Measures such as alternating use of areas when possible and avoiding fringe or bare areas to limit erosion, are suggested.

2. Turf divots should be replaced at end of each day to help re-root grass.
3. No tarps or material which may damage the grass may be placed on the turf. Any turf coverings used must be made of a breathable material.
4. Baseball infields are limited to baseball play only.
5. Remove all equipment at the conclusion of each day.
6. Report hazards to the Recreation Division at 909-798-7572.
7. Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the Recreation Division at 909-798-7572. When calling, be prepared to fully identify yourself, your location (park/school), and the specific nature of the emergency so that staff can bring the appropriate repair equipment.
8. Vehicles are prohibited from entering upon fields or other non-designated areas without written permission noted on the use permit issued by City.

### **C. Athletic Field Lining/Marking**

1. Lining of City fields is prohibited without prior approval by City and noted on field permit. Line colors must be approved by City.
2. Burning lines is prohibited.
3. Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the facility and termination of field use permit.

### **D. Inclement Weather Guidelines**

During inclement weather, the City's staff will assess the playability of fields to determine if use will occur. The Director or designated representative shall have the authority to close any/all fields.

### **E. Criteria for Establishing Field Playability:**

The following information is the City's policy regarding the use of fields in wet condition. These policies and procedures apply to all sports and activities conducted on a grass field, turf area, or infield:

#### Baseball and Softball In fields – Brick Dust

Infield will be deemed unsafe and unplayable when any of the following conditions are present:

1. There is standing water within the base paths.
2. The depth of your footprint is greater than one inch.
3. Any of the above conditions are present within the pitching area.

## Soccer, Baseball and Softball Out Fields – Turf

Outfields and turf areas will be deemed unsafe and unplayable when any of the following conditions are present:

1. There is standing water within the majority of a single playing position (playing positions will be determined based on the user group).
2. Your feet suction to the ground as you walk within the majority of a single playing position (playing positions will be determined based on the user group).
3. Your footprints fill with water in the majority of a single playing position.
4. The depth of your footprint is greater than two inches in the majority of a single playing position.
5. Grass can be easily dislodged from the fields during play.

## **VII. General Provisions:**

### **A. Banners/Signage/Advertisement**

Banner Permit Request Forms and Banner Policy is available from the Recreation Division.

### **B. Disciplinary Action for Field Policy Violations**

Organizations that violate the field use policy will receive written notification of such violation. Organizations that receive three or more violations in a calendar year are subject to revocation of all permits and are prohibited from submitting allocation requests for the remainder of the calendar year. Violations involving health and safety, or destruction of public property, may result in immediate termination of permits and field use.

Violation examples include, but are not limited to:

1. Use of fields that have been closed due to inclement weather or maintenance activities.
2. Allowing other entities to use reserved field space.
3. After permitted use the organization fails to maintain restrooms and/or leaves trash and litter on the premises.
4. Driving vehicles on fields without written permission noted on permit.
5. Adding additional fields (either adding to outside boundary or splitting a field within boundaries to create more than two additional fields) to site without written permission.
6. Unpermitted commercial activity.
7. Violation of the City of Redlands Field Use Allocation Policy Rules and Regulations.

### **C. Field Exchange, Sublease, Non-Use**

Users may not exchange, transfer, or otherwise allow another entity to utilize permitted field space. Organizations receiving compensation for use of City fields by another entity will be subject to immediate revocation of permits. In such case, all parties may be prohibited from field use for the remainder of the calendar year.

Any organization that has received a permit to use a field and wishes to cancel its reservation shall notify the City a minimum of ten (10) days in advance. Non-use of field or cancellation of reservations on three or more occasions may also result in revocation of the permit for the remainder of the season. All user groups may be billed for fields that they have reserved and have not used.

### **D. Snack Bar Use**

Organizations utilizing a snack bar must receive City approval and have the same noted on use permit. Only Group 1 will be granted approval for snack bar use. Food sales must meet San Bernardino County Health Department codes and requirements.

### **E. Permit Cancellation**

Permits may be cancelled and/or rescheduled. Permits cancelled by the City or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Permits cancelled by the user at least 10 working days prior to the event will be refunded 75%. No refunds will be issued if permitted use is cancelled with fewer than 10 working days' notice.

The City of Redlands may cancel or re-assign use of fields for any of the following:

1. Field maintenance activities.
2. When the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, maintenance issues, lightning and earthquakes.
3. Non-adherence to City rules and regulations.
4. Tournaments and special events hosted or permitted by the City.
5. Non-use of field(s) or cancellation of reservations on three or more occasions.

### **F. Traffic and Parking**

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue, or during post-season tournament play, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the users' responsibility to alleviate traffic and parking issues. Groups may not restrict or charge fees for parking.

## **G. Onsite Storage**

Onsite storage is available, for a fee, to organizations whose submitted roster includes 200 number of registrants or who have 20 number of confirmed reservations. Submittal of a request for onsite storage is not a guarantee the submitting organization will receive onsite storage space.

## **H. Authority**

All field usage and regulations established within this policy document shall comply with Chapter 12.44.020 of the Redlands Municipal Code, City Parks.

## **VIII. Fees:**

Fees for field usage and associated facilities are established within the City's adopted Fee Schedule and indicated under the Recreation Division section. For the purpose of this allocation policy, the proposed fees are provided below:

### **Group 1**

- \$5.00/ hour per field
- \$25.00 per non-resident/ season based on submitted roster
- \$2.50 additional hourly fee for field splitting

### **Group 2**

- Youth
  - \$25.00/hour per field with no lights
  - \$35.00/hour per field with lights
- Adult
  - \$35.00/hour per field
- \$2.50 additional hourly fee for field splitting

### **Tournament Fees**

- \$50/hour for field use
- \$200 deposit

### **Field Preparation**

- \$65 per hour per field

### **Banner**

- \$60 per season

### **Onsite Storage Fee**