



# 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 6, 2016	Lake Forest Sports Park	4:30pm-5:30pm	July 20, 2016
Spring	November 9, 2016	Lake Forest Sports Park	4:30pm-5:30pm	December 1, 2016

### **BASEBALL AND SOFTBALL**

Season	Meeting Date	Location	Time	All Paperwork Due
Fall	July 6, 2016	Lake Forest Sports Park	6pm-7pm	August 22, 2016
Spring	November 9, 2016	Lake Forest Sports Park	6pm-7pm	December 1, 2016

### **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).**

- Compromised 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 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, 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 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:**

- 1<sup>st</sup> offense: Staff written warning
- 2<sup>nd</sup> offense: \$20 per sports field penalty
- 3<sup>rd</sup> 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](mailto:bbarry@lakeforestca.gov).

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



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

## APPLICATION FOR RESERVATION PARK USER PERMIT

**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



**City of Lake Forest  
Sports Park and Recreation Center  
Storage Bin Rules and Regulations**

Name: \_\_\_\_\_

League: \_\_\_\_\_

Date: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Please initial the following and sign at bottom of page.

- League must provide own lock.
- League is liable for any damages to storage access gate, area inside gate and bin.
- League may not store any gasoline, flammable, or hazardous material in unit.
- Users use the storage area at their own risk. The City of Lake Forest is not responsible for personal injuries incurred while individuals are accessing the storage area or are using or operating the storage bins.
- Users store their items in the bins at their own risk. City of Lake Forest is not responsible for lost, stolen, or damaged items.
- League will be billed for any damage to bin or to the storage access gate.
- League must not block access gate at any time.
- League must not park personal vehicles inside storage area.
- League may not attach items to the inside or outside of structure.

\_\_\_\_\_  
League Representative Signature

\_\_\_\_\_  
City of Lake Forest Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Lake Forest Sports Park Scoreboard Controller Policies and Procedures Information

- 1) Deposit check of \$825.00 shall 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 Supervisor, 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 must be turned in on a daily basis to the Field Ambassador.

\_\_\_\_\_ 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