



RECREATION & COMMUNITY SERVICES DEPARTMENT

Athletic Field Use and Allocation Policy

Guideline for establishing youth/adult sports field allocations,
requirements, applications and fees

City of Kerman – Recreation & Community Services Department

ATHLETIC FIELD USE AND ALLOCATION POLICY





ATHLETIC FIELD USE AND ALLOCATION POLICY

Table of Contents

Introduction 2

Mission Statement 2

Statement of Philosophy 3

Definition of Terms 3

 Resident Status 3

 Youth Status 3

 Non-Profit Status 3

 Basic Services 4

 Special Services 4

Process for Obtaining Permits..... 4

Allocation Process 5

Allocation Procedure Formula 6

Priority Group Classifications 7

Tournaments 7

Recovery Policy 7

Allocation/Field Rental Fees 8

Other Fees 8

Fee Payment/Refunds/Waivers 8

Deposits 9

Liability Insurance Requirements 9

Restrooms 9

Lights 9

Field Rules & Regulations 10

 Conditions of Use 11

 Turf Preservation 12

 Athletic Field Lining/Marking 12

 Field Modifications 12

 Inclement Weather Policy 12

Maintenance Issues 14

Permit Cancellation 14

Notice of Non-Use of Field 14

Policy for Permitted Use of Athletic Fields Violations 15

Other Information 15

 Tent and Canopy Requirements 15

 Concessions 15

 Snack Bar and Barbeque Use 15

 Vendors/Concessionaires 16

 Additional Supervision..... 16

 Banners/Signage/Advertising 16

 Traffic and Parking 17

Appeals Process 17

Forms 19



Introduction

The City of Kerman Recreation and Community Services Department is dedicated to fostering healthy lifestyles and helping the community thrive. The City recognizes that sports are a fundamental component of this goal and that field availability is necessary to sports organizations. As such, the Recreation and Community Services Department coordinates and issues permits for the use of City and School District athletic fields for general public use for cultural, social, and recreational activities/programs. The Recreation and Community Services Department works cooperatively through Joint Use Agreements with the Kerman Unified School District (when school is not in session) to provide athletic fields, gyms, and pools to local organizations.

The purpose of this policy is to outline the City and School Districts allocation priority procedure and rental policies for the permitted use of athletic fields in the City of Kerman. The City has experienced growth in youth/adult sports with both new sports organizations and emerging sports. This growth is anticipated to continue. The Recreation and Community Services Department has already experienced an increased demand for the use of City and School District athletic fields, and finds it necessary to emphasize sharing in the use of all athletic fields among our present and future sports organizations.

This policy has been established to assure that the fields are utilized for recreational, cultural, educational, social and community service functions that meet the needs of the community, as well as, set clear policies, procedures, regulations and rental fees for such uses. This policy addresses youth/adult sports specifically and excludes picnic rentals, Kerman Community/Teen Center, Kerman Senior Center, and Scout Hut rentals.

Neighborhood and city-wide community parks and (school district) schools, gyms and pools that have athletic space fields space designated in their design are available for use. Due to the limited number of fields and facilities available, the Recreation and Community Services Department, Recreation Commission and the City Council have established criteria for priority use. The Recreation and Community Services Department will give priority to Kerman residents and will monitor proper use of allocations and permits.

Recognizing that this increased demand on fields creates an increased strain on the City's financial resources, it is possible that the City may charge in order to recover public costs to operate, maintain, repair, improve, supervise and administer the use of schools, parks, and athletic fields/facilities.

Mission Statement

The mission of the Kerman Community Services Department is to improve the quality of life of the Kerman community by providing exceptional programs, facilities and services at a good value to our taxpayers and customers and preserving and protecting our City's natural resources.



Statement of Philosophy

The City of Kerman is dedicated to creating partnerships with local youth/adult sports organizations to ensure there is ample opportunity to participate in athletics at various ability levels. Our primary role in these partnerships is to provide athletic opportunities and to make certain our fields remain safe and of high quality. The allocation/permitting process provides an organization the exclusive use of a field to the exclusion of all others. The objective of this policy is to create a clear/written allocation policy and procedures that:

- Fairly distribute available fields
- Maximize playing time
- Incorporate "turf recovery period" to maintain safe, quality fields
- Communicate financial issues and recovery period
- Outline field use regulations

The underlying principle of financing public park and recreation facilities is for public use enjoyment and to ensure that all citizens have equal opportunity and choice of participation. Since the demand is greater than the tax revenues available for support, it is necessary to charge fees for selected fields, particularly in instances where the field is utilized by individuals or groups for personal benefit.

The Recreation and Community Services Department must utilize multiple funding sources. Fees and charges provide only one source of financing for the Recreation and Community Services Department's mission to provide public facilities, parks and open space for all citizens.

Definition of Terms

Resident Status

Resident status is defined as groups or organizations comprised of at least 90% Kerman residents as established by KUSD boundaries. Team rosters and/or individual participant photo ID may be required by City staff to verify residency status.

Youth Status

Youth status is defined as persons 19 years of age or under.

Non-Profit Status

To qualify as a Non-Profit user, the organization must meet all criteria as identified by the Internal Revenue Service. The organization must be registered as a not-for-profit corporation by the State of California. If the organization is not registered with the State, they must have a constitution, set of bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature. Visit www.irs.gov for additional information of non-profit status. The organization must be comprised of volunteers, 90% of which must be City of Kerman residents.



Basic Services

Basic services are defined as the maintenance of safe, clean, attractive parks and buildings and the provision of recreation service for the general public. Basic Services preserve and promote physical and mental well being and will continue to be supported by taxpayer resources.

Examples of basic service

- Free play in playgrounds
- Use of City parks or open space for passive use
- General park and recreation administration services
- Park and recreation facility development

Examples of basic facilities

- Unscheduled, unlighted, unmarked baseball/softball/soccer/utility/football fields
- Unscheduled outdoor basketball facilities
- Unscheduled tennis courts
- Unreserved picnic tables and shelters
- Parks and playgrounds
- Parking lots for general facility use
- Trails, paths, and restrooms
- Open Space

Special Services

Special services are those where revenues are necessary to support continued use. By this definition, individuals can expect to pay a fee for the privilege of using the fields and facilities to the exclusion of others and without interference.

Examples of special fields/facilities/services

- Schedules/reserved use of indoor facilities (gyms, meeting rooms, courts, etc.)
- Scheduled use of tennis courts
- Lighted baseball/softball/soccer/utility/football fields
- Golf courses
- Maintenance necessary for sports programs (Field striping, Infield drag, etc.)
- Swimming pools with lifeguards
- Outdoor theater facilities
- Use of parks for special events
- Reserved picnic tables and shelters

Process for Obtaining Permits

Allocation permits are issued through a semi-annual process. Allocation permits are issued after a request has been presented, all required documents are submitted, fees are paid, insurance requirements are met, and approval has been granted. A request does not constitute approval. Game and practice schedules may be required for verification and to ensure that fields are being used as designated. Allocation permits are issued to priority groups 1 & 2 as identified under priority group classifications.



ATHLETIC FIELD USE AND ALLOCATION POLICY

Field Permits are required for any organized sport associated with a team, league or school. Non-allocated groups who wish to use an athletic field must complete the appropriate application. The City has exclusive discretion scheduling City and School District fields. Field permits are issued to priority groups A, B and C as identified under priority group classifications. An application must be submitted a minimum of 10 working days prior to the requested use date. Proof of insurance must be submitted prior to a permit being issued. Payment is due in full at the time the permit is issued. Submission of an application does not constitute approval.

Allocation Process

Allocation of fields will follow the guidelines of this document. Fields will be allocated and permitted semi-annually as sustainability allows. These allocations are not intended to interrupt the field assignments for teams and/or organizations during the course of a season that has already started.

Sport Season Priority

- Traditional sports seasons have priority use over select/shoulder seasons.
- Spring sports (baseball, softball) have priority use March 1 – July 1.
- Fall sports (soccer, football) have priority use August 1 – December 15.
- Shoulder season for baseball/softball include July 1 – August 1 for post season tournament practice or games
- Shoulder season for soccer includes March 1 – August 1 for pre-season select practices.
- The City reserves the right to impose fees for the shoulder season (field availability is extremely limited).
- January and February are turf-recovery periods, during which time only limited field use will occur.

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Turf Recovery Period – Limited Field Use (Rotary Park – Ends 02/01)	Spring Sport Priority Use (baseball, softball)					BB/SB shoulder & post season		Winter Baseball			Turf Recovery (Rotary Park – Begins 12/1)
	Soccer shoulder season for pre-season & select practices (Through 8/1)						Fall Sport Priority Use (soccer, football) Begins 8/1 – Ends 12/15				

The City reserves the right to set aside additional time during the year for turf recovery, improvement and maintenance

Additional Considerations

- Fields will be allocated by priority use
- Fields will be allocated to teams/organizations based on the percentage of verifiable total Kerman residents in relation to all teams in that priority group.
- The City will attempt to accommodate emerging sports that fall within the Group 2 category.
- Verification of Kerman residency will be established by providing such documentation requested by the City including team rosters, player addresses, picture ID, utility bill, etc.



ATHLETIC FIELD USE AND ALLOCATION POLICY

- 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/utility field on multiple-use sites.
- Allocation requests during off-season play will be reviewed after allocations are granted for the primary season sports. Fees may be charged for allocations granted of off-season play.
- Teams and organizations may be required to provide schedules to show that all of the allocated fields are being utilized. If an allocated field(s) is not utilized by the designated organization/teams a total of three times during a season/or-reserved period of use, the field(s) will be reassigned. Teams/organizations will be notified by City staff when it has been determined a field(s) is not being used (and prior to reassignment).
- The City reserves the right to cancel an allocation to accommodate the needs of any City sponsored/co-sponsored tournaments and/or special events.
- A field use permit (authorizing use of City or School District fields) will be issued after all requirements have been met and payment has been received. A request for field use does not constitute approval.
- All field users must have a copy of their permit available for inspection by City staff and/or police.
- Requests for additional use, programs or facilities not covered by the Athletic Field Use and Allocation Policy should be addressed in writing to the City.

Allocation Procedure Formula

Fields will be allocated to organizations/teams based on the percentage of verifiable total Kerman resident participants in relation to all team in that priority group. The total number of organization participants that are City of Kerman residents will be divided by the minimum roster size for each sport to determine the total number of teams in each organization.

Minimum Roster Sizes

Soccer: 14 (regulation) or 10 (U10 & Below)

Baseball/Softball: 12

An example of this would be:

Baseball Group A has 360 Kerman residents
360 divided by 12 equals 30 teams

Baseball Group B has 240 Kerman residents
240 divided by 12 equals 20 teams

30 plus 20 equals 50 teams
30 divided by 50 equals 60.00% of allocation for Group A
20 divided by 50 equals 40.00% of allocation for Group B



Tournaments

Tournaments applicants must complete a field use request at least 30 calendar days in advance. Requests received less than 30 calendar days in advance will be granted as conditions allow. Tournament clean-up deposits will be refunded provided there is no damage or defacement to the park amenities, including equipment, grass, and foliage. In the event the damage costs exceed the amount of the deposit, the remainder of the charges will be billed to the applicant (amount to be determined by the City of Kerman).

Recovery Policy

As the City continues to grow and facilities age, the Recreation and Community Services Department must develop a financial system to support our community investment while maintaining the high level of service we currently provide. The City will continue to provide basic services funded entirely by general taxpayers, however, those benefiting from special services (which create additional City expenses) must contribute financially. The City acknowledges that the community benefits when youth/adults are engaged in sports activities. The recovery policy is intended for the participants to supplement, rather than supplant the investment of the general taxpayers. The recovery policy strives to:

- Amortize the capital investment and cover maintenance/operational costs of a field.
- Pay for and augment operation/maintenance costs for a field where tax appropriations support the basic service.
- Control use of the field.
- Assess a portion of the costs of the field to users who may not be tax supporters.
- Enable the Department to provide fields for which funds might not otherwise be available.

The primary purpose of this policy statement is to develop an understanding that the pricing of services is a conscious procedure that requires continual investigation and review by Department staff.

Priority Group Classifications

Priority use of fields will be allocated as follows:

- Group 1:** City sponsored or co-sponsored events. City youth/adult athletic programs and/or leagues. Kerman Unified School District schools have priority at school sites prior to 6 pm on weekdays when school is in session (per our JUA)
- Group 2:** Non-profit or not-for-profit youth organizations (i.e. KGSL, Kerman Cal Ripken, KYSL, KYF). Must have at least 90% residents and/or minimum of 200 Kerman resident participants. Conduct open registration regardless of skill level. Maintain a national/state affiliation. Follow National Alliance of Youth Sports (NAYS) or equivalent program as defined by the Department. Operate through volunteer coaches and administrators. Provide an “everyone plays” philosophy.



Deposits

A deposit may be required for field use. The deposit will be refunded if the group abides by all Athletic Field Use and Allocation Policy Rules and Regulations, as well as, all pertinent City codes. The deposit may not be refunded if additional fees are assessed for damages, fines or unauthorized/extended field use beyond times listed on the permit.

Liability Insurance Requirements

The field users shall be responsible for any and all damage to City/School District premises, equipment, and property. If (after and activity) additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly. The City of Kerman and Kerman Unified are not responsible for accidents, injuries or loss/damage to property of individuals/groups using the public fields and facilities. The applicant will be held responsible for all actions, behavior and damages caused by his/her participants/guests/attendees. All applicants requesting use of the athletic fields will be required to provide the City with an **original** Certificate of Insurance providing proof of the following coverage:

- Public liability and property damage insurance in an amount no less than \$1,000,000 per occurrence.
- The City of Kerman, and the Kerman Recreation and Community Services Department must be named as additionally insured.
- The coverage shall not be canceled or reduced without a minimum of 10 day written notice to the City of Kerman
- The certificate must be submitted to the Office of the Recreation Coordinator, located at 15101 W. Kearney Blvd., Kerman, a minimum of 10 days prior to the event.

Field users agree to hold the City of Kerman and the Kerman Unified School District harmless and free from all liability of any kind resulting from the use of City and/or School District facilities (to include the reimbursement of any legal costs and fees incurred in defense of such claims).

Restrooms

Some parks have public restrooms which may be utilized. School facility restrooms are not open for public use. User group will be held responsible for the upkeep and maintenance of the restroom facility during the course of their event. If a user group chooses to use portable restrooms, arrangements must be made with the City or School District. User groups must contact the City of Kerman at least one week prior to the event for location approval. In addition, user groups must arrange for and pay all fees directly with the restroom vendor.

Lights

Lights are available at some athletic fields. A light key deposit of \$50 (Kerckhoff Park only) will be required for each key issued. No more than three light keys will be issued to an individual organization or person and keys may not be duplicated by organizations. One time field users are required to pay light fees at the time of reservation. Allocated groups will be billed for light usage. **Field use after sunset may not occur on an unlit field.** Reservations for lit fields



ATHLETIC FIELD USE AND ALLOCATION POLICY

must be for a minimum of one (1) hour. When completing your application, please list your start and end time. Do not list “dusk” or “dark”. The time of rise and set phenomena cannot be precisely computed, because, in practice, the actual times depend on unpredictable atmospheric conditions that affect the amount of refraction at the horizon. Scheduled times are based on an average of sunsets in order to ensure public safety. Please refer to the Light Schedule listed below:

Reservation Date	Estimated Time of Sunset
January	5:00 pm
February	5:30 pm
March	6:30 pm
April	7:00 pm
May	7:30 pm
June	7:30 pm
July	8:00 pm
August	7:30 pm
September	7:00 pm
October	6:00 pm
November	5:30 pm
December	5:00 pm

Field Rules & Regulations

In addition to a City of Kerman Field Use Permit and/or a School District Athletic Field Use form (KUSD Facilities), a signed copy of the Athletic Field Use Rules and Regulations Form is required. Applicants are required to abide by specific rules and City Codes. **Failure to comply may result in a strike, retention of the group’s deposit, and/or cancellation of any current or future permits.** These rules include (but are not limited to):

- Park hours are from sunrise to one-half hour after sunset. Lighted fields are until 10:30 pm. No person shall remain in a City park during non-operating hours. This schedule also applies to any/all school fields allocated by the City.
- Games and practices are not to start before 8:00 am or extend past 10:00 pm (unless otherwise stated). Organizations are responsible for making necessary changes/alterations to their rules and regulations regarding game times to reflect park/school hours.
- Groups of 10 or more individuals wishing to use a field **must** acquire a permit with the City of Kerman or Kerman Unified School District. A field permit must be available during use and presented to any City/School District representative upon request.
- It is the responsibility of the organization’s president and the individual in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. They are also responsible for ensuring that coaches receive and understand that a permit must be on site during field use.



ATHLETIC FIELD USE AND ALLOCATION POLICY

- Use begins and ends at the times stated on the permit including set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields cleaned and cleared by the ending time indicated on the permit. Field preparation and participant warm-up is allowed within the parameters of field use hours. Additional fees will be charged for unauthorized or extended field use beyond the times listed on the permit. Check the permit for specific times to access the fields. Unauthorized or extended field use beyond times listed on the permit may result in the retention of a portion or all of the deposit and/or result in the cancellation of current use and/or prohibition of future use.
- No subleasing of fields is allowed under any circumstance. ***Subleasing of fields will result in revocation of all permits.***
- **Prohibited** in City parks, fields, or school facilities:
 - No alcoholic beverages
 - No smoking, gambling, fireworks/flammable material, narcotics or drugs
 - No sunflower seeds (packaged in shell) or gum
 - No portable barbecues utilizing charcoal, briquettes or a similar type heat source parked on a grass surface.
- 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.
- No tarps may be placed on fencing.
- Parking is allowed only in designated areas. No vehicles are allowed on City or School District fields or property (other than parking lots) without written permission noted on the permit by the City or School District. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user group's responsibility to alleviate traffic and parking issues.
- Selling food or other items is not allowed without City approval and must be noted on the permit.
- Amplified sound is not allowed on any field without City approval and must be noted on the permit. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators are not allowed. User groups must abide by the City's sound ordinance (Municipal Code Chapter 12, Section 32.310).
- Banners may not be posted without City approval (must be noted on the permit).
- Balls and other equipment thrown, batted, kicked, or otherwise landing on private property must not be retrieved without the property owner's permission. Climbing walls or entering gates to access private property is prohibited.
- Property boundary walls and fences are not to be used as backstops at any time.
- Portable goals and/or markers are allowed but must be removed daily.
- Each user group is responsible for picking up trash and debris and depositing it into the proper trash bins at the conclusion of games and practices. Adjoining areas must also be clear of trash.
- Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. For the benefit of the community, please practice being good neighbors in residential neighborhoods.
- Groups may not play on fields that have been closed due to wet field conditions.
- Practice and games must be suspended in event of thunder and/or lightning is observed or heard.
- Misuse of a public park field or the failure to follow established procedures, rules and regulations by any group or individual of a group is cause for denial of future applications.



ATHLETIC FIELD USE AND ALLOCATION POLICY

- Unauthorized use of City property for profit is illegal.
- No group or individual is permitted to alter a field in any way (i.e. remove or change pitching rubbers, bases, goals, etc.) without written approval from the City of Kerman Recreation and Community Services Department or Kerman Unified School District.
- No group or individual is permitted to maintain a storage unit (or similar object on or around a field) without written approval from the City of Kerman Recreation and Community Services Department or Kerman Unified School District.

Conditions of Use

- Tournament, practice and league game dates need to be specified when making field reservations.
- All leagues must make photocopies of their facility permit to be carried by each coach or manager. They must show it upon request of any designated City/School District official.
- The Recreation and Community Services Department must be notified immediately if a field(s) reserved by your group is no longer needed or if there is a change in your playing schedule.

Turf Preservation

Cooperation is needed for the preservation of the turf on City and school fields by following these guidelines:

- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive turf damage in one area. Rotate use of areas, and when possible, stay off fringe or bare areas to limit erosion and further damage.
- Replace turf divots at end of each day to help re-root grass.
- 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.
- Do not use fields during or after a heavy rain, or when wet or muddy (see inclement weather policy).
- Soccer practices are not to be held on the infield area of a softball or baseball diamond.
- Remove all equipment at the conclusion of each day.
- Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a distance between fields for safe passage of spectators and participants.
- Report hazards to the Kerman Public Works Department at 559-846-9324.
- Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to Public Works. 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.
- Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas.

Athletic Field Lining/Marking

- Lining of City or School District fields is prohibited without permit.
- Burning lines on City or School District fields is prohibited.
- Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the facility including termination of field use permit.



ATHLETIC FIELD USE AND ALLOCATION POLICY

Field Modifications

- Requests to modify or improve any City field shall be submitted for review to the City of Kerman Recreation and Community Services Department for consideration.
- No permanent structures or equipment shall be erected on City of School District fields or facilities unless approved by the City and the School District and is dedicated for community use. A request to modify or improve a site does not constitute approval. Approval will be given according to City and/or School District policy. Approval will be provided in the form of a written document and will outline the scope of the modifications as approved.
- Any violation of this policy shall result in the immediate revocation of any current and/or future allocations.

Inclement Weather Policy

City athletic fields have been designed and are maintained for the enjoyment and use of Kerman residents. The purpose of this policy is to guide the use of City athletic fields, to prevent injuries and damage to the playing surface brought upon by inclement weather and/or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sport complexes. User groups are asked to help us by accepting and adhering to these rules. Groups who use the City athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather.

Policy

The City of Kerman reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to the fields. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts or pesticide application.

Procedure

During inclement weather, the City’s maintenance staff will assess the playability of all city owned and joint-use school district fields to determine if use will occur. The Director or designated representative shall have the authority to close any/all fields within the City of Kerman.

Criteria for Establishing Field Playability

The following information is the City 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

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

- There is standing water within the base paths
- Your feet slip as you walk through the infield
- The depth of your footprint is greater than one half inch
- Any of the above conditions are present within the pitching area

Soccer, Utility, Baseball and Softball Out Fields – Turf

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



ATHLETIC FIELD USE AND ALLOCATION POLICY

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

The following procedures are to be followed regarding the use of fields when there has been rain, over-watering, or other serious weather conditions:

- If it has rained within the preceding 24 hours, groups scheduled to use public fields must call the Recreation and Community Services Department at 559-846-4809. City personnel will make determination of field conditions/closures, and the decisions are not negotiable.
- ***The City may declare a field subject to "re-inspect"***. Re-inspect field should be evaluated by the user group at practice/game time for playability. The user group must employ the playability criteria used by City staff.
- User groups are expected to make educated, responsible decisions regarding field condition playability. The groups should employ the playability criteria used by City staff and take into consideration the current and future quality of the turf.
- Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the Kerman Police Department at 559-846-8800 or the Kerman Recreation and Community Services Recreation Coordinator at 559-846-4809 (during regular working hours only).
- Abuse/use during wet conditions shall result in a minimum \$50.00 fine* upon the first occurrence and a minimum \$100.00 fine* for the second infraction. A third infraction in a calendar year will result in the loss of all field rental/allocation privileges. It is user group's responsibility to ensure that all coaches/parents understand and enforce this policy (*Fine may be higher if cost of repairs exceed minimum fine amount).
- **FAILURE TO FOLLOW THE GUIDELINES OF THIS POLICY WILL RESULT IN CANCELLATION OF EXISTING PERMIT(S) AND LOSS OF RENTAL/ALLOCATION PRIVILEGES. NOTE: FIELDS WILL BE INSPECTED BY CITY STAFF FOR MISUSE DURING INCLEMENT WEATHER.**

Maintenance Issues

Field Closures

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. The City makes every effort to accommodate groups and organizations, however, the health and safety of the user and the condition and playability of the fields takes precedence. As a result, the City may close fields, deny use of a field, and/or alternate sites for athletic use. Closures are kept to a minimum when fields are in playable condition.



Permit Cancellation

The City of Kerman Recreation and Community Services Department reserves the right to cancel any reservations (permits) for school or city field use for any of the following reasons:

- It conflicts with any city sponsored league, program, activity or event
- Maintenance needs/issues
- Overuse of a field
- Unsafe conditions

In these cases, all attempts will be made to provide advance notice and to schedule an alternate location. In the event of an emergency, when only short or no notice can be afforded, groups must cooperate with the cancellation so as not to risk loss of rental/allocation privileges. If there are no alternate fields the City is not obligated to provide an alternate field(s).

Notice of Non-Use of Fields

When permits are issued, a specific field(s) is reserved for the user, to the exclusion of others. Groups may not assign their scheduled time to other groups. Any such action shall result in the loss of rental/allocation privileges. Recognizing this exclusivity, groups should only reserve the fields they intend to use. Field users must notify the City to report any reserved time that can be released for general public use.

Policy for Permitted Use of Athletic Fields Violations

The City utilizes a three-strikes policy for violations of Field Allocation Policy:

- First Offense:** Written warning to the user group/individual and restitution for damages/costs if applicable.
- Second Offense:** Written notice of three day suspension and restitution for damages/costs if applicable.
- Third Offense:** Written notice of termination of any existing permits, loss of future rental/allocation privileges and restitution for damages/costs if applicable.

Other Information

Tent and Canopy Requirements

Article 32 of the State Fire Code requires that a permit be obtained for the rental and installation of:

- Tents over 200 sq ft in size
- Canopies over 400 sq ft in size
- When more than one tent or canopy is installed in the same location (adjacent to each other), the total square footage must be computed to determine the need for a permit.



ATHLETIC FIELD USE AND ALLOCATION POLICY

The code was established to ensure fabrics are of a non-flammable material, units are properly installed and anchored to the ground, and all exits are clearly marked and readily accessible in the event of an emergency. The Fresno Fire Department is the governing body for the City of Kerman.

Concessions

The City of Kerman Recreation and Community Services Department reserves the right to operate concession stands for tournaments/events and retain all proceeds. Field users and/or other vendors are prohibited from operation concessions except by special permit.

Snack Bar and Barbeque Use

All organizations that wish to utilize a snack bar and/or barbeque must receive City approval and have permission noted on their field use permit. Portable barbeques that require charcoal, briquettes or a similar type heat source are prohibited from use on grass areas in city parks. Propane or similar type gas canister barbeques are allowed in developed, passive areas of city parks, with the following exceptions:

- Within 100 ft of undeveloped or brush areas
- Within 50 ft of residential properties
- On or within 10 ft of any walkways or travel ways
- Within public right-of-way
- On or within 25 ft of any fields, courts or other facilities designated for competitive sports
- Within 50 ft of children play areas, except where City-provided barbeques are located
- Within 20 ft of any tree trunk
- Within 10 ft of any tree branch/foilage that is less than 10 ft from the ground

Vendors/Concessions

User groups operation concessions are considered first party vendors. A business license is NOT required for first party vendors; however food sales must meet Fresno County Health Department codes and requirements. Insurance requirements are met as a condition of field use. First party vendors must receive City approval for concession operations and have permission noted on their field use permit.

Outside companies (other than the user groups) are considered second party vendors. Second party vendors are obligated to pay the City of Kerman a \$25 vendor fee for each event they are approved to participate in. Second party vendors must have a City of Kerman Business License and are required to furnish a certificate of Commercial General Liability insurance with coverage no less than \$1,000,000 per occurrence. "Product Liability" coverage should be included and the City of Kerman must be listed as "Additionally Insured". All Second Party Vendors food preparations and sales have to meet Fresno County Health Department codes and requirements. Vendor information, business license, and certificate of insurance must be submitted to the City of Kerman Recreation and Community Services Department no later than two weeks prior to the event.

Additional Supervision

The City of Kerman may require a field user to provide police/security protection when deemed necessary. Additional park personnel will be assigned if required by the City. Any resulting expenses or costs as a result will be billed to the field user.



ATHLETIC FIELD USE AND ALLOCATION POLICY

Banners/Signage/Advertising

Organizations should obtain appropriate approval and/or permit(s) to meet the established standards required by the City of Kerman sign ordinance policy prior to any public display or advertising on City property. Signboards or banners displayed in public parks should not be located where they could potentially create a negative visual impact. They should neither distract nor interfere with the overall park experience for the general public. Signs or banners must be confined and orientated to the area of use by the organization. Banners are not allowed to be displayed at school fields. Additional requirements include:

- No permanent structure can be erected in a park for the purpose of supporting advertising signboards or banners
- Banners must be vinyl and may not exceed 4 ft width by 6 ft length. Temporary paper banners are acceptable for single day usage.
- Banners placed on ball fields are restricted to the outfield fence and must face the inside of the ball field. Banners should be spaced evenly across the fence to create a uniform pattern.
- Banners may be installed on an outfield fence that is a maximum of 8 ft high.
- The banners should be centered between posts with the bottom of the banner no greater than 2 ft above the ground. For Baseball/Softball outfield fencing, banners cannot be placed within a 40 foot area of centerfield visible from home plate.
- The bottom of a banner must be located a minimum of 8 inches off the ground and are not to extend over the top rail.
- Banners should be made with flaps to allow wind to pass through.
- Banners must be tied with zip ties, unless banners are to be removed at the end of each day.
- Messages and graphics must be professional.
- Banners and signage must be neat, cleaned and maintained throughout the season.
- No inappropriate language or messages may be displayed.
- Banners, tarps or similar materials may not be hung from any bleachers, dugouts or backstops (one-day signage and/or banners placed on dugout and/or sideline fencing is permissible).
- Banners may be displayed only during the dates of use indicated on the field use permit (and must be removed on the final day listed on the permit).
- It is the sole responsibility of the group to put up and take down all signage/banners.
- City staff may require banners to be removed if torn, in bad condition and/or creates an unacceptable appearance.
- Damage to public property, fences, etc... caused by banner installation, display or removal is the sole responsibility of the organization.
- Breach of contract may limit the number of signs/banners allowed to be displayed, or may prohibit the display of any signage/banners for the upcoming season.
- The City of Kerman reserves the right to make additional stipulations (not mentioned in the sign/banner policy) for the betterment of the City.

Traffic and Parking

Field users must instruct participants and spectators to park in facility parking lots and public parking areas. Field users should post directional signs, if needed, to guide participants and spectators to appropriate parking areas. If traffic/parking is an issue, the user group/organization must provide volunteers to direct participants and spectators to designated



ATHLETIC FIELD USE AND ALLOCATION POLICY

parking areas. It is the user’s responsibility to alleviate parking and traffic issues. It is the field user’s responsibility to notify participants and spectators of designated no parking zones. Violators may be ticketed. No vehicles are allowed on City or School District fields or property (other than parking lots) without written permission noted on the permit issued by the City of Kerman.

Appeals Process

The Recreation and Community Services Director will make interpretation of language in this Field Use and Allocation Policy. An appeal to the Director’s decision must be submitted in writing with justification within 10 working days from the decision. Field users or potential field users may appeal any section of this policy in writing within 10 days of the notice of violation to the Recreation and Community Services Department at:

City of Kerman
Recreation and Community Services Department
720 S. Eighth Street
Kerman, CA 93630

All appeal letters will be forwarded to the Director for review. After the Director’s decision has been made, a written appeal may be directed to the Recreation and Community Services Commission.



APPLICATION FORMS



(THIS PAGE INTENTIONALLY LEFT BLANK)



BANNER PERMIT REQUEST FORM
(Please type or print one form per permit)

Organization _____

Proposed Field Site _____ # of Banners _____ Size _____

Proposed Banner Location(s) _____

Method of Installation _____

Banner Color _____ Print Color _____

Reason for Posting Banners _____

Banners will be posted on _____ and removed on or before _____
(date) (date)

Applicants Name _____

Daytime Phone (____) _____ E-Mail Address _____

Conditions of Approval if different from request _____

Approved by _____ **Date** _____ **Permit Number** _____
(City Representative)

Use this area to draw a diagram of banner location





TOURNAMENT ORIENTATION CHECKLIST

The following information must be discussed prior to each proposed tournament.

<u>Tournament Director</u>	<u>Tournament Location(s)</u>	<u>Tournament Date(s)</u>
1)	<u>PROCESSING INSTRUCTIONS</u> <input type="checkbox"/> Fill out Permit Request <input type="checkbox"/> Verify paperwork has been received and permits issued <input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Pay for permits <input type="checkbox"/> Special Event Permit <input type="checkbox"/> Additional Charges for Unauthorized or Extended Use	
2)	<u>TRASH</u> <input type="checkbox"/> Explanation of duties and responsibilities <input type="checkbox"/> Site & Program Specific Information <input type="checkbox"/> Additional Dumpster Necessary <input type="checkbox"/> All Trash Bags Picked Up and Emptied into Dumpster	
3)	<u>TOURNAMENT SCHEDULE</u> <input type="checkbox"/> Hours of tournament vs. Permitted field times (site specifics) <input type="checkbox"/> Submit Tournament Schedule	
4)	<u>FACILITIES</u> <input type="checkbox"/> Relationship between City, School District and User Group <input type="checkbox"/> Restrooms and Water fountains (For General Maintenance Concerns Call 559-846-9328) <input type="checkbox"/> Snack Bar – BBQ and Open Flame <input type="checkbox"/> Portable Goals/Restrooms – Placement <input type="checkbox"/> Parking areas – Parking Monitors to direct participants and spectators to designated parking areas <input type="checkbox"/> Contact PD <input type="checkbox"/> Supply/Storage Areas <input type="checkbox"/> Bulletin boards and information sources <input type="checkbox"/> No Field Modifications – 1 game per field <input type="checkbox"/> Lining Fields – Need Permit (Mow schedule) <input type="checkbox"/> PA System – What type? <input type="checkbox"/> Adverse Field Condition Hotline <input type="checkbox"/> Volunteers – Trespassing stations around facility	
5)	<u>POLICIES AND PROCEEDURES</u> <input type="checkbox"/> Contact surrounding neighbors <input type="checkbox"/> Review Rules and Regulations pertaining to Field Use <input type="checkbox"/> Safety precautions and reporting of accidents <input type="checkbox"/> Requisitioning supplies and equipment <input type="checkbox"/> Field Supervisors/Coordinators – Contact Information <input type="checkbox"/> Review, sign policy and provide copy for tournament director(s)	
<u>Tournament Director's Signature</u>	<u>Recreation Coordinator's Signature</u>	<u>Date</u>

ATHLETIC FIELD USE AND ALLOCATION POLICY





ATHLETIC FIELD USE AND ALLOCATION POLICY

Application and Agreement Request for Use of City of Kerman Athletic Fields/Facilities

The City of Kerman will be the responsible agency for scheduling and permitting all City owned fields and athletic facilities. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued. The City has exclusive discretion in decisions on scheduling of City Active Use Areas and such decision shall be final.

City of Kerman Recreation & Community Services Department
750 S. Eighth Street, Kerman, CA 93630
Phone 559-846-8643 FAX 559-846-4802
www.cityofkerman.net

The contact information you provide the City of Kerman on these field request forms could be made public if requested. The information on these forms should be contact information you would like City staff to provide prospective players wishing to register for your organization. This information will be considered public.

Organization _____

Name of Applicant _____ Title _____

Address _____ City & Zip _____

Contact Phone Number () _____

E-Mail Address _____

Field/Facility Requested _____

Description of Activity _____

Estimated Attendance _____ Open to the Public Yes ___ No ___

Day of Week	Dates	Start Time (Include Set-up)	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I verify that the information on this Application and Agreement Request for Use of Athletic Fields forms is correct as defined in the Athletic Field Use and Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy. I have read the Application and Agreement and agree to all provisions listed on this Application, the Athletic Field Use & Allocation Policy, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.

Signature of Applicant

Signature of Organization/ League President

Date

Date

***** OFFICE USE ONLY *****
ORGANIZATION PRIORITY 1 2 3 4 5 PERMIT NUMBER _____





ATHLETIC FIELD USE AND ALLOCATION POLICY

FIELD USER INFORMATION SHEET

Spring Sport (March – July) or Fall Sport (August – December)

Organization _____

Sport _____ Season _____

Total Program Registrations _____ Total Kerman Residents _____

The contact information you provide the City of Kerman on these field request forms could be made public if requested. The information written on these forms should be contact information you would like City staff to provide prospective players wishing to register for your organization. This information will be considered public.

Field Allocation Representative

Organization President

Name _____

Name _____

Address _____

Address _____

City & Zip _____

City & Zip _____

Contact Phone # (_____) _____

Contact Phone # (_____) _____

E-Mail Address _____

E-Mail Address _____

YOUR ORGANIZATION'S IMPORTANT DATES

Practice Begins The Week Of _____

Opening Day _____

League Games Begin The Week Of _____

and End _____

Playoffs Begin The Week Of _____

and End _____

List Any Practice or Game Restrictions _____

List Any Special Events (Picture Day, Tournaments, Trainings, etc.) _____

I verify that the information on this form is correct as defined in the Athletic Field Use and Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy.

Signature of Organization/League President _____

Signature of Field Allocation Representative _____

Date _____

Date _____

***** OFFICE USE ONLY ***** ORGANIZATION PRIORITY 1 2 3 4 5 PERMIT NUMBER _____





ATHLETIC FIELD USE AND ALLOCATION POLICY

ATHLETIC FIELD USE RULES AND REGULATIONS

1. Groups of 10 or more individuals wishing to use a field **must** acquire a permit with the City of Kerman. A field permit must be available during use and presented to any City of School District representative upon request.
2. It is the responsibility of the person in charge identified on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. ***These rules include but are not limited to:***
 - Park hours are from sunrise to one-half hour after sunset. Lighted fields are until 10:30 pm. No person shall remain in a City park during non-operating hours. This schedule also applies to any/all school fields allocated by the City.
 - Games and practices are not to start before 8:00 am or extend past 10:00 pm (unless otherwise stated). Organizations are responsible for making necessary changes/alterations to their rules and regulations regarding game times to reflect park/school hours.
 - It is the responsibility of the organization’s president and the individual in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. They are also responsible for ensuring that coaches receive and understand that a permit must be on site during field use.
 - Use begins and ends at the times stated on the permit including set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields cleaned and cleared by the ending time indicated on the permit. Field preparation and participant warm-up is allowed within the parameters of field use hours. Additional fees will be charged for unauthorized or extended field use beyond the times listed on the permit. Check the permit for specific times to access the fields. Unauthorized or extended field use beyond times listed on the permit may result in the retention of a portion or all of the deposit and/or result in the cancellation of current use and/or prohibition of future use.
 - No subleasing of fields is allowed under any circumstance. ***Subleasing of fields will result in revocation of all permits.***
 - **Prohibited** in City parks, fields, or school facilities:
 - No alcoholic beverages
 - No smoking, gambling, fireworks/flammable material, narcotics or drugs
 - No sunflower seeds or gum
 - No portable barbeques utilizing charcoal, briquettes or a similar type heat source
 - 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.
 - No tarps may be placed on fencing.
 - Parking is allowed only in designated areas. No vehicles are allowed on City or School District fields or property (other than parking lots) without written permission noted on the permit by the City. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user’s responsibility to alleviate traffic and parking issues.
 - Selling food or other items is not allowed without City approval and must be noted on the permit.
 - Amplified sound is not allowed on any field without City approval and must be noted on the permit. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators are not allowed. User groups must abide by the City’s sound ordinance (Municipal Code Chapter 12, Section 32.310).
 - Banners may not be posted without City approval (must be noted on the permit).
 - Balls and other equipment thrown, batted, kicked, or otherwise landing on private property must not be retrieved without the property owner’s permission. Climbing walls or entering gates to access private property is prohibited.
 - Property boundary walls and fences are not to be used as backstops at any time.



ATHLETIC FIELD USE AND ALLOCATION POLICY

- Portable goals and/or markers are allowed but must be removed daily.
 - Each user group is responsible for picking up trash and debris and depositing it into the proper trash bins at the conclusion of games and practices. Adjoining areas must also be clear of trash.
 - Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. For the benefit of the community, please practice being good neighbors in residential neighborhoods.
 - Practice and games must be suspended in event thunder and/or lightning is observed or heard.
 - Misuse of a public park field or the failure to follow established procedures, rules and regulations by any group or individual of a group is cause for denial of future applications.
 - Animals (excluding guide dogs) are not allowed in City Parks or on school property.
 - Unauthorized use of City property for profit is illegal.
 - No group or individual is permitted to alter a field in any way (i.e. remove or change pitching rubbers, bases, goals, etc.) without written approval from the City of Kerman Recreation and Community Services Department.
 - No group or individual is permitted to maintain a storage unit (or similar object on or around a field without written approval from the City.
3. **Wet Field Policy:** Groups may not play on fields that have been closed due to wet field conditions.
4. Non-adherence to any of these rules or City ordinance may result in the retention of a portion or all of the deposit and/or result in the cancellation of current and/or prohibition of future use.

Recreation & Community Services Department (559) 846-8643	Field Maintenance Assistance (On-Call) (559) 351-8203	Police Department (559) 846-8800	Emergencies Only 911
--	--	---	---------------------------------

Applicant Name: _____

(Print)

(Title)

(Signature)

(Date)

Approved by
City Representative: _____

(Signature)

(Date)



ATHLETIC FIELD USE AND ALLOCATION POLICY

Hold Harmless and Indemnity Agreement

I, FIELD/FACILITY USER, have express the desire to utilize an athletic field or athletic facility owned by the City of Kerman as stated on this application.

We, the City of Kerman, agree to provide access to a field or facility to meet the use requested on this application as availability and priority of use allow. Submission of an Application and Agreement request does not constitute approval. Approval is given according to the allocation policy, field/facility availability , after fees are paid and when a permit is issued.

NOW, THEREFORE, for and in consideration of the covenants herein contained, performed and to be performed, the parties here to agree as follows:

1. CITY shall schedule access to and make all provisions for FIELD/FACILITY USER to enter and use permitted public facility as required to fulfill the purpose of the Agreement.
2. Designate in writing an Administering Officer to a as the CITY representative with respect to the use of the facility contemplated hereunder. Such person shall have complete authority to transmit instructions, receive information and interpret and define the CITY requirements in connection with said use.
3. FIELD/FACILITY USER hereby agrees to defend at his own cost and to indemnify and hold harmless the CITY and Kerman Unified School District – (KUSD), its elected and appointed boards, officers, agents and employees from and against any and all liability, damages, costs, losses, claims and expenses, howsoever caused, resulting directly or indirectly from or connected with the performance of the Agreement (including but not limited to such liability, costs, damage, loss, claim or expense, arising from the death or injury to an agent, member, invitee, or employee of FIELD/FACILITY USER or of CITY and KUSD) except where such liability, damages, costs, losses, claims or expenses are caused solely by the negligent or wrongful acts of CITY and KUSD or any of its agents or employees other than negligent omission or commissions of CITY and KUSD its agents or employees, in connection with the general supervision or direction of the use of said facility. FIELD/FACILITY USER, in addition to the foregoing, specifically shall indemnify and save harmless CITY and KUSD, any and all of CITY officers, agents, and employees, from any liability by reason of California safe place statutes or similar provisions pertaining to the use of said public facility or safety of materials or equipment supplied by CITY and KUSD or others at the direction of CITY and KUSD and used in the performance of the purposed hereunder. *Initial* _____
4. It is further understood and agreed that FIELD/FACILITY USER shall be acting at all times as an independent contractor herein and not as an employee of CITY or KUSD. FIELD/FACILITY USER shall secure at his expense, and responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation and other payroll deductions for FIELD/FACILITY USER and his officers, agents and employees and all business licenses, if any, in connection with the use of said facility. *Initial* _____



ATHLETIC FIELD USE AND ALLOCATION POLICY

- 5. FIELD/FACILITY USER shall secure and maintain throughout the period of use contemplated under this Agreement general liability insurance with policy limits of not less than \$1,000,000 per occurrence, with CITY and KUSD named as additionally insured by endorsement. Such policy or policies of insurance shall further provide that said policies of FIELD/FACILITY USER shall be primary over any insurance held by CITY and KUSD that may be applicable. *Initial* _____

- 6. This agreement, the exhibits hereto and any special provisions to which the Agreement is subject may only be altered, amended or rescinded by a duly executed written Agreement.

Executed in the City of Kerman, County of Fresno, State of California and subject to laws thereof.

Applicant Name:

(Print)

(Title)

(Signature)

(Date)