

CITY OF DUARTE SPORTS/PARK FACILITIES USAGE POLICIES AND PROCEDURES

Scope & Purpose

This document sets forth the policy for the City of Duarte to coordinate the allocation of all sports fields and park facilities available to the general public in an equitable and fair manner. The Facilities Usage Policies and Procedures is designed to advance the following public purposes:

1. To develop a procedure for user groups to secure fields for games, practices, and other events.
2. To avoid disputes among users over field usage.
3. To ensure Duarte residents have priority usage and access to Duarte facilities.
4. To ensure that maintenance and renovation can be scheduled and implemented properly to maintain the quality of the facilities to be used by the public.

Priority Ranking For Field Use

An application for permission to use the sports fields and park facilities must be submitted by all organizations, teams, or individuals for all uses. **All user groups will be prioritized as follows:**

- a) Duarte Parks and Recreation Programs
- b) Duarte Unified School District (DUSD) Teams/Programs (As specified under the City/DUSD Joint Use Lease Agreement.)
- c) Duarte Youth Athletic Club and Duarte Jr. Falcons (Formerly Duarte Hawks) (Regular seasons under contract agreement with the City.)
- d) Duarte Youth Non-Profit Organizations/Teams
(A non-profit youth organization based within the Duarte city limits or county unincorporated area and whose membership is composed of at least 51% Duarte residents or unincorporated area residents and have IRS 501C Non Profit status. Team rosters are required. Status must be verified.)
- e) Duarte Resident Youth Organizations/Teams
(A youth organization based within the Duarte city limits or county unincorporated area and whose membership is composed of at least 51% Duarte residents or county unincorporated area residents. Team rosters are required.)
- f) Duarte Resident Adult Non-Profit Organization
(Adult group based and organized within the Duarte city limits or county unincorporated area and whose membership is composed of at least 51% Duarte residents or county unincorporated area residents and have IRS 501C Non Profit status. Status must be verified.)
- g) Duarte Resident Adult Groups & Leagues and Duarte Business Adult Groups
(Adult group or team based and organized by a resident applicant within the Duarte city limits or county unincorporated area. Example: Current Duarte Major League Softball teams. Resident applicant can be a team coach or team organizer and must be present on the field. League resident applicant must be a league director or board member. Business must have a current Duarte business license.)
- h) Youth Non-Resident/Non-Profit Teams
(A 501C non-profit youth organization not based or organized within the Duarte city limits or county unincorporated area that does not have 51% roster residents.)
- i) Non-Resident Adult Groups
(Group not based or organized within the Duarte city limits or county unincorporated area.)

Regulations For All Field Uses

1. Users requesting fields for league play or on-going uses must submit a bi-annual rental application for a maximum 5-month use period. These rental uses will be approved based on the prioritized rankings listed above. A maximum of 3 uses per week will be approved for applicants that are not recreation programs, DUSD uses and contract

agreements. Applicants will be contacted after applications have been prioritized and use requests have been inserted into the master calendar.

2. Bi-annual applications must be submitted to the Recreation office at Duarte City Hall as follows:
 - Submit your application during the 3rd week of November, Monday - Thursday (except for holidays), 7:30 a.m. – 6:00 p.m. for 5-month facility uses that will begin after January 1st.
 - Submit your application during the 3rd week of May, Monday - Thursday (except for holidays), 7:30 a.m. – 6:00 p.m. for 5-month facility uses that will begin after July 1st.
3. All other applications for use of available fields or facilities must be submitted at least eight (8) working days and not more than ninety (90) days prior to the time of use ending December 1st and June 1st. Facilities uses will be subject to availability.
4. Applications shall be issued only to responsible adults who shall be in attendance at the function for which application is made and for field rental uses as specified in the **Priority Ranking For Field Use** section.
5. All persons, groups or organizations using a public facility must abide by all Municipal, State and Federal laws.
6. All persons or organizations using a facility will be expected to abide by Municipal Code, Chapter 9.20 (All sections) regarding Conduct in Parks. This includes **no consumption of alcoholic drinks at any park or parking lot** and **no smoking allowed. Municipal Code 6.20.60.**
7. All persons, groups or organizations using a public facility must abide by the City's Community Facilities Administrative Policies and Procedures on points not covered in these policies.
8. City recreation programs and City government functions shall have first priority on use of all facilities. Furthermore, previously scheduled uses may be cancelled or rescheduled for city functions or for field renovations.
9. The City will not be held responsible for loss, damage, or theft of equipment, or personal articles owned, leased, or rented by people utilizing the facilities.
10. Rentals involving league, tournament, or organized game play, including practice games or non-season games, will be required to provide a certificate of insurance. This insurance must cover a minimum of \$1,000,000 in liability and must name the City of Duarte as additionally insured and may be procured by the renter or may be purchased as special event insurance through the City. At the City's discretion, other field uses may be subject to this requirement.
11. The number of fields that one user group may be allowed to reserve will be determined by the City to ensure safety, fair use, and the preservation of the fields.
12. No user may forfeit or exchange its allocations, or any part thereof, to another user. Cancellation of a scheduled reservation must be reported to the City to allow other groups the opportunity to use the facility as determined under the policies and procedures.
13. In the interest of player safety, groups reserving fields for games or practices without light use will be required to end their reservation and field use at sunset based on the sunset calendar for the date rented.
14. The City reserves the right to alter fields and times and include postponements to optimize usage and/or allow field recovery.
15. Interference with another reservation or falsifying information may result in suspension of field use and possible cancellation of any future use.
16. The City reserves the right to deny any request to preserve the best interest of the City, quality of the fields, and in retrospect to any previous violations.
17. Violation of policies, rules or regulations or the deliberate inclusion of misleading or misstated information on an application form can result in forfeiture of a deposit,

forfeiture of fees paid, and/or the suspension or cancellation of all facility use privileges by an individual or group.

18. Most fields are divided for team practice uses for soccer and related uses with a maximum of 40 participants per field. Softball and baseball practices will use fields in their proper infield configuration with a single field use fee, due to the nature of the sport.
19. Full games for soccer or similar sports using non-lighted regulation size turf fields at Encanto, Northview and Beardslee Parks and Otis Gordon Sports Park will incur a single field use fee. Duarte Sports Park between Field A & B will also incur a single field use fee.
20. Full games using lighted regulation size turf fields requiring 2 sets of field lights will be charged for both fields.
21. A deposit is required upon approval of the facility use request application. Equipment may be stored by a renter upon approval (Subject to space availability) and payment of Equipment Storage Deposit.
22. Final approval is granted upon payment of the balance of fees. Facilities are subject to automatic cancellation if balance of fees are not paid eight (8) working days prior to use.
23. Cleaning/damage/equipment storage deposit is refundable by a city warrant subject to condition of facility and removal of equipment, and will be returned by mail approximately 20 days after date of use.
24. Reservations may be cancelled by the applicant and all fees returned, up to 60 calendar days prior to the event. The deposit will be retained if reservations are cancelled 60-14 calendar days prior to event. All fees will be retained if reservations are cancelled less than 14 calendar days prior to event.
25. Any requested changes to re-approved reservations less than 8-business days prior to date of use will be subject to approval.
26. To qualify for the Duarte Youth Non-Profit Group (d) rate, the group must be composed of at least 51% Duarte residents and have a 501C status. A Duarte resident *group* is defined as a non-profit organization based within the City limits or County and whose membership is composed of at least 51% Duarte residents or unincorporated area residents.
27. A Duarte business resident is defined as a business operating within the incorporated City of Duarte and has been issued a current business license.
28. A resident is defined as a person whose residence has a Duarte mailing address.

Gazebos and Park Facility Rentals

29. All applications for use of available facilities must be submitted at least eight (8) working days and not more than ninety (90) days prior to the time of use. Facility uses will be subject to availability.
30. All persons or organizations using a facility will be expected to abide by Municipal Code, Chapter 9.20 (All sections) regarding Conduct in Parks. This includes ***no consumption of alcoholic drinks at any park or parking lot*** and ***no smoking allowed. Municipal Code 6.20.60.***
31. All persons, groups or organizations using a public facility must abide by the City's Administrative Policies and Procedures on points not covered in these policies.
32. City recreation programs and City government functions shall have first priority on use of all facilities.
33. The City will not be held responsible for loss, damage, or theft of equipment, or personal articles owned, leased, or rented by people utilizing the facilities.
34. Violation of policies, rules or regulations or the deliberate inclusion of misleading or misstated information on an application form can result in forfeiture of a deposit, forfeiture of fees paid and/or the suspension or cancellation of all facility use privileges by an individual or group.

Violations will result in the following:

First violation will result in 25% of the deposit will be deducted. Field use will not be permitted until deposit balance is replenished.

Second violation will result in 50% of the deposit will be deducted. Field use will not be permitted until deposit balance is replenished.

Third violation will result in 100% of the deposit will be deducted. Field use will not be permitted until full deposit is replenished at a formal meeting between the City and the user. Additional penalties may be imposed as indicated above.

DUARTE GAZEBO RENTAL PARK RULES

1. Please follow all rules and regulations detailed in the Policies and Procedures.
2. All dogs must be on a leash.
3. No inflatable bouncers, carnival/animal rides allowed.
4. No model airplanes, model rockets or drones allowed.
5. No generators or portable lighting apparatus are allowed.
6. No alcoholic drinks are allowed in the park or parking lot.
7. ***Absolutely no motorized vehicles of any kind are allowed to drive onto a park.***
(Please come prepared with hand trucks or carts to move supplies to your gazebo.)
8. No smoking is allowed.
9. Do not drive nails into any gazebo.
10. Have fun and enjoy your gazebo!