



# **FIELD USE POLICY**

## **CLARK FIELD, VALLEY PARK, AND SOUTH PARK**

*City of Hermosa Beach ~ Community Resources Department*

*710 Pier Avenue • Hermosa Beach, CA 90254*

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### **POLICIES AND PROCEDURES**

1. Field space is allocated only for local registered non-profit organizations open to Hermosa Beach residents.
2. Field Allocation priorities are as follows:
  - 1.) City classes and leagues
  - 2.) Priority user groups: AYSO Region 18 (soccer), and Hermosa Beach Little League
3. Field Use Fees:
  - Application Fee: \$20 per season
  - Field Use: \$10 per hour
  - Lighted Fields (7-10pm): \$20 per hour
  - Field Changeover Fee: To be determined by the Community Resources Department (must be paid by priority user groups, AYSO Region 18 and Hermosa Beach Little League, prior to start of season)
4. Organizations requesting fee waivers “in lieu” of services must submit the request in advance of the season to the Parks and Recreation Advisory Commission for approval and must plan appropriately as the Commission meets bi-monthly.
5. Each organization must designate one contact person to facilitate communication between the Community Resources Department for Field Allocation and the Public Works Department for Field Maintenance.
6. All requests pertaining to field allocation must be received in writing to the Community Resources Department.
7. Organizations must submit practice and game schedules with signed policy and application fee to the Community Resources Department prior to their season for scheduling. Deadline for submission of fall schedule (September to December) is September 1<sup>st</sup> and spring schedule (March to July) deadline is February 1<sup>st</sup>. Failure to submit schedule or accompanying fees prior to the deadline will result in field use hours being allocated to other groups. Requested dates and times are not guaranteed until confirmation is received by the Community Resources Department. Payment is due within 48 hours of receiving confirmation from the Community Resources Department.
8. City classes, City leagues and Special Events take priority in scheduling for fields. Adult Softball has priority for Clark Field on Sunday and Wednesday evenings from 6-10pm. During traditional soccer season, September through December, the AYSO Region 18 has priority on field allocation. During traditional baseball season, March-July, Hermosa Beach Little League has priority on field allocation. The exception to this is field maintenance.
9. Any scheduled field time that is not utilized must be reported and relinquished to the Community Resources Department. Cancellations must be received in writing to the Community Resources Department during office hours (Monday-Thursday 7am-6pm) at least 48 hours prior to the scheduled time.
10. Approved time may not be given to private and/or commercial organizations.

11. If fields are not used as allocated, permits may be rescinded and time will be reallocated to other organizations.
12. A representative of each organization must be present and must carry a copy of their current contract, signed by the Community Resources Department and the organization's contact person when using the field during their allocated hours.
13. Any special-use request, such as amplified sound or the use of portable lights, requires a special use permit and must be pre-approved by the City of Hermosa Beach.
14. The use of nets, goals, and/or methods for lining the field must be pre-approved by the City.
15. Please obey general field rules. These rules include, but are not limited to:
  - a. Use will begin no earlier than 8 AM and end no later than dusk on non-lighted fields and 10 PM on lighted fields.
  - b. Use begins and ends with times listed on permit; this includes set-up and clean-up. At the conclusion of use, the user must leave all facilities clean and clear of debris.
  - c. Parking is allowed in designated areas only.
  - d. Alcoholic beverages are not allowed in City parks or fields.
16. The City reserves the right to cancel an allocation to accommodate the needs of City sponsored/co-sponsored events.
17. The City reserves the right to cancel an allocation if there is any abuse to City buildings, facilities, or equipment, or if there is any violation of the Field Use Policy or of the City of Hermosa Beach Municipal Code.
18. City liability waivers must be signed by the applicant, coaches, and each participant's parent(s). The applicant shall be fully responsible to update City waivers if the roster changes.
19. All tournaments are considered Special Events and must go through the Special Event process.
20. Insurance: At least thirty (30) days prior to the start of the rental, applicants will provide the City with a certificate of insurance providing liability insurance naming the City, its officers, employees and agents as additional insured with a minimum coverage of \$2 million combined single limit coverage.

**I have read and understand the rules, regulations, and priorities for the use of Hermosa Beach athletic fields. I agree to abide by them and accept responsibility for the safety of this program and its participants and for the careful use of the fields. I agree to indemnify and hold harmless the City of Hermosa Beach, its officers, agents and employees from harm, accidents, personal injury or property damages which may arise out of, or is in anyway connected with the participation of the activity.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Non Profit ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Approved by: Initials \_\_\_\_\_ Date \_\_\_\_\_ Insurance \_\_\_\_\_