



Administrative Policy

Title: Athletic Facility Allocation Policy				
Administered By: Community Services Department				
Policy No.	Issue Date	Revision Date	Department Head Approved	City Manager Approved
06400.004	03/11/2011	09/26/2024		

ARTICLE I - PURPOSE

Section 1.1 General Purpose

The purpose of this policy is to:

- Ensure that athletic facilities are prioritized for recreational functions that meet the needs of the community.
- Establish a fair and consistent process for allocating sports fields, sports courts, and other athletic facilities owned and operated by the City of Corona to community-based youth sports organizations.
- Set clear policies, rules, and regulations for field use by community-based youth sports organizations.

Due to the limited number of available athletic facilities, the Community Services Department has established criteria for field and sports court usage and will monitor proper use of facilities. The City may charge fees in accordance with the Master Fee Recovery Schedule to recover public costs to operate, maintain, repair, improve, supervise, and administer the use of athletic facilities.

ARTICLE II – DEFINITIONS

Section 2.1 Definitions

- Athletic Facility. Any field, sports court, or other sports facility owned and operated by the City of Corona.
- Director. City of Corona Community Services Director or designee.
- Department. City of Corona Community Services Department.
- Organization. Organizations shall include those groups and individuals identified in Section 3 and which comply with the requirements of this Policy.
- Participant. Participants shall include only those players or users who are registered with the user organization not including coaches, officials, leaders, volunteers, or staff.
- Resident. Those who reside within the Corona city limits. This excludes those who reside in unincorporated county areas (even if they share a US Postal Service zip code).
- Resident Percentage. Percentage of resident participants in a group is calculated by dividing the total number of resident participants by the total number of participants in the organization. It is the responsibility of the organization to verify participant residency.
- Resident Teams. Teams where the resident participant rate is 65 percent or higher.
- Season. For the purpose of this policy, the most commonly utilized sports seasons are established as follows:

SPORT	PRIMARY SEASON	SECONDARY SEASON
Football	Fall/Winter	Spring/Summer
Soccer	Fall/Winter	Spring/Summer
Baseball	Spring/Summer	Fall/Winter
Softball	Spring/Summer	Fall/Winter

- Youth. School-aged individuals and participants up to 19 years of age.

ARTICLE III – GROUP PRIORITY CLASSIFICATION

Section 3.1 Group Priority Classification

Based on the content of the application, athletic facilities will be allocated in the order of priority below. An organization may have teams that fall within multiple categories of use

and must identify all categories of use in their application. Group classification will determine rates for use:

- A. **Group 1 – City of Corona & Other Government Use.** Activities conducted or sponsored by the City of Corona, including Co-Sponsorship events, Corona-Norco Unified School District, or other approved governmental agencies. Non-City groups are required to pay the City for any direct costs incurred.
- B. **Group 2 – Resident Recreational Non-Profit Groups.** Non-profit 501(c)(3) youth sports organizations with a minimum of 65% resident participation that assign participants so teams are of equal playing experience and talent rather than grouping teams based on talent level. Organizations must be recreational in nature and have an “everyone plays, no child is turned away” philosophy, and require each participant play for a significant portion of each game. Organization board/league officials, coaches, or trainers may not receive any form of compensation. “Primary season” activities will have priority over “secondary season” activities.
- C. **Group 3 – Resident Competitive, Travel, and Elite Sports Groups.** Non-profit 501(c)(3) youth sports organizations with a minimum of 65% resident participation that offers above recreation level play and assigns participants to teams based on talent/play ability. Corona-based schools not part of the Corona-Norco Unified School District maintaining the same 65% residency requirement. “Primary season” activities will have priority over “secondary season” activities.
- D. **Group 4 – Resident Private & For-Profit Groups.** Corona residents and for-profit resident groups using a facility for short-term or one-time use. Applicants may follow the City’s standard facility rental process.
- E. **Group 5 – Non-Resident Use.** Non-resident individuals or groups. Applicants may follow the City’s standard facility rental process.

Section 3.2 Proof of Residency

- A. All resident organizations are required to provide proof of residency. Each organization must submit a roster containing the organization’s name, team name, division, team adult contact information, and each participant’s name, address and phone number. The Residency Verification Agreement must be attached to the applicable team roster and provided to the City at the time the application is submitted.
- B. The City reserves the right to periodically audit all league rosters to ensure that all data is reported correctly and within the definition of residency. If questions arise, staff may request proof of residency.

C. For organizations classified as Group 2 and Group 3, the City shall determine facility allocation based on the total number of resident teams (as defined in Section 2.1) per organization as a percentage of the total number of resident teams of all organizations requesting like facilities for the same season. Historical numbers from the prior two like seasons may be used to determine the request. First time users and users requesting additional allocations must be prepared to justify their request with supporting numbers.

- **Example (Softball/Baseball Fields):**

Organization A 600 participants	$600 \div 12 =$	50 resident teams
Organization B 360 participants	$360 \div 12 =$	30 resident teams
Organization C 240 participants	$240 \div 12 =$	20 resident teams
Total Resident Teams		100 resident teams
Organization A's allocation	$50 \div 100 =$	50% of available fields
Organization B's allocation	$30 \div 100 =$	30% of available fields
Organization C's allocation	$20 \div 100 =$	20% of available fields

Note: Assumes 12 players per team.

ARTICLE IV – ALLOCATION PROCESS

Section 4.1 Athletic Facility Application Process

- A. Requests for use of athletic facilities are made through the Community Services Department. Athletic facilities will be allocated to qualifying organizations two times per year: Fall/Winter (July through December) and Spring/Summer (January through June) based on group priority classification identified in Section 3.1.
- B. All organizations, including those requesting recurrent facility allocations, must submit the following documents to the Department no later than **December 15** for Spring/Summer use and **June 15** for Fall/Winter use. Failure to submit requested information by the deadline will result in forfeit of the groups priority level and the organization will be subject to allocation of surplus athletic facilities that remain available at the conclusion of the allocation process.
- League Application Cover Page. Applications must identify a primary and secondary contact to serve as liaisons to the City. All communications between the City and the organization related to the facility allocations or associated usage must be made via these contacts.
 - Athletic City Facility Use Application. Application must be signed by two members of the organization's board of directors. One signatory must be the board president. Applications must specify the location, field, dates and times for the facilities requested.

- iii. Participant Verification Agreement. Agreement must include the exact participation count, including those on a wait list, and the total number of Corona resident participants.
- iv. Team Roster. Complete participant rosters with the total number of participants and total number of resident participants. If final rosters are not available by the deadline, user groups must submit the most recent applicable roster and schedule. Allocations will be based on the total participant count identified at the time of application. Final rosters for the season to be played during the allocation period must be submitted at least **two weeks** prior the commencement of the season.
- v. Board Roster. Complete list of names, address, and telephone numbers of the current board of directors and/or designated officials.
- vi. Background Check. All leagues must verify compliance with any state or federal laws pertaining to background checks for adults working directly with minors.
- vii. Proof of Non-Profit Status. Up to date 501(c)(3) designation from the I.R.S. or nonprofit designation from the California Franchise Tax Board and/or the California Secretary of State. The Organization must maintain current non-profit 501(c)(3) status for the duration of the allocated field use permit. Organization's official business address must be in the City of Corona
- viii. Master Calendar of Events. A calendar or listing of all planned activities and events taking place under the banner of the agency such as season dates, practice schedules, game schedules, opening/closing days, tournaments, and special activities. This includes all activities that directly impact facility use and/or surrounding neighborhood.
- ix. Insurance Requirements. The City requires any group applying for the use of City facilities to have a minimum of \$1 million Comprehensive Liability Insurance. The certificate of insurance must list the City of Corona and the Corona Community Services Department as Certificate holders and as an additionally insured. Additionally, the cancellation paragraph clause must state the following: "Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail a cancellation notice within 30 days of the cancellation to the named certificate holder." The certificate, an original (no copies), must be filed with the City prior to usage of any fields or facilities.
- x. Acceptance of Field Condition. The user group accepts the facilities applied for in an "AS IS" condition. In consideration of the use of the facility, the user agrees to indemnify, defend and hold harmless the City of Corona, Corona

Community Services Department, its officers, employees and volunteers from all liability, claims, suits, judgments, which may arise from the use of the premises, excepting those claims, suits or judgments arising out of the sole and intentional negligence of the City.

- xi. Vehicle Access Request Form. To request permission for vehicle onto a park for service-related causes. Vehicles must stay on approved paths and are not allowed to park or drive on fields.
 - xii. Storage Bin / Container Request Form. To request permission for onsite storage.
 - xiii. Concession Stand Request Form. To request permission for use of park concession stand.
 - xiv. Key Deposit. Required for any City keys that may be checked out for facility use. Duplication of keys is strictly prohibited. In the event of lost or misplaced keys, the facility user will be charged for re-keying and/or replacement.
- D. Athletic facilities will be allocated to organizations based on their group priority classification identified in Section 3.1. The use requested by the organization must be consistent with the type of play designed for the facility. Organizations will be notified of any conflicting allocations that exist at their requested facility.
- E. The number of facilities allocated will be based on the exact participant count, as documented in the application. No additional facilities will be provided beyond the specified need. If multiple requests are received for the same facility, priority will be given to the organization that had permitted access to the facility during the most recent like season.
- F. Any changes to the application and/or appeal regarding an allocation must be submitted in writing to the Parks Supervisor, or designee, within 10 days of approval/denial. The finding of the Park Supervisor, or designee, shall be made in writing and is final.
- G. Fees will be assessed in accordance with the City's [Master Fee Recovery Schedule](#). Each season may be paid in full prior to the start of the season or in monthly installments. Refunds in the form of a credit to the user's account with the City will be only given for cancellations due to weather or other environmental conditions, unsafe/unplayable fields, or closure by the City. Refunds for unused facilities are not permitted. All fees, including for use of lights, health permits, and concession stand must be settled by July 30th for spring allocations and December 30th for fall. Failure to submit full or timely payments will jeopardize the organization's ability to use City facilities in the future.

- E. Organizations anticipating a split to form a new organization, or individuals planning to organize a new sports program, must register with the City in conformance with this Section at least 6 months prior to the estimated starting date of the new or expanded league. The City reserves the right to deny use of City facilities to any organization or group if the City determines that a new or expanded program shall negatively impact allocation of City facilities. The City cannot guarantee the use of any City facilities.

ARTICLE V – FACILITY USE PERMITS

Section 5.1 – Facility Use Permits

- A. Recurrent use of City facilities requires a valid facility use permit. Applicants must submit an application packet each season by the established deadlines listed in Section 4.1.
- B. Permits shall be issued by the City designee in accordance with this policy. All facility allocations, including the assignment of dates, time, and areas for use are made at the sole discretion of the City. Qualifying organizations must maintain a copy of the approved permit during all scheduled uses and provide a copy if requested by any City staff member.
- C. Fees for use of City facilities are set by City Council through the Master Fee Recovery Schedule. The City Council adopted fee schedule shall determine all fees and charges associated with athletic facility reservations. The City Council may review and adjust fees at any time.
- D. Applicant is to be the sole user. Transfer, reassignment, exchange, sublease, sublet, or reallocation of permitted facilities is strictly prohibited.
- E. Requests to modify existing permits must be made to the Parks Supervisor, or designee, in writing by an authorized agent of the group no less than 10 business days prior to the change request. All requests are subject to staff review and approval.

ARTICLE VI – ATHLETIC FACILITY RULES

Section 6.1 – General Athletic Facility Use Rules

- A. Facility use must be consistent with the type of play permitted for each facility.
- B. All park users, including qualified organizations, must comply with all provisions of the Corona Municipal Code.

- C. A responsible adult designated by the user group must always be present during any organization's use of a city facility.
- D. Games and practices may begin no earlier than 8:00 a.m. and must end no later than 10:00 p.m. Any exceptions must have the prior written approval of the Department.
- E. If the use of a facility becomes excessive or regular use changes the characteristics of the immediate neighborhood, the City may reduce allocations or limit hours.
- F. Lining of City parks with chalk, paint, or burning turf with chemicals, is not permitted without prior written approval by the Department. If approved, only chalk or water-based paints may be used.
- G. Alcoholic beverages are strictly prohibited in City parks.
- H. Sound making devices (i.e., horns, clackers, rattles, bells, whistles, etc.) are prohibited unless they are used by officials or coaches as a necessary part of the activity.

Section 6.2 – Lighting

- A. Organizations must provide the City with a schedule of their intended light use as part of the facility allocation request. Requests must clearly define times of use (e.g. Wednesdays, sunset to 9:15 p.m.).
- B. Organizations with lighted fields will be provided system access to turn lights on at the respective facility.
- C. Organizations are responsible to pay any costs incurred to the City through the operation of lights regardless of whether the activity occurred, unless proper cancellation notice was provided to the City. Costs will be assessed in accordance with the City's Master Fee Recovery Schedule.
- D. No lights may be left on past 10:00 p.m., activated for an unauthorized activity, or used at a facility that has not been allocated.

Section 6.3 – Public Address (PA) Systems

- A. Limited sound amplification may be allowed in City parks including (PA) systems, portable components, and bullhorns. All sound amplification must pertain to the game being played or authorized event or activity by the organization.
- B. No amplified music is allowed on City park facilities unless pre-approved by City.

- C. Only persons 18 years of age or older will be allowed to operate PA systems.
- D. Special announcements should be kept to a minimum. “Play-by-play” announcing is prohibited.

Section 6.4 – Signs and Banners

The posting of any signs or banners on City athletic facilities shall comply with the Sport Field Sign and Banner Program Administrative Policy 06400.006. Any groups wishing to display banners on City athletic facilities shall submit the Sign and Banner Application form to the Community Services Department prior to arranging for banners to be posted.

Section 6.5 – Storage and Concession Facilities

The City provides only the structure and existing equipment for storage and concession stands. Authorized users are responsible for providing all other equipment.

- A. No permanent equipment or enhancements should be made to the facility without prior written permission from the City.
- B. The City assumes no liability for any equipment, storage, or personal property.
- C. Organizations are responsible for ensuring the City has proper keys for the storage and concession facilities. If the City issues keys to an organization, duplication of keys is strictly prohibited, and lost keys will result in the user group paying for any re-keying services and key replacement.
- D. Facilities should be maintained in a safe, clean, and orderly manner with equipment properly stored. Upon conclusion of the permit, organizations shall remove all property and return the facility in the same or better condition than when issued.
- E. Annual inspections of concession facilities will be conducted by City Staff and the Riverside County Health Department. A representative should be present at all inspections. The County Health Department is authorized to shut down any facility that does not comply with health code regulations or poses a health risk to the community. Organizations are responsible for acquiring the proper food handlers license.

Section 6.6 – Security

City reserves the right to require organizations to provide additional park personnel, security, medical, or police presence when deemed necessary. Any resulting expenses or costs will be the responsibility of the organization.

Section 6.7 – Traffic and Parking

- A. Participants and spectators should utilize approved off-street public parking lots and/or surface streets that do not impact the immediate neighbors.
- B. Driving or parking on City parks or trails is strictly prohibited. Any damage to City facilities incurred as a result of unauthorized use may result in subsequent maintenance fees. Limited exceptions may be granted by the City for field improvement, service, or projects benefitting the playability of the facility. City vehicles and emergency service responders may access the field as appropriate for their respective duties. Unauthorized vehicles may be ticketed by the Police Department or towed at owner's expense.

ARTICLE XII – MAINTENANCE AND UPKEEP

Section 7.1 – Maintenance and Upkeep

- A. The City shall maintain all athletic facilities to safe passive use standard, meaning they are playable from the minimum standards for residential use and activity.
- B. In an effort to maintain the athletic fields at the highest level possible, the City will schedule annual maintenance programs at all City facilities. The City will attempt to be flexible in accommodating organizations during such maintenance but will prioritize safety and damage prevention as necessary.
- C. Emergency evening and weekend maintenance requests may be made by calling the City of Corona non-emergency dispatch at (951) 736-2330 x2.
- D. Any request to significantly or permanently modify or improve any City facility shall be requested in writing to the Director.
- E. Any damage to any City facility that is caused by organization negligence or failure to adhere to City policy will be repaired by the City and the organization will be billed the full cost of repairs.

Section 7.2 – Facility User Responsibilities

- A. All facilities will be released from the City to the authorized user in a safe and playable condition and will be signed off by a representative. Organizations are responsible to notify the City of any significant damage, vandalism, or wear outside of normal use. For any safety concerns (non-emergency) contact the Corona Police Department at (951) 736-2330 x2. In the event of an emergency, dial 911.

- B. Organizations shall be responsible for the facility being free of trash or debris at the end of each use, including restrooms. Otherwise, organizations will be charged the actual cost of remedial cleanup deemed necessary by the City.
- C. Field preparation, lining of the fields, marking of the fields, or installation of goal posts will be performed by the organization with prior written approval. Some services may be available through the City. Contact Community Services staff for availability.
- D. Temporary fencing, shade covers, or similar temporary facility enhancements must have prior written approval. Such enhancements must be put up one week prior to and removed one week after the end of the season (regular or postseason).

Section 7.3 – Rain and Other Inclement Conditions

- A. The City, as well as organizations to whom a facility has been allocated, reserves the right to cancel facility use if deemed unsafe or where use could lead to sustained damage.
- B. The City will maintain a “Mud Line” that will be updated Monday through Friday by 2:00 p.m. and Saturday and Sunday by 7:00 a.m. The Mud Line can be reached by calling (951) 736-2244.
- C. If it rains within 24 hours prior to use, organizations should cancel any scheduled activities in favor of reduced liability and increased safety. Additional signage may be posted at facilities with field status information as resources permit.

ARTICLE VIII DISCIPLINARY ACTION FOR POLICY VIOLATION

Section 8. 1 – Types of Policy Violation

The principle objective of any disciplinary action is to ensure adherence to field allocation policy as it allows fair and safe access to well-maintained and attractive fields. Violations include, but are limited to, the following:

- A. Submission of false documentation associated with the allocation process.
- B. Use of closed fields (inclement weather, for safety, or maintenance).
- C. Use of fields outside of permitted time.
- D. Subletting, loaning or trading fields with other groups.
- E. Holding fields to block other groups from use or excessive cancellations.

- F. Failure to return unscheduled/unused fields to the City for reallocation.
- G. Failure to clean facility following use.
- H. Driving vehicles on fields without prior written approval as noted on permit.
- I. Creating additional fields on site without written permission.
- J. Unauthorized use of lights.
- K. Unauthorized use of amplified sound or creating excessive noise.
- L. Any discourtesy to the public, City staff, or authorized agents.
- M. Failure to respond or comply with staff requests.

Section 8.2 – Disciplinary Procedures

- A. The City upholds and maintains a progressive disciplinary policy which may include the following actions:
 - i. Verbal warning by City staff.
 - ii. Written warning sent to organization and maintained in organization's file.
 - iii. Suspension of rental privileges for one month.
 - iv. Loss of priority classification for the upcoming allocation period or periods.
 - v. Suspension of rental privileges for three months.
 - vi. Loss of priority classification for the upcoming calendar year.
- B. Major violations and persistent disregard for policy may result in immediate revocation of a permit and loss of future field allocation.

Section 8.3 – Grievances

Request to appeal disciplinary actions must be made to the Director in writing by an authorized agent of the group no less than 10 business day following the action.

Section 8.4 – Reallocation of Released Fields from Policy Violation

Should fields become released due to violations, organizations shall be notified by email and fields made available on a first come, first-served basis.

ARTICLE IX – TOURNAMENTS AND SPECIAL EVENTS

Section 1 – Tournaments and Special Events

- A. Tournament and Special Event requests will follow the same application timeline and process as field allocations.
- B. Surplus timeslots may be designed by the City for tournaments, special events, or opening day activities.
- C. To qualify as a tournament or special event, the program must consist of at least 100 actual participants or at least ten (10) participating teams. The type of play or intent of is different from regular season practice or games.
- D. The City will evaluate all tournament and special event applications. Selection or approval for any application is at the discretion of the Parks Supervisor.
- E. When applicable, applicant must provide City with all vendor information, \$1 million Comprehensive Liability Insurance and Riverside County Health Permit if serving food prior to the event.
- F. Applicants may be asked to submit additional information or be available for a meeting or presentation.
- G. The organization hosting the event is responsible for covering any additional resources required to host the tournament or special event. These would include, but are not limited to, additional trash or janitorial service and field maintenance.