



## Administrative Policy

<b>Title: Athletic Facility Allocation Policy</b>				
Administered By: Community Services Department				
Policy No.	Issue Date	Revision Date	Department Head Approved	City Manager Approved
06400.004	03/11/2011	11/19/2025		

### **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. The 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. The organization is responsible for verifying 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:

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

- Special Events. Events outside of normal scope of approved field use for practices and games, such as Trunk or Treat, fundraisers, movie nights, holiday events, or any use not related to the designated sport or field purpose.
- 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 application's content, 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-sponsored events, Corona-Norco Unified School District, or other approved governmental agencies. Non-City groups are required to pay the City for any direct costs.
- B. **Group 2 – Everyone Plays Youth Sports Non-Profit Organizations** Corona-based Non-profit 501(c)(3) youth sports organizations with a current proof of good standing from the California Franchise Tax Board are eligible under this category. Groups must have at least 65% resident participation, operate with an ‘everyone plays, no child is turned away’ philosophy, and require that each participant plays a significant portion of every game. Organization board members, league officials, coaches, or trainers may not receive any form of compensation. Organization must have a Board of Directions, maintain meeting minutes and be established for at least one year. All resident organizations must provide proof of 501(c)(3) status, proof of good standing with the California Franchise Tax Board, and proof of residency for participants to verify the 65% residency requirements.
- C. **Group 3 –Resident Non-Profit Organizations** Non-profit 501(c)(3) youth sports organizations with current proof of good standing from the California Franchise Tax Board are eligible under this category. This includes youth sports organizations with at least 65% Corona resident participation, offering competitive play beyond recreational level and assigning teams based on skill or playability, as verified by official rosters. Corona-based schools not part of the Corona-Norco Unified School District must also meet the 65% residency requirement. All resident organizations must provide proof of 501(c)(3) status, proof of good standing with the California Franchise Tax Board, and proof of residency for participants to verify the 65% residency requirement.
- D. **Group 4 – Resident For-Profit Organizations.** Corona residents and for-profit resident groups using a facility for short-term or one-time private events. The applicant’s home or business address must be located within the Corona city limits.
- E. **Group 5 – Non-Resident Use.** Non-resident are individuals or groups who do not meet the residency requirement outlined in the policy. They reside outside the Corona city limits, with an address in another city or in an unincorporated area.

### **Section 3.2 Proof of Residency**

- A. All Resident Non-Profit 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 must be provided to the City when 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 determine the request. First-time users and users requesting additional allocations must be prepared to justify their request with supporting numbers.

## **ARTICLE IV – ALLOCATION PROCESS**

### **Section 4.1 Athletic Facility Application Process**

- A. Requests for the 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 reoccurring facility allocations, must submit the following documents to the Department by **December 15** for Spring/Summer use and **June 15** for Fall/Winter use to be eligible for the initial allocation process. Failure to submit the requested information by the specified deadlines will result in the organization being considered only for any surplus athletic facility space remaining after the initial allocation process has concluded.
  - i. 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.
  - ii. Athletic City Facility Use Application. The 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, including field prep and clean up, for the facilities requested.

- iii. Participant Verification. The document must include the exact participation count and their residing address, including those on a waitlist, 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 unavailable 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 before the commencement of the season.
- v. Board Roster. Complete list of names, addresses, and telephone numbers of the current board of directors and/or designated officials.
- vi. Organization By-laws. Current organization by-laws, including Board of Directors, including a complete list of names, addresses, telephone numbers, and background checks. This must include the meeting minutes and the date of board approval. Background checks should be obtained and on file for all coaches and board members involved with the program.
- vii. Proof of Non-Profit Status. Up to date 501(c)(3) designation from the I.R.S. and a current nonprofit designation from the California Franchise Tax Board. The Organization must maintain current non-profit 501(c)(3) status and be in good standing with the California Franchise Tax Board for the allocated field use permit duration. The organization's official business address must be located within the limits of the City of Corona
- viii. Master Calendar of Events. A calendar or listing of all planned activities and events taking place under the agency's banner such as season dates, practice schedules, game schedules, opening/closing days, tournaments, picture days, and any special activities not pertaining to the normal field use. This includes all activities directly impacting 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 in Comprehensive Liability Insurance. The certificate of insurance must list the City of Corona and the Corona Community Services Department as Certificate holders and additionally insured. Additionally, the cancellation paragraph clause must state the following: "Should any of the above-described policies be canceled 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 using 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, and judgments that may arise from the use of the premises, except those claims, suits, or judgments arising out of the sole and intentional negligence of the City.
  - xi. Vehicle Access Request Form. This form is required to request permission for a 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. This form is required to request permission for onsite storage.
  - xiii. Concession Stand Request Form. This form is required to request permission to use the park concession stand.
  - xiv. Key Procedure Form Organizations must sign a key procedure form for any City keys that may be checked out for facility use. Duplication of keys is strictly prohibited. If keys are lost or misplaced, the facility user will be charged for re-keying and/or replacement.
  - xv. Vendor Requirements. The applicant is responsible for ensuring that all third party vendors must provide a Certificate of Liability Insurance for City approval prior to the start of the season or any scheduled events. Additionally, any third-party food vendors are required to provide proof of all required paperwork from the health department.
  - xvi. City Business License. All organizations or vendors must provide a City business license. Business licenses can be obtained by contacting 951-736-2275 or emailing corona@hdlgov.com.
- 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 reservations already scheduled 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, the

department will assess applications based first on priority level and then on application submission date and time.

- F. Any changes to the application and/or appeal regarding an allocation must be submitted in writing to the Community Services Director, or designee within 10 days of approval/denial of initial application. The finding of the Community Services Director, 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 before 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 June 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 planning to form a new league and seek Priority Group II status must be established and operating for at least one year prior to the start of their requested season. Registration with the City must occur at least 6 months before the anticipated start date. The City reserves the right to deny or restrict facility use if a new or expanded program is determined to negatively impact existing facility allocations. The City cannot guarantee the use of any City facilities. To qualify for Priority Group II status, organizations must meet the Priority Group II requirements under Section 3.1.

## **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, times, 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. The applicant must be the officially approved representative of the organization. The use of permitted facilities is strictly non-transferable and may not, under any circumstances, be reassigned, exchanged, subleased, sublet, or otherwise reallocated to any other individual, group, or entity. Such actions are strictly prohibited and may result in immediate revocation of facility use privileges.
- E. Requests to modify existing permits must be made to the Community Services Director, or designee in writing by an authorized agent of the group no less than 10 business days before date of the requested change. 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 when an organization uses 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 Department's prior written approval.
- 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, clickers, rattles, bells, whistles, etc.) are prohibited unless officials or coaches use them as a necessary part of the activity.
- I. If any vendors will be on-site during practices, games, or other permitted activities, the permit holder is required to submit the following documentation prior to the vendor's presence at the facility.

- a. Vendor's certificate of liability insurance listing the City of Corona (400 S. Vicentia Ave., Corona, CA 92882) as the certificate Holder and Additional Insured with a minimum coverage of \$1,000,000, and in the Description of Operations box, please enter details of use of City Facilities, such as the type of activity, date, name, and address of facility being used. For recurrent use, specify activities, facilities, and policy range.
- b. Vendors must provide current business license documentation, valid for operation within the City of Corona.
- c. Any vendor providing or selling food must also comply with all applicable health and safety regulations and may be required to submit additional documentation, including but not limited to health permits or food handler certifications, as required by local or county health departments.

### **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. Designated organizations with lighted fields will be provided system access to turn lights on at the respective facility. Organizations are required to comply with their approved permit times. Use of field lighting outside the scheduled reservation period is strictly prohibited.
- C. Organizations are responsible for paying any costs incurred to the City through the operation of lights regardless of whether the activity occurred, unless a 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 the City.
- C. Only persons 18 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**

Posting any signs or banners on city athletic facilities shall comply with the Sports 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 before arranging for banners to be posted. Any approved signs and banners must be removed at the end of each allocation season.

### **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 improvements 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 the conclusion of the permit, organizations shall remove all property and return the facility to the same or better condition than when issued.
- E. City Staff and the Riverside County Health Department will conduct annual inspections of concession facilities. 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 handler’s license.

### **Section 6.6 – Security**

The city reserves the right to require organizations to provide additional park personnel, security, medical, or police presence when deemed necessary. The organization will be responsible for any resulting expenses or costs.

## **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 due to unauthorized use may result in subsequent maintenance fees. The City may grant limited exceptions for field improvement, service, or projects benefiting 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 the owner's expense.
- C. Parking is available on a first-come, first-serve basis; no overnight parking is permitted.
- D. Parking in non-designated areas (e.g. dirt lots, red zones, fire lanes, landscaping) is strictly prohibited.

## **ARTICLE XII – MAINTENANCE AND UPKEEP**

### **Section 7.1 – Maintenance and Upkeep**

- A. The City shall maintain all athletic facilities to safe passive use standards, meaning they are playable from the minimum standards for residential use and activity.
- B. 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 maintenance but will prioritize safety and damage prevention as necessary.
- C. The City will conduct renovations on select fields two times per year in accordance with the timelines listed below. During this time, the fields will remain closed to all sports organizations and the general public.

a. Winter renovations: late November – late January

Summer renovations: late June – late August

- D. Emergency evening and weekend maintenance requests may be made by calling the City of Corona non-emergency dispatch at (951) 736-2330 x2.
- E. Any request to significantly or permanently modify or improve any City facility shall be made in writing to the Director.

- F. The city will repair any damage to any City facility caused by organization negligence or failure to adhere to City policy, 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 for notifying 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, including restrooms, being free of trash or debris at the end of each use. Otherwise, organizations will be charged the actual cost of remedial cleanup deemed necessary by the City.
- C. Permit holders are responsible for collecting and removing all litter and debris from fields, dugouts, courts, and spectator areas during and immediately following each use. This includes ensuring that all trash is properly disposed of in designated receptacles and that the facility is left in a clean and orderly condition. If it is determined that additional cleaning or janitorial services are required due to non-compliance with these responsibilities, the organization will be held financially responsible for the cost of those services. Repeated violations may also impact future facility use.
- D. Any damage to turf, fencing, restrooms, or park amenities will be billed to the reserving organization.
- E. 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.
- F. 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 before use, organizations should cancel any scheduled activities to reduce liability and increase safety. As resources permit, additional signage may be posted at facilities with field status information.

## **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 not limited to the following:

- A. Submission of false documentation associated with the allocation process.
- B. Use of closed fields (in 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, as verified by City staff, to the City for reallocation.
- G. Failure to clean facility following use.
- H. Driving vehicles on fields without prior written approval as noted on the permit.
- I. Creating additional fields on site without written permission.
- J. Unauthorized use of lights, including operating lights outside the authorized permitted time.
- K. Unauthorized use of amplified sound or creating excessive noise.
- L. Any form of disrespectful, unprofessional, or discourteous behavior toward members of the public, City personnel, or authorized representatives is strictly prohibited. This includes, but is not limited to, physical violence, verbal abuse,

yelling, use of profanity, or any other form of aggressive or inappropriate conduct. discourtesy to the public, City staff, or authorized agents.

- M. Failure to supply documents that are outlined within the Athletic Facility Allocation Policy.
- N. Unauthorized tampering with City property, including but not limited to duplication or removal of keys, alteration of lockbox codes, and damage to public facilities such as field defacement (e.g., burning field lines).

### **Section 8.2 – Disciplinary Procedures**

- A. The City upholds and maintains a progressive disciplinary policy, which may include one or several of the following actions:
  - i. Verbal warning by City staff.
  - ii. Written warning sent to the 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.
  - vii. Removal of scheduled lighting, and deactivation of Musco access.
- 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**

A request to appeal disciplinary actions must be made to the Director, or designee, in writing by an authorized agent of the group no less than 10 business days 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 will be made available on a first-come, first-served basis.

## **ARTICLE IX – TOURNAMENTS AND SPECIAL EVENTS**

The organization hosting the event or tournament, 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.

When applicable, the applicant must provide the City with all vendor information, \$1 Million Comprehensive Liability Insurance, and a Riverside County Health Permit if vendor is serving food. Failure to comply will be considered a policy violation, as outlined in Section 8.1, and may result in disciplinary action in accordance with the procedures described therein.

### **Section 1 – Tournaments**

- A. Tournament requests will follow the same application timeline and process as field allocations.
- B. Surplus timeslots may be designated by the City for tournaments, special events, or opening day activities.
- C. The City will evaluate all tournament applications. The Community Services Director, or designee, may select or approve any application.
- D. Applicants may be asked to submit additional information or be available for a meeting or presentation.

### **Section 2- Special Events**

- A. Special Events are subject to all documentation requirements, timelines, and fees required through the Special Event permitting process.
- B. Organizations wishing to hold a Special Event such as defined in Section 3.1, including Trunk or Treats, Fundraisers, Movie Nights, holiday events, or any use not related to the designated sport or field purpose, must apply with our Special Events division at [special.events@corona.ca.gov](mailto:special.events@corona.ca.gov).