



City of Lake Forest

Community Services Division

28000 Rancho Parkway, Lake Forest, CA 92630

ATHLETIC FIELD/GYMNASIUM RENTAL POLICIES AND FEES

Thank you for your interest in renting City facilities. The goal of the Community Services Department is to facilitate your activity and use of recreation amenities to ensure an enjoyable experience. To assist you in this regard, please familiarize yourself with the following policies.

A permit is required to reserve a ball field or the gymnasium.

Field/Court allocations will be administered by the City of Lake Forest Community Services Department twice a year. Please see the information tables below.

Season	Meeting Date	Location	Time	All Paperwork Due
Summer/Fall (July-December)	Wed, May 14, 2025	Zoom Call	5:00pm	Thurs, May 29, 2025
Winter/Spring (January-June)	Wed, Oct 8, 2025	Zoom Call	5:00pm	Thurs, Oct 23, 2025

Fields allocated by the Community Services Division include:

A. Sports Park Fields (All Lighted Fields)

- Indoor Gymnasium (1 main court or 2 side courts)
 - Synthetic Multi-Purpose Turf Fields (2 fields)*
 - Grass Multi-Purpose Fields (3 fields)*
 - Baseball/Softball Grass Fields (5 fields)
- *1/2 of soccer fields will be allocated for practices**

B. Non-Sports Community Park Athletic Fields

- Heroes Park (Lighted): 4 baseball fields, soccer fields (small fields)
- Regency Park: Soccer Field
- Borrego Park: Soccer Field
- Foothill Ranch Community Park: 2 baseball/softball fields, 1 soccer field
- Baker Ranch Community Field: 1 baseball/softball field, 1 soccer area
- Tamarisk Park: 1 baseball field
- Rancho Serrano Park: 1 soccer area (small field)
- Rimgate Park: 1 soccer area (small field)

FIELD USER GROUP CRITERIA

Group 1 - City conducted recreation activities.

- Recreation activities sponsored or conducted by the City of Lake Forest.
- Examples: City conducted or co-sponsored citywide community events, leagues, or tournaments.

Group 2 - Non-profit youth sports organizations (example: Lake Forest Little league, American

Youth Soccer Organization (AYSO), National Junior Basketball (NJB), and Saddleback Valley Unified School District (SVUSD).

- Sports Leagues open to the public with an "everyone plays" philosophy and a minimum of ninety (90) percent of participants being Lake Forest residents.
- In case of overlapping requests from Group 2 user groups for the use of facilities, priority will be given to the one with the highest percentage of Lake Forest residents participating.

Group 3 - Non-profit youth sports organizations with a minimum of 80% residency in Lake Forest.

- Non-profit youth sports leagues "travel ball" teams and a minimum of eighty (80) percent of participants being Lake Forest residents.
- Examples: Youth baseball, softball, soccer and football teams.

Group 4 - Non-profit youth sports leagues or teams and a minimum of 70% residency in Lake Forest.

- Non-profit youth sports leagues or teams and a minimum of seventy (70) percent of participants being Lake Forest residents.
- Examples: Youth travel baseball, soccer, football teams.

Group 5 - Non-profit adult or youth organizations with a minimum of 60% of participants being Lake Forest residents.

- Non-profit adult or youth sports groups conducting community-oriented sports activities with a minimum of sixty (60) percent of participants being Lake Forest residents.
- Examples: Adult soccer, softball, youth club teams, private parties.

Group 6 - Non-profit organizations or groups with less than 60 % of participants being Lake Forest residents.

- Non-profit organizations or groups, not open to the public, with less than sixty (60) percent of participants being Lake Forest residents.
- Examples: Adult or youth club teams, private parties, local churches, and local homeowners' association.

Group 7 - Commercial entities located in Lake Forest

- Example: local businesses.

Group 8 - Commercial entities or organizations not located in Lake Forest

- Examples: Businesses not located in Lake Forest, film shoots, parties, events. (Ord. 168, 2007)

GENERAL POLICIES

All field users are required to abide by the following general policies. Failure to abide by these policies may result in the revocation of current permits and denial of future field requests.

- **Applicant shall abide by all applicable laws:** including the prohibition of smoking and alcohol consumption.
- **The City is not responsible for:** personal injuries, lost, damaged or stolen property.
- **The City does not provide:** portable mounds, softball mats, and other sports equipment. Field maintenance (in-field dragging, watering or line placement) is the responsibility of the user group.
- **Insurance Requirements:** All organizations, clubs, tournaments, and commercial groups renting a ball field must provide \$1 million of liability insurance coverage for the permitted dates. A certificate of liability insurance and an endorsement letter naming the City of Lake Forest as additionally insured must be

submitted at least three (3) weeks in advance of the rental date. User groups that cannot provide the correct insurance documents will not be granted a permit.

- **Vehicles are not permitted to drive on City fields:** This rule applies to teams and other program administrators who want to unload game equipment or supplies. Please plan on bringing dollies or wagons to carry equipment and supplies onto the park grounds.
- **Safety:** Players warming up should not be stationed so that missed or overthrown balls can hit other park users. Any malfunctioning sprinklers, lights, or other mechanical park features should be reported to City staff immediately (949) 949-273-6960. Please call 911 for emergencies. All group users are expected to be safety conscious at all times.
- **Additional Field or Gym Time:** If you are requesting additional field/gym time outside of your approved allocation, you must submit your request to the Community Services Department no less than two weeks prior to the requested date(s).

- **Inclement Weather Policy:**

Weekdays - User groups will be notified by email of any field closures. Users may also call the weather hotline at (949) 461-3595 after 2pm Monday - Friday of any field closure updates.

Weekends - User groups will be notified by phone of any field closures. Users may also call the weather hotline at (949) 461-3595 by 7:30am. Please make sure that group users contact all coaches to relay closure information.

- **Scoreboard Use at the Sports Park:** An \$825.00 refundable deposit is required to use the scoreboards at the Sports Park fields/gymnasium. In addition, a current Scoreboard Agreement must be on file with the Community Services Department. After the last rental date has ended, the scoreboard deposit will be fully refundable, less any expenses to pay for damage to equipment. Damage to scoreboard controllers must be reported to Sports Park personnel immediately. Scoreboard controllers must be returned on a daily basis.

APPLICATION CHECKLIST

To participate in the field allocation process a team or league must provide the following completed paperwork:

- A completed team or league information card;
- A completed field reservation form, noting preferred practice or game times or requesting use of the batting cages or gymnasium.
- Valid proof of insurance, with an endorsement certificate, conforming to the City's required coverage limits; 1-million-dollar policy listing the City of Lake Forest as additionally insured.
- All paperwork must be submitted by established deadlines (see table on page 1).

FIELD ALLOCATION PROCESS

- All paperwork is submitted to the City of Lake Forest by the established deadline.
- Each league or team will be forwarded a copy of their field permits and a copy of their field allocation grouping, including the fees being assessed and estimated billing (billed monthly).
- Percentage of Lake Forest residents will determine group classification number.
- Total number of residents determines ranking within each group classification number.

PROOF OF RESIDENCY (Group 2, 3, 4 and 5)

Acceptable proof of residency must be submitted for all Lake Forest Residents. Residents of Foothill Ranch, Portola Hills and parts of Trabuco Canyon (92610, 92679 and 92630) will be recognized as Lake Forest residents. Proof of Residency includes a recent copy (within the past 3 months) of utility bill, SVUSD Aeries Portal printout, or a California Driver's License with a Lake Forest address. The Community Services Department reserves the right to request additional documentation, if the need arises. No league will be designated field allocations without proof of residency for all rosters. Leagues submitting fraudulent rosters are subject to the loss of all allocated time.

An application can be denied if:

- Requested amenities are not available;
- The requested use is inconsistent with applicable laws/rules; or,
- The requested use could be detrimental to the best interest of the City, as determined by the Director of Community Services.

Each applicant shall be: at least 21 years of age and act or designate one person to act as the coordinator of all rental matters.

All fees for the use of ball fields and the gymnasium will be billed on a monthly basis. Payments may be made by cash, check or cashier's check to the City of Lake Forest. Payments will be considered delinquent 30 days after the invoice is issued. If a check is returned due to insufficient funds, future payments must be made by a cashier's check or cash. Additionally, your organization's permit will be placed on hold until payment is received for all outstanding fees. Organizations submitting late or incomplete payments may jeopardize their ability to use City of Lake Forest facilities in the future.

Sports field/gymnasium reservations that are unused are subject to a "no show" penalty as follows:

- 1st offense: Staff written warning
- 2nd offense: \$20 per sports field penalty
- 3rd offense: \$35 per sports field penalty and potential loss of future sports field time.

SYNTHETIC TURF SPORTS FIELDS RULES AND REGULATIONS

Failure to comply with the Synthetic Turf Rules and Regulations will result in cancellation of the reservation. Synthetic turf fields are available by permit only. To preserve the quality of the turf and provide a clean and healthy environment, the following are prohibited:

- Any beverage other than water
- All food including nuts, seeds, gum
- Smoking or tobacco products of any kind
- Glass bottles or containers of any type
- Dogs and other pets or animals
- Metal cleats
- ALL Barbecue grills
- Individual leg furniture - sled base furniture only
- Sharp objects such as tent stakes or corner flags
- Unauthorized vehicles, bicycles, scooters, skateboards
- Unauthorized marking of lines
- Remote controlled cars, planes or toys that use fuel
- Dragging of sport equipment. All equipment must be lifted when moved or have turf rubber wheels attached