



City of Lake Forest

Community Services Department

28000 Rancho Parkway, Lake Forest, CA 92630

ATHLETIC FIELD/GYM TOURNAMENT POLICIES AND FEES

Thank you for your interest in renting City facilities. The goal of the Community Services Division 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 tournament permit is required to reserve an athletic field or the gymnasium.
- ALL tournament permits will be administered by the City of Lake Forest Community Services Department.

Sports Park Fields (Lighted Facilities)

- Gymnasium: 1 main court or 2 side courts
- Synthetic Turf Fields: 2 soccer/lacrosse fields
- Soccer Grass Fields: 3 soccer fields
- Baseball/Softball Grass Fields: 5 dedicated fields
- Basketball Courts (indoor/outdoor)

Non-Sports Park Fields

- Heroes Park (Lighted): 4 baseball fields, soccer fields (small fields)
- 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
- Regency Park: 1 soccer field

USER GROUP PRIORITY

Group 1 - City conducted or SVUSD sponsored recreation activities

Recreation activities sponsored or conducted by the City of Lake Forest or the Saddleback Valley Unified School District.

Examples: City conducted or cosponsored 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))

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)

Athletic Sports Field and Gymnasium Tournament Rates - Per Field/Per Court							
Classification	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Tournament Rates*	\$250.00	\$300.00	\$300.00	\$350.00	\$350.00	\$400.00	\$500.00

TOURNAMENT APPLICATION GUIDELINES

- 11 weekends to accommodate sports tournaments will be identified for each calendar year. These dates will be published online each fall for the following year. You can view them at www.lfsportspark.com.
- The Community Services Department will accept tournament applications from all user groups between January 1 and January 15 of each year. Resident user groups will receive priority through January 15. Requests received from non-resident groups will be considered on a first-come-first-served basis after January 15.
- A minimum of 6 weekends will be reserved for resident groups (2-4) and the Community Services Department may approve as many as eight tournaments for resident groups, if sufficient requests are received.
- After the City approves tournament dates for resident groups, the remaining weekends will be distributed on a first come first served basis to non-resident groups (5-8). All applications received between January 1 and January 15, will be date and time stamped for priority.
- Applications may be emailed to ksipes@lakeforestca.gov or hand delivered to:

**Lake Forest Recreation Center
28000 Rancho Parkway
Lake Forest, CA 92630**

GENERAL POLICIES

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

- **Applicant shall abide by all applicable laws:** including the prohibition of smoking and alcohol consumption. Pursuant of Lake Forest Municipal Code 13.03.010 (Alcoholic Beverages): “No person shall possess an alcoholic beverage in a public park, recreational facility, or recreational area.”
- **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:** Users renting a ball field/Gymnasium 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. Groups that cannot provide the correct insurance documents will not be granted a permit.

- **Golf Carts:** Users may use golf carts. The number of golf carts will need to be approved by the Community Services Department. All drivers must be over 18 years of age. Golf carts may only be used during scheduled tournament hours. Drivers are expected to be cautious and respectful of all park patrons.
- **Parking:** Vehicles may park in designated parking spots only and no overnight parking is permitted; Park at your own risk.
- **Storage:** Community Services Department will not provide storage for tournaments.
- **Safety:** Players warming up should not be stationed so that missed, kicked 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 groups are expected to be safety conscious at all times.
- Users may hold a maximum of two tournaments per calendar year.
- **Snack Bar** - Users may utilize the snack bar upon request and approval from the Community Services Department. Pursuant with Municipal Code 13.04.034 (Fires and fireplaces) No person shall kindle a fire except in fireplaces provided for that purpose or in barbecues approved by the Council, except by permission of the City Manager or designee. (Ord. 168, 2007).
- **Inclement Weather Policy:** Users will be notified by phone and email of any field closures by 7:30am. Users may also call the weather hotline at (949) 461-3595 by 7:30am. If it begins to rain during scheduled use, City of Lake Forest Field Ambassador will decide if fields need to be closed immediately. If a tournament must be cancelled due to inclement weather, the City of Lake Forest will attempt to provide a makeup date. However, a makeup date cannot be guaranteed.
- **Deposits:** 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 (see attached document). 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.

All Deposits must be submitted 14 calendar days prior to the actual requested dates.

- **Fields and gymnasium:** A minimum of two fields/courts will need to be reserved per tournament day. Please refer to the fee table on page 2. Hours of operation will be 8:00am - 9:30pm.
- **Waste Hauling fees: Groups will be billed for the following:**
 - \$56.21 - Extra service pickup for existing bins (per bin) (1 pickup needed)
 - \$165.03 - Extra bin for temporary service (per bin) (1 bin needed)
 - \$7.00 - Special Event boxes (per box and includes one liner). (Community Services will determine the number of Special Event boxes needed).
- **Clean-up:** Users must remove all trash, vendor items, and food from the permitted site at conclusion of tournament. Community Services Staff will determine the condition of the facility

and assess any necessary clean-up fees.

- Staff may assess a fee for cleaning if necessary.
- **Lining fields:** Users must have all paint and chalk approved by the Community Services Department/Public Works Department. field paint must be disposed of at a recycling center and not in any city trash can as per “California Code of Regulations, Title 22, Ch. 23 and Health and Safety Code section 25201.16 make it mandatory to dispose of “non-empty” aerosol cans as hazardous waste and to ensure “empty” aerosol cans are really empty before disposal.” Vendors: Users must provide a vendor list to the Community Services Department at least 30 days prior to the requested reservation for approval. Only vendors approved by the County Health Inspector and Community services prior to use with a tournament permit will be allowed to sell.
- **Community Services Staff Fees:** Users may be charged \$12.00 per hour for additional staff fees depending on the tournament size and number of fields used.
- **Volunteers:** Users are encouraged to provide volunteers to assist with daily tournament duties and field/gymnasium preparation.
- **Coaches, Players and Spectators Code of Ethics:** It is the responsibility of the user to keep registered participants and their spectators from engaging in un-sportsmanlike conduct, such as fighting or rude and abusive verbal confrontations. If field representatives or game officials of the league cannot control the situation, the applicant should contact the Orange County Sheriff's Department for assistance.

APPLICATION CHECKLIST

To participate in the tournament rental process, the user must provide the following completed paperwork:

- A completed organization information card
- A completed tournament application, noting preferred location and game times.
- 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.
- A list of ALL potential vendors (will need to be approved by Community Services Department).
- All paperwork must be submitted at least 45 calendar days in advance of the requested reservation, and can be emailed to Ken Sipes at ksipes@lakeforestca.gov or hand delivered to:
 - Lake Forest Recreation Center
 - 28000 Rancho Parkway
 - Lake Forest, CA 92630

An application can be denied if:

- Requested amenities are not available.
- The requested use does not meet 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.

13.02.12 - Reserved use permit.

Reserved use (defined as exclusive, permitted use for one (1) or more occasions) of community, neighborhood, and other recreational facilities shall require obtaining a use permit in a form established by the City. All applicable fees shall be paid prior to use. Other uses may also require a use permit as determined by the City, which shall have the authority to issue and/or revoke, based on cause, all such permits.

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 athletic field and gymnasium fees will be due 14 days prior to the scheduled tournament date. Payments must be made by check, credit card or cash to the City of Lake Forest Sports Park located at: 28000 Rancho Parkway Lake Forest, CA 92630.

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, and 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
- Four 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.