



CITY OF CORONA
**LIBRARY AND
RECREATION**
SERVICES

DRAFT

Athletic Facility Use and Allocation Policy and Procedures

Revised: May 2, 2019

**City of Corona Library and Recreation Services Department
Athletic Facility Use and Allocation Policy**

1 Scope & Purpose

- 1.1 This document sets forth the policy for the City of Corona (“City”) to facilitate the fair allocation of all available sports fields and facilities under its ownership and/or allocation authority. This Athletic Facility Use and Allocation Policy (“Policy”) is designed to advance the following public purposes:
- 1.1.1 To foster an active, healthy, and safe community for all ages by providing access to fields and courts for athletic games, practice, and recreational purposes.
 - 1.1.2 To develop a procedure for user groups to secure fields for games, practices, and other events.
 - 1.1.3 To ensure that Corona residents have priority usage and access to City facilities as residents shoulder the primary financial burden of the cost of constructing and maintaining City facilities.
 - 1.1.4 To facilitate a wide variety of athletic programs and activities for varied interests and abilities.
 - 1.1.5 To prevent disputes among user groups over facility usage, as the demand exceeds the ability to permit unlimited and/or unscheduled use by all participants.
 - 1.1.6 To ensure that maintenance and renovation can be scheduled and implemented properly to maintain quality facilities for use by the public.
 - 1.1.7 Understanding that it might not be possible to grant all allocation requests.
- 1.2 The Library and Recreation Services Director or designee has the authority to make operational policy changes.
- 1.3 Significant policy changes must be reviewed by the Parks and Recreation Commission and approved by City Council.

2 Definitions

- 2.1 “Corona Municipal Code (CMC)” – Local laws enacted and enforced by the City.
- 2.2 “Director” – City of Corona Library and Recreation Services Director or designee.

- 2.3 “Department” – The City of Corona Library and Recreation Services Department.
- 2.4 “Participant” – Participants shall include only those players or users who are registered with the user organization not including coaches, officials, leaders, volunteers, or staff.
- 2.5 “Organization” – Organizations shall include those groups and individuals identified in Section 4 and which comply with the requirements of this Policy.
- 2.6 “Non-Profit (501 3c)” – Organizations must meet all criteria as identified by the Internal Revenue Service (IRS). The organization must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates non-profit 501(c)(3) status. 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.
- 2.7 “Resident” – Those who reside within the City Limits. This excludes those who reside in unincorporated county areas (even if they share a US Postal Service zip code).
- 2.8 “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.
- 2.9 “Resident Teams” – The number of Resident Teams for each user group is calculated by dividing the total number of resident participants by twelve (baseball/softball) or 15 (soccer/football). The City reserves the right to adjust this formula at any time.
- 2.10 “City Facility” – Any field or facility under City of Corona ownership or allocation authority.
- 2.11 “Youth” – School-aged individuals and participants up to 19 years of age.
- 2.12 “Season” – For the purpose of this policy, sports shall be considered “In-Season” and “Out of Season” as governed and defined by the California Interscholastic Federation (C.I.F.).

	Fall/Winter	Spring/Summer
Primary Season	Football, Soccer	Baseball, Softball, Lacrosse
Secondary Season	Baseball, Softball, Lacrosse	Football, Soccer
Allocation Requests	First Monday in June	First Monday in December
Allocation Meeting	First Thursday in May	First Thursday in November

3 Facility Allocation Requests

- 3.1 Use of City facilities requires a City-issued Facility Use Permit and is subject to fees and/or deposits established by the Corona City Council.
- 3.2 Requests for use of City facilities are made through the Department. City facilities will be allocated to qualifying organizations two times per year: Fall/Winter (August through January) and Spring/Summer (February through July). The City will hold Biannual Field Allocation Meetings in May and November.
- 3.3 Organizations requesting recurrent facility allocations must submit the following documents by their respective season deadlines as noticed by City staff:
 - 3.3.1 League Application Cover Page – Applications must identify two officials 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. At least one of these representatives is required to attend both biannual Field Allocation Meetings.
 - 3.3.2 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.
 - 3.3.3 Bylaws – Any guiding documents to which the group adheres.
 - 3.3.4 Board Roster – Complete list of names, address, and telephone numbers of the current board of directors and/or designated officials.
 - 3.3.5 Background Check – All leagues must verify compliance with any state or federal laws pertaining to background checks for adults working directly with minors.
 - 3.3.6 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.
 - 3.3.7 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, special activities, etc. This includes all activities that directly impact facility use and/or surrounding neighborhood.
 - 3.3.8 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 Library and Recreation 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.

- 3.3.9 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 Library and Recreation 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.
- 3.3.10 Vehicle Access Request Form – To request permission for vehicle onto a park for service-related causes.
- 3.3.11 Storage Bin / Container Request Form – To request permission for onsite storage.
- 3.3.12 Concession Stand Request Form – To request permission for concession stand use.
- 3.3.13 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.
- 3.3.14 Payment, Deadlines, and Refunds – Each season may be paid in full or monthly. Monthly payments must be made by the 15th of the month prior to use (i.e. July 15th for the month of August). Non-refundable transaction and merchant fees may apply as charged by the City’s third-party registration software vendor. Refunds in the form of a credit to the user’s account with the City will be given for any cancellation due to weather or other environmental conditions, unsafe/unplayable fields, or closure by the City. Refunds may also be requested with a minimum 15 days’ notice of cancellation. 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. The City’s current athletic facility use fee schedule is included in Section 11.
- 3.4 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.

4 Facility Allocation Priority and Residency Requirements

4.1 Athletic facility use will be ordered by safety, maintenance, playability, priority classification as below, league games, and, finally, practice. Requests for opening day, tournaments, or any other special events fall outside of standard facility use requests and may require separate permitting processes outlined in Section 7.

4.2 Priority Classification – Based on the content of the application, facilities will be allocated in the order of priority below. A league may have teams that fall within multiple categories of use and must identify all categories of use in their application. Priority classification will determine rates for use.

4.2.1 Category 1

Activities conducted or sponsored by the City of Corona, Corona-Norco School District, or other approved governmental agencies. Non-City groups are required to pay the City for any direct costs incurred.

4.2.2 Category 2

Non-profit 501(c)(3) youth sports organizations with a minimum of 65% resident participation that assign registrants so that 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 requires that each participant play for a significant portion of each game. Organization board/league officials, coaches, or trainers may not receive any form of compensation. “In season” activities will have priority over “out of season” activities.

4.2.3 Category 3

Non-profit 501(c)(3) youth sports organizations and with a minimum of 65% resident participation that assign registrants 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.

4.2.4 Category 4

Corona residents and groups (non-profit, adult league, businesses, associations, organizations, faith-based-organizations, etc. based in Corona) using a facility for short-term or one-time use. Applicants may follow the City’s general facility use guidelines and application.

4.2.5 Category 5

Non-resident individuals or groups. Applicants may follow the City’s general facility use guidelines and application.

- 4.3 All resident organizations are required to provide proof of residency. Each organization must submit a roster containing the organization's name, team/group name, division, team/group adult contact and phone number, each participant's name, address and phone number. Individual residency verification forms must be attached to the applicable team roster and provided to the City within 7 days of registration closing.

Example: Organization Green has 16 teams, 200 participants, 150 of the participants are residents. Organization Green must submit 16 team rosters. Team #1 has 12 participants, 10 of whom are residents. Attached to Team #1's roster shall be residency verification for 10 participants. Proof shall be attached to the organizations Residency Verification Agreement (Attachment C).

- 4.4 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.
- 4.5 To ensure equitable access to City facilities, sixty-seven percent (67%) of available sports fields seasonally shall be reserved for usage by Category 2 organizations and the remaining thirty-three percent (33%) of fields shall be reserved for usage by Category 3 organizations.
- 4.6 For organizations classified as Category 2 and Category 3, the City shall determine facility allocation based on the total number of resident teams (as defined in Section 2.9) 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 will 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	800 participants, 600 resident	$600 \div 12 = 50$ resident teams
Organization B	350 participants, 250 resident	$250 \div 12 = 21$ resident teams
Organization C	200 participants, 150 resident	$150 \div 12 = 12$ resident teams
Total Resident Teams		83 Teams

Organization Blue's allocation: $50 \div 83 = 60\%$
Organization Red's allocation: $21 \div 83 = 25\%$
Organization Green's allocation: $12 \div 83 = 14\%$

Note: Percentages rounded to the nearest whole number.

- 4.7 Any resulting surplus facility time shall be allocated at the sole discretion of the City with consideration of priority classifications.

5 Facility Use Permits

- 5.1 Permit Issuance – Recurrent use of City facilities requires a City-issued facility use permit. Permits shall be issued by the Director 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. Permits may be conditioned as necessary for the protection of public health, safety, and welfare, participants, and City facilities. Qualifying organizations must maintain a copy of the signed permit during all scheduled uses and provide a copy if requested by City staff, including the Corona Police Department.
- 5.2 Fees for use of City facilities are at the discretion of the City Council. The City Council adopted fee resolution shall determine all fees and charges associated with facility reservations. The City Council may review and adjust fees at any time.
- 5.3 Applicant is to be the sole user. Transfer, reassignment, exchange, sublease, sublet, or reallocation of permitted facilities is strictly prohibited. Requests to modify existing permits must be made in writing by an authorized agent of the group no less than 10 business day of the change request. All requests are subject to staff review and approval.
- 5.4 Any organization that has been allocated use of a City facility and does not intend to use it must notify the City in writing within three days of the change in scheduled use so that the facility can be reallocated.
- 5.5 The City reserves the right to cancel or revoke any Facility Use Permit for cause or convenience, which includes but is not limited to:
- 5.5.1 When the City is engaged in maintenance or other work involving any of the facilities scheduled to be utilized.
 - 5.5.2 When inclement weather or other environmental conditions threatens the health and safety of participants and/or may result in damage to City facilities.
 - 5.5.3 Any non-compliance with City policy or provision of the Corona Municipal Code.
 - 5.5.4 In the event of a facility use permit for one-time use is canceled due to maintenance or other unforeseen circumstances and cannot be rescheduled, a credit or refund may be issued.

- 5.6 Any changes to the application and/or appeals regarding allocation must be submitted in writing to the Director within 10 days of approval. The finding of the Director shall be made in writing and is final.

6 Athletic Facility Use Rules

- 6.1 Facility use must be consistent with the type of play permitted for each facility.
- 6.2 All park users, including qualified organizations, must comply with all provisions of the Corona Municipal Code.
- 6.3 A responsible adult designated by the user group must always be present during any organization's use of a City facility and must be able to provide of copy of the City issued facility use permit if requested by City staff.
- 6.4 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.
- 6.5 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.
- 6.6 Lining of City parks with chalk or paint is not permitted without prior written approval by the department. If approved, only chalk or water-based paints may be used.
- 6.7 Organizations utilizing lighted facilities are responsible for ensuring the proper use of the lights.
 - 6.7.1 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.)
 - 6.7.2 Organizations with lighted fields will be provided system access to turn lights on and at the respective facility.
 - 6.7.3 Organizations are responsible to pay any costs incurred to the City through the operation of lights regardless of whether the activity occurred.
 - 6.7.4 The City's Lighting Policy will be strictly enforced. 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.
- 6.8 Alcoholic beverages are strictly prohibited in City parks.

- 6.9 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.
- 6.10 All organizations should be mindful of the neighborhood setting and be polite and courteous when interacting with residents.
- 6.11 Traffic and Parking.
- 6.11.1 The City recommends patrons depart the park area following the completion of any activity in a timely manner. Consideration should be made for noise, light, or any activity that might block right of way or pedestrian access.
- 6.11.2 Participants and spectators should utilize approved off-street public parking lots and/or surface streets that do not impact the immediate neighbors.
- 6.11.3 Driving or parking on City parks or trails is strictly prohibited. Any damage to City facilities incurred as a result 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. Only persons 18 years of age or older are permitted to operate any type of motorized vehicle within a park area.
- 6.12 Public Address (PA) Systems. Limited sound amplification may be allowed in City parks including (PA) systems, portable components, and bullhorns.
- 6.12.1 No amplified music is allowed on City park facilities unless pre-approved by City.
- 6.12.2 Only persons 18 years of age or older will be allowed to operate PA systems.
- 6.12.3 All PA system use for athletic events must pertain to the game being played. Special announcements should be kept to a minimum. "Play-by-play" announcing is prohibited.
- 6.13 Signs/Banners. The City requires an application and approval for posting of any banners or signs on City facilities. Any group wishing to display banners on City facilities should request a copy of the Department's Banner Policy prior to arranging for any banners to be posted. Signage must follow the City's Sign Ordinance.
- 6.14 Storage. The City provides only the structure and existing equipment for storage and concession stands. Authorized users are responsible for providing all other equipment. No permanent equipment or enhancements should be made to the facility without prior written permission from the City.

- 6.14.1 The City assumes no liability for any equipment, storage, or personal property.
- 6.14.2 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.
- 6.14.3 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.
- 6.14.4 Annual inspections 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.
- 6.15 Security – The City reserves the right to require organizations to provide additional park personnel, security, medical, or police protection when deemed necessary. Any resulting expenses or costs will be the responsibility of the organization.

7 Maintenance and Upkeep

- 7.1 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.
- 7.2 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.
- 7.3 Facility user responsibilities.
 - 7.3.1 All facilities will be released from the City to the authorized user in a safe and playable condition. Organizations are responsible to notify the City of any significant damage, vandalism, or wear outside of normal use.
 - 7.3.2 User groups shall be responsible for the facility being free of trash or debris at the end of each use including checking restrooms prior to departure. Leagues will be charged the actual cost of remedial cleanup deemed necessary by the City.

- 7.3.3 Field preparation, lining of the fields, marking of the fields, or installation of goal posts will be performed by the organization. Some services may be available through the City. Contact staff for availability.
- 7.3.4 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 post-season). Any items posing a liability or deemed unsafe by City must be removed immediately.
- 7.4 Emergency evening and weekend maintenance requests may be made by calling (951) 736-2330 x3.
- 7.5 Any request to significantly or permanently modify or improve any City facility shall be requested in writing to the Director.
- 7.6 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.
 - 7.6.1 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 or by visiting the City website at www.coronaca.gov.
 - 7.6.2 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.
- 7.7 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.

8 Disciplinary Action for Field Policy Violations

- 8.1 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:
 - 8.1.1 Submission of false documentation associated with the allocation process.
 - 8.1.2 Use of closed fields (inclement weather, for safety, or maintenance).

- 8.1.3 Use of fields outside of permitted time.
- 8.1.4 Subletting, loaning or trading fields with other groups.
- 8.1.5 Holding fields to block other groups from use or excessive cancellations.
- 8.1.6 Failure to return unscheduled/unused fields to the City for reallocation.
- 8.1.7 Failure to clean facility following use.
- 8.1.8 Driving vehicles on fields without prior written approval as noted on permit.
- 8.1.9 Creating additional fields to site without written permission.
- 8.1.10 Unauthorized use of lights.
- 8.1.11 Unauthorized use of amplified sound or creating excessive noise.
- 8.1.12 Any discourtesy to the public, City staff, or authorized agents.
- 8.2 The City upholds and maintains a progressive disciplinary policy which may include the following actions:
 - 8.2.1 Verbal warning by Facility Attendant.
 - 8.2.2 Verbal warning by Community Facilities Staff.
 - 8.2.3 Written warning sent to organization and maintained in organization's file.
 - 8.2.4 Suspension of rental privileges for one month.
 - 8.2.5 Loss of priority classification for the upcoming allocation period or periods.
 - 8.2.6 Suspension of rental privileges for three months.
 - 8.2.7 Loss of priority classification for the upcoming calendar year.
 - 8.2.8 Permanent suspension.
- 8.3 Major violations and persistent disregard for policy may warrant a more extreme response up to and including immediate revocation of a permit and loss of future field allocation.

- 8.4 Request or appeal of disciplinary action must be made in writing by an authorized agent of the group no less than 10 business day following the action.
- 8.5 Refund of field rental fees shall follow the City's field rental cancellation policy. If an organization is found to utilizing sports fields following the cancellation of their permit, participants will be asked to vacate the fields. Failure to do so will prompt police intervention and further disciplinary action.
- 8.6 Should fields become released due to violations, organizations shall be notified by email, and fields made available on a first-come, first-served basis.

9 Tournaments and Special Events

- 9.1 Tournament and Special Event requests will follow the same cycle as field allocations and should be submitted with an allocation request. Limited provision will be made for any request outside of the allocation period.
- 9.2 Surplus timeslots may be designed by the City for tournaments, special events, or opening day activities.
- 9.3 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.
- 9.4 The City will evaluate all tournament and special event applications. Selection or approval for any application is at the discretion of the Director. Consideration of such requests will include time, location and facility impacts, neighborhood impacts, and the local economy. Applicants may be asked to submit additional information or be available for a meeting or presentation.

10 Ethical Considerations

- 10.1 The City of Corona affirms the benefits of participation in organized youth sports which include building self-esteem, promoting teamwork, activity as preventative medicine, community life, and age-appropriate development. With respect to each organization's own mission, the following considerations should be made to ensure youth of all backgrounds are able to participate and enjoy their experience while maintaining a safe, positive, and wholesome environment:
 - 10.1.1 Organizations should carefully choose the proper sports environment for participants, including the age appropriateness of activities and associated

development, the type of sport, activity rules, the age range of participants, and the proper level of physical and emotional stress.

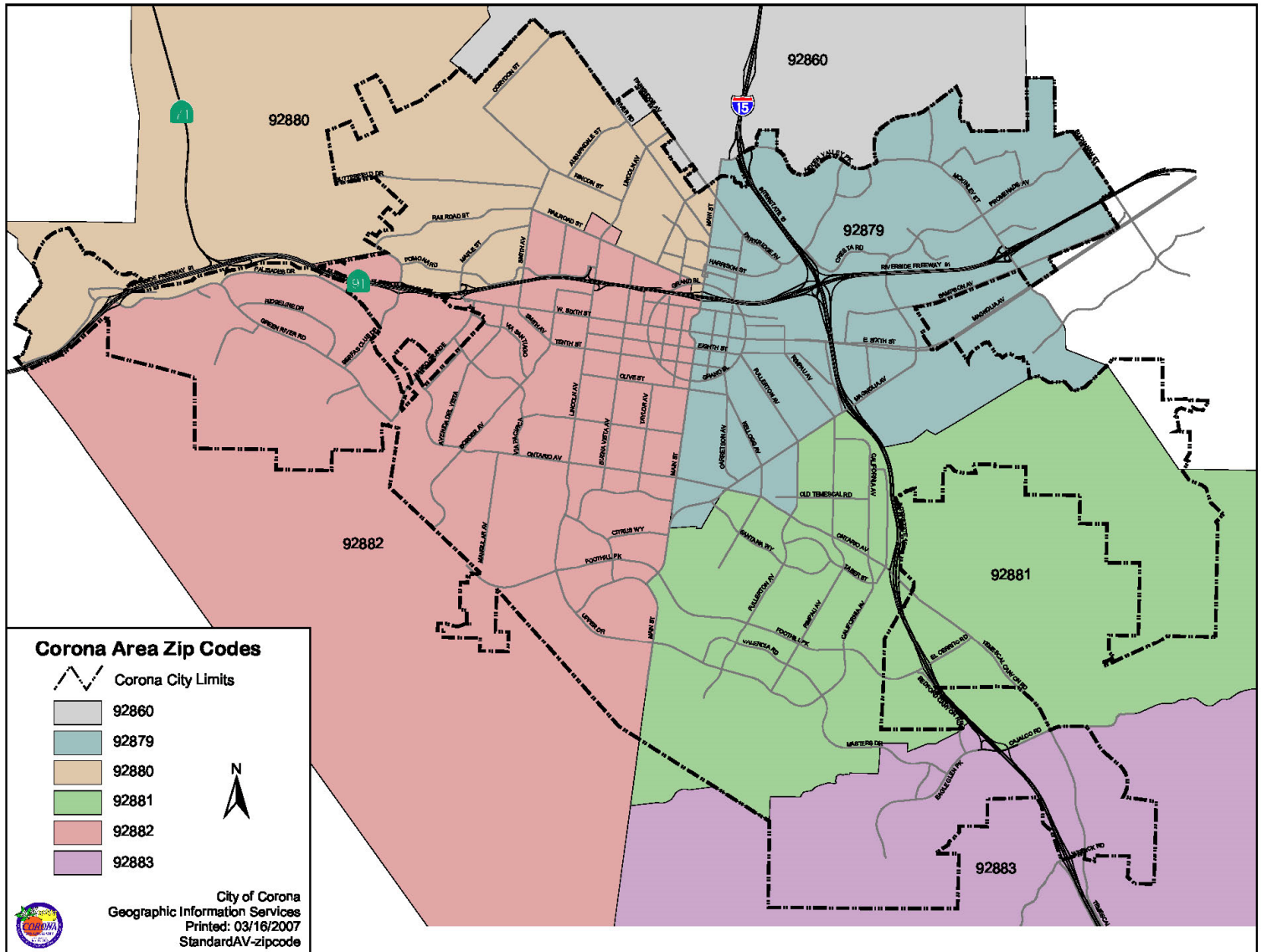
- 10.1.2 Youth sports programs should be developed and organized to enhance the emotional, physical, social and educational wellbeing of children.
- 10.1.3 Activities should promote a drug, tobacco, and alcohol-free environment for their participants and families.
- 10.1.4 Organization administrators, officials, coaches, parents, and players must provide positive role models, exhibiting sportsmanlike behavior at games, practices, and sanctioned events.
- 10.1.5 Organizations should seek to maintain safe playing facilities, a positive environment, and should be familiar with first aid applications.
- 10.1.6 All youth regardless of race, creed, sex, sexual orientation, gender, ability, skill, and economic status will have an equal opportunity to participate in activities.
- 10.1.7 Organizations should provide meaningful activities that bring individuals of all walks of life together to reduce and eliminate violence, conflict, and tension, as well as discrimination, prejudice, and stereotyping.
- 10.1.8 Organizations should urge officials, coaches, parents, participants, and spectators encourage a respect for property and for others. Facilities should be left better than they were found. Balls and other items should not be hit or kicked against fences, buildings, or walls. Children should always be well supervised. Trash cans, bleachers, soccer goals, and other equipment should not be moved without prior authorization. Interactions with others should always reflect dignity, civility, and respect toward others.

11 Athletic Facility Inventory and Fee Schedule

CITY OF CORONA ATHLETIC FACILITIES.		BASEBALL	BASKETBALL	PICKLEBALL	SOCCER FOOTBALL	SOFTBALL	SPORTS	SWIMMING	TENNIS COURT	VOLLEYBALL	RESTROOMS
Auburndale Community Center	1045 Auburndale St.	-	1	-	-	-	-	1	2	-	✓
Border Park	2400 Border Ave.	-	-	4	-	-	-	-	2	-	✓
Brentwood Park	1646 Dawnridge Dr.	-	1	-	-	1UL	1UL	-	-	1	✓
Buena Vista Park	2515 Buena Vista Ave.	-	-	-	2UL	-	-	-	-	-	✓
Butterfield Park	1886 Butterfield Stage	3L	-	-	-	5L	-	-	-	-	✓
Citrus Park	1250 Santana Way	1L	-	-	1L	-	-	-	-	-	✓
City Park	930 E. 6th St.	-	3L	-	-	-	2L	1	-	1	✓
Cresta Verde Park	640 E. Collett	-	2	-	-	1UL	1UL	-	-	-	✓
Eagle Glen Park	4190 Bennett Ave.	-	-	-	2L	1L	-	-	3L	-	✓
El Cerrito Sports Park (Riv. Co. Joint Use)	7500 El Cerrito Rd.	3L	2L	-	3L	1L	-	-	2L	-	✓
Fairview Park	1604 Fairview	-	1	-	-	1UL	1UL	-	-	-	✓
Husted Park	1200 Merrill	-	1	2	-	1UL	1UL	-	-	-	✓
Kellogg Park	1635 Kellogg	-	-	-	-	-	-	-	4	-	✓
Mangular Park	2200 Mangular Ave.	-	-	-	-	-	-	-	2	-	✓
Mountain Gate Park	3100 S. Main St.	3L	1	-	-	-	-	-	4L	-	✓
Ontario Park	Ontario & Via Pacifica	-	1	-	-	1UL	1UL	-	-	-	✓
Parkview Park	2094 Parkview Dr.	-	-	-	-	1UL	1UL	-	-	-	✓
Promenade Park	615 Richey	-	2	-	-	2L	1UL	-	2	-	✓
Ridgeline Park	2850 Ridgeline	-	-	-	-	2UL	1UL	-	-	-	✓
River Road Park	1100 W. River Rd.	-	-	-	-	1UL	1UL	-	-	-	-
Santana Regional Park	598 Santana Way	4L	-	-	5L	-	-	-	-	-	✓
Serfas Club Park	2575 Green River Rd.	-	-	-	-	2UL	1UL	-	-	-	-
Sheridan Park	300 S. Sheridan	-	1	-	-	1UL	1UL	-	-	-	-
Spyglass Park	1790 Spyglass	-	-	-	-	-	1UL	-	-	-	-
Tehachapi Park	Tehachapi & St. Helena	-	2	-	-	-	-	-	-	-	✓
Victoria Park	312 E. 9th St.	-	1	-	-	-	-	-	-	-	✓
Village Loop Park	860 Village Loop Dr.	-	-	-	-	-	1UL	-	-	-	✓
Note: Athletic facilities located in neighborhood parks not appearing on this list are reserved for general community use and not eligible for allocation.		L = Lighted UL = Un-Lighted									
LEAGUE FEES.	FACILITY	APPLICATION	CATEGORY 2	CATEGORY 3	CATEGORY 4	CATEGORY 5					
	Baseball / Softball	\$10 NP / \$25 Reg.	\$3 Hr.	\$10 Hr.	\$30 Hr.	\$40 Hr.					
	Soccer / Football	\$10 NP / \$25 Reg.	\$4 Hr.	\$10 Hr.	\$30 Hr.	\$40 Hr.					
	Pool	\$10 NP / \$25 Reg.	\$60 or \$120 Hr.	\$70 or \$130 Hr.	\$90 or \$130 Hr.	\$135 or \$195 Hr.					
	Tennis/Pickleball	\$10 NP / \$25 Reg.	\$5	\$ 7 Hr.	\$10 Hr.	\$15 Hr.					
	Lights	-	At Cost	At Cost	\$10 Hr.	\$10 Hr.					
	Dragging & Lining	-	\$40 Softball / \$60 Baseball per field								
	Peg Bases	-	\$25 per set (3) + \$200 deposit								
	Tournament/Event	-	Actual costs (Inquire with staff)								
	Indoor Facility	-	Actual costs (Inquire with staff)								
Transaction Fees		Reg. software non-refundable fees on ALL registrations and reservation payments 1.74% Cash & Check / 4.34% Card									
ABOVE FEES ARE PER FIELD. ALL FEES ARE SUBJECT TO CHANGE .											
(REV 1/5/19)											

(REV 1/5/19)

12 Corona Map and City Limits



**DRAFT LEAGUE APPLICATION COVER PAGE**

This information is used by Library and Recreation Services Department staff to direct public phone calls, track participation levels and residency and allocate field permits. Your assistance in providing complete and accurate information is appreciated.

Organization: _____ **Season:** _____

Sport: _____ **Participant Ages:** _____

Mailing Address: _____

Email: _____ **Phone:** _____

Website: _____

Social Media: _____

Applications must identify two officials to serve as liaisons to the City. All communications between the City and the organization related to all allocations and/or associated usage must be made via these contacts. At least one of these representatives is required to attend both biannual Field Allocation Meetings.

PRIMARY CONTACT

Name: _____

Board Title: _____

Mobile #: _____

Email: _____

Signature: _____

Date: _____

SECONDARY CONTACT

Name: _____

Board Title: _____

Mobile #: _____

Email: _____

Signature: _____

Date: _____

It is the responsibility of the organization to notify the Recreation Supervisor immediately in the event of any changes in board membership or contact information.

ATTACHMENT B**DRAFT ATHLETIC FACILITY USE APPLICATION**
Organization: _____ ☐ Priority 2 ☐ Priority 3

PARK	FIELD	DAY (circle)	TIMES	START DATE	END DATE	PERMIT # (Office Use)
		Su M Tu W Th F Sa				
		Su M Tu W Th F Sa				
		Su M Tu W Th F Sa				
		Su M Tu W Th F Sa				
		Su M Tu W Th F Sa				
		Su M Tu W Th F Sa				
		Su M Tu W Th F Sa				
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		Su M Tu W Th F Sa				
		Su M Tu W Th F Sa				
		Su M Tu W Th F Sa				
		Su M Tu W Th F Sa				
		Su M Tu W Th F Sa				
		Su M Tu W Th F Sa				

Dates of Player Registration: _____ **through** _____

Dates for Field Prep Only: _____ **League Start Date:** _____

Opening Day: _____ **Tournament Date(s):** _____

☐ **Yes** ☐ **No** Organization will be submitting an Application and Permit for Use of District Facilities

I hereby certify that I am the authorized representative of the applicant organization, that application statements are true to the best of my knowledge and that I agree to be bound by the rules and regulations listed in the Parks & Recreation Athletic Facility Allocation Policy. I, through the signing of this agreement, indemnify, hold harmless and defend the City of Corona and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgement of every name and description against the City as a result of loss, damage or injury to any person or property by reason of any action or omission by the application organization.

Name: _____

Name: _____

Title: _____ PRESIDENT

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



DRAFT RESIDENCY VERIFICATION AGREEMENT

Organization: _____ **Season:** _____

All resident facility users are required to provide proof of residency. A resident is defined as those who reside within the City Limits. This excludes those who reside in unincorporated county areas (even if they share a US Postal Service zip code). Each organization must submit a roster containing the organization's name, team/group name, division, team/group adult contact and phone number, each participant's name, address and phone number. Individual residency verification forms must be attached to the applicable team roster. Historical numbers from the prior two like seasons will be used to determine the request. First time users and users requesting additional allocations must be prepared to justify their request with supporting numbers.

Priority 2 Teams

- A. Total Number of Participants _____
- B. Total Number of Corona Residents _____
- C. Average Players per Team (Ex. 12 Baseball, 15 Soccer) _____
- D. Percentage of Resident Teams ($B \div C = D$) _____

Priority 3 Teams

- A. Total Number of Participants _____
- B. Total Number of Corona Residents _____
- C. Average Players per Team (Ex. 12 Baseball, 15 Soccer) _____
- D. Percentage of Resident Teams ($B \div C = D$) _____

I understand that City staff reserve 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. I also understand that there will be specific penalties if it is found that the group fails to meet the residency requirements.

Name: _____

Name: _____

Title: _____ **PRESIDENT** _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

PLEASE ATTACH OR EMAIL ROSTERS AND RESIDENCY VERIFICATION WITHIN 7 DAYS OF CLOSE OF REGISTRATION



DRAFT ATHLETIC FACILITY ALLOCATION CHECKLIST

Organization: _____ **Season:** _____

- ☐ **League Application Cover Page**
- ☐ **Athletic Facility Request Form**
- ☐ **Residency Verification Agreement** - Please include all participant names and addresses for the two most recently completed season (due at packet submission) AND for the requested season (due one week after registration deadline).
- ☐ **Master Calendar of Events** - Opening Day, Games, Practices, Tournaments, Other Events, Closing Day.
- ☐ **Board Roster and Bylaws** - Complete list of names, address, and telephone numbers of the current board of directors and/or designated officials and any guiding documents to which the group adheres.
- ☐ **Background Check** - All leagues must be able to verify compliance with any state or federal laws pertaining to background checks for adults working directly with minors.
- ☐ **Proof of Non-Profit Status** - Documentation of current good standing can be provided through any of the following: Internal Revenue Service, California Franchise Tax Board, California Secretary of State, or the California Attorney General's Office.
- ☐ **Certificate of Liability Insurance** - Amount of at least \$1 million, naming the City of Corona as additionally insured.
- ☐ **Vehicle Access Request Form** (If applicable)
- ☐ **Storage Bin/Container Form** (If applicable)
- ☐ **Concession Facility Agreement** (If applicable)
- ☐ **Key Deposit** (If applicable)
- ☐ **No Outstanding Balances**

Submitted By: _____ **Title:** _____

Phone: _____ **Email:** _____



**DRAFT RECEIPT OF ATHLETIC FACILITY USE AND
ATHLETIC FACILITY USE AND ALLOCATION POLICY AND PROCEDURES**

Organization: _____ **Season:** _____

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 Library and Recreation 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.

A meeting will be scheduled with all facility users at the site between designated City staff and respective league representatives. Users will be asked to digitally sign off on receipt of their field in safe and playable condition using the City's NexGen software system.

Acceptance of Athletic Facility Use and Allocation Policy and Procedures

The user group acknowledges that they have received a copy of the City's Athletic Facility Use and Allocation Policy and Procedures and fully accepts the terms outlined within. This document, including any subsequent revisions, may be viewed on the City website at www.coronaca.gov. The user group is responsible to contact City staff if they have any questions or concerns regarding its content. The user group understands that the contents of this policy is not a contract with the user group. The City reserves the right to update or amend this document at any time.

Name: _____

Name: _____

Title: _____ PRESIDENT

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____