

CITY OF BEAUMONT

Community Services

Department



Sports Field Policy Handbook

TABLE OF CONTENTS:

Introduction	2
Purpose of Policy	2
Definitions	3
Priority Group Classifications	4
Group 2 Criteria	5
Group 2 Paperwork Required	6
Allocation Period	6
Application Deadlines	6
Application Process	7
Field Allocation Process	8
Field Usage Agreement	9
Payment	9
Refund/Credit Policy	9
Three Strike Policy	9
Tournaments and Friendlies	11
User Fee Schedule	11
Reservable Fields	12

APPENDIX:

APPENDIX A, Sports Field Usage Application	13
APPENDIX B, Sports Field Application Check List	14
APPENDIX C, Rules and Regulation Agreement	15
APPENDIX D, Sports Field Organization Fact Sheet	16

INTRODUCTION:

The City of Beaumont is dedicated to fostering healthy lifestyles and creating positive sports environments for our community. The City recognizes that providing organized youth and adult sports programs is a fundamental component of this goal. Thank you for partnering with us to provide enriching sport activities for the residents of Beaumont. We value each of you and the services you provide to our community.

The City of Beaumont Community Services Department coordinates the allocation of designated City sports fields to user groups of all ages. It is the City of Beaumont's intent to allocate sports field use to requesting qualified organizations based on residency, fairness, impartiality and need in accordance with seasonal sport priorities.

The City of Beaumont is an equal opportunity agency and will not exclude or discriminate with regard to its services, programs and activities regardless of race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression. Youth and adult sports providers utilizing Beaumont's fields and/or facilities are also required to provide equal access and cannot exclude or discriminate based on the above-mentioned criteria.

PURPOSE OF POLICY:

The City has experienced tremendous growth in sports, including new sports organizations and emerging sports. This growth is anticipated to continue. The increased demand for the use of City facilities makes it necessary to establish an equitable and fair method for allocating field use among present and future sports organizations. The policy set forth in this handbook will outline the allocation and rental policies for the permitted use of sports fields in the City.

This policy has been established to ensure that the sports field spaces at all of our parks are used for recreational, educational and community service functions that meet the needs of the community, as well as to set clear policies, procedures, regulations, and rental rates for such uses. Furthermore, to ensure that the needs of community-based organizations and groups are being met, the criteria for establishing priorities for field use and the permitting process are outlined in this manual. Any organizations and individuals who desire to use sports fields for practices, games, tournaments, or scrimmages should contact the Community Services Department and request the forms required for reservation.

DEFINITIONS:

Organization/User Group – An organized entity that has been established to provide recreation or competitive sports programs, activities, practices or games for youth and/or adult participants.

RYNP – Beaumont-based Resident Youth Non-Profit Organization.

League – A youth non-profit organization consisting of at least four (4) teams. The league must have multiple teams in same age bracket.

New User – This is an organization which has not requested field use and/or been permitted fields in the twelve-month period preceding its submission of an Athletic Field Use Request Form. New users must adhere to the deadlines established herein in order to be eligible for field allocations. An organization, which changes its name but otherwise remains the same, shall not be considered a “new user.” Splinter, spin-off or subsidiary organizations will be considered “new users” if they have less than fifty percent of the original organization’s participants.

A current organization that merges with another current organization shall not be considered a “new user,” provided the presidents of both merging organizations sign the allocation request form for the season in which the allocation is to take effect. New divisions of current organizations must indicate such on their Athletic Field Use Request Form. Community Services staff will dictate the maximum amount of teams or participants for all new users. Leagues anticipating a split to form a new league or individuals planning to organize a new sports program, must notify the City six (6) months prior to the estimated starting date. This will provide the time necessary to study the impact of a new program on existing fields.

Primary User – This is a Community Services Department qualified Group 1 or 2 organization and as such, has first priority for field use during the season in which they are classified as a primary user.

Secondary User – This is a Community Services Department qualified Group 3 - 6 organization. A Group 2 user may also be considered a secondary user if they are requesting field space in a season other than that in which they are designated as a primary user for the season. A secondary user may obtain field use allocations only if: a) a field is not used by a primary user; and, b) all primary users have received all field time requested and there is unused field time not allocated to primary users.

Resident – Any participant that lives in Beaumont will be considered a Beaumont resident for priority status evaluation and allocation of athletic facilities. For the purpose of this document, “resident” shall be defined as an individual living within the incorporated boundaries of the City of Beaumont. RYNP groups must have 80% or more of the participants living within the [city limits of Beaumont, California 92223 zip code](#) to receive priority field consideration. Verification of residency will be conducted through an audit of registration

forms performed by City Staff. It is recommended that all organizations collect proof(s) of residency from all participants and may consist of utility bills or ID with address and names of participants and or family members on them. City Staff will periodically conduct audits of registration forms collected and stored by organizations to determine if the 80% residency requirement is met.

Non- Resident – For the purpose of this document, “non-resident” shall be defined as any individual living outside the incorporated boundaries of the City of Beaumont. Non-resident groups having less than 80~~5~~% of the participants per team living within the incorporated area of the City of Beaumont shall be classified as “non-resident”. An organization or company located outside the incorporated boundaries of the City of Beaumont shall be classified as “non-resident”. Participants unable to furnish proof of residency shall be classified as “non-resident”.

Participant – In a youth league, “participant” shall include only those players up to and including seventeen (17) years old that are fully registered with a user organization. In an adult league, “participant” shall include only those players eighteen (18) years of age or older. Non-players such as coaches, officials, staff, etc., shall not be included in the total number of organizational participants or used to calculate the percentage of residency for the purposes of allocating fields.

Recreational League – In a recreational league, rules require that everyone must play. Registration is open to everyone.

Competitive League – In a competitive league, there is no minimum play rule, and they have a selective registration process. (Travel clubs, Travel Teams)

Code of Conduct – Approved classification Group 2 organizations must file a City approved Code of Conduct for participants, parents and coaches with the Community Services Department, as part of their permit requirements and application process. The Code of Conduct will outline the principles of sportsmanship, fair play and other ethical issues that relate to team sports.

PRIORITY GROUP CLASSIFICATIONS:

Priority use of fields will be allocated as follows:

GROUP 1

- City-sponsored or co-sponsored events.
- Beaumont Unified School District.
- Organizations having a current joint use agreement with the City.

GROUP 2

- Non-profit youth organizations comprised of at least 80~~5~~% overall Beaumont

residents conducting activities open to the general public and offered to **all youth** in the community (recreational leagues) and all players are afforded the opportunity to play no matter skill level.

- Organization must submit team rosters to verify GROUP 2 eligibility and meet other criteria outlined in this policy prior to scheduled use.

GROUP 3

- ~~Beaumont based n~~Non-profit youth organizations comprised of less than ~~805%~~ ~~but at least 25%~~ overall Beaumont residents holding activities *not* offered to all youth in the community with closed or invitation only sign-ups, who accept participants on their ability to play. (Club, Elite, or Travel teams)
- Priority scheduling will be based on actual percentage of Beaumont residents playing in league. Must provide proof of residency (Example: utility bill) and complete team rosters including participant's name, address, city, zip code and phone number.
- Organizations who cannot completely fulfill the criteria for Group 2 consideration.

GROUP 4

- Beaumont residents holding activities not open to the public. Priority scheduling will be based on actual percentage of Beaumont residents.

GROUP 5

- Beaumont based commercial, industrial or professional groups.
- Other tax supported public agencies.

GROUP 6

- Non-~~City Resident individuals~~~~based persons~~, non-profits and business/professional organizations.
- Returning teams have priority over new teams.

GROUP 2 CRITERIA:

To qualify as a Beaumont Youth Non-Profit Organization (RYNP) - Group 2:

- Organization must have a Charter.
- Organization must have a Board of Directors.
- Organization must have a current Determination Letter of Exempt Status, U.S. Treasury 501c3 or certify affiliation with a national non-profit organization.
- Organization must have an active Determination Letter of Exempt Status, State Franchise Tax Board.
- Organization must have Articles of Incorporation and/or Bylaws. Must have an affiliation with a national governing body. The national body must have governance over the association.
- Organization must coordinate league within City limits, schedule games based on registration for play in Beaumont, and maintain a ~~8580%~~ overall residency of participants.

- Registration must be open to any Beaumont resident and not based on skill level. Every player must play. No club/elite, no travel.
- Organization must submit game schedules prior to the start of season. Schedules must match team rosters submitted.
- Organization must be managed by volunteers. All coaches must be background checked and have completed coaches training. Background checks must be conducted by a third party and must meet requirements for a state and federal level background check.
- Organization must uphold parents, coaches and participants to an approved “Code of Conduct,” as initiated in their Bylaws and rules and regulations. NOTE: Failure to submit and uphold all members of an organization to an approved “Code of Conduct” may result in an organization’s forfeiture of all field allocations.
- Organization must conduct all sport related activity on issued field space and within time allocated based on permits.

GROUP 2 PAPERWORK REQUIRED: (>80% Residency)

A complete RYNP Sports Fields Use Request filing packet will consist of:

- Complete team rosters including participant’s name, address, city, zip code and phone number. Included with the rosters should be a utility bill for each individual participant. The name on the utility bill must match the parent or guardian of the youth participant. Examples: gas, electric, phone, cable, and/or water bill. Not accepted: school I.D., driver’s licenses or birth certificates. NOTE: The City of Beaumont and its staff reserve the right to audit or verify any information submitted on rosters at any time to verify participation or residency. Incomplete rosters or rosters with less than the age division or minimum player rule per team will not be accepted.
- Complete list of names, addresses, telephone numbers and email addresses of current Board of Directors.
- Articles of Incorporation and/or Bylaws.
- Valid Certificate of Insurance and Endorsement
- Valid Determination Letter of Exempt Status, U.S. Treasury.
- Valid Determination Letter of Exempt Status, State Franchise Tax Board.
- Master Calendar of events.
- Valid City of Beaumont Business License.
- Signed Field Use and Maintenance Agreement.
- Copy of the organizations ~~Sample~~ Code of Conduct.

IMPORTANT NOTE: Failure to submit the above-mentioned information (completed application) by the specified deadlines may result in loss of priority status and possible loss of some or all requested fields.

ALLOCATION PERIOD (For Leagues):

SPRING

January 15- June 1 RYNP Baseball and Softball Organizations
January 15- June 1 RYNP Soccer Organizations
January 15- June 1 RYNP Football Organizations

June 1 – August 14 ANNUAL RENOVATION AND MAINTENANCE PERIOD
(Usage during this period may be reduced or prohibited based upon the extent of maintenance performed).

Formatted: Indent: Left: 3"

FALL

August 15 – December 15 RYNP Baseball and Softball Organizations
August 15 – December 15 RYNP Soccer Organizations
August 15 – December 15 RYNP Football Organizations

Annual Maintenance closures- June 1st to August 15th & December 15th to January 15th.

APPLICATION DEADLINES:

RYNP Organizations Athletic Fields Request Forms/Applications and required paperwork shall be accepted November 1-December 15 for spring sports and June 1-July 15 for fall sports. In no case shall an application be submitted less than forty-five (45) days of intended use of field(s).

Incomplete applications will not be accepted and will be returned to the organization. This may affect the allocation process of assigning fields to the organization.

Adult Leagues Athletic Fields Request Forms/Applications, Beaumont business license and proof of insurance must be received forty-five (45) days prior to beginning of league play.

Travel Ball Teams Athletic Fields Request Forms/Applications, Beaumont business license and proof of insurance must be received at time of request. Fields available on a first come basis based on availability after Group 2 has been allocated.

Occasional or one time only user requests must be submitted on appropriate forms seven (7) days prior to requested facility use date.

Users requesting field space in the off-season or who do not meet the application deadline will be assigned field space after allocations have been made if space is available.

APPLICATION PROCESS:

The allocation process begins with the semi-annual Sports Field Allocation Meeting. Attendance to this meeting is mandatory, the meeting is typically held in December & July, this is where current primary users discuss policies, procedures, residency requirements, field application, permits, rentals, list of required documents and other pre-requisites. Organizations not sending a representative may lose their priority rating for scheduled use of facilities.

Sports Field Request Forms to reserve the use of athletic fields are made through the City of Beaumont Community Services Department. Priority will be given to qualified groups submitting an application prior to the deadline. Applications must be submitted a minimum of forty-five (45) days prior to intended use.

All applications are subject to review by the Recreation Division and may be rejected based on date submitted, field availability and/or outstanding balance due on account.

Upon approval, applicant is financially responsible for any charges/fees applicable for use of facility. Fees must be paid in full a minimum of thirty (30) days prior to field rental date. Credit will be given for cancellations or changes made more than fourteen (14) days before an event. The applicant will forfeit all payments/deposits and will be held financially responsible for all outstanding fees associated with the permit for events cancelled within fourteen (14) days before an event. User group may adjust permit to increase usage, but are not permitted to reduce use.

The City of Beaumont reserves the right to cancel Sports Fields Use Permits without notice due to unforeseen circumstances and/or renovation schedules.

Each RYNP organization filing a Sports Field Use Request will be required to submit all documentation to the Community Services Department no later than thirty (30) days prior to start of season. Failure to submit the required documentation by the specified deadlines may result in the following penalties:

- **New Users** – Denied all use for the upcoming allocation period.
- **Returning Users** – May not receive some or any fields requested.

FIELD ALLOCATION PROCESS:

Allocations will not be finalized until all required documentation has been submitted. Incomplete applications will not be accepted.

- Permits are created based on the following criteria: season, sport, number of teams per organization, group classification, age division and league seniority.
- Permit requests are reviewed with the RYNP Organizations.
- User group meetings are scheduled to review allocated field space with all assigned users on each field to resolve any schedule conflicts.
- Permits and user agreements are emailed/mailed to the Rental User Groups.

- Any RYNP organization that has been allocated space and does not intend to use it regularly, must notify the Community Services Department in writing at least two (2) weeks prior to their intent to release their allocation. Any applicable fees will be collected with less than two weeks notice. Released fields will be evaluated and re-allocated per the allocation guidelines. Any fields released by an organization will not be re-instated, but may be requested for the following allocation period.
- Permit Cancellation Fee may be applied to any request submitted less than fourteen (14) days in advance of requested usage.

Use of facilities will be limited to weekdays, 2:00 p.m. – 10:00 p.m., and Saturdays and Sundays, 8:00 a.m. – 10:00 p.m. Permits may be extended on a conditional use agreement. Park curfew is 10:00 p.m. – 7:00 a.m. Sports Fields are closed from time to time for maintenance and on all major holidays. Permits may be obtained on a rental basis or conditional use agreement. Groups failing to comply with scheduled field closures may have their permits revoked.

The Community Services Department's first priority is to provide game facilities and to maintain the facility. Practice requirements are the second priority.

For the purposes of field scheduling for Groups 3-6, requests will be taken and allocated on a first come first serve basis. Participant residency may determine the priority for allocation of fields. any league in Group 3 that has 75 – 90% Beaumont residents will have priority scheduling over leagues with 50 – 74% Beaumont residents. Leagues with 50 – 74% Beaumont residents will have priority over leagues with 1 – 49% Beaumont residents.

In allotting facilities, the City will also consider returning teams in each group, over new teams. New teams and organizations must still attend the Sports Field Allocation Meeting. New teams desiring field use will be placed on a one year wait list. This applies to leagues anticipating a split to form a new league/program or individuals planning to organize a new sports program. This will provide the time necessary to study the impact of the new program on existing facilities.

Every attempt will be made to meet schedule requests. However, youth organizations should not assume field availability for new/or expanding programs. The City has the final say in which field(s) your organization is assigned. Priority does not guarantee that your organization will receive all the fields or times requested.

FIELD USAGE AGREEMENT:

All users will be required to sign a Field Usage Agreement annually. The agreement spells out specific usage requirements including, insurance requirements, maintenance responsibilities, and City contact information.

PAYMENT:

All user groups will pay for field use.

User groups may set up a scheduled payment plan with the City of Beaumont to ensure that all monies are paid thirty (30) days prior to use. Payments are based on the total balance due, not the balance for use "to-date". Outstanding balances may not be carried over into the next allocation period. Payments may be made to the City of Beaumont, Community Services Department.

Failure to pay the outstanding balance on or before the end of the allocation period will result in the group forfeiting priority on traditional fields and non-issuance of permits for upcoming allocation periods.

REFUND/CREDIT POLICY:

No refunds. Accounts may be credited and/or revised based on usage, cancellation or rescheduled date. Fields may not be used during inclement weather incidents and the Community Services Department will determine the closing and reopening of all fields during these weather events.

Cancellations due to rain or inclement weather must be reported to the Community Services Department. Permits will be credited for weather-related cancellations. Please contact the Community Services Department to report your field cancellation, Monday through Thursday, 8:00 a.m. - 5:00 p.m. and Friday, 8:00 a.m. - 12:00 p.m. at (951) 769-8524. Please follow up via e-mail to report cancellation due to inclement weather or field condition.

THREE STRIKES POLICY:

Purpose – The purpose of this policy is to implement a systematic method of enforcing the Municipal Code and the Sports Fields Policy Handbook.

IMPORTANT NOTE: Strikes issued should serve as a warning sign to potential issues that may immediately jeopardize all permits held by the organization.

Policy – The City of Beaumont reserves the right to cancel or suspend approved outdoor field permits for games, practices and other usages based on user groups violating the City Municipal Code or established Sports Fields Policy Handbook.

The following are examples that may result in strikes being issued:

- ~~Unpermitted~~ legal use of fields, ~~without a permit.~~
- ~~Unpermitted~~ legal use of park space not designated for intended athletic sport

related use.

- Vending on City premises without permit or written consent from the Community Services Department.
- Organizations found to be practicing or playing games prior to or outside of their permitted time and/or date.
- Organizations found to be practicing or playing games in locations other than those authorized by the City of Beaumont.
- Organizations found to be sub-letting or swapping field permits with any other organizations.
- Organizations found to be practicing or playing games on fields which have been previously closed due to inclement weather or any other purpose.
- Organizations failing to meet monthly financial obligations.
- Organizations conducting adult practice and/or games on fields allocated to youth.
- Organizations not utilizing permitted fields and leaving the lights on.
- League representative disrespecting a field monitor, City Staff, or organization representative.
- Failure to clean field, facility or snack bar after use.

Strike One:

- Consists of documented activity in direct violation of the City Municipal Code or Sports Fields Policy.
- Penalty – A letter will be written to the user group president and field allocation representative documenting the violation. The letter will be placed in the group’s file. This may be appealed to the Community Services Department designee.

Strike Two:

- Occurs after a second documented violation within a current allocation period.
- Penalty – The group will be informed in writing that a Community Services staff member will be assigned to their permitted activity at the respective park where the violation occurred. The staff member will monitor activity at the site and report any further violations to the City, at cost to user. This may be appealed to the Community Services Department designee.

IMPORTANT NOTE: Staff costs will be absorbed by the organization as stated by the City of Beaumont Schedule of Fees.

Strike Three:

- The third documented violation within the current allocation period.
- Penalty – All permits held by said organization/entity for the remainder of the allocation period and future allocation will be revoked. This may be appealed to the Community Services Department designee.

Appeals:

- Any strike may be appealed by submitting as Application for Appeal (available upon request) and can be submitted to the Community Services Committee for review and

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Font: (Default) +Headings (Cambria), 12 pt, Bold

Formatted: Normal, No bullets or numbering

consideration,

Formatted: Font: (Default) +Headings (Cambria), 12 pt

TOURNAMENTS AND FRIENDLIES:

- All RYNP, resident and non-resident youth organizations conducting Friendlies or tournaments must pay applicable fees determined by the City of Beaumont's User Fee Schedule.
- RYNP conducting non-league or charter-sanctioned games, practices, Friendlies, tournaments or sport related activities must pay applicable fees determined by the City of Beaumont's User Fee Schedule.
- Rental groups conducting tournaments or Friendlies must pay in full at the time of reservation.
- The organization is responsible for cleaning facility following the event. Under the permit, the organization assumes financial responsibility for any damages, maintenance, excessive trash pickup, and/or field repairs associated with the use of facilities.

USER FEE SCHEDULE:

The City charges fees to offset public expenses to operate, maintain, supervise and administer the use of park and athletic facilities. Fees for use of sports fields shall be in accordance with current Schedule of Fees, set by resolution and approved by City Council.

<u>Sports Field Permit Fee (credited to total fee)</u>	<u>\$100 per permit</u>
<u>All permits adjusted</u>	<u>\$10.00 per transaction</u>
<u>Permit Cancellation Fee</u>	<u>\$100.00</u>
<u>-</u>	
<u>Group 2 (>80% residency)</u>	
<u>Youth Group Field Use (Non-Tournament)</u>	<u>\$5.00 per hour/per field</u>
<u>Youth Group Field Use (Tournament)</u>	<u>\$10.00 per hour/per field</u>
<u>-</u>	
<u>Group 3-5: (<80% residency)</u>	
<u>Youth Group Field Use (Non-Tournament)</u>	<u>\$15.00 per hour/per field</u>
<u>Adult Group Field Use (Non-Tournament)</u>	<u>\$20.00 per hour/per field</u>
<u>-</u>	
<u>Group 6:</u>	
<u>Youth Group Field Use</u>	<u>\$30.00 per hour/per field</u>
<u>Non-Resident Teams</u>	
<u>Adult Group Field Use</u>	<u>\$30.00 per hour/per field</u>
<u>Non-Resident Teams</u>	
<u>-</u>	
<u>Tournaments</u>	<u>\$30.00 per hour/per field</u>
<u>Lights - Sports Park Soccer Complex</u>	<u>\$30.00 per hour/per field</u>
<u>Lights - Rangel Park</u>	<u>\$30.00 per hour</u>
<u>Lights - Stewart Park</u>	<u>\$30.00 per hour</u>
<u>Key Deposit (Refundable)</u>	<u>\$45.00 (includes 2 keys)</u>
<u>Additional Keys</u>	<u>\$15.00 each key</u>

Maintenance Worker	\$65.00 per hour
Park Monitor (Recreation Specialist)	\$20.00 per hour
Snack Bar (Rangel and Sports Park)	\$50.00 per day
All permits created, adjusted or deleted	\$10.00 per transaction
<u>Group 2:</u>	
Youth Group Field Use (Non-Tournament)	\$5.00 per hour/per field
Youth Group Field Use (Tournament)	\$10.00 per hour/per field
<u>Group 3-6:</u>	
Youth Group Field Use (Non-Tournament)	\$15.00 per hour/per field
Adult Group Field Use (Non-Tournament)	\$20.00 per hour/per field
Youth Group Field Use (Non-Tournament)	\$30.00 per hour/per field
Non-Resident Teams	
Adult Group Field Use (Non-Tournament)	\$30.00 per hour/per field
Non-Resident Teams	
Tournaments	\$30.00 per hour/per field
Lights - Sports Park Soccer Complex	\$30.00 per hour/per field
Lights - Rangel Park	\$30.00 per hour
Lights - Stewart Park	\$30.00 per hour
Permit Cancellation Fee	\$100.00
Key Deposit (Refundable)	\$45.00 (includes 2 keys)
Additional Keys	\$15.00 each key
Maintenance Worker	\$65.00 per hour
Park Monitor (Recreation Specialist)	\$20.00 per hour

RESERVABLE FIELDS:

Sports Fields

<u>Name</u>	<u>Location</u>
Sports Park Soccer Field 1	Beaumont Ave and Brookside Ave
Sports Park Soccer Field 2	Beaumont Ave and Brookside Ave
Sports Park Soccer Field 3	Beaumont Ave and Brookside Ave
Sports Park Soccer Field 4	Beaumont Ave and Brookside Ave
Sports Park Football Field (& Snack bar field area)	Beaumont Ave and Brookside Ave
Sports Park Baseball Field 1	Beaumont Ave and Brookside Ave
Sports Park Baseball Field 2	Beaumont Ave and Brookside Ave
Sports Park Baseball Field 3	Beaumont Ave and Brookside Ave
Fallen Heroes Park multi-purpose (Upper field)	Oak View Drive and Iris St
Fallen Heroes Park multi-purpose (Lower field)	Oak View Drive and Iris St
DeForge Park multi-purpose Field	Seneca Springs Pkwy and Potrero Blvd
DeForge Park Baseball Field 1	Seneca Springs Pkwy and Potrero Blvd
Rangel Park Baseball Field	W 4 th Street and B Street

Three Rings Ranch Baseball Field _____ Calumet Ave and Brookside Ln
Three Rings Ranch Multi-purpose field _____ Calumet Ave and Brookside Ln

Community Park Space

Stetson Park Multi-purpose field (East field) _____ Morgan Ave and S Monte Verde Dr
Stetson Park Multi-purpose field (West field) _____ Morgan Ave and S Monte Verde Dr

Palmer Park Baseball Field _____ Palmer Ave and Trevino Trail
Palmer Park Multi-Purpose Field _____ Palmer Ave and Trevino Trail

Trevino Park Baseball Field _____ Tukwet Canyon Pkwy
Trevino Park Multi-purpose field _____ Tukwet Canyon Pkwy

Shadow Creek Park Multi-purpose field _____ Oak Valley Pkwy and Gateway Dr/Connor Ct

Wildflower Park Multi-purpose field _____ Tulip Circle S and Tulip Circle W

Mountain View Park Multi-purpose field _____ Sunburst Dr and Sundance Cir

Mickelson Park Multi Purpose Field _____ Mickelson Dr and Ford St

Mickelson Park Multi-purpose field _____ Mickelson Drive

Formatted: Font: 11 pt



CITY OF BEAUMONT
 1310 Oak Valley Pkwy
 Phone (951) 769-8524
 BeaumontCa.gov

CITY PARK USAGE APPLICATION

Location:

- Sports Park / Field(s) _____
- DeForge Park (Seneca Springs)
- Fallen Heroes Park (Oak Valley)
- Rangel Park/Valdivia field
- Three Rings Ranch Park
- Trevino Park
- Palmer Park
- Stetson Park
- Shadow Creek Park
- Wildflower Park
- Mountain View Park
- Other: _____

Date(s) of Use: _____ Period of use: One Time Weekly Monthly

Other: _____

Starting Time: _____ am/pm Ending Time: _____ am/pm

Name of Organization/Group: _____

Purpose of Meeting/Usage: _____

Expected Attendance: _____ Open to the Public? Yes No

ALL PERSONS UTILIZING CITY PARKS SHALL ABIDE BY ALL CITY RULES AND ORDINATES. THIS INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

1. Applicant is responsible for leaving park and restroom in the same conditions as received: for cleanliness; and turning off all utilities.
2. It is understood and agreed that the applicant shall be solely responsible for the activities conducted by it or subject to its controls, and applicant agrees to and does here hold the City harmless from any and all liability or alleged liability arising out of, or in any way related to, the activities by said applicant; and in the event suit is brought arising out of any such activities, applicant will defend the City and pay any and all attorney fees and Court cost incurred in such suit.
3. The parks are to be vacated no later than 10:00 PM.
4. A \$40.00 key deposit is required for the use of the park restrooms (if applicable).

Print Name: _____

Street Address: _____ City: _____

Zip: _____ Telephone: _____ Date: _____

 Signature of Person Responsible (must be 18 years of age)

The City reserves the right to revoke this permit at any time

APPENDIX C

**City of Beaumont
Community Services Department
Sports Field Application Check**



Organization Name:
Contact Person:
***Best Contact Phone Number:**
Email:

Paperwork Required

- Sports Field Use Request Form
- Valid Insurance Certificate Naming the City of Beaumont as Additionally Insured
- City of Beaumont Business License
- Special Events Application for Special Events (If applicable)

RYNP additional paperwork required

- Determination Letter of Exempt Status, U.S. Treasury & State Franchise Tax Board
- Articles of Incorporation and/or Bylaws
- Park/Sports Field Agreement
- Sports Organization Fact Sheet
- Current List of Board of Directors with Contact Information & League Website
- Sports Group Team Roster with Required Attachments
- League Worksheet
- Master Calendar Of Events/Schedules

APPENDIX A

City of Beaumont
SPORTS FIELD USE RULES AND REGULATIONS

1. Groups wishing to utilize a field must acquire a permit with the City of Beaumont.
2. It is the responsibility of the person in charge and identified on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.

These rules include, but are not limited to:

- Use will begin no earlier than 8:00 a.m. Use will end at dusk on unlit fields and end by 10:00 p.m. on lit fields, except where noted on approved special permits.
- Permitted use begins and ends at the times stated on the permit, including set-up and clean up.
- Users may not make any alterations to facility without first obtaining the City's permission.
- Parking is allowed in designated areas only. Vehicles are not permitted on the grass.
- Applicant's copy of the use permit must be available during use and presented to any City Representative upon request.
- No team can transfer its field use privilege without City consent.
- **ALCOHOL/TOBACCO IS NOT ALLOWED AT ANY CITY OF BEAUMONT FACILITIES.**
- Selling of food or other items is permitted in City concession/snack bar facilities only. A Health Permit and City of Beaumont Business License is required for all concession and snack bar facilities. Primary user has priority use of snack bars.
- Sound amplification equipment will be allowed in City parks subject to conformance with the City's noise ordinance.
- Property boundary walls and fences are not to be used as backstops at any time.
- Balls and any other equipment thrown, batted, kicked or otherwise, landing on private property must not be retrieved without the property owner's permission.
- Portable goals and/or markers are allowed, but must be removed daily.
- Leagues must adhere to all rules and regulations limiting the number of teams per field. The field and adjoining areas affected by the group's use must be picked up and cleared of all trash and debris generated by the group.
- Equipment stored by the league is not the responsibility of the City.
- Wet Field Policy: Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to access field closure information by contacting the City of Beaumont Community Services Department at (951) 769-8524.

Non-Adherence to any of these rules or City ordinances will result in the retention of a portion of or all of the deposit and/or result in the cancellation of current and/or future use.

Emergency Contact Information: In the event of any medical emergency, contact 911 immediately. All other questions pertaining to sports fields should be directed to the Community Services Department at (951) 769-8524.

Any user failing to comply with established guidelines and notifications is subject to invoicing for all damages incurred to facility and termination of the facility use permit.

Formatted: Indent: Left: 0"

City of Beaumont Sports Field Organization Fact Sheet



Name of Organization _____ Federal Tax Number (501 c3) _____
 Address _____ Zip Code _____
 Best Contact # _____ Secondary # _____ Email _____

Board of Directors			
Name	Title	Phone	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Program Information

Total # of Resident Teams _____ Total # of Non-Resident Teams _____ Total # of Participants _____