



Athletic Facility Rules and Regulations

All permits will be issued for specific areas and for specific hours. It shall be the responsibility of the organization to see that unauthorized portions of the facility are not disturbed and that the premises are vacated as scheduled.

The City shall determine what use will require that an employee be on duty at all times. The City employee shall supervise the user(s) of the facility and shall report any harmful use to their supervisors.

Group or organization's copy of the facility permit must be available during use and presented to any City representative upon request. It is the responsibility of the person in charge of the group or organization identified on the permit to enforce the rules and regulations regarding the conduct of the group or organization while on the permitted athletic facilities.

These rules include but are not limited to:

- All user groups are responsible for practicing on their allocated athletic facility as stated by their permit(s).
 - Use will begin no earlier than 7:30 a.m.
 - Use will end no later than dusk on unlighted fields.
 - Use on lighted fields at Laurel Park will end no later than 10:00 p.m.
 - Special approval from the City must be granted if athletic facility use exceeds the times listed.
1. Use begins and ends at the times stated on the permit including set-up and clean-up. User of the athletic facility are not allowed onto the premises prior to the start time on the permit and are required to have the athletic facilities clean, free of trash and equipment, and be off the athletic facilities at the ending time indicated on the permit. Additional fees will be invoiced if staff are brought in to clean trash and/or remove equipment.
 2. Groups are required to vacate the fields safely and quietly, especially during evening hours.
 3. Any user group that has been allocated space and does not intend to use it regularly shall notify the City so athletic facilities may be reallocated. If athletic facilities are not used in a proper manner or are not being used as requested, permit(s) may be rescinded and reallocated to other groups according to priority.
 4. Parking is allowed in designated paved areas only.
 5. Vendors and vendors that sell food or other items are not allowed without City approval. If allowed, all vendors must submit certificate of insurance and specific



endorsement naming both the City as additionally insured. Food vendors must also be approved by the Orange County Health Department and follow Orange County Health Department guidelines. Vendors must possess a valid City of Los Alamitos Business License.

6. Alcoholic beverages are **NOT** allowed on any athletic facility, schools, parking lot, or adjacent areas.
7. Amplified sound is not allowed on any field without City approval. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
8. Property boundary walls and fences are not to be used as backstops at any time.
9. Portable goals, backstops, and/or markers are allowed but must be removed daily.
10. Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission.
11. Smoking is prohibited at all sites.
12. Vehicles are prohibited on the athletic facilities.
13. Barbeques are prohibited at all sites.
14. Animals are prohibited at all sites.
15. Field lining/Marking: Burning lines is absolutely prohibited. Any group burning lines or vandalizing the facilities will be responsible for the full cost of rehabilitation of the damaged area(s). Lining of fields with chalk or paint is not permitted without written permission on a yearly basis granted by the City.

Non-adherence to any of these rules or any City Ordinance may result in additional fees and/or result in the cancellation of current and/or prohibition of future use.

C.I.P. PER HEAD FEE

Invoiced to all field users regardless of category or sport with four (4) uses or more within a season(fall, winter, spring, summer). This fee is based on the highest amount of players you have on the field at one time.

- Charging formula: # of players x activity weight factor (based off sport) x activity weight factor fee(based off sport).
- For example, if you are playing the sport of baseball / softball with 12 players. The fee will be: 12 players x 1.25 activity weight factor x \$12.50/head= \$187.50.

This is only charged once per season not per practice. ACTIVITY WEIGHT FACTOR AND FACTOR FEE DIFFER WITH EACH SPORT. C.I.P FUND INVOICE WILL BE SENT VIA MAIL AND EMAIL TO THE ACCOUNT HOLDER THE WEEK AFTER A C.I.P SEASON ENDS.



VIOLATION - FIELD USE WITHOUT A PERMIT

A violation is any size group or organization using a field without the proper permit for that athletic facility.

- Date, time, field location, and team name and/or coach's name will be documented. If a coach is unwilling to supply team and/or coach information, a picture will be taken.
- Any group or organization failing to abide by the rules and regulations will result in the following:
 - The user group or organization will receive a written warning for the first violation.
 - Note: Warning is for the entire group or organization and not for each team or site.
 - For the second violation, field use will be stopped immediately with no refund provided for the day.
 - A third violation will result in the permit being cancelled with no refund provided.
- Fees will be invoiced to the user group directly, not to the coaches.
- User groups will not be issued any new permits until all penalty fees are paid.
- Excessive violations may result in loss of field allocation consideration for future permits. Excessive violations are considered more than three (3) violations in an annual (1 year) period.

ATHLETIC FACILITY MAINTENANCE

Closures :

Athletic facilities may be closed at the discretion of the City. Annual rest and renovation of the fields will be a priority. Athletic facilities may be closed for any of the following:

- The City engages in maintenance work involving any of the athletic facilities.
- When the health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, smog alerts, pesticide spraying, and natural disasters.

An annual calendar for regular field maintenance will be developed each year for rest and renovation. Additional maintenance may be required as needed.



CANCELLATIONS AND REFUNDS

To receive a refund, facility cancellation must be submitted in writing a minimum 14 days prior to the cancelled date(s). User groups will be provided a full refund for any dates missed due to inclement weather.

- Once payment has been processed NO REFUNDS are granted unless the cancellation is requested a minimum TWO WEEKS in advance from the desired cancellation date. A \$10 refund fee will be applied.
- User groups will be provided a full refund for any dates cancelled due to inclement weather.