



TITLE: Athletic Field Use Policy	PAGE: 1 of 3
EFFECTIVE DATE: May 28, 2024	COUNCIL RESOLUTION: # 22-24

1. PURPOSE

The purpose of this policy is to define the requirements to schedule use of City of Chowchilla ("City") recreation fields. This policy applies to all organizations, other than the City Recreation Department ("Recreation Department"), scheduling the use of City recreation fields.

2. GENERAL POLICY

1. The Recreation Department will coordinate and allocate the use of its athletic fields for organizations to hold league play, practice, and other sport-related events.
2. The Recreation Department will monitor proper use of reservations and permits.
3. First priority will be given to Recreation Department Sports Programs and City Special Events.
4. Athletic fields will then be allocated based on priority as listed below. This does not guarantee that every organization will receive the fields they request.
5. The City reserves the right to increase or decrease the number of fields assigned to an organization based upon usage, the need to accommodate local organizations, and the unavailability of fields due to maintenance.
6. Should any situation arise that is not specified in this policy, the Recreation Department shall determine field allocations for the season, at the Recreation Department's sole discretion. Consideration may be given to organization history of use or past practice.

3. ALLOCATION PRIORITY

1. City Recreation Programs.
2. Non-Profit Sports Organizations who are entered into a Facility Use Agreement with the City.
3. Adult Non-Profit Sports Organizations.
4. Local Travel Teams when fields are open and not in contracted use. A local Travel Team is defined as Chowchilla youth sports team, with a roster made up of primarily made of Chowchilla residents who is a part of a private club or sports program, not a recreational league or affiliated with a school.

4. FACILITY USE AGREEMENTS

Organizations and the City may enter into a Field Use Agreement, at the City's sole discretion, and which includes the following terms:

1. Either the parent organization or the organization must be recognized as being exempt from federal income tax in accordance with the Internal Revenue Code, be able to provide an appropriate determination letter from the Internal Revenue Service ("IRS") recognizing the organization's exemption, and maintain an active tax-exempt status for the duration of the Field Use Agreement. IRS Website Reference Tax Information for Charities & Other Non-Profits, <https://www.irs.gov/charities-non-profits>.
2. The organization must provide a benefit to the City, as determined by the Recreation Department.
3. Field Use Agreements give priority to the organization when scheduling athletic field use. Rental of the fields is only available when a contracted sport is not in season; they have precedence.
4. Organizations with a Field Use Agreements do not pay for field use however, Field Use Agreements require the organization to provide field amenities and/or improvements, as determined by the Recreation Department.
5. Organizations with a Field Use Agreement are responsible for paying light fees, as established by the City of Chowchilla Master Fee Schedule.
6. The organization must operate under a Board, a majority of whose officers are residents of the City.
7. Field Use Agreements shall be primarily for the benefit of City residents. The majority of the sports roster must be City residents. Rosters may be requested, by the City and at the City's sole discretion, to determine if the organization is made up of local participants and the determination will be made at the sole discretion of the Recreation Department.
8. The organization must provide proof of insurance coverage with the required limits and name the City as additional insured. Further information on insurance requirements can be found below in section 6.
9. The City and organization may lock the fields to prevent usage during the organization's season. After the season, the fields will remain unlocked for public use.
10. The City must approve all tournaments. Guidelines for tournaments will be provided to the organization by the Recreation Department.
11. All reservations must be made with the Recreation Department by the organization's responsible representative, i.e. Head Coach, Team Manager or President of Organization.
12. All rules and regulations found in the Field Use Agreement must be adhered to.

5. OTHER FIELD USE (WITHOUT FACILITY USE AGREEMENT)

Outside Field Use Agreements, the City may rent to other entities that wish to use the fields. Organizations wishing to use City athletic fields must have a reservation approved by the Recreation Department and meet the following requirements.

1. Complete and submit the Sports Field Reservation Form ("Reservation Form") to the Recreation Department for review and determination. Reservations must be submitted no less than three (3) City Hall business days before the event date.
2. The Reservation Form must be signed and agreed to by the organization's responsible representative, i.e. Head Coach, Team Manager or President of Organization.
3. Submit field use and light fees as stated in the City Master Fee Schedule. All fees must be made prior to the reservation.
4. The majority of the roster must be Chowchilla Residents. Rosters may be requested to determine if the organization is made up of local participants. Determination of met requirement is at the discretion of the Recreation Department.

5. The organization has to produce proof of insurance coverage with the required limits and name the City of Chowchilla as additional insured. Further information on Insurance requirements can be found below in section 6.
6. No Tournaments allowed to be held, unless approved by the City of Chowchilla. Guidelines for tournaments will be provided to the organization by the Recreation Department.
7. Groups who have reserved field use are expected to follow the schedule submitted on reservation form. At no time is an organization authorized to sublet or reissue the use of the fields to other groups.
8. All rules and regulations found in the Reservation Form must be adhered to.

6. INSURANCE REQUIREMENTS

1. The organization shall carry a liability insurance policy, or its equivalent, with a reputable insurance company. The organization shall not use the facilities for any purpose prior to providing city with evidence of insurance.
2. The liability insurance policy must have the following minimum limits (commonly provided options):
 - Each Occurrence – \$2,000,000
 - Personal & Advertising Injury – \$2,000,000
 - General Aggregate – \$4,000,000
 - Products/Completed Operations – \$2,000,000
 - Damage to Rented Premises (each occurrence) – \$300,000
 - Medical Expenses (any one person) – \$10,000
 - The liability insurance policy shall cover the full term noted on the Reservation Form or Field Use Agreement. The liability insurance policy shall provide that coverage will not be canceled, materially changed, or permitted to expire without a sixty (60) day prior written notice to the City at 130 S. 2nd Street, Chowchilla CA 93610.
3. Liability insurance does not usually cover tournaments. Additional Insurance requirements will be required for tournaments that are not sanctioned with affiliated sports organization.

7. IMPLEMENTATION AND OVERSIGHT

The City Administrator and/or designee has responsibility for the implementation and oversight of this policy.