





Administrative Policy

Title: Parks & Recreational Facility User Group Definitions; Rules and Regulations for Use of City Recreational Facilities				
Administered By: Library & Recreation Services (Recreation)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
06400.002	07-01-10 (N/A)	01-03-17		



This Policy had been numbered Policy 500.01. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 500.01
Issued: 07-01-10
Revised: N/A



ADMINISTRATIVE POLICY

Policy: Parks and Recreational Facility User Group Definitions; Rules and Regulations for Use of City Recreational Facilities					
Responsible Department: Parks and Community Service					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
XXX 500	XX , 01	07/01/2010			

POLICY

To define the City's parks and recreation facility user groups, as well as to establish certain rules and regulations for the use of City recreational facilities. The requirements listed will maximize security for the City's assets and explain the financial responsibility of the user.

DEFINITIONS

For purposes of this policy, "resident" shall mean that the applicant requesting use of a city facility is either a Corona resident, or an organization or business that is located within the Corona City limits.

GROUP I: NONPROFIT CO-SPONSORED GROUPS, SCHOOL DISTRICT AND CITY OF CORONA FUNCTIONS AND PROGRAMS

Corona-Norco School District groups, governmental agencies, City of Corona Parks and Community Services Department programs and other City of Corona Department functions fall under this classification. No fees shall be collected from groups in this classification; however, the Corona-Norco Unified School District will be required to pay for concession facility use according to Concession Reservation Policy, sport field lighting, directly related staffing costs for use of a facility or pool during seasonal use, and directly related operational costs for use of the City Park Pool or Auburndale Pool during non-seasonal use.

GROUP II: RESIDENT GROUPS - INCLUDING NONPROFIT, CIVIC, RELIGIOUS, AND ATHLETIC GROUPS

Corona-based nonprofit organizations or sports groups which meet the residency requirements as set forth in this policy and are democratic in character and

organized for civic, religious, or athletic purposes with membership open to the general public, including groups sponsored by governmental agencies, youth groups, character building groups, church groups, adult sports groups with at least 75% Corona residency, current City of Corona softball league teams, and City of Corona Employee Association business meetings. Proof of nonprofit status, residency (roster) and insurance may be required prior to approval.

GROUP II-Y: NONPROFIT YOUTH SPORTS GROUPS

Corona-based nonprofit youth sports groups, have 75% Corona residency, meet the requirements set forth in the Athletic Facility Allocation Policy and have qualified as a viable league by the Parks and Community Services Department or individual teams that meet all the requirements of Group II Classification. Proof of nonprofit status, residency (roster) and insurance are required prior to approval.

GROUP III: RESIDENT SPECIAL GROUPS OR SPECIAL YOUTH AND ADULT TEAMS

Unions, employee associations, homeowner associations, sports groups, organized special interest groups, which meet residency requirements as set forth in this policy. Nonprofit youth and adult sports groups which do not meet the Group II or II-Y requirements but have at least 50% of the team roster comprised of Corona residents. Proof of nonprofit status, residency (roster) and insurance may be required prior to approval.

GROUP IV: RESIDENT PRIVATE GROUPS, PROFIT-MAKING GROUPS

Private groups, clubs with restricted membership, business or profit-making groups, and private events such as wedding receptions, birthday parties, showers, which meet residency requirements as set forth in this policy. Nonprofit youth and adult sports groups which do not meet the Group II, II-Y, or III requirements but have at least 20% of the team roster comprised of Corona residents. Proof of non-profit status, residency (roster) and insurance may be required prior to approval.

GROUP V: NON-RESIDENT

All groups that do not meet the residency requirement as defined in this policy. Proof of insurance may be required prior to approval.

REQUIREMENTS OF USER

1. The following will be applied as needed:

- a. The applicant will be responsible for the appropriate facility fee and the cleaning/security deposit.
- b. When reserving a facility or park, additional staff may be required depending on the nature of the event. The applicant will be responsible for additional costs.
- c. If an activity is deemed "high risk" (i.e., teen dance, rock concert, teen birthday party/presentation, wedding dances, or fund raising dances), then security officers licensed by and approved by the City of Corona will be required depending on the size and "risk level" of the event. A Police Department Permit may be required for any activity with dancing, except for dances sponsored by the Parks and Community Services Department. A copy of the Permit and proof of security officers hired will be required at least five (5) working days prior to the event.
- d. A deposit is required for all building rentals and tournaments and special events using the sports fields and open turf areas. A deposit is required for use of the Civic Center Auditorium. In addition, activities such as company picnics and other events may also require a deposit. This deposit is for security and cleaning, and shall be established as part of the City's Master Fee Resolution. It will be refunded if the facility is left in its original condition (i.e., clean, with nothing broken or damaged) and group does not stay beyond their scheduled ending time. An increase of the deposit amount may be required given the nature of the event and at the Department's discretion.
- e. A Certificate of Commercial General Liability Insurance for at least \$1,000,000 naming the City of Corona as an additional insured shall be provided at the time fees are paid. Endorsement and higher limits may be required at Risk Management's discretion. Applicants using city facilities must sign and agree to indemnify and defend the City of Corona.
- f. For any event or activity that is open to the public and has more than twenty-five (25) people in attendance, a Police Department Special Event Permit is required.
- g. Any applicant planning to have amplified music in any City park, must have formal written approval from the Parks and Community Services Director at least thirty (30) days in advance of their scheduled event per City Manager's memorandum amending Corona Municipal Code, Title 12 - Streets, Sidewalks, and Public Places, Chapter 12.24 - Parks and Recreation Areas, Section 12.24.120 - Amplified Sound. This written authorization must be requested by applicant following the requirements as listed in the Corona

Municipal Code, Title 5 - Business Licenses and Regulations, Chapter 5.30 - Outdoor Festival, Sections 5.30.030 and 5.30.040.

- h. No person, nor the applicant, will be allowed to sell or offer for sale any goods, wares, merchandise, services or personal property of any nature whatsoever, on any portion of a park, unless a written permit has been issued by the City's Director of Parks and Community Services Department to conduct said selling per Corona Municipal Code, Title 12 - Streets, Sidewalks, and Public Places, Chapter 12.24 - Parks and Recreation Areas, Section 12.24.030 - Prohibited Conduct, Subsection V.
 - i. A reservation processing fee, established as part of the City's Master Fee Resolution, is due per "Application for Facility Use," except for those groups that fall into Group I classification.
 - j. A reservation refund processing fee, established as part of the City's Master Fee Resolution, will be applied for all cancellations of scheduled facilities except for Group I.
2. Applicant will be held as the responsible party for any actions or damages during the group's use of the facility or field.
 3. Reservations are accepted on a first-come, first-served basis. Reservations may not be made more than three (3) months in advance. However, the Department reserves the right to extend the three month acceptance period based on the size and type of event (i.e., large community events/tournaments, productions etc...). Reservations for the Historic Civic Center Theater or Community Room may not be made more than one year in advance.
 4. Recurrent reservations may only be made for three (3) consecutive months at a time.
 5. Group II shall not be charged for Auditorium use for rehearsal dates prior to production dates. Rehearsal dates shall be limited to seven (7) days with a maximum of three (3) hours per day. Additional rehearsal time may be charged at the regular Group II rates. Any requests for extended rehearsal time must be approved by the Director of Parks and Community Services if the extension of time will not conflict with any other use of the Auditorium.
 6. It is the goal of the City to provide a wide variety of recreation and leisure opportunities for the entire community in all City parks. The City's parks are intended to be readily and freely accessible by the public. As such, each application for use of the Fiesta Bandshell at City Park, or immediate environs of all City parks will be thoroughly reviewed to assure that the proposed activity is within the intended use of the park and will not be in conflict with other park users. Any proposed use of the park that is contrary, or in conflict with, the intent of a park, will be denied.

7. A special event fee, established as part of the City's Master Fee Resolution, shall be assessed for any group reservation, excluding Group I and II-Y, which numbers 500 or more, or if any activity is open to the public and will have more than 25 people participating. A special event fee will also be applied if a group is reserving an area that is not normally reserved.
8. The Gymnasium is not available for reservation during regular operational hours, unless pre-approved by the Director of Parks and Community Services.
9. All interpretations and applications of these fees and charges are the responsibility of the Parks and Community Services Department. Additional information on Policies and Procedures is available at the Parks and Community Services Offices. All decisions made by the Department are final.

TENNIS COURTS
RESERVATION ADMINISTRATIVE POLICY AND PROCEDURES

1. Corona based non-profit groups may reserve four (4) tennis courts at any one time at either Mountain Gate Community Park or Kellogg Park for organized tournament or league play during non-prime time hours.
2. Non-prime time hours will be from 9:30 a.m. to 3:00 p.m., Monday through Friday. Prime time hours will be from 6:00 a.m. to 9:30 a.m., and from 3:00 p.m. to 10:30 p.m., Monday through Friday, as well as all day on Saturday, Sunday, and all holidays.
3. During non-prime time hours, there will be six (6) hour per week limit on reservations for each not-for-profit group. Reservations will be limited to a total of fifteen (15) hours per week by all not-for-profit groups during non-prime time hours.
4. Mountain Gate Community Park and Kellogg Park may not be reserved at the same time.
5. Applications to reserve the tennis courts may be received up to three (3) months in advance, and reservation of the tennis courts will be handled on a first come, first served basis.
6. Non-profit groups requesting to reserve tennis courts during non-prime time hours must consist of a minimum of eight (8) players. Groups will be required to provide a roster of players complete with addresses to the Department when the application is submitted for use of the tennis courts.
7. Corona based non-profit groups, consisting of a minimum of eight (8) Corona residents, will be required to pay a per hour, per court rental fee, established as part of the City's Master Fee Resolution, during non-prime time hours. Nonresident non-profit groups, consisting of less than eight (8) Corona residents, will be required to pay a per hour, per court rental fee, also established as part of the City's Master Fee Resolution, during non-prime time hours. The rental fee reserves the tennis courts as is, and no additional maintenance will be provided to improve the conditions of the tennis courts for reservations.
8. Individuals or groups will not be allowed to reserve tennis courts in order to make a profit or to teach private lessons.
9. Groups will be responsible for posting a reservation notice at the tennis court.
10. A Certificate of Commercial General Liability Insurance for at least \$1,000,000 naming the City of Corona as an additional insured will be required at the time fees are paid by groups reserving tennis courts. As set fourth in the Fee Resolution.
11. Order of priority for reservation of tennis courts will be as follows:
 1. Parks and Community Services Department Programs.
 2. Non-Profit Groups.
13. Reservations of tennis courts during prime time hours will be allowed for Department programs and non-profit groups if approved by the Parks and Community Services Department.
14. Violation of any part of this policy will result in an immediate cancellation of the group's reservation and the right for future reservations.

CONCESSION FACILITIES RESERVATION POLICY AND PROCEDURES

This policy will require individual youth sports leagues to coordinate with the department for use of the snack bars at various sports fields. With this new policy, it will also be required for the individual groups to pay a facility use fee, established as part of the City's Master Fee Resolution, per 3 to 6 month period for the use of the facility.

The portable concession trailer owned and operated by the City of Corona will be available, through a request process, for use by youth leagues. Much like the use of other concession buildings, this concession trailer will be handled in the same manner as the permanent concession buildings.

The following is a list of procedures that have been established for the concession buildings:

1. All groups using Department concession facilities will be required to follow all rules and regulations required by the Riverside County Health Department.
2. There will be a refundable cleaning deposit, established as part of the City's Master Fee Resolution, required (for a 3 to 6 month period) prior to any keys being issued or use of the facility being authorized. The deposit will be refunded at the conclusion of the reservation period if there is no damage to the facility. All groups using the concession facilities will be required to sign a contract with the City of Corona. Short-term reservations may also be considered at a per day or per weekend rate established as part of the City's Master Fee Resolution. Short-term reservations will require a pro-rated refundable cleaning deposit.
3. Groups granted use of the City's Concession Trailer will be required to follow all Department policies regarding its operation.
4. Department staff will schedule a walk through of each individual snack bar prior to the start of each 3 to 6 month reservation period and again at the close of each reservation period. Keys to the facilities will be distributed and returned at that time.
5. Individual youth leagues will be responsible for their own equipment that is placed in the concession buildings.
6. Individual groups will be responsible for all pick-ups and deliveries of stock during the time of their reservation period.
7. City staff will be responsible for major repairs of the facilities due to vandalism and/or graffiti. Individual groups will be responsible for minor interior repairs that are caused by their organization.
8. Individual youth leagues must submit in writing a request prior to making any repairs and/or changes to the City facilities.
9. Individual groups will be responsible for all damages caused by their organization.
10. Department staff will monitor the use of the concession facilities periodically throughout the 6 month period.