



# Athletic Field Use Policy

## **Athletic Field Use Policy**

### **I. GROUP CLASSIFICATION**

Facility Use Permits will be approved on the basis of priority as follows:

**GROUP I      SCHOOL DISTRICT AND CITY OF MILLBRAE FUNCTIONS AND PROGRAMS**

**No fees shall be collected from groups in this classification.**

**GROUP II      RESIDENTIAL GROUPS WITH 75-100% MILLBRAE RESIDENCY**

Millbrae-based organizations or sports group with at least 75% Millbrae residents that are democratic in character and organized for educational, civic, religious, or athletic purposes with membership open to the general public. Proof of nonprofit status (if applicable), residency (roster), type of play (recreational or competitive), and insurance will be required prior to approval.

- A. MILLBRAE-BASED NONPROFIT
  - a. RECREATIONAL GROUP
  - b. COMPETITIVE GROUP
- B. MILLBRAE-BASED FOR PROFIT
  - a. RECREATIONAL GROUP
  - b. COMPETITIVE GROUP

**GROUP III      RESIDENTIAL GROUPS WITH 50-75% MILLBRAE RESIDENCY**

Millbrae-based organizations or sports group with at least 50% Millbrae residents that are democratic in character and organized for educational, civic, religious, or athletic purposes with membership open to the general public. Proof of nonprofit status (if applicable), residency (roster), type of play (recreational or competitive), and insurance will be required prior to approval.

- A. MILLBRAE-BASED NONPROFIT
  - a. RECREATIONAL GROUP
  - b. COMPETITIVE GROUP
- B. MILLBRAE-BASED FOR PROFIT
  - a. RECREATIONAL GROUP
  - b. COMPETITIVE GROUP

**GROUP IV    NON-RESIDENTIAL GROUPS**

Organizations or sports groups that are not based in Millbrae, but that are democratic in character and organized for educational, civic, religious, or athletic purposes with membership open to the general public. Proof of nonprofit status (if applicable), type of play (recreational or competitive), and insurance will be required prior to approval.

- A. NON-MILLBRAE-BASED NONPROFIT
  - a. RECREATIONAL GROUP
  - b. COMPETITIVE GROUP
- B. NON-MILLBRAE-BASED FOR PROFIT
  - a. RECREATIONAL GROUP
  - b. COMPETITIVE GROUP

#### **GROUP V     ALL OTHERS**

## **II. APPLICATION FOR ATHLETIC FACILITIES**

- A. Each organization's teams are required to submit field facility applications within the timeframes set below. Any teams missing these deadlines will have access to any remaining fields on an as-available basis only. Any organization with outstanding payments for previous seasons/deposits will not be allowed to submit field facility applications until payment is received.
- B. Priority is given to the sport(s) in season. Priority is given to providing game facilities and to properly maintaining field facilities. Practice requirements are the second priority following game and maintenance needs.
- C. Leagues currently accepted into the City of Millbrae Athletic Field User Group cannot expand by creating new divisions or age groups; expansion is limited to increased enrollment in the current division and age groups that the league offers, unless otherwise approved by the Recreation Superintendent due to the nature of limited field space.
- D. The Athletic Field User Group is comprised of representatives from each user group and City staff will meet to review the applications and allocate the fields equitably and encourage optimum cooperation between all user groups.
- E. Organizations requesting field allocation must select one individual per team to represent each age group team in the process of submitting facility use applications and representing them at the Athletic Field User Group meetings. There should also be one individual representing all of these coaches. This individual would be the contact person with the City and School District on all matters. Each User Group may designate one backup in the event the primary representative is unavailable.

F. All organizations are required to make sure that their coaches and staff are compliant with all federal and state laws that pertain to their specific sport and user group.

### **III. RESERVATION PROCEDURES**

- A. Facility applications for athletic field facilities are to be submitted to the City of Millbrae Recreation via Reservation Application (available online or in person).
- B. One copy of the Certificate of Insurance for \$1 million naming the City of Millbrae, and Millbrae School District as additionally insured is **required**, if not on file already.
- C. Any surplus athletic facilities that remain available at the conclusion of the scheduling for Group I, the Athletic Field User Group is subject to allocation based on the established priority levels listed above. Staff will work with user groups to best meet their needs for scheduling.
- D. Surplus facility allocations are subject to the following criteria:
  - a. The City of Millbrae Recreation may designate any surplus weekend time slots as being available for tournaments or special events. Groups, teams, or organizations wishing to host a tournament or special event will be subject to the rules outlined in the Tournament and Special Event section of this policy.
  - b. The City of Millbrae Recreation may designate any surplus athletic time as “public use” whereas those designated days and times may be reserved on a first-come-first-serve basis for anyone belonging to Group II, III or IV.
- E. The athletic facility surplus time will be determined according to the following schedule (dates and times are subject to change):

<b>Surplus Facility Timeframe # 1: February-May</b>	
Application Deadline	First business Monday in January
Schedule Set	Third Thursday in January
Final Payment/Required Paperwork	Fourth Thursday in January
<b>Surplus Facility Timeframe # 2: June–August</b>	
Application Deadline	First business Monday in April
Schedule Set	Third Thursday in May
Final Payment/Required Paperwork	Fourth Thursday in May
<b>Surplus Facility Timeframe # 3: September–December</b>	
Application Deadline	First business Monday in July
Schedule Set	Third Thursday in August
Final Payment/Required Paperwork	Fourth Thursday in August

#### **IV. Tournaments and Special Events**

- A. The City of Millbrae Recreation may designate any surplus weekend (Friday, Saturday, Sunday, and Monday) time slots as being available for tournaments or special events.
- B. 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.
- C. Organizations or Individuals that would like to host a tournament may submit a completed "Tournament & Special Event" application to Millbrae Recreation on or before the required deadline.
- D. Millbrae Recreation will evaluate all tournament and special event applications. Selection or approval for any application is at the discretion of City of Millbrae personnel.
  - i. General criteria for evaluation would be:
    - 1. Time, location, and impact to: the facilities, the neighboring community, and local economy.
    - ii. Applicants may be asked to submit additional information or be available for informational meetings and/or presentations.
- E. Tournaments and Special Event applications will be evaluated twice (2) a year for two different time periods:

<b>Tournament/Event Timeframe #1: January-June</b>	
Application Deadline	First business Monday in August
City of Millbrae Notification	First business Thursday in September
Final Payment/Required Paperwork	Fourth Thursday in October
<b>Tournament/Event Timeframe # 2: July–December</b>	
Application Deadline	First business Monday in March
City of Millbrae Notification	Second Thursday in April
Final Payment/Required Paperwork	Fourth Thursday in May

- i. Applicants wishing to appeal the denial of surplus, tournament, or special event facility requests may do so in the following manner:
  - 1. Denied applicants must submit a typed letter stating the reasons for appealing within fourteen (14) days from date of the denial letter.
  - 2. The Parks & Recreation Commission will determine a decision at their next meeting.
  - 3. City will provide a final written decision of the appeal within 5 business days from the date of the Parks & Recreation Commission meeting.
  - 4. Once a final response has been sent the decision will be considered final and not subject to further appeals.

#### **V. DEFINITIONS**

- A. **Participant:** Participant shall include only those players/participants who are fully registered with the user organization. Non-players such as coaches, officials, and staff shall

not be included. For the purposes of field allocation, actual total enrollment from the previous year will be used.

- B. **Organization:** Organizations shall be registered with the City of Millbrae. Representatives of these groups will be invited to attend the field allocation meetings.
- C. **Season:** For the purposes of this procedure, the seasons are established as follows, but are subject to changes:

USAGE*	FALL/WINTER	SPRING/SUMMER
Opening date	2 <sup>nd</sup> Monday in August	2 <sup>nd</sup> Monday in February
Closing date	2 <sup>nd</sup> Friday in December	3 <sup>rd</sup> Friday in June
Primary User	Soccer/Football**	Baseball/Softball
Secondary User	Baseball/Softball/Other	Soccer/Football/Other

\*Exact dates subject to change

\*\*Unless justification can be demonstrated for primary use.

- D. **Primary User:** Will be given priority use of facilities during their designated season.
- E. **Secondary User:** A secondary user may obtain field use only if a field is not reserved by a primary user or otherwise authorized by Millbrae Recreation.
- F. **Surplus Facilities:** Surplus facilities are any athletic facilities that are deemed to be eligible for rental or reservation after all City of Millbrae and Millbrae Elementary School District needs have been met. Surplus athletic facilities are subject to change at any time based on maintenance closures, repairs, and/or a reclassification of its use.

## VI. NOTICES

- A. **Notice of Non-Use of Fields:** Any user organization that has been allocated space and does not intend to use it regularly, shall notify Millbrae Recreation so that the fields may be reallocated or otherwise used to its maximum.
- B. **Notice of Exchange:** Any user organization may give up or exchange its allocation, or any part of it, with another approved Athletic Field User Group. Any such modification must be verified in writing by all of the parties to the exchange, and approved by Millbrae Recreation. All written verifications and modified field applications must be filed with Millbrae Recreation.
- C. **THERE IS NO SUBLetting OF FIELDS TO OTHER ORGANIZATIONS.**  
**Failure to comply with this rule will result in cancellation of current and future permits.**

- D. **Violators:** Any group, coach, or representative that fails to abide by the master schedule for field facilities, as determined by the City of Millbrae Recreation, will be subject to a warning process. The first warning will be verbal, with the second being a written notice of violation and probation for up to a one (1) year term. The third violation will result in a one (1) year ban from field use and allocation, with a two (2) year probationary reinstatement. If another offense occurs while said group is on probation, permanent termination from the Athletic Field User Group will occur. Appeal and review of violation/situation must go through the Parks & Recreation Commission.
- E. Violation reports can be made directly to Millbrae Recreation by calling 650-259-2360 during business hours, or a message can be left during the evening and weekend times. All representatives for the User Groups will have a phone number to directly contact a staff member if the report is an emergency.
- F. **Lighted Fields:** Lights are on a controlled timer. The light schedule timer will be set and controlled solely by City of Millbrae personnel per field needs and requests. In no instance will lights be allowed to be on past 10 pm. If a field user does not need lights for a certain time frame, the request must be made to Millbrae Recreation with at least 24 hours notice. If no request is made and the user group is not using the field, the group will be charged \$29/hour as a penalty for the cost of the lights.
- G. **Staff:** City of Millbrae personnel has the authority to enforce the Master Schedule. Groups that fail to cooperate with staff or abide by the schedule will be in violation of the use agreements.
- H. **Unauthorized Use:** Groups failing to reserve facilities, pay invoices in a timely manner, repeatedly not notifying personnel that fields and/or lights are not needed, or use fields that are not assigned to their organization may result in a penalty of losing assigned fields.

## VII. RULES

### **Athletic Field Lining/Marking**

- A. Lining of fields with chalk or paint is not permitted unless permission is granted by City of Millbrae personnel. Anyone who lines the field must be a registered volunteer or staff member of a Field User Group. Any individual lining fields under the age of 18 must be accompanied by an adult.
- B. Burning lines on fields is prohibited.
- C. Any user failing to comply with established guidelines and/or notification requests is subject to pay for any and all damages occurring to the facility.

**General Regulations- Any violation will result in following the steps of the warning process.**

- A. A responsible adult designated by the league must be present at all times during any organization's use of facilities.
- B. Games and practices shall begin no earlier than 3:00 p.m. on weekdays and 8:00 a.m. on weekends and holidays.
- C. Games and practices shall end no later than 10:00 p.m. on weekdays, weekends, and holidays.
- D. Weekend use, on a regular basis, may be subject to limited hours at the discretion of City of Millbrae personnel. Those requests deemed to be excessive such as tournaments shall be subject to approval by City of Millbrae personnel.
- E. User groups utilizing lighted facilities are responsible for ensuring the proper use of the lights. Groups are required to submit schedules with their applications outlining their time schedule for lights at each requested facility and inform Millbrae Recreation of any changes. All groups should make every effort to ensure the lights at the facilities are off when the fields are not being used. The City reserves the right to bill users for hourly energy costs (\$29/hour) incurred during the time lights are on and the fields are not being used. The City will strictly enforce the City's Lighting Policy. Failure to adhere to the City's Lighting Policy shall result in severe consequences, including the loss of field allocations.
- F. Alcoholic beverages are prohibited on field facilities.
- G. Artificial noisemakers, i.e. horns, rattles, bells, whistles, etc., are prohibited unless they are used by officials or coaches as a necessary part of the activity.
- H. Stakes/spikes into the grass are prohibited and any pop up shades must be held down by sandbags. No tents or tarps are allowed to cover any space on the grass or field due to to the grass dying.
- I. Teams utilizing fields allocated to their organization must have the appropriate residency based on their Group status using their team members who participate actively on a weekly basis. Organizations are required to submit Team Rosters to the City for each season, of which City staff will evaluate the rosters and determine residency. **Each league is also required to get "Proof of Residency," such as a utility bill, at the time of registration, from each participant. At any time the City may request these forms from the league for auditing purposes.** When a team is playing against a team from another jurisdiction, this rule shall only apply to the "host" team representing the qualified organization.
- J. Team roster changes by an organization must be reported within one week to the City.

- K. Amplified sound is not allowed on any field without written City approval, per a Special Event Application.
- L. Property boundary walls and fences are not to be used as backstops at any time.
- M. Balls and any other equipment thrown, batted, kicked, or otherwise landing on private property must **not** be retrieved without the property owner's permission.
- N. Portable goals and/or markers are allowed, but must be removed daily unless otherwise given permission to leave as is.
- O. At the conclusion of games or practices, each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The field and any adjoining areas affected by the group's use must be picked up and cleared of trash. Any tournaments must have appropriate trash/recycling/compost bins on site, arranged by each user group.
- P. The City requests the patrons depart field facilities immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in and around residential neighborhoods.

### **VIII. INSURANCE**

- A. The City requires any group applying for the use of field facilities to have a minimum of \$1 million Comprehensive Liability Insurance. The certificate of insurance must list the City of Millbrae and the Millbrae School District (if using School District facilities) as Certificate holders and as an additionally insured. Additionally, the cancellation paragraph clause must state: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left." The certificate, an original (no copies), must be filed with Millbrae Recreation prior to usage of any fields.
- B. 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 Millbrae, the Millbrae School District, 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 of Millbrae.

### **IX. TRAFFIC AND PARKING**

- A. The user group must assure that participants and spectators utilize approved off-street public parking areas. In post-season or tournament play, the user shall provide at least one person to direct participants and spectators to designated parking areas.

B. **Conduct prohibited within Public Park:** It is unlawful to park any automobiles or any other vehicles in any athletic facility. In case of medical emergencies, vehicles shall be allowed on the park for rescue purposes.

## **X. MAINTENANCE**

A. The City shall determine and schedule annual maintenance programs at all field facilities. The City shall attempt to be flexible in accommodating user groups, but ultimately, safety and City facility maintenance shall take priority. The City shall determine the closure of any city facility and the availability of alternate site for use.

B. User Groups' maintenance responsibilities:

1. Maintenance such as lining of the fields, setting of bases, and installation of portable goals shall be performed by the user group, unless otherwise approved. Further request of field preparation not included within the seasonal schedule such as dragging of fields will be at the cost of the requesting organization.
2. Automobiles are prohibited on field facilities for the preparation of the athletic fields or other activities.
3. Each user group shall be responsible for the facility being free of trash or debris caused by the group usage, including checking cleanliness and locking restrooms prior to departure.
4. Users are required to report any damage or acts of vandalism to the City immediately.

C. **Rest and Renovation**

An annual rest and renovation program is scheduled at each field facility. City staff will attempt to be flexible in accommodating user groups, but ultimately the City must prioritize the health and safety of the user. This may require the closure of field facilities, denial of use of field facilities, and/or alternate sites for athletic use.

### **Field Closures**

D. Fields may be closed at the discretion of the City of Millbrae personnel. At times, user groups are not able to be consulted, but closures are kept to a minimum when fields remain in playable condition. Priority is given to maintenance needs, as well as rest and renovation periods for all fields.

E. Emergencies on weeknights and weekends – Call Police Dispatch at (650) 259-2300, then call your Rec staff liaison immediately.

## **XI. STORAGE AND OR SNACK SHACK**

- A. The City and School District provides only the structures and existing equipment, as presented in the original design of the building. The groups are responsible for providing any and all other equipment, i.e., storage racks. No permanent storage containers or shelves shall be allowed without prior written permission of the City of Millbrae and the Millbrae School District.
- B. The City assumes no liability for any equipment or storage units kept in the storage areas.
- C. The groups are responsible for ensuring the City and School District has proper keys for the storage and/or concession facilities to allow entrance by City or District staff for emergency purposes. The groups shall not at any time change or alter locking devices to fixed assets owned by the School District or City, such as concession buildings.
- D. The facilities should be kept neat with equipment properly stored and maintained for safety. Upon conclusion of the permit, the user shall clear out all equipment and sweep out appropriately clean the facility and storage.
- E. Annual inspections can be conducted by City Staff. A representative should be present at any and all inspections.
- F. Every group that uses a concession stand will need to name a snack bar league representative for the user group.
- G. Any group that fails to remove and/or clean the facility will be liable to all charges necessary to do so, including loss of their deposit.
- H. The School District plans to take over the reservation process for the snack shack, and policies and procedures will be forthcoming.

## **XII. BANNERS**

- A. The City requires an application and approval for posting of any banners or signs on field facilities. Any group wishing to display banners on field facilities should request a copy of those regulations prior to arranging for any banners to be posted.

## **XIII. RAIN POLICY**

- A. The City of Millbrae has established a **BALLFIELD HOTLINE** that will be updated Monday through Friday by 2:00 P.M. and Saturday and Sunday by 7:00 A.M. The Hot Line phone number is (650) 259-2405. Please follow any and all guidelines set forth on the recording.

- B. If it rains within 24 hours prior to usage, groups should plan to cancel the planned activities in favor of reduced liability, increased safety, and also to prolong the life of the City's fields, unless the Ballfield Hotline says otherwise.
- C. The City reserves the right to suspend or cancel approved outdoor facility and/or field permits for games or practices for any group on fields deemed unsafe by the City.
- D. Use may also be cancelled for work involving any of the 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, earthquakes, and other natural disasters.

**XIV. UNAUTHORIZED USE OF FACILITIES**

- A. User groups must hold a seasonal coaches meeting. It is the responsibility of each Athletic Field User Group representative to inform each and every coach of rules and procedures to alleviate any difficulties or problems regarding the pre-arranged reservations for field facilities. Groups and/or coaches that do not abide by the Master Schedule for Field Allocations shall jeopardize their organization's use of fields.
- B. If coaches violate the field assignments, the warning process will ensue. The first warning will be verbal (with a written confirmation), with the second being a written notice of violation and probation for the entire user group for up to a one (1) year term. The third violation will result in a one (1) year ban from field use and allocation, with a two (2) year probationary reinstatement. If another offense occurs while said group is on probation, permanent termination from the Athletic Field User Group will occur. All appeals must be made in writing to the Parks & Recreation Commission.