

**CITY OF DIXON
CITY ENGINEER/PUBLIC WORKS DEPARTMENT**

**FACILITY USE POLICY FOR YOUTH AND ADULT SPORTS ORGANIZATIONS
Adopted January 14, 2014**

1) MISSION:

It is the policy of the City of Dixon to maintain its parks and recreational facilities in a safe condition that is aesthetically pleasing. Such facilities shall be made available, when appropriate for the purpose of conducting practice and games for use by;

1. Resident Non-Profit Youth Sports Organizations
2. Resident Non-Profit Adult Sports Organizations

When available, facilities shall be made available for use by;

1. Non-Resident Sports Leagues & Organizations
2. Commercial Sports Leagues & Organizations

2) ESTABLISHING PRIORITY FOR USE:

The City has a limited number of facilities available for use by sports organizations. Often requests are received for use of the same facility by competing groups. The City will use the following procedure to reserve field space.

A seasonal calendar designating field space and concession stand use for all user groups is developed prior to the start of the season. The calendar is negotiated between requesting groups and then submitted to the Parks & Recreation Commission for review. Criteria considered when developing the calendar include:

1. City Use
2. Dixon Unified School District Needs Per Joint Use Agreements
3. Resident Non-Profit Organized Youth Organizations Open to All Dixon Youth That Meet Age, Grade, or Weight Requirements
4. Resident, Non-Profit Youth Organizations That Limit Participation Based On Skill Level, Tryouts or Other Limiting Factors
5. Resident, Non-Profit Adult Organizations
6. All Other Uses

Due to the limited number of facilities, it is important that all user groups work together in order to maximize use and to create schedules that best accommodate each other. When conflicts arise among groups of the same priority ranking, scheduled use will be negotiated between requesting groups. In the event of scheduling conflicts, the Public Works Director shall make a decision based on the following criteria:

- a) Number of likely participants and spectators that will potentially use the fields and concession stand on the any conflicted date(s).

- b) Proximity of the requested concession stand to the organization's game or event.
- c) Tournaments, post-season play, and playoffs shall have priority over regular season games and regular season games shall have priority over practices and clinics.
- d) The availability of other fields to accommodate the event.

Permission to use a concession stand or storage area is limited to those groups that have a Memorandum of Understanding (MOU) with the City. Use of a concession stand is not exclusive to any one group. City staff will notify groups if multiple groups are authorized to use a concession stand in the same season. Once an organization is given written permission to use a concession stand on specific dates and it is included in the organization's MOU with the City of Dixon, the organization will not be forced to allow another group to use the concession stand on the already approved dates. In the event of scheduling conflicts for dates not reserved in an MOU, groups shall have the right to appeal the Public Works Director's decision to the Parks and Recreation Commission and the Commission shall make a recommendation to the City Council for a final decision.

At the end of each season, the group should remove any perishable materials and small equipment. Any large equipment, such as refrigerators or freezers, shall be unplugged and locked or secured to prevent a safety hazard. Any items left in a concession stand at the end of a season are left at the risk of the user group. The City will not be responsible for the loss of materials and equipment stored in a concession stand. The City shall retain a key to each concession area at all times.

3) LIABILITY INSURANCE:

Each group must maintain and provide proof of liability insurance in an amount not less than \$1,000,000, naming the City as additionally insured. This certificate must be on file and updated prior to any use of City Facilities.

4) FACILITIES NOT AVAILABLE FOR ORGANIZED SPORTS USE:

It is the policy of the City of Dixon that neighborhood parks, as well as Women's Improvement Club Park, are not to be used for the purpose of organized sports games. Current neighborhood parks include Patwin, Conejo, and Veterans Park.

5) ADDITIONAL RULES REGARDING TOURNAMENTS, LEAGUES/EVENTS WHERE A DEPOSIT IS CHARGED:

A City of Dixon Facility Use Permit Application must be completed and signed by an adult, 18 or older. Deposit and rental fee is charged at the time of reservation. Once the event has concluded, the amount of refund for the deposit is determined and refunded to the customer, if applicable. Deposit refunds will be processed and mailed approximately 14 working days after the rental. Maximum advance reservation is six months. The certificate

of liability insurance in an amount not less than \$1,000,000, naming the City as additionally insured, must be on file one week prior to rental date.

For an event where a deposit is charged, the refund policy is as follows: Advance notice of 45+ days the City of Dixon retains 10% or \$10, whichever is greater; 15-45 days the City of Dixon retains 50%; 0-15 days the City of Dixon retains 100%. Deposit excluded.

6) SPECIAL EVENT PERMIT:

For some types of events, a Special Event Permit from the Dixon Police Department may be required.

7) DEFINITION OF TERMS:

Resident – Person that lives in the 95620 zip code limits. In regards to an organization, majority of participants are residents.

Non-Resident – Person that does not live within the 95620 zip code limits. In regards to an organization, majority of participants are non-residents.

Non-Profit Organization – Bonafide clubs, organizations or groups that are formed for other than commercial purposes. Non-profit status will be honored only with current proof of non-profit status which includes an IRS Letter of Determination, FTB 199N, FTB 199 or copy of 501(c)(3) status, **and** proof of tax exemption **and** Tax Payer ID number. Non-profit status will be verified with the Franchise Tax Board and/or the Internal Revenue Service.

Commercial Organization – Clubs, organizations, or groups that are formed in the interest of making a profit.

Resident, Non-Profit Youth Organization That Limits Participation Based On Skill Level/Tryouts – Organization or team that is not open to all youth that meet age, grade or weight requirements and limits participation based on skill level, tryouts or other limiting factors. This category does not apply to organizations that are open to all Dixon youth, but may have all-star teams at the conclusion of the season.

8) RESIDENT NON-PROFIT YOUTH SPORTS ORGANIZATION FEE SCHEDULE

<u>Facility</u>	<u>Fee</u>
Aquatic Center	\$26/hour includes 2 guards
Baseball Complex	\$0
Multi-Use Fields	\$0
Softball Fields	\$0
Lighted Fields	\$17/hour/field
Sports Arena	\$20-30/hour

Note 1: Fees are based on the assumption that each organization will perform maintenance associated with their specific use. This maintenance may include lining fields, dragging infields, painting backstops and goals, etc. and ensuring facilities are left clean after use.

Note 2: Refer to Section 12 for additional information.

9) RESIDENT NON-PROFIT ADULT SPORTS ORGANIZATION & RESIDENT, NON-PROFIT YOUTH ORGANIZATION THAT LIMITS PARTICIPATION BASED ON SKILL LEVEL/TRYOUTS FEE SCHEDULE

Facility	Fee
Aquatic Center	NA
Baseball Complex	\$12/hour/field
Multi-Use Fields	\$12/hour/field
Softball Fields	\$12/hour/field
Lighted Fields	\$29/hour/field
Sports Arena	\$20-30/hour

Note 1: Fees are based on the assumption that each organization will perform maintenance associated with their specific use. This maintenance may include lining fields, dragging infields, painting backstops and goals, etc. and ensuring facilities are left clean after use.

Note 2: Refer to Section 12 for additional information.

10) NON-RESIDENT SPORTS LEAGUES & ORGANIZATIONS (INCLUDING TOURNAMENTS, LEAGUES AND GROUPS OF 50+) FEE SCHEDULE

Facility	Non-lit	Lighted
Baseball Fields	\$20 hour/field	\$37 hour/field
Softball Fields	\$20 hour/field	\$37 hour/field
Multi-Use Fields	\$20 hour/field	\$37 hour/field
Sports Arena	\$25-37.50/hour	\$25-37.50/hour
Cleaning/Overtime Deposit	\$100 per field	\$100 per field
Field/Facility Monitor (As Needed)	\$12 per hour	\$12 per hour

Note 1: Refer to Section 12 for additional information.

11) COMMERCIAL SPORTS LEAGUES & ORGANIZATIONS FEE SCHEDULE

Facility	Non-lit	Lighted
Baseball Fields	\$25 hour/field	\$46.25 hour/field
Softball Fields	\$25 hour/field	\$46.25 hour/field
Multi-Use Fields	\$25 hour/field	\$46.25 hour/field
Sports Arena	\$37.00/hour	\$37.00/hour
Cleaning/Overtime Deposit	\$125 per field	\$125 per field
Field/Facility Monitor (As Needed)	\$15 per hour	\$15 per hour

Note 1: Refer to Section 12 for additional information.

12) EXPANDED EXPLANATION OF FEES AND REQUIREMENTS:

A) **Pat Granucci Aquatic Center:**

The Aquatic Center is currently used by two sports groups, the Dixon Dolphins and Dixon High School. For use of the Aquatic Center during the months of March-October the fee for a sports organization to use the pool shall be \$26 per hour which includes the cost of two lifeguards. The fee helps cover the cost of chemicals, utility bills, and regular pool maintenance. An early start up fee may be charged, when applicable. For swim meets, fees range from \$26 - \$65 per hour. A \$35 per hour custodial fee may apply when necessary. A refundable deposit of \$200 will be paid prior to a swim meet.

B) **Baseball Complex:**

This complex is currently used by Dixon Little League, Dixon High School, Dixon Youth Football and Dixon Rugby Football Club.

The fields at the Baseball Complex shall be reserved at no charge to Resident Non-Profit Youth Organizations as long as they are willing to perform maintenance such as lining fields, cleaning up after practice and games, dragging infields, and occasionally painting backstops and storage facilities as needed. Resident Non-Profit Youth Organizations requesting lights shall pay a rate of \$17 per hour per field. Resident, Non-Profit Youth Organizations that limit participation based on skill level/tryouts and Resident Non-Profit Adult Groups will be charged \$12 per hour for use of fields at each park site and \$29 per hour for lighted field space. Other groups will pay \$20 per hour, per field for field space or \$37 per hour for lit field space. A cleaning deposit/overtime deposit will be charged per field and a fee of \$12 per hour will be charged for a field/facility monitor, as needed. Commercial groups will pay an additional 25% surcharge.

C) **Softball Complex:**

This complex is currently used by Dixon Girls Softball and the City's Adult Softball Program, and is rented for numerous other events.

Fields will be reserved for Resident Non-Profit Youth Organizations at no cost as long as they are willing to perform maintenance such as lining and dragging fields for game play, cleaning up after practice and games, and occasionally painting backstops as needed. Youth leagues requesting lights shall pay a rate of \$17 per hour per field. Resident, Non-Profit Youth Organizations that limit participation based on skill level/tryouts and Resident Non-Profit Adult Groups shall pay a rate of \$12 per hour and \$29 per hour for lighted field space. Other groups will pay \$20 per hour, per field for field space or \$37 per hour for lit field space. A cleaning deposit/overtime deposit will be charged per field and a fee of \$12 per hour will be charged for a field/facility monitor, as needed. Commercial groups will pay an additional 25% surcharge.

D) Multi-Use Fields:

Multi-Use fields are available at Northwest Park and Hall Park. Fields are currently used by Dixon Soccer Club, Dixon United Soccer, Dixon Rugby Football Club, and Dixon Youth Football. Fields are also rented for numerous private functions.

Fields will be reserved for Resident Non-Profit Youth Groups at no charge as long as they are willing to perform maintenance such as lining fields, painting goals as needed, and cleaning up after practice and games. Youth leagues requesting lights shall pay a rate of \$17 per hour per field. Resident, Non-Profit Youth Organizations that limit participation based on skill level/tryouts and Resident Non-Profit Adult Groups will be charged \$12 per hour for use of fields at each park site and \$29 per hour for lighted field space. Other groups will pay \$20 per hour, per field for field space or \$37 per hour for lit field space. A cleaning deposit/overtime deposit will be charged per field and a fee of \$12 per hour will be charged for a field/facility monitor, as needed. Commercial groups will pay an additional 25% surcharge.

E) Lighted Fields:

There will be a \$17 per hour per field charge for use of lights, unless otherwise negotiated.

F) Jim B Stevens Arena:

The Jim B. Stevens Arena shall be reserved for Resident Non-Profit Youth and Adult Sports Organizations at a rate of \$20 per hour, if rented for two or more hours. These groups will be charged \$30 per hour if rented for less than two hours at a time. Non-Resident Youth and Adult Sports Organizations will pay a rate of \$25 per hour, if rented for two or more hours and \$37.50 for less than two hours at a time. Commercial groups will pay the commercial rate of \$37.00 per hour with a 2-hour minimum required, however, for a tournament, league, etc., a cleaning deposit/overtime deposit will be charged per event and a fee of \$15 per hour will be charged for a field/facility monitor, as needed. All groups will be expected to leave the complex clean after practice and games. The fee is to help cover utility costs associated with use of the lights and ongoing maintenance as well as staff to open and close the facility.