

D. Approve the Addition of Soccer Field Reservations to Current Fees and Policy Manual and Field Reservation Form for City Baseball/Softball Fields.

Recommendation: Approve the Addition of Soccer Field Reservations to Current Fees and Policy Manual and Field Reservation Form for City Baseball/Softball Fields.



Cathedral City

Fees and Policy Manual
for
Baseball/Softball/Soccer
Field Reservations

City of Cathedral City

SECTION 1 - GENERAL POLICY STATEMENT

1.1 PURPOSE

To set forth the City of Cathedral City's (City) policy governing the establishment of fees to ensure ongoing availability and access of Baseball/Softball/Soccer fields to the public and provide a methodology for pricing and/or subsidy of City services.

The established fees are intended to reflect the City's policy of priority access for Cathedral City residents to use the Baseball/Softball/Soccer fields.

1.2 POLICY AND AUTHORITY

The City Council of Cathedral City approves the collection of established fees. Once adopted, only the City Council has the authority to waive any fees, by including it as an item on the City Council agenda.

City staff is authorized to take all necessary measures to always protect the health and safety of the public in relation to usage of the City Baseball/Softball/Soccer fields and to determine designated areas public access and use.

City staff may deny an application for the following reasons:

- Applicant violates the conditions of the Baseball/Softball/Soccer Field Reservation Application (current or prior permit).
- Applicant violates the City's rules or regulations relating to the use of the Baseball/Softball/Soccer fields.
- Failure to cooperate with City staff.
- Previous incidents where the Baseball/Softball/Soccer field use resulted in damage to City property.
- The proposed use is not consistent with the recreational purposes for which the Baseball/Softball/Soccer field has been approved.

1.3 RESIDENT PRIORITY FOR RECREATION SERVICES

Cathedral City residents have priority usage of the City's Baseball/Softball/Soccer fields. Applicants residing outside of Cathedral City boundaries will be required to pay additional charges for reservations and use of Baseball/Softball/Soccer fields as provided in Section 3 – Baseball/Softball/Soccer Field Reservation Fee Structure.

1.4 PRICING AND COST REDUCTION

The City's Baseball/Softball/Soccer fields are designed to complement other Cathedral City facilities available throughout the community for all residents to have a reasonable opportunity to participate in recreation. Additionally, the city promotes and supports sport, active living, and cultural organizations that aim to build social cohesion while increasing opportunities for recreation and physical activity.

SECTION 2 – BASEBALL/SOFTBALL/SOCCER FIELD RESERVATIONS

The city seeks to maximize the use of Cathedral City Baseball/Softball/Soccer fields to meet the recreational needs of the community effectively and efficiently. Baseball/Softball/Soccer fields may be reserved by individuals or organizations when not in use for scheduled City activities.

Concessions stands can be reserved in conjunction with a Baseball/Softball/Soccer field reservation for an additional cost. The use of concession stands without a Baseball/Softball/Soccer field reservation will not be allowed, unless approved by the city prior to use.

2.1 CLASSIFICATIONS

The classifications listed below have been developed to aid City staff in qualifying Baseball/Softball/Soccer field use applicants into the appropriate fee category as outlined in Section 3 – Baseball/Softball/Soccer Field Reservation Fee Structure.

- **Cathedral City Residents:** Those users that reside within the geographic boundaries of the City of Cathedral City.
- **Non-Residents:** Those users that reside outside the geographic boundaries of the City of Cathedral City.
- **Non-Profit Group:** Defined as non-commercial use, which serves the public where no admission fee, vendor fee and/or donation is requested or received. This usage is reserved for public events/meetings that are for the public that may include non-profit organizations and government use. Non-profit organizations must meet Cathedral City criteria to be classified as non-profit by providing proof of tax-exempt status pursuant to 26 U.S.C. 501(c)(3). For athletic fields, only recognized recreational youth sports organization regular season practice and recreational league play is recognized in this category. Invitational tournaments, exclusive club teams, All-star and travel teams, and adult leagues are considered Commercial Groups.
- **Commercial Group:** Defined as all other uses that do not meet the criteria for Community or Private Functions for Residents or Non-Residents. All businesses, regardless of whether a fee is charged, or a product is being sold, fall within this classification.

2.2 RESERVATION REQUIREMENTS

Baseball/Softball/Soccer field reservations shall be issued on a first-come, first-serve basis of receipt of Baseball/Softball/Soccer Field Use Application, subject to availability. All Field Use Applications requesting reservations for multiple years may be subject to a special agreement and/or City Council approval. All persons, organizations or groups who desire to use Cathedral City Baseball/Softball/Soccer Field(s) shall apply for use on the Baseball/Softball/Soccer Field Use Application provided by the City. The applicant shall furnish all information as required to determine if said program or use will be permitted. At the discretion of the City of Cathedral City, depending on the nature of the use requested, all or some of the following conditions of use may be required:

- Proof of insurance for Comprehensive General Liability in the minimum amount of \$1,000,000 per occurrence/\$2,000,000 general aggregate or property damage including fire and legal liability may be required. The City of Cathedral City must be named as the “additional insured” on the users’ policy as it pertains to the use of City of Cathedral City Baseball/Softball/Soccer Fields.

- Those using Cathedral City Baseball/Softball/Soccer Field(s) shall be responsible for any damage, which occurs with their use of the Baseball/Softball/Soccer Field(s).
- Some usage may require additional permits/approvals from the city or county depending on location and nature of event. All additional permits are the responsibility of the applicant.
- If a group fails to attend their reserved park time for three consecutive occurrences, they will be ineligible to reserve fields at the City's discretion.

2.3 PAYMENT AND REFUNDS

The following regulations have been established to help ensure proper protocol for payments and refunds regarding the reservations of Cathedral City Baseball/Softball/Soccer Fields.

- All applicable Baseball/Softball/Soccer field reservation fees and deposits must be paid in full at the time of reservation and not less than 14 days prior to scheduled event.
- All long-term reservations must be paid in full monthly. Monthly payment must be made not less than 14 days prior to the first calendar day of each month.
- Administrative fees for reservations are one-time fees and are non-refundable.
- All reservation fees and deposits will be refunded if the reservation is canceled by the City of Cathedral City.
 - Athletic field uses will be canceled by the City if it is scheduled to rain at the time of the reservation, if there is lightning present, or fields are not in playable condition. If use cannot be rescheduled, a full refund will be processed. Groups wishing to cancel due to potential inclement weather must do so 5 days prior to the scheduled use. Fees will be applied to the rescheduled use date.
- The city processes payments on the second and fourth Wednesdays of each month. Depending on where a reservation falls in the payment cycle it may take a maximum of three weeks for refunds to be processed and mailed to the user of baseball/softball field(s).

2.4 CLEANING AND SECURITY DEPOSITS

Reservation of Cathedral City Baseball/Softball/Soccer field(s) require a cleaning/security deposit. The Cleaning/Security deposit is due immediately to hold reservation. The cleaning/security deposit is refundable if the Baseball/Softball/Soccer field(s) and/or concession stand has been returned in the same conditions as it was delivered. The City shall determine the amount of deposit required above the minimum when the applied use is likely to cause wear and tear on the reservation beyond that expected for typical use. The cleaning/security deposit is due with the Baseball/Softball/Soccer Field Use Application and will be held until after the scheduled use. If field is left in a clean and undamaged condition and all city rules and regulations have been followed, then the deposit will be refunded in full. The deposit will be refunded within 3-4 weeks after the event, except under the following conditions:

- The Baseball/Softball/Soccer Field and/or Concession Stand is left dirty or damaged.
- The group has not left their Baseball/Softball/Soccer field reservation on time. (Any group staying later than originally reserved time will be charged at one and one-half times the regular reservation fee.)
- City property/equipment has been defaced, lost, damaged, or destroyed.
- All damages to the Baseball/Softball/Soccer field and/or concession stand caused by the user are

the responsibility of user. Cost of repairs as determined by City Staff will be retained by the city and deducted from the deposit. If the cost of damages exceeds the amount available from deposit, user shall remit balance of cost upon receipt of invoice.

- Any other condition/circumstance deemed unacceptable by the City Staff.

2.5 CANCELLATION POLICY

- Applicant must email their cancellation request to the Engineering Division at, engineering@cathedralcity.gov. Applicants should also call to notify the Engineering Division.
- If a group fails to attend their reserved park time for three consecutive occurrences, they will be ineligible to reserve fields at the park in the future.
- Cancellations must be made at least 30 days in advance of scheduled reservation date to receive a full refund of any fees paid.
- Cancellations made more than 72 hours in advance of scheduled reservation date will forfeit a partial reservation fee of 50%.
- Cancellations less than 72 hours will not be refunded.

SECTION 3 – BASEBALL/SOFTBALL/SOCCER FIELD RESERVATION FEE STRUCTURE

The City of Cathedral City operates parks with a variety of reservable spaces including Baseball/Softball/Soccer fields and Concession Stands. The Baseball/Softball/Soccer Fields and Concession Stands listed below are available for reservation when not in use by the City of Cathedral City.

3.1 BASEBALL/SOFTBALL/SOCCER FIELDS AND CONCESSION STANDS

Baseball/Softball fields are available at the Ocotillo Park, Panorama Park, and Century Park. Soccer fields are available at the Dennis Keat Soccer Park. Concession stands are available at Ocotillo Park, Panorama Park, and Dennis Keat Soccer Park. Below, you can find Baseball/Softball/Soccer Fields and Concession Stands available for reservation.

Baseball/Softball/Soccer Field Locations Available

Ocotillo Park	Panorama Park	Century Park	Dennis Keat Soccer Park
Lights <input type="checkbox"/>	Lights Unavailable	Lights Unavailable	Lights <input type="checkbox"/>
Baseball/Softball Field <input type="checkbox"/>	Baseball/Softball Field <input type="checkbox"/>	Baseball/Softball Field <input type="checkbox"/>	Soccer Field <input type="checkbox"/>
Concession Stand <input type="checkbox"/>	Concession Stand <input type="checkbox"/>	Concession Stand Unavailable	Indicate Fields being used (Refer to Field Map): _____
			Concession Stand <input type="checkbox"/>

Rates for Baseball/Softball/Soccer fields and Concession Stands are listed below and separated by resident and nonresident rates.

Organized Baseball/Softball/Soccer Group	Resident Rate	Non-Resident Rate	Non-Profit Group	Commercial Group
Daytime Field Use Fee	\$30/hr.	\$35/hr.	\$10/hr.	\$40/hr.

Maximum Daytime Field Use Fee	\$225/8hrs.	\$262/8hrs.	\$75/8hrs.	\$300/8hrs.
Lighted Field Use	\$30/hr.	\$40/hr.	\$30/hr.	\$60/hr.
Field Preparation	\$60/Field	\$60/Field	\$60/Field	\$60/Field
Field Cleaning/Security Deposit	\$275/Permit	\$275/Permit	\$275/Permit	\$275/Permit
Administrative Fee	\$20/Permit	\$30/Permit	\$20/Permit	\$40/Permit
Concession Stand Use Fee	\$25/hour	\$30/hour	\$25/hour	\$35/hour
Concession Stand Security Deposit	\$500/Permit	\$500/Permit	\$500/Permit	\$500/Permit

3.2 FEE STRUCTURE DEFINITIONS

- Daytime Field Use Fee: The fee for reserving an available Baseball/Softball/Soccer field during daylight hours.
- Maximum Daytime Field Use Fee: The highest fee an applicant is expected to pay for a daytime field reservation. The hours of daytime reservation will be from 7 a.m. to 5 p.m.
- Lighted Field Use: The timeframe for using the field after 5 p.m., necessitating field light usage.
- Field Preparation Fee: "Field Preparation" covers general field maintenance and upkeep. Please note: that this fee does not include field striping or providing additional sports equipment that is not already offered at the park. Payment depends on the quantity of times an applicant requests to prepare the field.
- Field Cleaning/Security Deposit: A one-time deposit is required per application. Detailed information can be found in Section 2.4, "Cleaning and Security Deposits."
- Administrative Fee: Non-refundable one-time fee for reservations.
- Concession Stand: Payment required for reserving an available concession stand.
- Concession Stand Security Deposit: A one-time deposit required per application. Detailed information can be found in Section 2.4, "Cleaning and Security Deposits."

BASEBALL/SOFTBALL/SOCCER FIELD RESERVATION APPLICATION

This application, when properly filled out, approved, and signed by the authorized representative becomes a permit to use the facilities described for the time(s) and purpose herein set forth. The applicant agrees to abide by the terms, rules and regulations of this permit set forth on the attached pages, Fees and Policy Manual, and other regulations of the City of Cathedral City established for the use of these premises and to pay such fees as may be required.

Applicant:

Name of Applicant: _____ Non-Profit: No Yes Tax ID: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Purpose of Reservation: _____

Applicants should be prepared to provide further information if requested to facilitate the approval process.

Baseball/Softball/Soccer Field Reservation Request:

Name and Location: _____

Frequency of Use: Monthly Bi-Weekly Weekly Single Use Day(s) of the week: Mon Tues Wed Thurs Fri Sat Sun

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Description of Activity: _____

Requested Park Location:

Ocotillo Park	Panorama Park	Century Park	Dennis Keat Soccer Park
Lights <input type="checkbox"/>	Lights Unavailable	Lights Unavailable	Lights <input type="checkbox"/>
Baseball/Softball Field <input type="checkbox"/>	Baseball/Softball Field <input type="checkbox"/>	Baseball/Softball Field <input type="checkbox"/>	Soccer Field <input type="checkbox"/>
Concession Stand <input type="checkbox"/>	Concession Stand <input type="checkbox"/>	Concession Stand Unavailable	Indicate Fields being used (Refer to Field Map): _____
			Concession Stand <input type="checkbox"/>

FACILITY USE RULES

GENERAL REGULATIONS:

Initials

1. All fees must be paid in full at the time of reservation.
2. No alcohol, smoking or illegal drugs are allowed on park premises, including parking lots, parks, restrooms, baseball/softball/soccer fields, etc. If violations are found, the function will not be allowed to continue, the cleaning deposit will be forfeited, and the authorities will be notified.
3. Selling of merchandise, food, entrance fees and/or tickets is allowed through use of concession stands and prior approval. Concession stands may only be reserved in conjunction with a field reservation.
4. No destruction of City property is allowed.
5. Ensure that all fields and facilities of the park remain clean and in good condition after each use.
6. Applicant shall comply with all local, state, and federal laws and regulations applicable to the services required hereunder, including any rule, regulation or bylaw governing the conduct or performance of the applicant and/or its employees, officers, board members, and volunteers.
7. Applicant agrees to abide by all oral or written laws, regulations, rules, and policies connected with the reservation of this facility.
8. Any event must end no later than one half hour before the time that the park facility is to be vacated as per the reservation agreement. Reservation times include the applicant's set-up and clean-up.

CLEANING REGULATIONS:

Initials

9. Facility must be left cleaned and free of trash to ensure deposit return.
10. Deposit all trash, including bottle, cans, cups, and paper in the proper trash and recycling.
11. All equipment must be returned to its proper place.

RESERVATION REQUIREMENTS:

Initials

12. Applicants must provide photo ID and be at least 21 years of age.
13. Weekday reservations are for a minimum of two hours. Weekend reservations are for a minimum of four hours.
14. Cancellations must be submitted in writing 30 days prior to the event for a full refund. Cancellations made more than 72 hours in advance of scheduled reservation will forfeit a partial reservation of 50%. Cancellations within 72 hours or less will result in the forfeiture of the entire payment. Deposit will be refunded in accordance with reservation policy found in the Fees and Policy Manual.
15. The applicant is obligated to utilize the designated and reserved softball/baseball/soccer field. Failure to comply with this requirement shall result in potential consequences as determined as outlined in the Fees and Policy Manual.
16. Applicant understands and agrees that the City of Cathedral City has the right to revoke the permit at any time.
17. Applicant shall provide a certificate of general liability insurance in the minimum amount as outlined in the Fees and Policy Manual.

Applicant Signature

Date

Authorized Cathedral City Official Signature

Date

CATHEDRAL CITY CONTACT INFORMATION

To make changes to your park/field reservation, contact engineering@cathedralcity.gov and contact City Hall Monday through Friday from 8:00 am to 12:00 noon and 1:00 pm to 4:30 pm at 760-770-0340 or City Hall 68700 Ave Lalo Guerrero, Cathedral City, CA 92234.

At the time of event, an informational poster can be found at each Baseball/Softball/Soccer field which includes contact information in case of an issue during the event.

The City reserves the right to revoke this reservation permit at any time

WAIVER AND RELEASE OF LIABILITY AGREEMENT TO INDEMNIFY THE CITY OF CATHEDRAL CITY

The undersigned hereby acknowledges that he/she/they agree to rent from the City of Cathedral City the above-mentioned facility. In connection herewith, the undersigned hereby releases the City of Cathedral City, its present and future directors, officers, employees, agents and representatives from any and all claims, costs, expenses, demands, debts, controversies, damages and causes of action, which the undersigned may now have or may hereafter have by reason of use and/or reservation of the property. Except as may result from the sole negligence or willful misconduct of the City of Cathedral City.

The undersigned further agrees to indemnify and hold harmless the City of Cathedral City from any and all claims, cost, expenses, demands, debts, controversies, damages and causes of action, including claims of exposure to communicable diseases, of any third party arising from the use and/or reservation of the property during the time period the property is rented to the undersigned.

The undersigned further agrees to waive any and all rights provided by Section 1542 of the California Civil Code which provides: "A general release does not extend to claims which the creditor does not know or suspect to exist in favor at the time or executing the release which, if known to him, must have materially affected his settlement with the debtor."

The undersigned acknowledges and agrees that the City of Cathedral City reserves the right to revoke the permit for park usage at any time, without prior notice or cause, at the sole discretion of the City. The undersigned understands that the revocation of the permit may occur prior to the scheduled date of use or during the permitted event.

THE UNDERSIGNED HAS CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTANDS ITS CONTENTS. THE UNDERSIGNED IS AWARE THAT THIS IS A RELEASE OF LIABILITY BETWEEN THE UNDERSIGNED AND THE CITY OF CATHEDRAL CITY AND/OR ITS AFFILIATES AND ORGANIZATIONS AND SIGNS IT OF THEIR FREE WILL.

Executed this _____ day of _____ 20____ in, _____ California

Print Applicant Name

Applicant Signature

Authorized Cathedral City Official Signature