



Park and Recreation Commission

City of Arts & Innovation

**TO: HONORABLE PARK AND RECREATION
COMMISSION MEMBERS**

DATE: JUNE 19, 2017

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

**SUBJECT: OVERVIEW OF THE FACILITIES SECTION OPERATIONS AND OUTDOOR
ATHLETIC FACILITIES ALLOCATION PROCESS**

ISSUE:

Receive an overview of the Facilities Section operations and outdoor athletic field allocation process.

RECOMMENDATION:

That the Park and Recreation Commission provide feedback, and receive the report for file.

BACKGROUND:

The Parks, Recreation and Community Services Department (PRCSD), through its Recreation Division Facilities Section is responsible for City-wide special events and sponsorship processing, permitting and reservations of PRCSD outdoor facilities, picnic shelter reservations, and monitoring of outdoor athletic facility joint use agreements.

Throughout the year, about 33% of Facilities Section Staff's time is dedicated to administering the allocation and reservation of more than 90 City-owned and operated outdoor sports fields/facilities among more than 65 user groups consisting of residents, non-residents, non-profits, and private organizations.

DISCUSSION:

Use of City-owned outdoor sports fields/facilities are permitted for use Monday – Sunday, 7:00 a.m. – 10:00 p.m. for a minimum reservation period of two hours. However, use time may be modified to accommodate restrictions in place for national holidays and specific park restrictions.

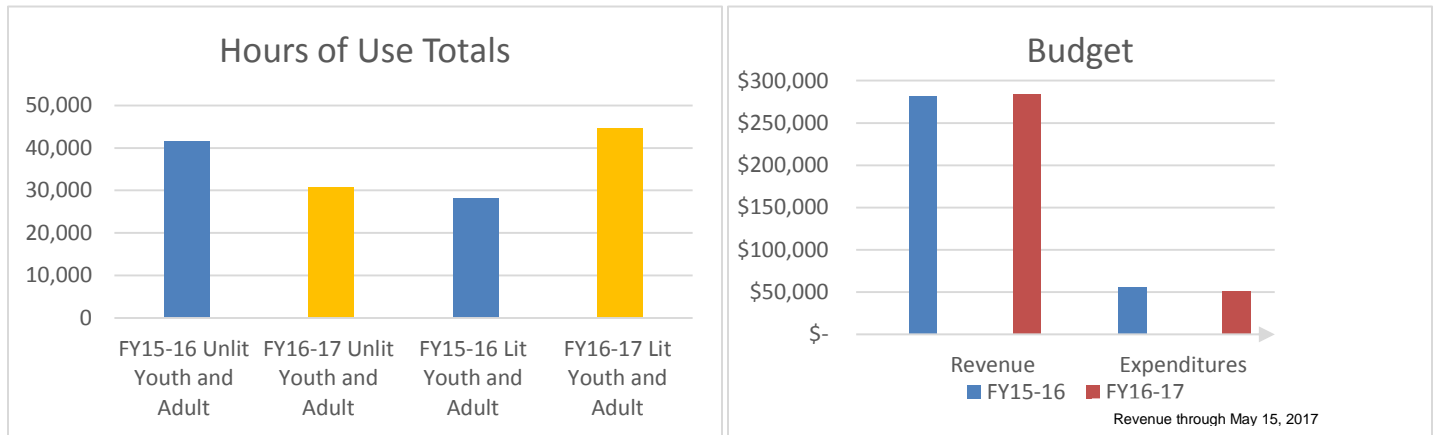
An individual resident, non-resident, or group of residents or non-residents using the fields/facilities for personal use or a non-profit sports organization in good standing is eligible to apply for one-time or seasonal use of outdoor sports fields/facilities. Priority is given to internal City use and then re-occurring resident youth and adult user groups. New resident and non-resident use is allocated after the reoccurring user groups have been assigned their areas.

Seasonal allocation periods are scheduled bi-annually in May and November. Allocation for sports in their primary season take precedence over other requests. Softball and baseball's primary season is February through June; football/soccer and La Crosse's primary season is

August through December. Non-primary sports facility applications are permitted once the primary season requests have been allocated.

Facility permits are distributed once the applicant/user group submits the following documentations: completed Facility Reservation Application, league information sheet, contact card, processing fee per allocation, deposit, credit card authorization form, insurance, team/league roster, proof of non-profit status, and initial payment based on payment plan.

The facilities section staff creates more than 500 reservation permits annually that reserve more than 75,000 hours of lit and unlit use of outdoor sports fields/facilities. In fiscal year 2015-16, the facilities section generated over \$280,000 in revenue and is on target to exceed \$300,000 in fiscal year 2016-17.



Types of sports facilities include baseball, multi-use, rugby, sand volleyball, softball, synthetic turf fields, cross-country course, and tennis courts. Youth and adult user groups host practices, games and national tournaments in a variety of sports including baseball, cross country, football, kickball, La Crosse, rugby, soccer, softball, sand volleyball, and tennis. The attached presentation provides a more detailed explanation of the allocation process and the use, types, allocation, quantity, and fees related to the PRSCD sports fields and facilities.

The tables below outlines the rental fees for use of athletic facilities;

Type	Fee	Type	Fee	Type	Fee
Youth Field Lit	\$9 ph	Youth and Adult Turf Field unlit	\$54 ph	Processing Fee (per permit)	\$25
Youth Field Unlit	\$2 ph	Tournament Unlit Field-Resident	\$18 ph	Non-compliance fee (per offense)	\$50
Adult Field Unlit	\$18 ph	Tournament Lit Field-Resident	\$36 ph	Key deposit (per key)	\$35
Adult Field Lit	\$36 ph	Tournament Unlit Non-Resident	\$27 ph	Staff Fee (per hour)	\$18
Youth and Adult Turf Field lit	\$70 ph	Tournament Lit Non-Resident	\$54 ph	Tennis/Volleyball/Basketball Courts	\$5

The rental fees for use of athletic facilities, per Resolution No. 21960 range from \$2 - \$52 per hour, depending on the user group classification. Additional requirements may include: (a) proof of residency, (b) non-profit status and (c) insurance (levels depends on class type/risk).

The facilities section will continue to administer the allocation and reservation of City-owned sports fields that are safe, well maintained and aesthetically appealing to all users.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Robin A. Metz, Recreation Superintendent

Approved by: Adolfo Cruz, Parks, Recreation and Community Services Director

Approved by: Alexander T. Nguyen, Assistant City Manager

Attachments:

1. PowerPoint Presentation
2. Fees & Charges Resolution
3. Facility Request Application
4. League Information Sheet
5. Contact Card