

CITY OF POMONA

Community Services Division



Athletic Field Manual

Community Services Division
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POMONA

Vibrant. Safe. Beautiful.

Community Services believes that the more positive, family-friendly activities you bring into local parks, the safer the parks and their surrounding neighborhoods become. Simply put, the good activities will help deter the bad activities.

The City of Pomona supports athletic participation for youth as part of a healthy and safe lifestyle with a balance of family, education, and community service. The City encourages involvement in diverse sports such as baseball, football, soccer, softball and other sports that are positive alternatives and help assist youth in learning new sports and techniques to become an all-around athlete, scholar, and citizen.

The City of Pomona is pleased to offer athletic fields and facilities to the residents of the City of Pomona and the public. The City of Pomona's goal is to allocate athletic fields to qualified applicants based on residency and need in accordance to seasonal play and field availability, as indicated in this manual.

This information provided in the Athletic Field Manual is intended to describe the application procedure, rules, and regulations for use of such facilities. Limited use of public recreation facilities by individuals, groups, or organizations for recreational or public services may be granted by the Community Services Division, subject to the following rules, regulations, procedures, and conditions.

***DISCLOSURE:** The City of Pomona reserves the right to review, inspect, question, cancel and/or revoke a Facilities Use Permit or scheduled activity for reasons not limited to liability, scheduling conflicts, public health, and safety. The City may deem it necessary to make amendments to this document to protect the community and City from any unforeseen situations or conditions that may arise after final approval is granted.*

KEEPING POMONA'S PARKS BEAUTIFUL AND SAFE

The City of Pomona takes pride in providing safe parks for everyone. As potential users of the athletic fields and facilities, the City relies on community members, leagues, and visitors to report any hazards, potential hazards, or unsafe conditions to the Community Services Division, so that the issue can be directed to the appropriate Department. Please call Pomona Police Department non-emergency line to report any illegal activity and 911 for emergencies.

YOUTH SPORTS COMMITTEE

The Youth Sports Committee was established to provide an avenue for the various youth sports league representatives to network, discuss park and field maintenance, field scheduling conflict issues, share sports trends, present ideas, and build rapport. The Committee has served to create a working relationship between the community leagues and the City of Pomona.

The purpose of the Youth Sports Committee is to:

- Advise and recommend field allocation for youth sports leagues requesting fields as needed.
- Provide City staff with an update on sports trends.
- Advise City staff on field maintenance issues at the various parks and sports field sites.
- Provide an avenue for networking with Pomona youth sports leagues.
- Strengthen and build a sense of community.
- Serve as City partners for positive park activities and reporters of park concerns or misuse of facilities.
- Assist staff in the coordination of shared field usage, as needed.
- Assist in the development of new policies and procedure for this manual.

The Youth Sports Committee meetings are held in January, March, May, June (optional), September, and November on the second Thursday of each month at various City community centers. The Committee members are comprised of one (1) representative (President or Board Member) from a 90% Pomona-based resident youth sports league registered with the Community Services Division. Committee members or representatives are encouraged to attend meetings.

Youth sports leagues that meet the City of Pomona 90% Pomona residency requirements are eligible to join the Youth Sports Committee. Youth leagues requesting inclusion as a 90% Pomona-based resident youth sports league may be asked to make a presentation before the Youth Sports Committee as an introduction to the Committee; must meet the Group A documentation requirements as described in this manual; and must maintain a good financial standing with the City of Pomona.

GROUP CLASSIFICATION

Youth sports leagues seeking allocation of fields as a 90% Pomona-based resident youth sports league under Group A classification will be asked to make a presentation to the Youth Sports Committee as part of their inclusion process. Leagues under Groups B and C may be asked by the Community Services Division to conduct a presentation before the Youth Sports Committee as an introduction of a new user group in the City of Pomona.

The Community Services Division will make final allocation decision of fields for all Groups.

Primary: City of Pomona sponsored and co-sponsored events.

Group A: Youth, non-profit leagues or organizations based in the City of Pomona, with an official address within City limits, serving 90% Pomona youth.

Group B: Youth, non-profit leagues or organizations based in the City of Pomona, with an official address within City limits, serving 75% Pomona youth.

Group C: Youth and adult leagues, user groups or organizations that have been permitted athletic fields in a twelve-month period and in good standing with the City of Pomona, will be considered by the Community Services Division for a Facilities Use Permit. This group is not residency-based.

SEASONAL USE SCHEDULE

Natural Turf

- Baseball and Softball Traditional Seasonal Use:
January 15 - July 31
August 1-September 30 **Fields Closed:** Maintenance and Renovations

- Baseball and Softball Non-Traditional Seasonal Use:
October 1 - November 30
December 15 - January 14 **Fields Closed:** Maintenance and Renovations

- Football Traditional Seasonal Use:
July 1 - December 1

- Soccer Traditional Seasonal Use:
February 1- April 30 **Fields Closed:** Maintenance and Renovations
May 1 – December 15

- Football and Soccer Non-Traditional Season Use:
December 1 - January 31

Natural Turf Sports fields are available from 8:00 a.m. - 10:00 p.m. daily.

Veterans Park Soccer Complex-Synthetic Turf

- Veterans Park Soccer Complex is operated year round with exceptions to major holidays.
- Tournaments: Selected weekends.

Use of Veterans Park Soccer Complex is limited to 8:00 a.m. – 9:30 p.m. daily. Park curfew is 10:00 p.m. - 7:00 a.m. Synthetic athletic fields may be closed on major holidays, unless a permit has been issued for tournament usage.

APPLICATION PROCESS

An **Athletic Field and Facility Application** (Appendix A) can be obtained by contacting the Community Services Office at (909) 620-2301. Completed applications must be submitted at least thirty (30) days prior to regular season (practice/game schedules) and sixty (60) days for tournaments.

An application must be completed in its entirety for consideration. Information omitted from the application may result in denial of the request or delay of the reservation process. It is important that the applicant understands that the completion of an application is **not** a guarantee that a reservation will be granted. Persons requesting the use of athletic fields and facilities must be at least 18 years of age. Any applicant providing false information to the Community Services Division regarding residency, non-profit status, insurance, or number of attendees, etc. may be prohibited from renting athletic fields and/or the Veterans Park Soccer Complex. The submittal of an application does not guarantee athletic field allocation.

Applicants will be notified by e-mail or phone regarding the status of their application or to schedule an appointment to proceed with the allocation of athletic field use. Only when all required documentation and fees are submitted and approval has been granted, will a Facilities Use Permit be issued for said athletic field. Various factors may cause a reservation to be denied, including field availability, required maintenance/repairs, or field turf dormancy.

Following submittal of an application for field use in the City of Pomona, a newly established youth league may be asked to make a presentation before the Youth Sports Committee, as an introduction to the Committee. There is a waiting period of up to one (1) year for allocation of athletic field usage for new youth sports leagues requesting inclusion as a 90% Pomona resident-based non-profit 501(c) 3 organization. The Community Services Division may decide on an earlier field allocation should an athletic vacancy exist. The submittal of an application does not guarantee athletic field allocation during the waiting period of up to one (1) year or upon submittal of an application.

COMPLIANCE DOCUMENTATION REQUIREMENTS

Group A: The following documents are required for Group A/Tier I fee schedule.

- City Business License
- Insurance Certificate of Liability and an Additional Insured Endorsement as stated on page 9. *Must include number of teams or youth covered by insurance.*
- Signed Hold Harmless/Indemnification Agreement Form
- By-Laws of Incorporation
- Executive Board of Directors **Verification of residency (Driver's License, CA-ID and utility bill); must state the Board Member's name and address in the City of Pomona.*
- Non-Profit 501(c) 3 Status or similar IRS and State of California documentation. *Leagues must provide verification of filing IRS 990 form with Tax I.D # and State 199 forms with Entity # for system verification. Annual e-mail verification accepted.*
- Team Rosters (Appendix B)
*Team roster shall include name of team and coaches; players will include name and address, and school attending. *The City of Pomona Community Services Division may view protected information of minor players for the purpose of residency verification. Supporting documentation may be requested.*
- Proposed Field Use schedules for practice, games, and lights
Submit with application
- Declaration of Background Checks on League's letterhead.
League Presidents are responsible to declare that anyone working with minors or have a personal contact with youth such as coaches, board members, or volunteers must be screened for any violation(s) against children, violence, or felonies preventing them from working in that environment i.e. Megan's Law, fingerprinted by local authorities, or processed by the Department of Justice (DOJ). Please identify method of verification and agency

Group B: The following documents are required for Group B/Tier II fee schedule.

- City Business License
- Insurance Certificate of Liability and Additional Insured Endorsement with appropriate wording as stated on page 9. *Must include number of teams or youth covered by the insurance.*
- Signed Hold Harmless/Indemnification Agreement Form
- By-Laws of Incorporation
- Executive Board of Directors*
Verification of residency (Driver's License, CA-ID and utility bill); must state the Board member's name and address in the City of Pomona.
- Non-Profit 501(c) 3 Status or similar: IRS and State of California documentation. *Leagues must provide email verification of filing IRS 990*

form with Tax I.D. # and State 199 forms with Entity # for system verification.

- **Team Rosters (Appendix B)**
Team Rosters shall include name of team and coaches; players will include name and address, and school attending. The City of Pomona Community Services Division may view protected information of minor players for the purpose of residency verification. Supporting documentation may be required.
- **Proposed Field Use schedules for practice, games and lights.**
Submit with application.
- **Declaration of Background checks on League's letterhead.**
League Presidents are responsible to declare that anyone working with minors or has personal contact with a youth such as coaches, board members, or volunteers must be screened for any violation(s) against children, violence or felonies preventing them from working in that environment i.e. Megan's Law, fingerprinted by local authorities or processed by the Department of Justice (DOJ). Please submit method of verification and agency.

Leagues are responsible for providing a copy of the league's board minutes of any changes to the executive membership, which includes President, Vice President, Secretary and Treasurer. This applies only to groups A and B.

Group C: The following documents are required for Groups C Tier III fee schedule.

- Certificate of Liability of Insurance and Additional Insured Endorsement with appropriate wording as stated on page 9.
- Signed Hold Harmless/Indemnification Agreement Form
- City Business License (Youth and Adult For Profit Organizations)*
- Proposed Field Usage/Light Schedule

***City Business License**

All Leagues, User Groups, and organizations are required to submit a copy of a current and active City Business license. Fees may be waived for non-profit organizations, if appropriate tax documentation is presented. A business license can be obtained through the City's Business License Department located at 505 South Garey Avenue at City Hall.

APPLICANT LIABILITY

The City of Pomona, the Community Services Division, or any of its staff or representatives are not responsible for bodily injury or loss/damage to personal property occurring on, at, or due to use of any City of Pomona sports field or facility. For activities or events involving minors, the applicant shall ensure that one (1) supervising adult is available for every ten (10) minors.

The applicant is responsible for the conduct of his/her players, coaches, spectators, and any contracted employees related to the rental. Community Services staff, City

police, or authorized security reserve the right and maintain the authority to cancel any game or entire event in the interest of public safety. Refunds will not be credited or returned should your game or event be cancelled for reasons including, but not limited to misconduct, time overages, and or damages. Additional fees may apply.

Hold Harmless/Indemnification Agreement and Liability Insurance

Applicant will be required to submit with the initial application a signed hold harmless/indemnification agreement limiting the liability to the City of Pomona.

Insurance documentation will be reviewed by the City of Pomona Risk Management Division for approval prior to the issuance of a Facility Use Permit (FUP).

Applicant and/or user group(s) must provide the following minimum insurance requirements:

Two million dollar (\$2,000,000) Comprehensive Liability Insurance Policy that includes the following insurance coverage:

- General Aggregate of \$2,000,000
- Product-Com/Op Aggregate of \$2,000,00
- Personal and Adv Injury of \$1,000,000
- Each Occurrence of \$1,000,000
- Fire Damage of \$50,000
- Medical Expense (Any Person) \$5,000
- Cancellation language deleted or removed as required.
- Additional Insured Endorsement: This document names the City of Pomona as additional insured including its elected or appointed officials, directors, officers, agents, employees, volunteers, or contractors.

The following Primary Language must be included to state that: *“This policy shall be primary as respects to any claims related to the named event or activity. Any insurance, pooled coverage or self-insurance maintained by the City of Pomona, its elected or appointed officials, directors, officers, agents, employees, volunteers, or contractors shall not contribute to it”. Endorsement must be signed by an authorized representative of the insurance company.*

A youth player that is registered with multiple sports leagues at the same time is required to be properly covered by each of those particular leagues on their insurance policy.

FIELD ALLOCATION PROCESS

Field allocations are based on group classifications, residency, athletic field availability, and good financial standing with the City of Pomona. The completion of an application along with other documents will be required. The submittal of an application does not guarantee athletic field allocation after the waiting period of up

to one (1) year or upon submittal of an application. Applicants must obey maximum occupancy rates as posted in each facility.

The Community Services Division will determine field allocation for the approved leagues based on the number of available sports fields, practice and game schedules, number of teams registered verified under the Group Classifications, and assigned league boundaries. It is the goal of the Community Services Division to accommodate as many approved leagues as possible in good standing with the City of Pomona.

The City of Pomona encourages all leagues to responsibly manage the number of teams practicing or playing games on assigned athletic fields in the City of Pomona in an effort to prevent an over abundance of players/teams encroaching onto other league fields without authorization. The City of Pomona Community Services Division is not obligated to accommodate any league or user group with additional fields, days and/or hours because of an increase in players and team registrations that exceed their assigned athletic fields from the City of Pomona.

Athletic fields may be closed on City Observed Holidays. However, applicants may complete a Facility Application and request to reserve fields for tournaments on City Holidays. Requests must be submitted sixty (60) in advance and require the approval of the Community Services Manager.

Field Exchange or Sublet

Only City of Pomona Community Services staff is authorized to assign and allocate athletic fields and facilities. Users are prohibited from exchanging or subletting fields. Exchange or subletting of fields may result in revocation of permits for all parties. Please contact the Community Services Division if users have been permitted to use a field and have determined that it will be used.

Keys may be made available to user groups for amenities to specific athletic fields e.g. restrooms, concession stands, dugouts, etc. A key request form must be completed and the league is responsible for returning the key per the agreement. The key may not be duplicated. The organization will be held responsible for the keys issued.

GROUP CLASSIFICATIONS

Group A classification users will have athletic field use priority during their traditional league season for activities such as practice and games. This primary user will meet the documentation requirements, maintain good financial standing with City of Pomona, and uphold the code of conduct on City athletic fields and facilities. Group A organizations must operate the league within City limits, meet

the documentation requirements, and maintain 90% Pomona resident participants during their usage of City fields.

Group B classification users will have athletic field use upon availability for their traditional league season activities such as practice and games. This user group will meet the documentation requirements and maintain good financial standing with City of Pomona, and uphold the code of conduct on City athletic fields and facilities. Group B organizations must operate the league within city limits, meet the documentation requirements, and maintain 75% Pomona resident participants.

Group C classification users will have athletic field use upon availability for their traditional league season activities, which include practice and games, special events, activities, regular play, and tournaments. This user group will meet the documentation requirements, maintain good financial standing with the City of Pomona and uphold the code of conduct on City athletic fields and facilities. Group C must obtain a City of Pomona business license. Field usage will be identified as a rental.

PERMITS AND PAYMENTS

Facilities Use Permits (FUP)

A Facilities Use Permit (FUP) (Appendix D) will be issued to all approved sport leagues and/or user groups. The FUP should be maintained at the sports field site during usage. The league's representative must present the FUP to City staff upon request. The FUP may be issued for a maximum of six (6) months. An FUP may be issued weekly if a league fails to meet their financial commitment with the City of Pomona. The Community Services Division reserves the right to cancel or revoke permits or reschedule selected dates for approved events or tournaments due to any unforeseen situation or conditions that may arise, with sufficient notice as possible.

Any organized sports activity must obtain a permit through the City of Pomona. If the organization fails to obtain a permit, the organization will be asked to immediately stop all activities and leave the field. If users observe or suspect unpermitted organized sports activity, please contact the Community Services Division during regular business hours or Code Enforcement during evening hours and weekends.

Deposits

A deposit of \$100 is required for reservations and the use of athletic field and facility rentals. Upon inspection and determination that athletic fields and facilities have not been damaged and cleanup costs have not incurred, the deposit shall be refunded approximately thirty (30) days after the last scheduled day of field or facility use. The League/Organization/User Group may request deposit to be applied

to the following sports season, if the applicant does not damage equipment or facilities, as outlined in Clean up/Damage Fees on page 13.

Payments

Payments can be made by visiting the Palomares Park Community Services Administration office located at 499 E. Arrow Highway on Monday-Thursday from 10:00 a.m. – 6:00 p.m. or mailing of payment to:

City of Pomona
Attn: Community Services Division
P.O. Box 660, Pomona, CA 91769

Invoicing for other groups must be made in advance at the same location as indicated above.

- Youth Seasonal User Groups who obtain approved permits will have the choice to be billed in the following manner:

Full Payment, Monthly or Weekly Payments – Payments are due on upon receipt of invoice and no later than fifteen (15) business days as indicated on the invoice. Total balance may be divided into payments based on the length of the allocation period and individual permit term. Payment arrangements will be specified on the Facility Use Permit.

- Adult Seasonal User Groups

Full Payment– Full payment in advance is necessary for issuance of a Facilities Use Permit prior to field usage.

- Tournaments and One Time Users

Full Payment- Full payment must be received fourteen (14) days prior to the event with funds in the form of cash, cashier's check or a certified bank check. A Facilities Use Permit will be issued at that time. To reserve a facility, half of the total rental cost is required sixty (60) days in advance. If the activity/special event is cancelled less than fourteen (14) days prior to the event, then a portion of up to half of the reservation deposit may be forfeited.

Athletic fields will be offered to a sports league regular user in good financial standing, following a cancellation. Should the cancellation occur prior to the weekend, arrangements can be made for payment on Monday of the following week.

Should an applicant's check be returned due to insufficient funds or non payment, the applicant will be required to make a full payment using cash, cashier's check, or

money order to the City's Revenue Operations Division, with additional fees which may apply. The league may be required to submit future payments to the Community Services Division prior to field usage in the form of cash, cashier's check or a certified bank check. Failure to make payments as indicated on the invoice, and/or organizations maintaining an outstanding balance, may result in the permit being revoked. This may impact future field allocations.

Outstanding Balances or Debt Owed to City of Pomona

If a league, organization or user group has an outstanding balance or debt associated with athletic field and facility rental fees to the City of Pomona for more than thirty (30) days, a 10% penalty fee will be applied to the balance. Failure to pay the overdue balance in full within sixty (60) days will be subject to collections and the Facilities Use Permit will be revoked immediately.

Once a league, organization or user group has had a failure to pay the balance within sixty (60) days, the league, organization or user group will be placed on the "Cash Only" payment acceptance list for one year from the time the debt is paid in full to the City.

The President/CEO/Executive Director or equivalent is financially responsible and subject to collections after sixty (60) days. If there is not a President/CEO/Executive Director in place, then the Treasurer or equivalent would be held fiscally responsible and subject to collections. The aforementioned individuals will not be permitted for athletic field rentals or use until the debt owed is paid in full with certified funds.

Clean Up/Damage Fees

The City will charge clean-up fees for all field event/rentals. The amount of the clean-up fee is based on the reasonable cost of City labor forces and City material required to perform general clean-up work to restore the facility to the condition, which existed prior to applicant's use. Applicants shall perform "clean-up" work immediately following the end of the event. "Clean-up" includes the collection and proper disposal of all refuse or trash left on the fields, bleachers, walkways, parking lots, adjacent areas, and restrooms left by participants and attendees of the event. If upon inspection by a Community Services Division representative, it is determined that the facility has not been restored to the condition existing prior to the applicant's use of the facility, a reasonable cost for such clean-up shall be charged to reimburse the City for its costs. The clean-up fees shall also serve as a reserve to the actual repair or replacement costs necessary for damages caused by the applicant's use.

Fees will be applied to all tournament or special events users as part of the application process. All other users will be determined by inspection of facility/field following usage.

SPECIAL EVENTS, TOURNAMENTS, TRAVELING TEAMS, AND FRIENDLY/INTERLEAGUE GAMES

Special Events

A Special Event Application (Attachment C) must be submitted to the Community Services office no less than sixty (60) days prior to any event or activity outside of that organization's normal scope or intended purpose. It is the organization's responsibility to acquire the necessary permits including City of Pomona business license, Seller's permit, and Health Permit (if applicable). Upon approval, payment must be made in full in order to secure the field or facility in the form of cash, cashier's check, money order or a certified bank check.

Tournaments

Tournament applications must be submitted sixty (60) days prior to the requested date of the event. Preferred dates for tournaments are during the non-traditional season use for natural turf and tournament season for Veterans Park as stated on the Seasonal Use Schedule. However, other dates will be considered upon field availability. The host tournament league or organization must pay all fees and provide insurance (Certificate of Liability and Additional Insured Endorsement) covering the City of Pomona as well as all participants/players and teams involved in said tournament. Tournaments may be considered single or multiple athletic fields and locations. Upon approval, payment must be made in full in order to secure the field or facility in the form of cash, cashier's check, money order or bank check with certified funds.

Traveling Teams and Club Teams

Traveling Team(s) and/or Club Team(s) originating from Youth sports leagues in Group A (90% Pomona resident players) are considered part of that league/organization. The teams must provide an insurance policy separate from the league they originate to cover the City of Pomona from outside teams playing at City athletic fields. These approved teams do not pay field rental cost for practices or games with the exception of lighting fees.

Travel or Club Teams recognized in Group A must pay lights and rental cost for hosting tournaments at Veterans Park Soccer Complex only. Traveling Team(s) and Club Team(s) that do not originate from a youth non-profit sports league with 90% Pomona residents and based in the City of Pomona are required to pay rental and lighting fees. All Travel and Club Teams must carry approved insurance

policies, endorsements and coverage for any games, team(s) or tournaments they host.

Friendly/Inter League Games

The City of Pomona identifies the term “*Friendly Games*” as games between two (2) teams registered in separate leagues, clubs, or traveling teams who agree to play in a non-tournament game for the purpose of playing a higher level of competition outside their league association or as an exhibition game with a league based within city limits or outside. Friendly Games are not played every week but are scheduled on occasion and have no bearing on a team’s wins or loss record for their respective league standings.

Friendly Games should be arranged and confirmed by league presidents, clubs, or associations. Team coaches must inform their respective executive boards or heads of their club or associations to receive approval of Friendly Games. The president or head of an association must notify the City of Pomona Community Services Division. If communications are not made with all parties involved and approval is not granted, Friendly Games will be cancelled or immediately stopped on the field(s) by City staff.

Insurance coverage may be provided by the hosting league, club, or association that pays to cover each visiting team(s) under their insurance policy and the City of Pomona with the requirements approved by the City of Pomona Risk Management office. Should the hosting league not provide insurance coverage, then each visiting league, club or association must submit their own insurance policy that covers their team(s) and the City of Pomona.

Teams that are interested in participating in Friendly Games during “field closure due to renovations” or in between registration periods must obtain their own insurance policy or provide proof of coverage under the league, club or association they intend to play against. It is recommended that teams register with a league, club or association to have the necessary coverage for Friendly Games prior to these games.

The City of Pomona recognizes that Inter-League play is different from Friendly games because games are played between two separate leagues with no affiliation to a national or local headquarters. *Inter-League* is played among programs under the same affiliation from a national sports organization such as Little League, AYSO or Pony Programs. The Inter-League Games insurance coverage remains the same as they play an affiliated program within their national organization, district or regional boundaries. The insurance policy may change if a hosting or traveling team location requests a separate insurance policy from each team utilizing facilities.

Inter-League will be offered to approved Independent Leagues (leagues that are not affiliated with a national sports association) but are registered with the City of Pomona and meet the requirements stated above. These leagues may only play with age appropriate teams or divisions.

FIELD AND PERMIT SUSPENSION, FIELD CANCELLATION

The City of Pomona reserves the right to cancel or suspend approved sports Facilities User Permit (FUP) for any group violating the approved Athletic Field and Park Use Policy. The cancellation of a FUP and/or suspension will be submitted to the league in writing through an e-mail and hardcopy. The permit cancellation and/or suspension will be effective immediately.

The following are examples, of situations, which may result in cancellation or suspension of the applicant's permit:

- Illegal use of City fields without a permit.
- Illegal use of park space not designated for intended athletic sports related use.
- Organizations practicing or playing games prior to or outside of the permitted time/date, or other than those authorized.
- Organizations found to be sub-letting or swapping field permits to any organizations (youth-adult or adult–youth).
- Organizations found to be practicing or playing on fields, which have been previously closed due to inclement weather or any other purpose.
- Organizations failing to meet their financial obligations.
- Organizations conducting adult practice or games on fields allocated to youth; and youth practice or games on adult fields.
- League representative's confrontational behavior including profanity, physical and verbal threats to City staff, volunteers, participants, general public, or other league representatives.

Appeals Process

An appeal to the Community Services Manager must be submitted in writing with justification within ten (10) working days from the decision. The decision of the Community Services Manager is final. Users can submit an appeal to:

City of Pomona
Community Services Division
Attn: Community Services Manager
P.O. Box 660, Pomona, CA 91769

Cancellation of Field Usage

The City of Pomona reserves the right to cancel and/or re-schedule a reservation when necessary due to conflicts, weather conditions, safety, priority usage, and any circumstance deemed appropriate for said cancellation.

Inclement Weather

- There will be no use of City of Pomona athletic fields when facilities are unplayable due to rain the day before, of and the day after a substantial downpour for natural turf soccer/football fields. Baseball/softball fields will be determined based on infield flooding and outfield grass conditions.
- The decision for use or non-use will be made by the Community Services Division.
- Leagues and organizations have the right to cancel practices or games if they feel that fields are unplayable due to weather or other conditions. This requires a telephone call and voice message followed with an e-mail to the Community Services Division representative, once the decision for cancellation is made.

Field Closures

- The City of Pomona Community Services Division may close a field(s) during “Field Closure due to renovations” or other City-determined need.
- City may close field facilities due to public health and safety of participants and park patrons due to impeding conditions, including but not limited to heavy rains, wind, poor air quality, smog alerts, pesticide spraying, or other unanticipated conditions.

CITY OF POMONA AND POMONA UNIFIED SCHOOL DISTRICT (PUSD) COLLABORATION

The City of Pomona has established ongoing meetings with Pomona Unified School District’s (PUSD) Sports League Department. Many of the City’s sports field users are also utilizing PUSD sports fields. The meetings have been beneficial in the coordination of field maintenance, sharing of information related to trends in the sports, discussion on newly established guidelines for users, status of shared leagues, and other related information.

The City of Pomona and PUSD may request in writing documentation and proof of verification for leagues or organizations (Youth or Adult) utilizing both City and PUSD athletic fields. Requests are to be made from an authorized employee for each entity. The City of Pomona reserves the right not to accept a league or user

group that has been removed from PUSD school field for reasons of misconduct, failure of financial commitment or suspension or cancellation of permit. The City of Pomona has the right to cross-reference (teams and other pertinent information) with Pomona Unified School District (PUSD) on shared user groups.

Currently, the City and PUSD have a shared sports field which is Phillips Ranch Park. The City will require all user groups to submit an application for review with both the City and PUSD for this field. In the future, should there be other shared sports fields with the City and PUSD, the aforementioned rules will apply.

FIELD IMPROVEMENT REQUEST/IN-KIND DONATION

Only City staff and approved contractors are authorized to make improvements to City facilities. Should a league see a needed improvement, a maintenance request shall be made in writing and submitted to the Community Services Division. In addition, please notify City staff in advance of any upcoming special event that includes opening and closing ceremonies, which may require additional maintenance services.

All in-kind work by leagues on City property shall be submitted in writing on the league's official letterhead by the current president and mailed or e-mailed to the Community Services Division for review and approval. Leagues will be required to provide proof of licensed and insured contractors for any league requested work performed on City property. The City shall reserve the right to review, inspect, or deny requests for any in-kind work. Leagues will be notified in writing regarding the status of the requested project. No work shall be performed until the project has been approved by City staff. Any unapproved projects or modifications to the park will be removed at the expense of the league and shall become the property of the City.

NATURAL GRASS TURF FIELDS Fee Schedule

SPORTS FIELDS & FACILITIES (per field)	<i>Group A</i>	<i>Group B</i>	<i>Group C</i>
Field Rental: Baseball/Softball/Soccer/Football	Free	\$15.70 per hr	\$20.95 per hr
Light Fee Usage	\$10.45 per hr	\$31.45per hr	\$36.70 per hr
Clean Up /Damage Fee	Please see page 13 for details	Please see page 13 for details	Please see page 13 for details
Concession Use	Free	n/a	n/a
ADDITIONAL FEES:			
Tournaments Travel/Club/Friendly Games	Free	\$26.20 per hr	\$31.45 per hr
Security Personnel (determined by City)	Vendor Cost	Vendor Cost	Vendor Cost

VETERANS PARK SOCCER COMPLEX Fee Schedule

SYNTHETIC TURF FIELDS <i>Four (4) synthetic soccer fields</i>	Group A	Group B	Group C
Field Rental: Monday – Friday	*Free/\$20.95 per hr	\$41.95 per hour	\$68.15 per hour
Field Rental: Saturday & Sunday	\$68.15 per hour	\$68.15 per hour	\$68.15 per hour
Lights Fees per hour	\$10.45 per hour	\$20.95 per hour	\$20.95 per hour
Clean Up Fee/Damage Fee	Please see page 13 for details.	Please see page 13 for details.	Please see page 13 for details.
TOURNAMENT USAGE			
Tournament Fees	\$41.95 per hour	\$68.15 per hour	\$68.15 per hour
Light Fees per hour	\$20.95 per hour	\$20.95 per hour	\$20.95 per hour
CONCESSION USAGE	Weekdays	Weekends	Tournaments
Facility Rental Fees	\$67.05 per day	\$111.80 per day	\$279.55 weekend
Friendly Games: Monday – Friday	\$20.95 per hour	\$41.95 per hour	\$68.15 per hour
Parking Fee – (Tournament weekends when applicable)	**\$5.00 per vehicle	**\$5.00 per vehicle	**\$5.00 per vehicle
Banner Fee (not to exceed 4x20 size)	\$78.65 per banner	\$78.65 per banner	\$78.65 per banner
Security Personnel (determined by City)	Vendors Cost	Vendors Cost	Vendors Cost

*Group A is limited to one (1) free soccer field usage per week at the Veterans Park Soccer Complex Monday –Friday due to free field usage on natural turf soccer fields and reduced light fees. Additional request for field usage will be charged \$20.00 for weekdays as stated.

**The parking fee will be applied when additional parking spaces are obtained.

CONCESSION USAGE

Concession Usage for Natural Grass Turf Fields

The City shall authorize User Groups the right to operate concession services at City-owned snack bar facilities through an approved permit process. Leagues are not to sub-contract to any outside vendor. Established snack bars are allocated to traditional user groups. An applicant interested in future building vacancies must submit a request in writing with their application.

The authorized user is responsible for maintaining the concession during occupancy. Upon termination of usage, the user group will be responsible for removal of all personal items.

Concession Usage for Veterans Park Soccer Complex

The Veterans Park Soccer Complex offers a fully equipped Concession Facility for rental to interested sports leagues, schools, groups and organizations. No cooking allowed in the concession. Applications (Appendix F) must be completed and appropriate documentation including a Health Permit, City of Pomona Business License and full payment must be submitted prior to usage. Permits for usage will be issued for a period no longer than three (3) months. No year round reservations will be issued.

User Groups must obey all safety regulations and practice safe serve techniques when handling food items. Leagues will be responsible for any health or operating permits. Outside BBQ grills and/or other non City approved equipment not listed as part of the Concession Facility rental are not permitted. User Groups must maintain a clean and safe environment for customers, volunteers or staff. No storage space will be provided. Any unused food or supplies left on the premises will be disposed of by City staff immediately following event. City staff will inspect equipment for damage following the rental and will apply any fees for replacement as needed.

Veterans Park Soccer Complex Business License and Permits (Sale of food or merchandise)

Any business or individual receiving a fee for any service provided or product sold at the City of Pomona Sports Field(s) or Facility is required to have a business license issued by the City of Pomona. Applicant is responsible to make sure that all necessary permits for health, fire, etc., are obtained by the appropriate business or individual. Any damage to City property shall be the responsibility of the applicant.

ALL ATHLETIC FIELDS USAGE REQUIREMENTS

Advertisement and Fund Raising

Please do not publish or advertise any event until a Facilities Use Permit has been issued. The City of Pomona is not responsible for any miscommunication resulting in such a situation. All banners, sports equipment, and other desired items by the applicant must be submitted for approval to the Community Services Division before they are used for advertisement, sales, or posted. Failure to comply with these requirements, time deadlines, and submittal of required documentation and fees may result in the denial of the application. Please refer to the City's Policies and Requirements to Display a Community Event Banner for details and specifications.

The following require a Special Events application:

- a. Commercial advertising/ promotion
- b. Collection of fees, donations or event admission charges.
- c. Profit making from event attendance

Group A leagues are exempt that provide advertising space to a local or outside business in the form of a sponsorship banner for the purpose of fundraising are permissible. Banners must be placed in approved locations and are not to obstruct or create a safety hazard.

Event Time and Preparation

Applicant/User groups may only use the reserved Sports Field(s) or Facility designated in the permit. No unauthorized changes in venues or fields are allowed. Event preparation time is limited to the day of the event or activity and must be included in the time allotted for rental of the Sports Field(s) or Facility. **The storing of supplies and equipment before or after an event/activity at a park facility without an approved storage bin by the City of Pomona is not permitted.** If additional seating is requested at any sports field, such request may be arranged only through the Community Services Division prior to event. No seating or other portable facilities are allowed to be brought into/onto the Sports Fields or Facilities without prior written permission and approval.

Storage Bins

Leagues, user groups, or organizations interested in placement of a storage bin at a City of Pomona park facility or athletic field for the purpose of storing supplies or equipment must submit request in writing on their organization's letterhead to Community Services Division and Public Works Department for consideration. Storage bins of any kind are not permitted in City park facilities or athletic fields without following proper procedures and approval for the City Departments mention in this document. Size of storage bin will be determined by City staff.

Amplified Sound Equipment

Any applicant requesting to use any amplified sound at the facility, including amplifiers, loudspeakers, public address systems, microphones, bullhorns, air horns, speakers, or other sound amplification device must request use in the application with the City of Pomona Community Services Division. All amplified sound activities at the event must comply with the sections of the City of Pomona Municipal Code regarding the regulation of noise. The City reserves the right to cancel any event in violation of this code.

Field Marking

Field marking with biodegradable paints is permitted only on natural grass fields. Baseball and softball fields may use chalk to line the base lines from home plate to first base to right field line and from home plate to third base to left field line. Chalk and burning is prohibited. Request for such markings must be approved by the Community Services Division. Request shall be made in writing

Gambling and Alcohol Prohibited

Consumption or possession of any alcoholic beverage and gambling is strictly prohibited at any City of Pomona Sports Field, Facility, or any City Facility.

Emergency Response

In the event of an emergency response by City personnel due to activities at the applicant's event, all costs associated with the emergency response shall be borne by the applicant (including but not limited to emergency unit response such as ambulance, paramedics, fire department or police).

Nuisance

Any person violating the Rules and Regulations or constituting a public nuisance may be required to leave the activity, event or facility at the discretion of City staff.

Non-Discrimination

Applicants may not discriminate against anyone in connection with the permitted event on the basis of race, color, gender, religion, marital status, sexual orientation, ancestry, national origin, age, mental or physical disability or impairment, or medical condition (including HIV/AIDS status). All events open to the public must adhere to the Americans with Disabilities Act (ADA). City compliance officers can assist applicant if further direction is needed.

Inflatable Structures

Inflatable structures, which include bouncers (i.e., "bounces", "moon walks", games, or slides, will require a permit from the Community Services Division.

Vehicle Use Prohibited

Parking, and/or driving motor vehicles on City property, other than parking lots is prohibited unless specifically authorized by the Community Services Division. No unauthorized vehicles are permitted on natural and synthetic turf fields.

Tobacco Products/Smoking

All Sports Fields are “*Smoke Free Zones*”. Use of any tobacco product (e.g., cigars, cigarettes, e-cigarettes, chewing tobacco, etc.) are not permitted.

First Aid

Applicants shall provide at their own expense First Aid Station(s) on-site, staffed by appropriately certified personnel for the duration of the event. The number and location of such personnel shall be determined by the Community Services Division based on the nature of the event.

Restrooms

City restrooms are available at athletic fields and facilities. If additional restrooms are needed due to event size, the City of Pomona Community Services Division shall provide names of approved portable restroom vendors for use at applicant’s expense. Applicants are advised to accurately state the number of participants, spectators, and other guests expected in attendance.

Security

The Community Services Division staff and security officers have the authority to request any person(s) to leave the premises if they are in violation of the City rules and regulations. The Community Services Division has determined a minimum number of security personnel required based on the nature of the event. Applicant will be charged for security and crowd control for the duration of the event as determined by the Community Services Division. Staff personnel will be scheduled for shifts one-half hour before and after the event.

VETERANS PARK SOCCER COMPLEX Field Usage Requirements

Only designated event participants (e.g., players, coaches, and support staff) are allowed on the synthetic turf field area. Non-participants (including spectators, parents, etc.) must remain outside of the synthetic turf field(s) boundaries. **Groups will be responsible for any damage to turf field(s) while under their rental time.**

The following rules must be adhered to at all times:

If additional seating is required at Veterans Park Soccer Complex, such request may be arranged only through the Community Services Division prior to event. No seating or other portable facilities are allowed to be brought into/onto the Sports Fields or Facilities without prior written permission and approval.

Only polyurethane cleats or standard/molded soccer cleats allowed. **NO STEEL CLEATS.**

No food, gum, sunflowers seeds, or nuts of any kind. Water (plastic bottles) only. No other types of drinks are allowed on the field.

No skates, skateboards, rollerblades, bicycles, or scooters. No motorized vehicles.

No carts, canopies or umbrellas with narrow wheels, legs, or spikes.

No confetti (paper or spray), silly string, or balloons.

No paint or field marking materials.

No staking of any object into synthetic field.

No pets.

Red Carding: A Red Card is an automatic expulsion from Veterans Park Soccer Complex Fields and Facilities. If an adult soccer player receives a Red Card from the referee, that player must collect their personal items and leave the complex immediately. Red Cards can be given to entire teams for fighting or instigating an incident. If a youth receives a Red Card, that youth player must wait for his/her parents to be picked up. If the youth is older and has a driver's license with personal transportation, then that player must leave the facility immediately.

CITY OF POMONA
COMMUNITY SERVICES DIVISION

P.O. Box 660 Pomona, CA 91769 • Tel: (909) 620-2301 • Fax: (909) 620-2055

SPORTS FIELDS AND VETERANS PARK SOCCER COMPLEX APPLICATION

Please read the Athletic Field Manual 2021 prior to requesting fields at VETERANS PARK SOCCER COMPLEX and NATURAL GRASS PARK FIELDS, which is hereby incorporated into and made a part of this application. This application and all supporting documentation must be submitted to the Community Services Division at least fourteen (14) business days before the event date. Please print in black or blue ink only.

Applicant (Last, First, Middle): _____

Applicant Organization: _____

Applicant I.D. (CDL/ID #): _____

Primary Tel. () _____ Alternative Tel. () _____

Address: _____

Type of Organization: Youth ____ Adult ____ Non-Profit ____ Other ____

Sponsor Representative: _____ Telephone () _____

Type of Function/Activity: _____

Facility: Soccer Field Baseball/Softball Basketball Tennis Qty.: _____

Primary date(s)*: _____ Times of Use: _____

Alternate date(s)*: _____ Times of Use: _____

- Attach schedule of dates and times if more than two days. Include all necessary set-up and clean-up time; Facility access begins and ends at times listed.

Estimated attendance: Adults ____ Children ____ Total ____ (To ensure adequate restroom facilities).

Please check all that apply:

Event is: private activity with only invited guests or members, **or** open to the general public.

Yes No Event is sponsored by a non-profit organization. Specify Org. and non-profit I.D. #

Yes No Event is for financial gain of individual or commercial entity.

Yes No Admission, charge, fee, or donation will be collected during event. If yes, specify:

Yes No Amplified sound will be used.

Yes No Additional services will be needed. If yes, specify

I, Applicant, have read the Pomona Athletic Sports Field Manual 2021 for Veterans Park Soccer Complex and Natural Grass Park Fields City of Pomona Sports Fields and agree to abide by the rules and regulations. INITIALS: _____

CODE OF CONDUCT

I hereby acknowledge and understand that participation in sports such as baseball, soccer, softball and football involve respect and professional behavior within each league and user group's board members, volunteers, coaches, players and spectators utilizing City of Pomona athletic fields during their schedule and approved dates and times. The City of Pomona reserves the right to cancel an activity, revoke a Facilities Use Permit and suspend usage for the following reasons: Poor Sportsmanship, Profanity, Fighting (Physical or Verbal), Abuse, (Physical or Verbal), Disrespectful behavior towards children, referees, coaches, City staff and players, harassment or sexual misconduct, gambling, subletting and other violations listed in the Athletic Field Manual. I understand and agree to accept these requirements, as well as the risk of property damage, which I may incur or cause a third party to incur as a result of my use of City of Pomona Sports Fields rented by this Application.

INITIALS: _____

As the authorized or qualified representative of the Applicant Organization (President/CEO/Executive Director or equivalent), on behalf of all members of the Applicant Organization, I accept this Hold Harmless Agreement as worded above. I agree to provide a copy of the Participant Hold Harmless/ Indemnification Agreement executed by each Participant to the Community Services Manager prior to the event or rental. I understand I am financially responsible as well as the league, organization or user group I represent for any monetary debt and/or damage to facilities or equipment related to the Applicant Organization's or my use of the facility, and the Fee and Deposit indicated below. I understand the City of Pomona reserves the right to take legal action within thirty (30) days should a monetary balance or damages are not paid. If for some reason, the league, organization or user group itself is unable to go to collections or unable to pay, then the President/CEO/Executive Director or equivalent shall be held fiscally responsible and subject to collections in accordance with the Athletic Field Manual.

INITIALS: _____

FEE: _____

Paid On: _____

DEPOSIT:

Applicant Signature: _____ **Date:** _____

Community Services Staff Signature: _____ **Date** _____

City of Pomona Athletic Fields

NATURAL TURF PARKS

• Tony Cerda, Sr.	0 baseball	1 grass area for soccer practice or games
• Country Crossings	0 baseball	1 soccer
• Jaycee	1 baseball	0 soccer
• Kennedy	1 baseball	(not active) 0 soccer
• Montvue	1 baseball	0 soccer
• Palomares	2 softball	(1-large & 1-small) 1 soccer
• Philadelphia	0 baseball	1 soccer 1 grass area for soccer
• Phillips Ranch	0 baseball	0 soccer 1 large grass area for 5 soccer
• Ralph Welch	2 baseball	1 softball or multi use field
• Ted Greene	1 baseball	0 soccer
• Washington	3 baseball	2 soccer (1-large & 1-small) 1softball field

SYNTHETIC FIELD PARK

- Veterans Soccer Complex 4 soccer

Community Services Division

Sports League Roster

LEAGUE NAME: _____

TEAM NAME: _____

Division/Age group: _____

PRESIDENT NAME: _____

COACH: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

	Player	Age	School	Address	Telephone
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					



FACILITIES USE PERMIT

CITY OF POMONA, COMMUNITY SERVICES DIVISION
505 S. GAREY AVE, POMONA, CA 91769, (909) 620-2321, Fax: (909) 624-8752

Please see attachment: APPENDIX D Facility Use Permit

Special Event/ Notification Application

Please submit this form 60 days prior to your league's event, or sooner when possible, to insure the use of any facility and/or accommodate equipment set up with adequate space for safety.

Youth Sports Committee Leagues 30 days
All other Groups 60 days

Complete the form in full, giving a description of the event in detail for Police, Fire, Community Services, and Risk Management Departments to have a better idea of the activity and extent of event.

A **plot plan** is required with the packet, indicating the location of tables, chairs, etc.

If you are requesting equipment from Community Services Division, please make your request in writing on your league letterhead. Please be aware that equipment rental and custodial fees apply.

Date: _____

League: _____

Event Name: _____

Location: _____ Estimated Attendance: _____

Day/Date: _____ Time _____ to _____

Setup Time: _____

Detailed Description of Event: _____

Contact Person: _____

Cell Number _____ Phone Number: _____

Alternate Number: _____

Information required by Police, Fire, Community Services, Parks and Risk Management Department

Sanitation Facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Using Cooking/Heating Equipment	<input type="checkbox"/> Yes	<input type="checkbox"/>
No					
Handicap Facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Using Flammable Liquids LP Gas	<input type="checkbox"/> Yes	<input type="checkbox"/>
No					
Electricity Required	Yes	<input type="checkbox"/> No	Food/Beverages Served	<input type="checkbox"/> Yes	<input type="checkbox"/>
No		<input type="checkbox"/>			
Medical services avail	<input type="checkbox"/> Yes	No	Food/Beverages Sold	<input type="checkbox"/> Yes	<input type="checkbox"/>
No					
Providing Security	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vendors/Exhibitors/and		
Using Canopies/Tents	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Concessionaires	<input type="checkbox"/> Yes	<input type="checkbox"/>
No					
# _____	Size _____		Total Number _____	Info _____	Retail _____
Food _____				<input type="checkbox"/>	<input type="checkbox"/>
Yes	No		Entertainment (provide list)		

Reviewed/Approved by: _____ **Dept.** _____

Date: _____

Conditions:

PLOT PLAN

CITY OF POMONA
COMMUNITY SERVICES DIVISION

P.O. Box 660 Pomona, CA 91769 • Tel: (909) 620-2301 • Fax: (909) 620-2055

VETERANS PARK SOCCER COMPLEX – CONCESSION APPLICATION

All applicants interested in renting the Concession Facility at Veterans Park Soccer Complex must complete this application and submit all supporting documents to the Community Services Division for consideration at least thirty (30) days before the event date or rental period.

Please print in black or blue ink only.

Applicant (Last, First, Middle): _____

Applicant Organization or Business _____

Applicant I.D. (CDL/ID # _____

Primary Tel. () _____ **Alternative Tel. ()** _____

Address: _____

Type of Organization: Business _____ **Non-Profit Organization** _____ **Other** _____

Type of Food or Merchandise to be sold: _____

Facility: Veterans Park Concession **Business License:** City of Pomona **Exp.** _____

Health Permit Los Angeles County **Food Handlers Permit** Los Angeles County **Exp.** _____

Primary date(s)*: _____ **Times of Use:** _____

Alternate date(s)*: _____ **Times of Use:** _____

* Attach schedule of dates and times if more than two days. Include all necessary set-up and clean-up time; Facility access begins and ends at times listed.

The Concession Facility is equipped with the following commercial grade appliances:

- Stainless Steel Tables – Commercial Grade
- Refrigerator – Commercial Grade
- Stainless Steel One Sink Unit and Three Sink Unit
- Ice Machine – Commercial Grade
- Coffee Machine – Commercial Grade
- Nacho Warmer – Commercial Grade
- Freezer – Commercial Grade
- Microwave – Commercial Grade
- Two (2) Serving Windows with roll up windows
- 120 volt outlets and lighting fixtures

I, Applicant, am aware that a Health Permit and Food Handlers Permit are required to sell any unpackaged foods and/or food items at the Veterans Park Soccer Complex Concession Facility. I understand that I will be liable or any damages to the facility and to customers illness or injury caused by my products sold. I must maintain a clean working environment at all times. INITIALS: _____

As the authorized qualified representative of this Application, on behalf of all members of the Applicants Organization or Business, I accept this Hold Harmless/Indemnification Agreement as worded above. I agree to provide a copy of the Participant Hold Harmless/ Indemnification Agreement executed by each Participant to the Community Services Manager prior to rental of Concession Facility. I understand I am financially responsible for all damage to facilities or equipment related to the Applicant Organization's or my use of the facility, and the Fee and Deposit indicated below.

INITIALS: _____

FEE: _____ Paid On: _____ DEPOSIT: _____

**Applicant
Signature _____ Date: _____**

City Staff Signature: _____ Date: _____

City of Pomona
Community Services Division
Athletic Fields

Banner Request Form

Date _____

Organization/League _____

League Representative _____

Address/City _____

Phone/Cell _____

Does banner have a sponsor? If so, please specify. _____

Please specify wording _____

Proposed Banner Dates _____

Not to exceed three days. Must correspond with applicant's schedule and approved dates for field usage.
The proposed banner is not to contain obscene language, promote drug or alcohol use or other offensive language or political content that maybe discriminating in nature and inappropriate for young children. Banner placement must be approved by City staff.

Size: Not to exceed 4 x 20

Fee: \$78.65 per banner

The City of Pomona has the right to disapprove any banner deemed inappropriate.

City Staff

Approved by _____ Date _____

Payment received _____

Notes: _____
