



**CITY OF INGLEWOOD
DEPARTMENT OF PARKS, RECREATION AND COMMUNITY SERVICES**

ATHLETIC FIELD USE POLICY

GENERAL INFORMATION

All persons interested in reserving a baseball or multipurpose field at City Parks, including, but not limited to Darby, Rogers and Edward Vincent Parks for game, practice or tournament play shall be provided with an Application Packet consisting of the following information:

- **Interest Letter,**
- **Checklist of Required Documents,**
- **A Facility Reservation Request Form,**
- **Master Roster,**
- **General Rules governing use of City facilities, (I.M.C. Section 2-270.4),**
- **Fee Schedule governing use of City Facilities, (I.M.C. Section 2-271), and**
- **City of Inglewood Athletic Field Use Policy.**

All completed Facility Reservation Requests are to be presented to the Department Director or designee for review, final approval and issuance of Field Use Permit. Forms are to be submitted at the Park Office of the site being requested. Applications are not confirmed until the applicant receives an approved Field Use Permit.

The Director shall have the right to deny the use of a field to any person or organization at any time, and/or impose a penalty for any user, group, or organization not complying with this policy and its rules and regulations. The Director administers and interprets the policy governing use of public fields and determines the appropriate procedures needed for implementation. The Director has the right to deny the privilege of continued use of fields to any user who does not comply with all the regulations. **The use of metal cleats is prohibited on all athletic fields.**

ATHLETIC FIELD USE PERMIT

Reservations are granted on a quarterly basis and are for a 3-month period only. Occasional use will be considered based upon availability.

Field demands change from season to season, as such on-going usage is NOT guaranteed.

Permits and/or reservations granted by the City cannot be transferred, assigned, or sublet.

Permittees are only to use those fields specifically designated on the Field Use Permit. It is essential that you promptly vacate the area at the close of the reservation period.

The Field Use Permit must be in the possession of the contact person for the group, or other designated individual during field play and available upon request by City Staff.

City of Inglewood staff shall have the right to enter all fields at any time during use for monitoring of activities.

USER PRIORITY

The Department will schedule fields in a manner that provides priority access for youth and, to the extent possible, protects the fields from overuse.

History of use may be considered in establishing priorities amongst groups or organizations seeking the same locations and/or field times, subject to Department rules and regulations regarding athletic field use. However, leagues are not guaranteed the same field(s) every year.

Citywide sports programs will take precedence over all use of fields.

Seasonal sport will also have priority usage.

Applications for reservation of athletic fields will be taken on a first come, first serve basis. Applications will be considered according to the following priority:

1. Programs conducted by the Department of Parks, Recreation and Community Services,
2. Programs conducted by other City Departments,
3. Programs conducted by resident groups for youth, senior citizens or the disabled,
4. Programs conducted by resident adult groups,
5. Programs conducted by non-resident groups for youth, senior citizens or the disabled,
6. Programs conducted by non-resident adult groups.

DURATION OF FIELD USE

The number of games scheduled for each league will be on an equitable basis, contingent upon field availability.

GAME PLAY OR PRACTICE

Pursuant to I.M.C. Section 2-271 (7), non-resident youth or adult groups may use an athletic field for game play or practice, for a **minimum of two hours**, but **not more than three hours**, at a rate of **\$20.00 per hour**.

TOURNAMENT PLAY

Tournament play consists of any series of games that exceeds the three-hour maximum established by I.M.C. Section 2-271 (7).

Tournament play may be engaged in up to a **maximum of six hours**. Applicants will be assessed a fee of **\$20.00** per hour pursuant to I.M.C. 2-271(7).

Requests to schedule tournaments will be accepted and accommodated on the basis of field availability.

DOUBLE BOOKINGS

If a double booking occurs at a field, the following guidelines should be used to determine who has priority:

- A. Youth League Game - 1st Priority**
- B. Adult League Game - 2nd Priority**
- C. Youth Practice or Practice Game - 3rd Priority**
- D. Adult Practice or Practice Game - 4th Priority**

If two activities of equal priority are scheduled simultaneously, a flip of the coin will determine priority usage.

If two adult practices scheduled on a reservation permit have been double booked, the lower permit number should be given priority. The priority is void if the permit is not on site.

If the Staff person on duty is unable to resolve a conflict using the above guidelines, additional assistance is to be sought by contacting the Recreation Superintendent. All field conflicts are to be reported to the Recreation Superintendent by the end of the next working day.

TERMINATION OF ATHLETIC FIELD USE

All athletic field use approved by the Department must end by 9:00 p.m.

POSTPONEMENT, CANCELLATION OR DISCONTINUATION

Postponement, cancellation or discontinuation of use of any fields or facilities by the applicant must be reported to the Parks, Recreation and Community Services Department at least twenty-four (24) hours in advance unless action was due to inclement weather.

INSURANCE REQUIREMENTS

General Liability Insurance is required for groups requesting use of City fields. Insurance must be provided when submitting application packet. Organization must provide insurance coverage as follows:

- a. **Commercial General Liability** – Certificate of Insurance with a minimum of \$2M. The “City of Inglewood” must be the Certificate Holder.
- b. **Additional Insured Endorsement** – The “City of Inglewood, its officials, employees and agents” must also be separately endorsed to the policy as additional insureds.
- c. **Primary and Non-Contributory Endorsement** – Policy must be separately endorsed to provide that each policy shall apply on a primary and noncontributing basis.
- d. **Insurance Certificates** – All insurance certificates must be no older than two months from the date of submission (date in the upper right hand corner of certificate); certificates must include policy endorsements. Certificates only will not be accepted.

OUTDOOR LIGHTING

Pursuant to Inglewood Municipal Code Section 2-271.1, all groups shall pay the City’s cost of providing outdoor lighting at all recreation centers. The fee to be paid is ten dollars (\$10.00) per hour Monday through Saturday, from dusk until 8:00 p.m. On Monday through Saturday from 8:01 p.m. to 10:00 p.m. and Sunday from dusk until 8:00 p.m. all resident and non-resident groups shall pay an after-hours rate of eighteen dollars (\$18.00) per hour. All applicable rental fees still apply.

CLOSED FOR SEASONAL MAINTENANCE

On occasion, a field or indoor facility will be closed for seasonal maintenance. Outdoor facilities, during this time, are subject to turf maintenance, which includes field hydro seeding, aeration, irrigation and fertilization. Use of a particular sports field and indoor facilities during seasonal maintenance will be prohibited.

(Revised 07/2021)