



Recreation and Parks Commission Agenda Statement
Meeting Date: May 21, 2025
Agenda Heading: Approval/Recommendation

TITLE:

Approval of the revised Athletic Field/Facility Use and Allocation Policy

RECOMMENDATION:

1. Approve the revisions to the Athletic Field/Facility Use and Allocation Policy.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): N/A
Per Player Fee revenue of \$50,000 - \$75,000 per year.

BACKGROUND:

The Athletic Field/Facility Use and Allocation Policy was originally developed in 2004 by the Recreation and Parks Department, in collaboration with representatives from various El Segundo youth sports organizations. The purpose of the policy was to establish clear guidelines for allocating field space to user groups utilizing City athletic fields and facilities. It also set forth operational rules for the Youth Sports Council, now known as the Youth Sports Advisory Committee.

Over the past 20 years, the policy has undergone several revisions and amendments. In March 2024, a subcommittee—comprised of two members of the Recreation and Parks Commission and Department staff—was formed to review the existing policy and update it to reflect changes related to the Joint Use Agreement between the City and the El Segundo Unified School District. The proposed updates were presented to the City Council in 2024. Following this presentation, staff was directed to revise the document further for clarity and to incorporate more detailed policy improvements.

On June 19, 2024, an updated Athletic Field/Facility Use and Allocation Policy was approved by the Recreation and Parks Commission. To evolve with the changes over time with the various user groups and city resources, staff were directed by council on October 15, 2024, to review and revise the policy further. Bring the updated policy in front of Commission for review and approval, and back to council for final approval.

From January 2025 through May 2025, a new working group was established to further review field and facility policies and allocation series. The working group included two Recreation and Parks Commissioners, the Recreation Manager, and the Recreation

Supervisor. This group was tasked with completing the detailed policy revision. The working group met six times to review, discuss, and revise the Athletic Field/Facility Use and Allocation Policy. The goal of the committee was to provide clarity for all new and existing user groups to understand how the allocation policy functions, provide staff with direction on their jurisdiction, and to cement a philosophy making a clear and focused prioritization for youth “everybody plays” organizations.

DISCUSSION:

The 2025 working group implemented several revisions to the Athletic Field/Facility Use and Allocation Policy. These revisions include formatting corrections, the addition of a table of contents, updates to outdated language and terminology, and expanded details in the facility maintenance section. Most notably, the policy now includes a second fee collection schedule for the primary user groups within the Youth Sports Advisory Committee.

The most significant changes to the policy are outlined below:

Field/Facility Use and Allocation Jurisdiction

Page 3: Introduction

Recreation, Parks, and Library Department staff will utilize this policy when allocating fields and courts. Staff will make the final decision on field allocation based on this policy and fairness to all affected groups.

The Recreation and Parks Commission will retain the right to make exceptions or other determinations of how fields are allocated and permits are issued in collaboration with City staff when exceptions are being requested.

Page 9: Process for Obtaining Permits

Any request for change in a sport’s “primary season”, must be approved by the Recreation and Parks Commission.

Page 12: Special Requests or Exceptions

Any organization making a “Special Request” of the Recreation and Parks Commission to deviate from the current Athletic Field/Facility Use & Allocation Policy must submit a written request to the Recreation, Parks, and Library Director to be reviewed and considered for placement on a future Recreation and Parks Commission agenda. The requesting organization must send a representative from its current Board to the Recreation and Parks Commission Meeting to answer questions and provide information related to their request.

Page 16: Athletic Field Lining/Marking and Modifications

Requests to modify or improve any City facility shall be submitted for review to the Recreation, Parks, and Library Department for consideration, and to the Recreation and Parks Commission for approval.

Opportunities that prioritize residents and their vested interests

Page 5: Priority Group Qualifications

Organizations in group 3 will have field space allocated based on “primary season” designation, number of residents on rosters, and good faith.

Page 6: Youth Sports Advisory Committee

Updated Youth Sports Advisory Committee Member Organizations

Updated Youth Sports Advisory Committee New Member Requirements

All new organizations that are added to the Youth Sports Advisory Committee are subject to a one-year probation.

Page 7: Good Faith Rule

All Youth Sports Advisory Committee members will work together in “good faith” to accommodate as many El Segundo based youth sports organizations as possible on City controlled fields. All Youth Sports Advisory Committee members will use “good faith” to ensure that they use their allocated resources efficiently, responsibly, and with good ethics to make space for all sporting opportunities in El Segundo.

Per Player Fee

The per player fee applies to all players and teams that practice or play on City of El Segundo, Richmond Street School, Center Street School or Raytheon (RTX) fields during each registered season. (Effective January 2026)

*A minimum of 51% of in-season games must consist of El Segundo based teams.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy C: Maintain an innovative General Plan to ensure responsible growth while preserving El Segundo's quality of life and small-town character.

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Goal 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence

Strategy B: Improve organizational excellence by implementing processes and tools that facilitate data collection and analysis while promoting data-driven decision-making.

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy A: Identify opportunities for new revenues, enhancement of existing revenues, and exploration of potential funding options to support programs and projects.

Strategy D: Implement community planning, land use, and enforcement policies that encourage growth while preserving El Segundo's quality of life and small-town character.

PREPARED BY: Rachel Cummings, Recreation Supervisor

REVIEWED BY: Linnea Palmer, Recreation Manager

APPROVED BY: Aly Mancini, Recreation, Parks, and Library Director

ATTACHED SUPPORTING DOCUMENTS:

1. Athletic Field/Facility Use and Allocation Policy

ATHLETIC FIELD/FACILITY USE AND ALLOCATION POLICY

RECREATION AND PARKS COMMISSION

-APPROVED:	DECEMBER 8, 2004
-AMENDMENTS #1 & 2:	AUGUST 17, 2005
-AMENDMENTS #3 & 4:	FEBRUARY 15, 2006
-AMENDMENT #5:	JUNE 20, 2007
-REVISED:	JUNE 20, 2007
-AMENDMENT #6:	APRIL 16, 2008
-REVISED:	DECEMBER 17, 2008
-REVISED:	FEBRUARY 18, 2009
-REVISED:	MARCH 18, 2009
-REVISED:	JANUARY 2015
-REVISED:	DECEMBER 14, 2022
-REVISED:	MAY 15, 2024
-REVISED:	MAY 21, 2025

CITY COUNCIL

-APPROVED:	DECEMBER 21, 2004
-APPROVED:	APRIL 21, 2015

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Introduction

The City of El Segundo Recreation, Parks and Library Department coordinates and issues permits for the use of athletic fields and facilities to organizations and the public to promote cultural, social, and recreational activities and programs. The City also has partial responsibility for Richmond Street School Field and Center Street School Fields, which are owned and maintained by the El Segundo Unified School District, however the City retains scheduling, allocation, and revenue collection rights. Similarly, Raytheon (RTX) and the City have a partnership where Raytheon Fields are owned and maintained by RTX and are scheduled by the City. It is the City's goal to maximize the use of public resources, using them efficiently and effectively, to create the greatest public benefit. City Staff are dedicated to ensuring there are safe, well maintained, quality facilities for the community of El Segundo. This commitment and increased demand for the use of City fields results in a joint utilization of resources that provide the type of facilities El Segundo needs to encourage and support athletics and sports activities for youth and adults. The purpose of this policy is to outline the City procedure and allocation priority for the permitted use of athletic fields and facilities. Due to the demand for fields within the City, it is imperative that all user groups abide by the policies and procedures set forth in this policy.

Athletic fields and facilities are permitted and allocated quarterly to highest priority user groups. The Recreation Division will monitor proper use of allocations and permits. Priority will be given to City of El Segundo programs, El Segundo High School, organizations in the Youth Sports Advisory Committee, effectively prioritizing El Segundo residents.

Recreation, Parks and Library Department staff will use this policy when allocating fields. Staff will make the final decision on field allocation based on this policy and fairness to all affected groups. The Recreation and Parks Commission will retain the right to make exceptions or other determinations of how fields are allocated, and permits are issued in collaboration with City staff. Submission of an Application and Agreement Request does not constitute approval. A group may dispute a decision made by staff by submitting an appeal to Recreation, Parks and Library staff in writing with justification within ten (10) working days from the decision.

Definition of Terms

Resident Status

Resident status is defined as groups or organizations with at least (75%) or more registered El Segundo residents. Team rosters and proof of residency will be required annually to verify residency status. Proof of residency may include providing copies of two of the following items:

- Driver's License of participant or participant's parent if under 18
- Utility bill in participant's name or participant's parent if under 18

Alternatively, organizations may be required to sign a written agreement that they have verified residency of all participants. Falsification of proof of residency is grounds for immediate dismissal from the Youth Sports Advisory Committee. Audits of team rosters may be conducted by Recreation, Parks, and Library staff at any time.

Youth Status

Youth status is defined as persons **18** years of age or under.

Non-Profit Status

To qualify as a Non-Profit user, the organization must meet all the criteria below.

The organization must be registered as a not-for-profit corporation with the State of California, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature.

The organization must be comprised of volunteers, (75%) of which must be El Segundo residents. The organization must submit the following:

1. If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement
2. Current financial statement
3. Roster of Officers
4. List of persons authorized to make reservations for your organization

City of El Segundo, Richmond Street School, Center Street School, and Raytheon Fields and Facilities

Due to the limited number of fields and facilities available, the City of El Segundo Recreation, Parks and Library Department has established a priority use.

Priority Group Qualification: Group 1 – 10

This priority list serves as a guideline for City Staff. Priority use of fields/facilities will be allocated as follows:

Group 1: City sponsored or co-sponsored events. City of El Segundo, Recreation, Parks and Library Department youth or adult programs or leagues.

Group 2: El Segundo Unified School District related programs.

Group 3: **Organizations part of the El Segundo Youth Sports Advisory Committee.**

“Grandfather Clause”: *At the onset of this policy, the El Segundo Babe Ruth Baseball League was “grandfathered” in at “Group 3” classification by maintaining 60% El Segundo residency.*

Group 4: Youth programs, organizations, or events with 75% El Segundo residency status.

Group 5: Adult programs, organizations, or events with 75% El Segundo residency status.

Group 6: Youth programs, organizations, or events with 60 – 74% El Segundo residency status.

Group 7: Adult programs, organizations, or events with 60 – 74% El Segundo residency status.

Group 8: Youth programs, organizations, or events with under 60% El Segundo residency.

Group 9: El Segundo Businesses, with a current El Segundo Business License. Groups must consist of 75% employees from given business.

Group 10: Adult programs, organizations, or events with under 60% El Segundo residency.

Please Note: All regular use El Segundo sports organizations, within Priority Groups 3 – 10 will schedule and play games on Sundays, if necessary, in an effort to allow for allocation of Saturday field time for other user groups within the El Segundo community. Organizations in group 3 will be allocated based on primary season, number of rostered residents, and good faith.

1 Program: Any activity that is offered by the Recreation & Parks Department. *A system of services, opportunities, or projects, usually designed to meet a social need.*

2 Organization: Any group of participants organized for recreational purposes and associated with a specific purpose. *A group of persons organized for a particular purpose, an association.*

3 Event: Any contest or program related to sports or recreational activity. *Example: camps, clinics, and/or tournaments*

Youth Sports Advisory Committee Overview

The purpose of the Youth Sports Advisory Committee is to work cooperatively with City Staff in quarterly field allocation, help identify field allocation issues, and provide youth sports opportunities to the El Segundo community with a prioritization of serving El Segundo residents. Staff or Commissioners will present recommendations or updates from the Youth Sports Advisory Committee at Recreation and Parks Commission meetings, when necessary. The Youth Sports Advisory Committee will meet a minimum of 2 times per year but may additionally meet as needed. A current list of good standing members in the Youth Sports Advisory Committee can be found online at elsegundorecandparks.org or by request to Recreation, Parks, and Library Staff.

Youth Sports Advisory Committee Member Organizations

All members must meet and maintain the following:

1. Organizations qualifying within Priority Allocation Groups 1 – 3 AND maintaining 75% El Segundo residency (overall organization membership) shall be designated as a member organization. El Segundo residency status will be monitored through league and or team rosters and will be reviewed. If at any time a designated member organization does not meet these requirements, that organization will be placed on a one-year probation.
2. Every organization's representative must be a current El Segundo resident. El Segundo residency will be monitored through board rosters and will be reviewed prior to that group's primary season. If at any time a representative does not meet this requirement, that respective organization must designate a new representative to the Youth Sports Advisory Committee.

Youth Sports Advisory Committee New Member Requirements

Any new organization wishing to join the Youth Sports Advisory Committee must submit their request in writing to the Recreation, Parks and Library Department and meet the following criteria:

1. Have at least 100 El Segundo Resident Players in their organization
2. Submit league rosters which must contain at least 75% El Segundo Residents
3. The organization must follow the "Everybody Plays Philosophy"
4. The organization must be registered as a not-for-profit with the State of California.
5. The organization must be able to provide current general liability insurance and a City of El Segundo Business License

All new organizations that are added to the Youth Sports Advisory Committee are subject to a one-year probation.

Good Faith Rule

All Youth Sports Advisory Committee members will work together in “good faith” to accommodate as many El Segundo based youth sports organizations as possible on City controlled fields. All Youth Sports Advisory Committee members will use “good faith” to ensure that they use their allocated resources efficiently, responsibly, and with good ethics to make space for all sporting opportunities in El Segundo.

Per Player Fee

Youth Sports Advisory Committee Organizations are required to pay a per player fee as mandated by City Council in May 2014 to compensate for their field usage. Rules for the Per Player Fee and these organizations are as follows:

1. The per player fee applies to all players and teams that practice or play on City of El Segundo, Richmond Street School, Center Street School or Raytheon (RTX) fields during each registered season. (Effective January 2026)
2. If a portion of players in the league do not utilize a City of El Segundo field at any time, they are not required to pay the fee for those players that do not use the field during the season.
3. If a league has teams that come from outside the City to participate in in-season games, then these leagues must either:
 - a. Pay the Per Player Fee for all teams (Resident and Non-Resident) in their respective organization that utilize City fields.Or
 - b. Pay the Per Player Fee for Resident teams that utilize City fields and in addition pay these per hour rates:

El Segundo Team vs. Non-Resident Team pay ½ ES Non-Profit Field Rate per hour

Non-Resident Team vs. Non-Resident Team pay full ES Non-Profit Field Rate per hour

*A minimum of 51% of in-season games must consist of El Segundo based teams.

The deadline for payment of this fee to the Recreation, Parks and Library Department is 2 weeks after the start of that organization’s close of registration. Refunds for the per player fee will not be issued once the fee is paid to the City of El Segundo, but an organization can rollover any unused fee to the next season due to player withdrawal upon providing proof to the City that said player was withdrawn and refunded their league fee. All payments can be made by cash, check, money order, or credit card (Visa, Mastercard, American Express) to the Recreation, Parks and Library Department for reservations made throughout the season.

Three Strikes Rule

The purpose of the Three Strikes Rule is to implement a systematic method of enforcing the Municipal Code and Athletic Field Use and Allocation Policy. The Three Strikes Rule will apply if rules or regulations of this policy or City of El Segundo Municipal Code are violated by a Youth Sports Advisory Committee Organization. The City reserves the right to cancel or suspend field/facility permits for games, practices, and other usages based upon user groups violating the City Municipal Code or the established Athletic Field Use and Allocation Policy.

STRIKE ONE

Strike one consists of a verbal warning to the organization in direct violation of the City Municipal Code or Athletic Field Use and Allocation Policy. The verbal warning will be documented, and a copy will be provided to the organization.

STRIKE TWO

Strike two consists of a written warning (via letter or e-mail) to document the violation within the permit period.

STRIKE THREE

Strike three consists of a second written warning (via letter or e-mail) to document the violation and possible cancellation of field/facility permit within the permitted period.

Process for Obtaining Permits

Requests to permit the use of City fields and facilities in El Segundo are made through the City of El Segundo Recreation, Parks and Library Department, Recreation Division at 401 Sheldon Street, El Segundo. **All groups who wish to utilize an athletic field or facility must complete an appropriate application and the rules and regulations form.**

Fields/facilities are allocated to user groups in quarterly periods. Youth Sports Advisory Committee Organizations requesting space must submit their request **at or before scheduled Youth Sports Advisory Committee Field Allocation Meetings**. Youth Sports Advisory Committee members must make requests in writing and are required to sign and submit an Athletic Field/Facility Use Rules and Regulations form. City staff conducts periodic audits of field usage. If fields and facilities are not used as requested, permits may be rescinded. Groups or organizations not using fields and facilities as stated may lose their permitted time and/or priority allocation consideration for future allocations per the 3 Strikes Rule.

Deadlines for required Youth Sports Organization information and documents are:

1. **Proof of Insurance: due prior to field permits are issued.**
2. **Game and practice schedules: due two (2) weeks prior to that league's respective opening day and will be used by City staff to ensure fields are being used as allocated.**
3. **Final Board and League Rosters: due one (1) week following final league registration date.**

Multiple-use reservations may be made for more than one date or with recurring weekly use. Any person or organization missing these deadlines will have access to any remaining fields/facilities after the allocation process is finalized on a first come first served basis. Once field space has been allocated to the priority user groups, all other groups can request field space rentals online at esrec.org on a first come, first served basis. **Submission of an Application and Agreement Request for Use of City of El Segundo facilities does not constitute approval.** Every effort will be made to accommodate user group's use of fields. Priority of fields will be given to primary season sports, then by priority grouping. This means that primary season holds precedence **ONLY** within each priority grouping level. Any request for change in a sport's primary season, must go through Recreation, Parks, and Library staff to be presented before the Recreation and Parks Commission for approval.

Primary Seasons:

- | | |
|---|---------------------------------|
| • Baseball, Football and Cheer, Softball, Lacrosse, Volleyball: | February 1 – August 31 |
| • Soccer, Inline Hockey: | September 1 – January 31 |

Sport Specific Field Designation & Use

The following fields have been designated as sport-specific athletic fields. The City reserves the right the utilize any field for any City sponsored event outside of these designations.

- **Stevenson Field HARDBALL BASEBALL ONLY**
- **Rec Park Softball Field SOFTBALL, BASEBALL & KICKBALL ONLY**

Recreation Park Batting Cage Priority Designation & Use

- Monday – Friday: Softball
- Saturday – Sunday: Baseball

Liability Insurance Requirements

FACILITY USER shall secure and maintain throughout the period of use contemplated under this agreement, general liability insurance with policy limits of not less than \$2,000,000 per occurrence. The City of El Segundo, its elected, and appointed officials, officers, agents, and employees shall be named as additional insured by endorsement. Such policy or policies of insurance shall further provide that said policies of FACILITY USER shall be primary over any insurance held by CITY that may be applicable. The types and limits of insurance may be changed as determined by the City of El Segundo Risk Manager.

FACILITY USER agrees to hold the City of El Segundo harmless and free from any liability of any nature arising out of the use of City Recreational Facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

Notice of Field Exchange

Organizations may give up or exchange their allocation, or any part of it, with an organization of equal or greater allocation priority only when all the parties agree in writing and the Recreation, Parks, and Library Department reissues the permit.

Notice of Non-Use of Field

Any organization that has reserved space and does not intend to use it according to the permit, shall notify the Recreation Division so that the fields/facilities may be reallocated or otherwise used at its maximum. User groups with fee waivers may be billed for fields that they have reserved and have not used (see Permit Cancellation). Also, **non-use of a field may result in revocation of the allocated field**. Please see "Three Strikes Rule" page 8.

Notice must be given to return field space within two weeks of the first date of field use. If field space is not returned by this deadline and the field is unused, the organization may be charged for the City's loss of rental revenue. Random audits will be conducted by the Recreation, Parks, and Library Department to ensure field space is being utilized or returned properly.

Permit Cancellation

The City of El Segundo reserves the right to cancel, refund, and/or reschedule permitted reservations if one of the following occurs:

1. When the health and safety of participants are threatened due to inclement weather or conditions including but not limited to heavy rains, smog alerts, pesticide spraying, and earthquakes.
2. City begins work involving any of the facilities.
3. Non-adherence to Athletic Field/Facility Use and Allocation Policy or City ordinance.
4. ESUSD cancels use of fields under the direction of their administrative office.

Permits canceled for paid reservations at least 10 days prior to the reservation will be refunded the entire amount less a \$10 Administrative Fee. Permits canceled less than 10 days prior to the reservation date will be charged a \$50 cancellation fee.

Post-Season Tournaments

1. Each youth sports organization in the City of El Segundo is allowed to host one free (no charge) tournament each season during their primary season.
 2. All tournaments may not last any longer than 2 calendar weeks over a maximum of 3 weekends, for a total of 16 days.
 3. All tournaments must end within 60 days of the completion on the season of the host youth sports organization.
 4. With exception of the El Segundo AYSO All Star Tournament hosted at Campus El Segundo.
 5. Any group that wishes to host a tournament in addition to the one free (no charge) tournament within their primary season must pay rental fees.
 6. Any group that wishes to host a tournament outside of the 60-day window and within their primary season must request in writing and subsequently receive approval from the Recreation and Parks Commission.
 7. All tournament requests are subject to athletic field availability.
 8. All tournament requests must be submitted in writing a minimum of 60 days prior to the start of the tournament.
- * Regular Season: Period of time during a primary season in which regularly scheduled games are played. Must be part of the permit period but does not include playoffs or tournaments.

Meeting Rooms

Each Youth Sports Advisory Committee Organization may utilize Recreation, Parks and Library Department Facilities and Meeting Rooms when available throughout the year. These reservations may include but are not limited to registration dates, board meetings, and coaches' meetings. Organizations can make a reservation by contacting the designated representative from the Recreation Department. Each group is limited to the following number of reservations per calendar year:

- 1 monthly meeting (12 per calendar year)
- 3 registration meetings
- 3 miscellaneous meetings
- Photo day reservation as necessary

Camp/Clinic

1. El Segundo resident youth sports organizations are allowed to host one free (no charge) camp or clinic each calendar year.
2. All camps/clinics may not last any longer than a total of five (5) days.
3. All camps/clinics may not last any longer than 7 hours per day, for a total of 35 hours per week.
4. Any group that wishes to host a camp/clinic in addition to the one free (no charge) camp/clinic must pay field rental fees.
5. Any group that wishes to host a camp/clinic outside of the five (5) day maximum or longer than 7 hours per day must request this in writing and subsequently receive approval from the Recreation and Parks Commission.
6. All camp/clinic requests are subject to athletic field availability.
7. All camp/clinic requests must be submitted in writing a minimum of 60 days prior to the start of the camp/clinic.

*A typical camp/clinic traditionally would run Monday through Friday but may run for any amount of time less than or equal to 5 calendar days.

*A typical camp/clinic would be from 9 am – 3 pm, with a reservation from 8:30 am – 3:30 pm, for a total of 7 hours of field time. The additional half an hour before and after are to accommodate set-up and break-down.

Special Requests or Exceptions

Any organization making a “Special Request” of the Recreation and Parks Commission to operate outside of the current Athletic Field/Facility Use & Allocation Policy must put a request into Recreation, Parks, and Library staff to be reviewed and placed on a future meeting’s agenda. The requesting organization must send a representative from its current Board to the Recreation and Parks Commission Meeting to advocate for their request.

Athletic Field/Facility Use Rules

- All groups wishing to utilize a field must acquire a permit with the City of El Segundo. Field use permit must be available during use and presented to any City representative upon request. It is the League/organizations president or their Field Coordinator's responsibility to make sure coaches receive and understand that permits must be on site during field use.
- It is the responsibility of the organization president and the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.
- Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Check your permit for specific times you may access the fields.
- Field use will end at dusk on unlighted fields, and by 9 pm or 10 pm on lighted fields except when noted on Site Specific Field Use. Check your permit for specific times you may access the fields.
- Parking is allowed in designated areas only. No vehicles are allowed on City or District fields or property, other than parking lots, without written permission noted on the permit issued by the City of El Segundo. User groups must inform their participants and spectators to park in facility parking lots and public parking areas.
- Smoking is not allowed at any City of El Segundo facility where youth sports are occurring including tobacco, drugs, or simulated smoking devices.
- Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas (E.S. Municipal Code, SEC. 13.04.040)
- Selling food or other items is not allowed without City approval and must be noted on the permit.
- Amplified sound is not allowed on any field without City approval and must be noted on the permit. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
- Banners may not be posted without City approval and noted on your permit.
- Youth Sports Advisory Committee members may only hang banners during primary season. Banners must be removed immediately after the conclusion of the season.
- Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission.
- Property boundary walls and fences are not to be used as backstops at any time.
- Portable goals and/or markers are allowed but must be removed daily.
- Storage sheds of any kind are not permitted in a park or facility unless approved by the Recreation, Parks, and Library Department.
- Any special events (such as opening days, parades, etc.) must be submitted through the City's special event permit process through OpenGov 50 days prior to event date.

Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. **For the benefit of our community, please practice being good neighbors in residential neighborhoods.**

Starting & Ending Use Times

City fields may be permitted as available beginning 8 am. Unlit field use ends at dusk. Lighted field use ends at 9 pm or 10 pm depending on location. Check your permit for specific times you may access the fields. Exceptions to these time frames may be allowed with the permission of the Recreation, Parks and Library Department.

Site Specific Field Use

Some sites have restricted use due to the location of the athletic fields, neighborhoods with limited parking and/or fields directly adjacent to residences. Additional site-specific measures may be added to reduce resident concerns adjacent to the athletic field facilities. Check your permit for specific times you may access the fields and the number of fields allocated for your use.

Inclement Weather Field Closures

In the event of inclement weather fields may be closed. It is the user group's responsibility to call the Recreation, Parks, and Library Department Field Conditions Hotline at (310) 524-2883 after 12:00 pm Monday through Friday or after 8:00 am Saturday and Sunday. A secondary update to field conditions may be made by 12pm on Saturday and Sunday. Each field will be assessed individually for closures. Groups cannot play on fields that have been closed.

Traffic and Parking

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue or during post-season tournament play, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the user's responsibility to alleviate traffic and parking issues. No vehicles are allowed on City or District fields or property, other than parking lots, without written permission noted on the use permit issued by the City of El Segundo.

Field Maintenance

Rest and Renovation

An annual rest and renovation program is scheduled at all allocated sites. The City does attempt to be flexible in accommodating user groups but, ultimately, the health and safety of the user and the conditions and playability of the fields or facilities takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use.

Field/Facility Closures

Fields/Facilities may be closed at the discretion of the Recreation Superintendent and/or Parks Superintendent or their designated representatives. Closures are kept to a minimum when fields/facilities remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields. The City may close field facilities for any of the following:

1. City engages in work involving any of the fields or facilities.
2. When the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, pesticide application and earthquakes.

ANNUAL FIELD CLOSURES

Stevenson Field

2nd week of December – February 14th

Softball Field

Winter Closure – Field closed December 1st and opening February 1st.

Richmond Street & Center Street School Fields

Maintained at the discretion of ESUSD

Raytheon Field

Maintained at the discretion of Raytheon (RTX)

Brett Field

Winter Closure – Field closed December 1st, and opening one week before Opening Day

Summer Closure - Field closed first day after end of All Star play, and opening the Tuesday after Labor Day (Infield closed throughout soccer season)

Athletic Field Lining/Marking and Modifications

Youth Sports Advisory Committee Organizations may request special lining of City fields if approved by the Recreation, Parks, and Library Department. Under no circumstances are organizations allowed to paint or burn lines onto fields. Organizations failing to comply are subject to pay for all damages occurring to the facility and may be subject to loss of field space.

Requests to modify or improve any City facility shall be submitted for review to the City of El Segundo Recreation, Parks and Library Department for consideration, and to the Recreation and Parks Commission for approval. No permanent structures or equipment shall be erected on facility unless approved by the City and is dedicated for community use. Requests to modify field size for multiple-use shall be submitted for review to the City of El Segundo Recreation Division for consideration. Users may not modify a field for use by more than two teams without approval noted on your permit. Adding additional fields to a site without permission will result in a Strike. Please see "Three Strikes Rule" page 8. Modified fields for multiple use will be billed appropriately.

Trash/Field Clean-Up

The City of El Segundo Recreation, Parks and Library Department asks all youth leagues or athletic field user groups to institute a field clean-up policy that will be enforced at all the fields and facilities for both games and practices. It is each organizations responsibility to ensure that the following is

1. Following a game or practice session, teams are responsible for picking up all trash and debris at or around the field or practice site. This applies whether the trash or debris was at the site before the game or practice commenced. Teams are also to make sure that all equipment is picked up as well.
2. Each Coach/Manager is responsible for making sure that this policy is strictly enforced and adhered to by coaching staff and players at every game and practice. City of El Segundo Recreation, Parks and Library Department Field Ambassadors will actively monitor the game, practice fields and facilities to ensure that the policy is being followed.

Parks Maintenance Staff Field Safety

The City of El Segundo Recreation, Parks and Library Department asks each youth sports organization or athletic field user group to institute a no practice policy during all times that a Parks Maintenance Staff is working on the infield and/or play area. No team shall participate in any activity that may endanger the Parks Maintenance Staff worker that is working on or preparing the field of play. This includes, but is not limited to, infield practice, hitting/batting practice and/or base running. It is agreed upon that a reasonable amount of space/distance will be given to the Parks Maintenance Staff to complete their tasks before any encroachment upon their work areas. Each organization is responsible for making sure that this policy is strictly enforced and adhered to by managers/ coaches.

Athletic Field/Facility Use Rules and Regulations

1. All groups wishing to utilize a field/facility must acquire a permit with the City of El Segundo.
2. It is the responsibility of the person in charge identified on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.

These rules include but are not limited to:

- Use will begin no earlier than 8 am – Monday – Saturday and no earlier than 9 am on Sunday. Use will end at dusk on non- lighted fields and by 10 pm on all lighted fields; except Richmond St. Field, which closes at 9 pm. Please check your permit for specific times you may access the fields.
- Use begins and ends at the times stated on the permit, including set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit.
- Parking is allowed in designated areas only.
- Applicant's Field Use Permit must be available during use and presented to any City representative upon request.
- Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas. (E.S. Municipal Code, SEC 13.04.040)
- Selling of food or other items is not allowed without City approval and will be noted on your permit.
- Amplified sound is not allowed on any field without City approval and will be noted on your permit. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed. Applicant is responsible for notification to residents adjacent to the field requested during any and all special events.
- Permanent banners may not be posted without City approval and will be noted on your permit.
- Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission.
- Property boundary walls and fences are not to be used as backstops at any time.
- Portable goals and/or markers are allowed but must be removed daily.
- At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The field and any adjoining areas affected by a group's use must be picked up and cleared of all trash.
- Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in our residential neighborhoods.

3. Inclement Weather Policy: Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to access field closure information by phoning the Recreation and Parks Department Field Condition Hotline @ (310) 524-2883 after 12 pm Monday – Friday or after 8 am Saturday and Sunday. A secondary update to field conditions may be made by 12 pm on Saturday and Sunday. (Updated with closure information as needed)

4. Non-adherence to any of these rules or City ordinance may result in the retention of a portion or all of the deposit and/or result in the cancellation of current and/or prohibition of future use.

Applicant Name:

Print

Title

Signature

Date

Application and Agreement Request For Use of City of El Segundo Athletic Fields/Facilities

In accordance with the Joint Use Agreement between the City of El Segundo and El Segundo Unified School District, the City will be the responsible agency for scheduling and permitting all City owned fields as well as Richmond Street School and Center Street School fields athletic fields. In accordance with the Recreation Facility Use Agreement between the City of El Segundo and Raytheon Company (RTX), the City in collaboration with Raytheon, schedules the of Recreational Fields located on the RTX Campus. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued.

Organization

Name of Applicant

Address

Phone Number

Email

Description of Activity

Estimated Attendance

Open to the Public

Yes/No

Number of Banners Posted at Facility

Field/Facility Requested

Day of Week	Date(s)	Start Time - Include Set-up	End Time - Include Clean-up

Application and Agreement Request For Use of City of El Segundo Athletic Fields/Facilities

Day of Week	Date(s)	Start Time - Include Set-up	End Time - Include Clean-up

**** Lining/Marking of athletic fields is prohibited unless otherwise authorized by Parks Superintendent ****

I verify that the information on this Application and Agreement Request for Use of Athletic Fields / Facilities form is correct as defined in the Athletic Field Use & Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy. I have read the Application and Agreement and agree to all provisions listed on this Application, the Athletic Field Use & Allocation Policy, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.

Applicant Signature

**Signature of Organization
 President or AD**

Date

Date

The City of El Segundo does not assume responsibility of liability for claims, damages, or injuries, of whatever nature, which may arise from use of the fields.

Dated this _____ day of _____, 20____.
 By: _____, Recreation Supervisor or Designee

I, _____ the authorized representative of _____, do hereby acknowledge that I have read the terms and conditions of this field allocation policy; that the terms and conditions are acceptable and User Group agrees to abide by, comply with, and accept full and complete responsibility therefore.

Dated this _____ day of _____, 20____.
 By: _____, League President or Authorized Representative

Office Use Only:

Organization Priority 1 2 3 4 5



310-524-2700



El Segundo Recreation 401 Sheldon St, El Segundo, CA 90245