2018 Field Request & Allocation Packet

Included you will find the paperwork necessary to reserve City athletic fields for 2018. Thank you in advance for taking the time to complete the annual paperwork. It is important for the Recreation Department to have this updated paperwork on file so that we may have a better understanding of your needs as well as current contact information. In addition to the Organization Information Form and the Athletic Facility User Request Form, it is required that we have a current copy of your Certificate of Insurance that names the City of Lincoln as "additionally insured" or the "certificate holder". If your policy has already expired or will expire at the beginning of 2018, please make sure a current certificate is received in our office ASAP. For non-resident organizations and/or organizations with less than 100 participants, it will also be necessary to include with your paperwork a current roster of participants. A template for how it should be submitted and the information required is included. Or simply complete the roster provided. The rosters will be verified with various national governing bodies and used to verify residency percentages in order to determine allocation priorities and rental fees.

NOTE: All requested documents and forms must be current and on file and fees up to date before any field use by your organization will be approved and scheduled in the facility calendar for 2018.

Forms

Organization Information From: We ask that you take this time to update your organization information with us by completing the attached Organization Information Form. The information you provide will help us pass on correct information regarding your organization to the public and will also help us when we need to contact you ourselves.

Athletic Facility User Request Form: Please complete the attached Athletic Facility User Request Form. This form needs to include the date your organization will begin using fields for practices and/or games and the date your need for fields will end. Please complete one form for each facility your organization is requesting use of. If your organization runs a program during more than one season, please list the start and end dates for both by using both the "Season 1" and Season 2" sections of the form. This will allow us to schedule field time to other organizations during your organizations down time and will maximize each facilities use. In addition to start and end dates, we ask that you give us your preferences for days. This can be done by placing a 1 – 7 inside or above each day of the week box. We will do our best to accommodate all the needs of your organization, but we do appreciate your flexibility as the demand for fields is very high.

If your organization needs use of a field on an unscheduled day after schedules have been distributed, please complete a separate Athletic Facility User Request Form for each event at each facility you are requesting use of. Please use the attached form as your original and make copies as needed. Because most days and times will already be scheduled, it may be best to contact me in advance to check availability. To avoid any confusion, we will only accept requests from one or two authorized individuals in each organization as listed on the Organization Information Form.

Field Allocation Priorities

Organization/Team Priority:

1) City sponsored or co-sponsored events; City youth/adult athletic programs and/or leagues; WPUSD programs and leagues (joint use facilities only).

2) Non-profit youth organizations with more than 100 participants and at least 90% Lincoln residents.

3) Non-profit youth organizations that are ongoing/recurring users from the previous year.

4) Non-profit youth organizations with 50% or more Lincoln residents.

5) Non-profit youth organizations with less than 50% Lincoln residents.

6) Adult users.

Sport Season Priority (for multi-use fields):

1) Traditional sports seasons have priority use over select/shoulder seasons.

2) Spring sports (baseball, softball) have priority use March 1 – July 15.

3) Fall sports (soccer, football) have priority use July 16 – November 30.

4) December – February are turf recovery periods, during which time only limited field use will occur.

Field Use and Light Use Fees

Effective March 1, 2017

FIELD USE

Youth organizations with over 100 participants and 90% Lincoln residents:

- $10 per player

Youth organization/teams with less than 100 participants:

Residency Percentage	Hourly Rate	Monthly Rate *
75 – 100%	$10	$80
25 – 74%	$15	$120
0 – 24%	$20	$160

* Monthly rate applies to all organizations/teams that are ongoing/recurring users (4 weeks or more). The listed rate grants the renter field use for 2 hours, one day per week. Any ongoing additions or subtractions to your field time will be prorated accordingly. All other one time or sporadic additions will be billed separately at the hourly rate. Inclement weather cancellations or organization/team initiated cancellations will not receive a credit or refund; however, there will not be an extra charge for months with 5 practice days instead of 4. Cancellations for tournaments, field maintenance, etc. that are scheduled by the City will be issued a credit for field use lost using the hourly rate listed.

Tournaments & Resident Adults (baseball/softball) - $15 per hour
Tournaments & Resident Adults (soccer) - $25 per hour
Non-Resident Adults (less than 50%) - $30 per hour

LIGHT USE

Youth organizations

Residency Percentage	Hourly Rate
75 – 100%	$10
25 – 74%	$15
0 – 24%	$20

Tournaments & Resident Adults (50% or more) - $15 per hour
Non-Resident Adults - $30 per hour

Proof of Residency

Organizations with over 100 participants, such as Lincoln Little League, Lincoln Girls Softball Association, Lincoln Youth Soccer Club and Lincoln Youth Football & Cheer, may be required to provide a roster of league participants that lists all participant names and addresses. If requested, this information will be used to determine the residency percentage and participation numbers of your organization for payment of the field use fee of $10 per player.

Organizations with less than 100 participants must provide a roster that includes the following: name of the participant, guardian name, home address, home phone number, and school. A template of how this should look is included for your convenience.

Organizations/teams who fail to submit the required information will be placed at the bottom of the priority list and charged the full rental rates until the information is received and a residency percentage can be determined.

Athletic Field Inclement Weather Policy

City athletic fields have been designed and are maintained for the enjoyment and use of Lincoln residents. The purpose of this policy is to guide the use of City athletic fields, to prevent injuries and damage to the playing surface brought upon by inclement weather and/or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sport complexes. User groups are asked to help us by accepting and adhering to these rules. Groups who use the City athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather.

Policy

The City of Lincoln reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to the fields. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts or pesticide application.

Procedure for Determining Field Playability & Informing the Public

When there is inclement weather on a normal business day, the City's recreation and/or parks maintenance staff will assess the playability of all city owned fields to determine field playability. The designated City representative shall have the authority to close any/all fields within the City of Lincoln and these decisions are not negotiable. If a field closure can be determined by 3pm, then City staff will notify affected user groups of field closures via email. If status cannot be determined before 3pm or if it's not a normal business day, then fields shall be inspected by the user group at time of use to determine playability. In this case, the user group must employ the playability criteria used by City staff.

Abuse/use during wet conditions shall result in a minimum $250.00 fine upon the first occurrence and a minimum $500.00 fine for the second infraction. Fines may be higher if the cost of repairs exceeds the minimum fine amount. A third infraction in a calendar year will result in the loss of all field rental/allocation privileges. It is the responsibility of each user groups to ensure that all coaches/parents understand and enforce this policy.

Criteria for Determining Field Playability

The following information is the City policy regarding the use of fields in wet condition. These policies and procedures apply to all sports and activities conducted on a grass field, turf area, or infield.

Baseball and Softball Infields

Infields will be deemed unsafe and unplayable when any of the following conditions are present:

- There is standing water within the base paths, batters box or pitching area
- Your feet slip as you walk through any area the infield
- The depth of your footprint is greater than one inch on any area of the infield

Soccer Fields and Baseball/Softball Outfields

Turf areas will be deemed unsafe and unplayable when any of the following conditions are present:

- There is standing water within the majority of a single playing position (playing positions will be determined based on the user group)
- Your feet suction to the ground as you walk within the majority of a single playing position
- Your footprints fill with water in the majority of a single playing position
- Grass can be easily dislodged from the fields during play

City Contacts

SCHEDULING of FIELD USE & LIGHTS

- Doug Brown, Recreation Manager
  - Office: 916-434-3222
  - Cell: 916-826-5659
  - Email: douglas.brown@lincolnca.gov

MAINTENANCE

- Scott Boynton, Facility Maintenance Supervisor
  - Office: 916-434-3245
  - Cell: 916-871-4309
  - Email: scott.boynton@lincolnca.gov

CITY OF LINCOLN FACILITY MAINTENANCE PROTOCOL

- Facility Maintenance Needs **"DURING" working hours** (M-F, 8am – 5pm)
  - If you have a concern &/or need regarding maintenance of a facility/park/field during regular work hours, please direct your call to the Public Services office at **916-434-2450** or email to public.services@lincolnca.gov. If emailing your request, please allow the next regular business day for response.

- Facility Maintenance Needs **"AFTER" working hours** (M-F, 5pm – 8am, and weekends)
  - If you have an immediate need regarding maintenance or repair at a facility/park/field after regular work hours, please direct your call to the Lincoln Police Department at **916-645-4040** to have the appropriate on-call staff person dispatched. If your need is not immediate, you may email Public Services at public.services@lincolnca.gov. If emailing your request, please allow the next regular business day for a response.

FAILURE TO FOLLOW THE GUIDELINES OF THESE POLICIES AND PROCEDURES MAY RESULT IN CANCELLATION OF EXISTING PERMIT(S) AND LOSS OF RENTAL/ALLOCATION PRIVILEDGES.

To Return Forms

- Email to douglas.brown@lincolnca.gov
- Fax to 916-434-8057
- Drop off or mail to:

City of Lincoln Recreation
Attn: Doug Brown
2010 First Street
Lincoln, CA 95648

CITY OF LINCOLN RECREATION
2010 FIRST STREET, LINCOLN, CA 95648 * (916) 434-3220 * FAX (916) 434-8057

2018 ORGANIZATION INFORMATION FORM

Organization Name: _____ Web Address: _____

Org. Mailing Address: _____

Primary Contact: _____ Title: _____

Cell Phone: _____ Home Phone: _____ Email: _____

Secondary Contact: _____ Title: _____

Cell Phone: _____ Home Phone: _____ Email: _____

Please list the one or two individuals who will be authorized to submit facility requests during the year

NAME	PHONE	EMAIL

Sport/Activity Type: _____

Governing Body Affiliations (ASA, USSSA, All World, US Soccer, etc): _____

_____

Insurance Provider: _____

Expiration Date of Current Policy: _____

NOTE: In order to determine or verify the resident status of your organization, your organization may be asked, at any time, to provide such documentation requested by the City, including rosters, player addresses, picture ID, utility bill, etc.

Board Member Information

Title	Name	Phone
President		
Vice President		
Secretary		
Treasurer		

Forms may be dropped off or mailed to the address above, faxed, or emailed to douglas.brown@lincolnca.gov

CITY OF LINCOLN RECREATION
2010 FIRST STREET, LINCOLN, CA 95648 * (916) 434-3220 * FAX (916) 434-8057
Contact Doug Brown at 434-3222 or douglas.brown@lincolnca.gov to check availability

ATHLETIC FACILITY REQUEST FORM

Organization Name: _____ Web Address: _____

Organization Address: _____

Primary Contact: _____ Title: _____

Day Phone: _____ Evening Phone: _____ Email: _____

Secondary Contact: _____ Title: _____

Day Phone: _____ Evening Phone: _____ Email: _____

FACILITY REQUESTED

McBean Park (open space)
McBean Park Basketball Courts
McBean Park (farm & t-ball fields)
McBean Park Stadium
Lincoln Little League field at McBean Park
Joiner Park (softball field)
Joiner Park (upper soccer field)
Joiner Park (lower soccer field)
Community Center (gymnasium)
12 Bridges Park (baseball diamond)
12 Bridges Park (t-ball fields)
12 Bridges Park (soccer field)
Wilson Park (softball fields)
Foskett Regional Park (softball fields)
Foskett Regional Park (soccer fields)
Pete Singer Park / Lincoln Xing (baseball)
Pete Singer Park / Lincoln Xing (soccer)
Nathan Dubin Park (soccer)

EVENT INFORMATION

Nature of Event / Title: _____

Date Facility Usage to Begin: _____ to End: _____
Season 1 (January – June) *(month, day, year)* *(month, day, year)*

Preferences	SUN	MON	TUE	WED	THU	FRI	SAT
Day							
Time							

** Every attempt will be made to grant your request; however, field/court demand may require flexibility in days &/or times **

Date Facility Usage to Begin: _____ to End: _____
Season 2 (July – December) *(month, day, year)* *(month, day, year)*

Preferences	SUN	MON	TUE	WED	THU	FRI	SAT
Day							
Time							

** Every attempt will be made to grant your request; however, field/court demand may require flexibility in days &/or times **

INSURANCE SECTION

Renter shall procure and maintain public liability insurance against any loss or liability for damage which might result from or arising from its rental and use of the city's facilities either to persons or property of $1,000,000.00 (one million dollars) combined with single limit. Such insurance shall name the city, its agents, officers and employees as additional insurers prior to the rental date(s) of the city's facilities. Certificates of such insurance shall be filed with the City of Lincoln and shall be endorsed to provide 30 day's notice to the City of Lincoln of cancellation or any change of coverage or limits.

_____ _____ _____
Organization Representative *Title* *Date*

Forms may be dropped off or mailed to the address above, faxed, or emailed to douglas.brown@lincolnca.gov

TEAM ROSTER FORM

Team Name	Governing Body Affiliations (ASA, All World, etc)

Head Coach	Phone Number

Assistant Coach	Phone Number

PLAYER ROSTER

Player Name	Guardian Name	Home Address (street address, city)	School