

Cosumnes Community Services District  
***Department of Parks & Recreation***

***Sports Field User Manual***



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## Introduction

The Cosumnes Community Services District, Department of Parks and Recreation is dedicated to fostering healthy lifestyles and helping the community thrive. The CSD recognizes that sports are a fundamental component of this goal and that field availability is necessary to sports organizations. As such, the CSD coordinates and issues permits for the use of athletic fields.

The Community, as well as the CSD, has experienced tremendous growth in youth sports with both additional sports organizations and emerging sports. With this growth anticipated to continue into the future, it is necessary for the CSD to partner with the Elk Grove youth sports groups to work together to meet the immediate needs of the community, as well as work together in planning youth sports facilities for the future. The CSD has already experienced an increased demand for the use of athletic fields and finds it necessary to emphasize sharing in the use of all athletic fields among our present and future sports organizations.

This manual has been established to ensure that the fields are utilized for recreational functions that meet the needs of the community, as well as, identify use procedures and rental fees for the permitted use of sports fields.

## Insurance

### **General Liability Insurance:**

Each field user must provide a Certificate of Insurance for comprehensive general or comprehensive personal liability coverage for a minimum of \$1,000,000 general liability coverage and \$2,000,000 aggregate liability. Each insurance policy shall name the Cosumnes Community Services District, and its directors, agents and employees, as an additional insured. All field users utilizing Elk Grove Regional Park must also include the County of Sacramento as additionally insured. Certificates of insurance for all field users must be current and on file with the District at all times.

## Sports Field Use Permits

Sports Field Use Permits are issued through an annual process and are required for the exclusive use of any District sports fields. Field permits are issued to field users according to the field allocation priority. Fields are allocated to users using the field allocation process created by District staff. Submission of an application does not constitute approval of field use.

To be eligible to utilize District sports fields, each field user must provide:

1. **Board of Directors Information:** Each field user shall submit a list of current organization Board of Directors, including e-mail addresses and phone numbers with expiration date of their terms.
2. **Field Use Requests:** Each organization shall submit a Field Allocation Application. These applications will also be used by the CSD Park Operations staff to identify the time frame of responsibility/accountability of the field users for field maintenance purposes.

## Field Use Guidelines

To be eligible to utilize District sports fields all field users must understand and adhere to the following guidelines:

1. **Use of Chemicals:** The use of chemicals to burn lines on any fields is prohibited. Field users may be allowed to paint lines on fields if approved by District staff. All damages resulting from the unauthorized use of chemicals on any District sports field will be repaired at the expense of the responsible user. Unauthorized use of chemicals on public properties is a violation of State and Federal Laws. Field users in violation may also be subject to additional penalties under these regulations.
2. **Damages:** All damage to District facilities caused by a field user will be repaired at the expense of the responsible user. This includes, but is not limited to damage to turf, irrigation, benches, bleachers or other facilities.
3. **Disposal of Trash:** Field users shall properly dispose of trash, and clean up trash and debris on the field and spectator areas after each use. Field users shall remove and replace garbage liners as needed. Full garbage bags shall be properly closed, to prevent garbage from being blown throughout the park, placed in dumpsters where appropriate or next to existing trash cans to be removed by District staff. Field users will call the District maintenance at hotline (916) 405-5688 to have the trash removed from the facility. Additional fees may be charged to field users for the clean-up and removal of trash if not maintained to District standards.
4. **Adequate Adult Supervision:** All field users shall provide proper adult supervision to ensure field safety and compliance with District rules at all times. Field users shall monitor the activities of game and practice participants and spectators to ensure that District facilities are used in a manner that prevents damage. Should the user fail to provide adequate supervision that results in damage to District property, the user shall be responsible for the cost of repair of property damage. Field users shall monitor spectators and participants during practice and games to ensure that participants are respectful to residents surrounding the park. Property boundary walls and fences are not to be used as backstops at any time. It is the field user's responsibility to ensure the neighborhoods are not being unreasonably disturbed by noise, parking, litter, trespassing, etc.
5. **Parking:** Field users shall monitor parking of all participants and spectators in and around the facilities during times of use. Users shall be responsible for ensuring that participants and spectators park in accordance with all state and local regulations. Pursuant to Ordinance 15 section 1.75, users are not allowed to drive or park cars, motorcycles, or other motorized vehicles inside the park grounds or on turf areas.
6. **Synthetic Surfaces:** To assist the CSD in maintaining the quality of our synthetic surfaces the following items or activities are **PROHIBITED**:
  - ❑ **NO** Tobacco, Cigarettes, Cigars, Chewing Tobacco

- ❑ **NO** Alcoholic Beverages
- ❑ **NO** Beverages (water only)
- ❑ **NO** Chewing Gum
- ❑ **NO** Eating of Shelled Nuts (sunflower seeds, peanuts, etc.)
- ❑ **NO** Glass Bottles
- ❑ **NO** Food
- ❑ **NO** Spitting
- ❑ **NO** Metal Cleats
- ❑ **NO** Dogs
- ❑ **NO** Unauthorized Vehicles
- ❑ **NO** Bicycles, Skates, In-line Skates, Skateboards or Scooters
- ❑ **NO** Stakes of any kind (including net or canopy)
- ❑ **NO** Golf

Should the synthetic surfaces sustain damages due to inappropriate use by any field user, scheduled use of the field will be suspended until the field can be returned to an original playable condition. Costs associated with said renovations which include: labor, equipment, replacement, repairs, etc. will be the responsibility of the field user or sports league or club identified as creating damage to the field through its inappropriate use of the field.

7. **Lost and Found:** The District is not responsible for items lost or found at District facilities during the field user's use of facilities.
8. **Scheduled Field Usage:** Field user agrees to provide a detailed schedule of all planned usage of District sports fields allocated to their organization no later than fifteen working days prior.

## Field Closure Procedure During Inclement Weather

CSD staff shall have the authority to close a facility or field, or portion thereof, and require the exit of all persons therein when CSD staff determines that conditions exist in said facility/field or portion thereof which presents a hazard to the facility/field or to public safety.”

### **PURPOSE**

Cosumnes Community Service fields have been designed and are maintained for the enjoyment and use of Elk Grove residents and guests. An effective field maintenance program is essential to ensure that all residents of the District are able to enjoy aesthetically pleasing and safe park sites that are used for a variety of uses, both active and passive.

The purpose of these procedures is to guide the use of CSD athletic fields to prevent damage to the playing fields and injuries to participants brought on by field use during inclement weather.

These procedures, with the exception of the section related to Electrical Storms, are not intended for the closure of synthetic surfaces. Synthetic surfaces will not close during periods of inclement

weather unless it is determined by CSD staff, or youth sports coaches and game officials the weather creates an increased chance of injury to the participants or damage to the facility.

### **FIELD CLOSURE PROCEDURES FOR INCLEMENT WEATHER**

The Cosumnes Community Services District reserves the right to cancel or suspend field use permits for games, practices and other permitted uses when field conditions may result in damage to the fields or injury to players.

Permits may also be cancelled when the health and safety of participants are threatened due to unsafe conditions brought on by, but not limited to, lightning, excessive levels of smog, or pesticide applications.

#### Field Assessment

During inclement weather, Cosumnes CSD Staff will assess the playability of selected athletic fields to determine if use will occur. Park Operations staff will check one (1) athletic field in each area of the District:

Area 1 - Rau Park

Area 2 - Laguna Community Park

Area 3 - Johnson Park

Assessments will be completed by CSD Staff and the Field Status Hotline, (916-405-5682), will be updated no later than 2:00 pm, Monday through Friday and 7:00 am, Saturday and Sunday. One reassessment of the fields will occur on the weekends (Saturday/Sunday) no later than 10:30 am. If field assessments determine that a field closure is in effect, the reason for such closures shall be stated on the Field Status Hotline.

It will be each permitted user's responsibility to check field availability through the Field Status Hotline.

When two of the three fields assessed are deemed unplayable, a District wide closure will be put into effect.

### **ATHLETIC FIELD ASSEMENT CRITERIA**

Field assessments will be performed by CSD Staff when weather conditions, past or present, have saturated fields to the point where that use of fields may cause long-term damage to fields. CSD Staff shall walk the fields looking for saturated areas or areas of pooling water. CSD Staff shall assess the fields in pre-determined locations:

*Soccer* – Assessments will be taken at five different locations: one reading in front of each goal, one reading along each sideline, and one reading along the centerline of the field. If in any of these areas there is substantial standing or pooling water, enough to cause significant damage to the field if played upon, the field is deemed unplayable.

*Baseball and Softball* – Assessment of these fields will have readings taken in the areas of left field, center field and right field and areas directly behind the shortstop and second base positions. Staff will step onto the playing surface to determine moisture content. If staffs' foot sinks into the brick dust at least ½", the field will be deemed unplayable. If in any of these areas there is

substantial standing or pooling water, enough to cause significant damage to the field if played upon, the field is deemed unplayable.

**The CSD requests that individuals and groups refrain or limit their use of heavy traffic areas during practices, regardless of weather, to assist in providing the best field conditions possible.**

## **INTENTIONS**

It is the intention of the District to make every effort to leave the sports fields open for use. Ultimately it will be the responsibility of the individual sports team coaches and/or game officials to suspend play on a field when one the following conditions exist:

1. Turf is being dislodged when running.
2. Heavy rains make the field muddy.
3. Moisture from foot traffic starts to 'pump' mud up from under the turf.

Should the athletic fields sustain damages due to inappropriate use by sports teams, scheduled use of the field will be suspended until the field can be renovated and returned to a playable condition. Costs associated with said renovations will be the responsibility of the permitted organization identified as creating damage to the field through its inappropriate use of the field or failure to abide by field closure announcements.

*Electrical Storms* – In the case of an electrical storm, play will be suspended from any CSD facility, especially any facility which includes field lighting, until the storm passes and the facility has been inspected by CSD staff or youth sports coaches and officials to the ensure safety of the playing surface.

## **Turf Preservation**

District staff reserves the right in its sole and absolute discretion to take fields offline annually based on field conditions or for any other reason including, without limitation, inclement weather, water rationing, renovations or repairs to fields and/or any condition that impacts the health and safety of the community or the condition of the field. When fields are taken offline they will be unavailable for use. An annual rest and renovation program is scheduled at all sites to ensure field health and participant safety, therefore, the District may close fields, deny use of a field, and/or mandate the use of alternate sites. Closures are kept to a minimum when fields are in playable condition.

Cooperation is needed from all field users to assist in the preservation of turf on District sports fields. To assist with this preservation, the CSD requires all users to follow the guidelines listed below:

- Limit repetitive field uses when possible. Practice activities should be conducted in an alternating pattern so the action takes place on different sections of turf. This alternating pattern will reduce excessive turf damage.

- Field users shall rotate use of areas, and when possible, stay off fringe or bare areas to limit erosion and further damage.
- Replace turf divots at end of each day to help re-root grass.
- No tarps or material which may damage the grass may be placed on the turf. Any turf coverings used must be made of a breathable material.
- Field users must comply with the **Field Closure Procedures for Inclement Weather** as described within this document
- Remove all equipment at the conclusion of each day.
- Do not overcrowd fields by scheduling multiple games or practices in areas reserved.
- Users are not allowed drive or park cars, motorcycles, or other motorized vehicles inside the park grounds or on turf areas without permit or prior authorization.

## Field Maintenance

The District will continue to provide basic park maintenance services at no additional cost to field users. Basic services are general maintenance services provided to local parks which include a schedule of regular mowing, weekly March – November; bi-weekly December – February, restroom cleaning/re-stocking, trash pick-up, fencing repairs, graffiti removal, monthly spraying of warning tracks for weed prevention, perform monthly facility inspections, and safety related repairs.

Field users, who utilize ball fields (baseball/softball), will provide start and end of season usage for all assigned fields to CSD staff prior to the issuance of field use permits. The start and end of season usage dates will allow the CSD to schedule regular maintenance and renovations as necessary when fields are not permitted for use. Fifteen working days prior to the season start date field users shall inspect permitted fields and notify the CSD of any existing maintenance issues; the CSD will work to correct these issues prior to the designated start of use date.

Field users who utilize multipurpose fields (soccer/lacrosse/football) may meet with CSD sports staff to discuss the fields scheduled for renovation.

Field users agree to perform the following special services at the frequency as listed below as applicable by field type:

### Ball Fields – Baseball/Softball

- Remove weeds on the entire infield play surface from the inside edge of the backstop fence to the edge of the turf of the outfield arc. These areas should be kept weed free at all times.
- Edging of all turf areas including the grass edges of the infield, the outfield arc, warning track, pitching mound, and foul lines twice monthly. Edging may be necessary once a week in times of heavy growth. String lines shall be utilized during the edging process.
- Prior to dragging, raking or preparing the field for play wet or dampen the infield area adequately to prevent dust from blowing ball field mix off of the infield.
- Fill, level, rake and drag dirt infields. To prevent "Lip" build up, leave a 6 inch buffer between the edge of grass and dirt areas. The buffer area shall be raked taking care not to pull dirt onto turf area. When raking base paths, rake up and down the base path. Do not rake across the base path. This should be completed before and after each ball field use.

- Fill, level, rake, and drag dirt warning tracks once weekly to prevent weed growth, may need to increase frequency in times of heavy growth.
- At parks that include ball field mix bins the CSD will fill the mix bins once annually, additional refills of bin will be at the expense of the requesting field user. Utilize ball mix from mix bins to any low spots. If your organization is interested in having the CSD refill a ball mix bin, a Field Maintenance Request Form should be submitted when the level of the mix bin drops below ¼ of the bin.
- Nail drag, or request the CSD to nail drag, as needed to maintain infield resiliency. The CSD will provide this service once annually; additional fees may apply for additional dragging.
- After each use remove excess ball mix from turf edges using a stiff broom or wash turf edges using a strong stream of water to prevent the building up of “Lips” around the edges of the infield.
- Trash – remove trash in dug-out and spectator areas, deposit in receptacle for maintenance staff removal. During tournaments or special events field users are required to remove and change can liners and take trash to dumpster if available. If there is no dumpster available place bagged trash adjacent to the trash cans and contact CSD maintenance hotline at (916) 405-5688 for removal.
- Hose out, blow or sweep dug-outs and spectator bench areas including the removal of trash and sunflower seed shells once weekly. May need to increase the frequency in times of heavy use.
- Expose base pegs.
- If a user utilizes portable, moveable, or temporary equipment the user shall be responsible for securing the equipment in place, inspecting to ensure safety before each use, and re-securing equipment prior to use. If the user is notified by the CSD of an existing unsafe condition (broken, damaged, or unsecured) of portable, movable, or temporary item the responsible organization will have 10 days to correct the situation. If a correction is not made within 10 days of notification the item will be removed from the facility at the organizations expense.

#### Multipurpose Fields – Soccer/Lacrosse/Football

- All movable equipment must be properly secured and inspected for safety prior to each use.
- Trash – remove trash in dug-out and spectator areas, deposit in receptacle for maintenance staff removal. During tournaments or special events field users are required to remove and change can liners and take trash to dumpster if available. If there is no dumpster available place bagged trash adjacent to the trash cans and contact CSD maintenance hotline at (916) 405-5688 for removal.
- Garbage cans placed around the field of play shall be moved off the field after each use and placed on the nearest hardscape area. Do not place cans in manner that will block park pathways.
- If a user utilizes portable, moveable, or temporary equipment the user shall be responsible for securing the equipment in place, inspecting to ensure safety before each use, and re-securing equipment prior to use. If the user is notified by the CSD of an existing unsafe condition (broken, damaged, or unsecured) of portable, movable, or temporary item the responsible user will have 10 days to correct the situation. If a correction is not made within 10 days of notification the item will be removed from the facility at the organizations expense.

District maintenance staff will annually host a “Train the Trainer” Ball Field Maintenance Workshop to instruct representatives from each field user on the CSD process for the maintaining and preparing sports fields for use. Field users will be responsible for training any additional volunteer personnel on these procedures.

Field users may also request training and authorization to utilize motorized equipment to assist in the dragging and maintenance of ball fields.

It is the expectation that field users will maintain all permitted fields to the CSD standard condition that existed at designated start date of each season. Field users that are unable to maintain fields to the proper standards will be responsible to reimburse the CSD any expenses, including staff time and materials, to return the fields to the standard playing conditions.

## **Sports Field Inspections and Maintenance Requests**

CSD Park Operations Staff will inspect fields monthly to ensure all sports fields meet the CSD standard that existed at the designated start date of each season. Field users will be provided a copy of each completed Field Inspection/Action Form, by email, for reference. Field users will be required to address any item listed as “needs improvement” within 10 days of receiving the completed inspection sheet. Field users shall notify CSD staff by email when corrections have been made. Any field user that fails to make the necessary improvements will be responsible for reimbursing the CSD the direct costs plus a 17% administrative fee to bring the field back into compliance with the CSD standard as defined in the Field Maintenance section.

CSD will inspect permitted sports fields 15 days prior to the designated end of season date. Any items listed as “needs improvement” will be subject to the same review process described above. If the fields meet the CSD standard the maintenance responsibility will return to the CSD staff.

Field users shall, before use of any facility, inspect facility and report safety hazards to the District Park Operations staff through the CSD Maintenance Request Form, found on District website. Facilities with safety hazards will not be used until repaired as determined by District Park Operations staff. If no notification of hazard is given, District will assume field user inspected and determined the field is in safe and playable condition.

All other field maintenance requests should be submitted to District Park Operations staff through the use of the online CSD Maintenance Request. All maintenance requests will be processed by District Park Operations staff and addressed in order of priority. The requesting field user will be responsible to cover all costs associated with maintenance requests that are above District’s basic level of service. Maintenance Request forms are available on the District website.

## **Requests for Field Modification**

No modifications, improvements, or changes may be made to any District facility without prior approval from the District staff. Any unauthorized modifications, improvements, or changes to a

District facility may result in the termination of the organization's field use permit. Should damages occur as a result of an unauthorized modification, improvement, or change the responsible party will be responsible for all costs arising from or associated with the repair of the facility. All requests for modification must follow the all applicable California Labor Codes associated with projects on public land. Requesting field users will pay all costs associated with the completion of such modifications prior to completion of project.

Any field user requesting a modification to permitted field shall complete a Request for Field Modification Form, which may be found on the District website, and submit to CSD sports staff. Requests shall be submitted no later than April 1 for fall projects and no later than September 1 for spring projects. Upon receipt of a completed Field Modification Request form, District staff shall coordinate meetings with the requesting field user to discuss the project and the associated costs. Requesting field users will pay all costs associated with the request for project pending approval from the District staff, prior to the completion of such requested projects

## **Field User Fees**

Each field user shall be assessed an annual field user fee in accordance with the approved District fee schedule. *Field user fees are based upon the total number of participants within each organization that utilizes CSD fields as described in the Fee Schedule for Recreation Programs.*

Field users will be invoiced in April of each year for use of District fields from the previous calendar year with payment due no later than June 1 of each year. District shall assess a penalty equal to 10% of the annual user fee, plus simple interest on the amount of the payment due from the date the payment was due until the date delivered to District staff. This penalty will be at a rate 1.5% per month and will be assessed to any field user that fails to deliver payment on or before the date specified.

## **Field Light Use**

Any member organization who wishes to utilize field lights will contact CSD sports staff to gain access to the Musco Control-Link system. At that time the interested field user will be provided a user name and password to allow the user to schedule the lights on the field(s) allocated for the usage.

To maximize the usage of lighted athletic fields all field users will be required to input light schedules into the Musco Control-Link scheduling module by Thursday of the week prior to usage. After Thursday any changes to the schedule must be approved by CSD sports staff prior to input into control-link. Any field users that are not in compliance with this regulation may be subject to the permit cancellation procedures identified in the Field Use Violations and Permit Cancellation section of this manual.

Field users utilizing field lights will be responsible to pay the approved hourly rate for the use of field lighting.

All lights must be turned off no later than 10:00 pm.

## Special Use Applications

When hosting any activity other than league play or practice all field users are required to submit a Special Use Application. Such activities may include, but are not limited to, league tryouts, jamborees, picture days, tournaments, etc. Additional fees may apply to cover any additional special services provided. These applications shall be completed and submitted to the District no later than January 31<sup>st</sup> and may be granted or denied at the District's sole discretion.

Tournaments require a Special Use Request and Permit. Tournaments will be held on fields which are regularly allocated for the requesting member organization's use. Tournaments that require the use of additional fields will require the payment of the approved rental fees.

If field lighting is part of the Special Use Request, the field user making the request will be billed hourly for the usage of field lights at the approved rate. Permits to utilize additional fields will not be issued until all associated fees have been received.

Special Use Applications are available on the District website.

## Park Delivery Permits

Field users may request a delivery permit for temporary access to park grounds. Delivery permits will only be granted to organizations that have an existing agreement to operate a concession stand within the park grounds or for preapproved special use dates as addressed in the previous section of this manual. To be granted a delivery permit requesting party must agree and abide by the following conditions:

- All delivery permits will be vehicle specific and are non-transferable
- Permitted users must enter, exit, and drive within the park on concrete or blacktop surfaces only.
- Driving on the grass or landscape areas is prohibited. Any and all expenses related to repair of damages resulting from driving on turf areas will be the responsibility of the responsible member organization.
- All deliveries must be completed, with vehicles out of the park grounds ½ hour prior to the beginning of any scheduled activity.
- Delivery vehicles will not be allowed back into the park until ½ hour after the conclusion of the scheduled activity.
- All delivery vehicles must have a "spotter" outside of the vehicle to guide vehicle into and out of the park.
- Delivery permits are for the purpose of delivering items only and vehicles will not be allowed to park inside the park grounds.

The issuance of a delivery permit is a privilege and not a requirement for use. Any organization that refuses to follow or fails to comply with the conditions listed above will immediately forfeit their Delivery Permit and must meet with the CSD sports staff to discuss possible reinstatement.

## Placement of Portable Restrooms

Any field user that wishes to request the placement of a portable restroom must submit a Portable Restroom Request Form at least two weeks prior to the desired placement and must comply with the following conditions:

1. CSD must approve the location of each unit
2. One form must be submitted for each location annually
3. Once location is approved and unit is delivered it must be staked to ground to avoid tipping.
4. Field users must contract to have unit delivered, serviced weekly, removed at the end of the season and pay all associated costs
5. Unit must be locked, by field user, when not in use for games or practice
6. Field user agrees to repair any damage to park caused by placement of portable restroom
7. Field user must agree to remove unit if neighborhood complaints cannot be resolved by CSD staff
8. Requesting user must also provide name and phone number of the contact who will respond to any issues with restroom. If CSD staff responds to correct issue responsible field user may be responsible reimburse the costs to the district.
9. Field user must name the Cosumnes Community Services District as a point of contact on their portable restroom contract.

## On-site Equipment and Storage

All field users shall provide their own field prep equipment, including but not limited to storage boxes, bases, hoses, rakes, drags, chalk, and chalk markers. This equipment may be stored on-site where appropriate only with prior approval from the CSD. No equipment will be stored on CSD facilities without prior approval of CSD staff. This includes, but is not limited to the placement of storage boxes, portable lights, bases, vehicles, field prep equipment and goals. Any field user wishing to have new or additional equipment placed, stored, or transported onto a CSD facility must submit a completed Request for Field Modification to CSD sports staff for approval. Requesting user shall be responsible for paying any costs related to, or arising from, the placement and transportation of such equipment.

District authorizes field users any installation of equipment on District fields, including, without limitation, soccer goals and score boards (“On-site Equipment”); provided, that the interested field user obtain District’s written authorization prior to installation of such equipment, in which authorization shall not be unreasonably withheld. Field users authorize District to use any On-site equipment installed, and or stored on District fields at no cost to District. District shall provide the proper indemnification to any field user who owns equipment utilized by the CSD, including a certificate of insurance to cover any additional liability.

Field user must grant access to any locked equipment or storage areas on District property. This may be done by providing either a copy the appropriate key, or in the case of a combination lock, the requisite code.

All equipment placed on a District field is done so at the field users own risk. The organization placing the equipment will be responsible for any and all costs associated with the on-going routine maintenance, repair, replacement, or removal of such equipment.

## **Concessions**

Field users shall enter into individual use agreements with the District for the use of permanent or temporary concessions. Field users shall not have access to or the use of any permanent or temporary concessions buildings prior to the execution of an applicable use agreement with the District

The CSD reserves the right to operate the concession stands at any time and retain all proceeds. Field users and/or other vendors are prohibited from operating concessions except with prior authorization from the CSD.

The District owns permanent concessions stands at the following sports locations:

- Jan Rau Park
- Morse Park
- Elk Grove Park – White Diamond
- Elk Grove Park – Kloss Complex
- Hal Bartholomew Sports Park

All field users who wish to sell, or have vendors sell, any food, equipment, photos, or other related items must obtain the appropriate permits. These permits may include but are not limited to:

- Sellers Permit from the State of California Board of Equalization. Phone: 1-800-400-7115
- Temporary Food Facility Operators Permit from the Sacramento County Environmental Health Department. Phone: 916-875-8440

All sales of goods and services shall be compliant with Ordinance 15 Section 1.125.

Field users will also be responsible for the payment of all appropriate sales taxes or fees associated with the sale of such goods.

## **Notice of Non-Use of Fields/Facilities**

Upon completion of the allocation process, specific field(s) will be reserved for field users to the exclusion of others. Field users may not assign scheduled fields for use to other groups. Any such action shall result in the loss of the responsible user's ability to utilize District facilities. Recognizing this exclusivity, users should only request the fields they intend to use.

If an allocated field(s) is not utilized by the designated member organization during a reserved period, the field(s) will be reassigned. Teams and organizations are responsible for notifying the CSD of any allocated fields which are not being utilized as scheduled. Field users will be notified by CSD staff when it has been determined that field(s) are not being used prior to reassignment. Any field user that is not in compliance with this regulation may be subject to the permit cancellation procedures identified in the following section.

## Field Use Violations and Permit Cancellation

The CSD utilizes a three-strike policy for violations of Field Use Guidelines. If a field user violates the guidelines within this manual the following actions will be taken:

- First Offense:** Written warning to the field user/individual and restitution for damages/costs if applicable.
- Second Offense:** Written notice of three day suspension of all allocated CSD fields and restitution for damages/costs if applicable.
- Third Offense:** Written notice of termination of any existing permits for a period of time to be determined by CSD, loss of future rental/allocation privileges and restitution for damages/costs, if applicable.

The CSD reserves the right to cancel any use of CSD fields for any of the following reasons:

- Scheduling conflicts or maintenance needs/issues
- Overuse or misuse of a field
- Field user failure to comply with the regulations stated within this document
- Unsafe conditions

In the event of an emergency, when only short or no notice can be afforded, groups must cooperate with the cancellation. District is not obligated to provide an alternate field(s).

## Disclosure

This is a working document that may be updated by CSD staff at any time to reflect best practices. Any and all changes will be communicated to field user groups.