



Parks and Recreation: Athletic Facilities Use Policy

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The City of Laguna Niguel (“CITY”) makes athletic facilities and fields available to the public for recreational, social, civic, commercial, and private activities which are of interest and need to the community. The Parks and Recreation Fields Use Policy is established to provide an effective framework for the administration of athletic facilities throughout the City by providing equitable and fair access to all users and ensuring that facility use aligns with the City’s mission, vision, values, ordinances, and policies. It is the policy of the City of Laguna Niguel Parks and Recreation Department to allocate field use to requesting and qualified organizations. The allocation of fields shall be done in a way that gives the highest priority to resident, youth-serving, non-profit, organizations that do not exclude participants based on ability. Field time will be granted in relation to each organization’s (not individual team’s) enrollment of Laguna Niguel Residents in comparison to that of other organizations seeking field time.

Specific rental/use procedures for each field will be made available during the allocation process.

Please note that Sea Country Senior and Community Center, Laguna Niguel Aquatics Center, Skate and Soccer Park, City Hall, Crown Valley Community Center, and Crown Valley Park are not governed by this policy.

A. ATHLETIC FACILITY RESERVATION POLICY – GENERAL REGULATIONS

1. **RESERVED USE:** Reserved use of the sports facilities shall require an Athletic Facility User Permit. All athletic facilities are scheduled with a permit on a “first come, first served” basis, subject to availability.
2. **ORGANIZED PLAY:** A permit is required for any organized play on any athletic field or other recreational facility. Organized play is defined as ten (10) or more persons engaging in a team sport, such as, but not limited to, soccer, baseball, softball, or football.
3. **RAIN POLICY:** Although a permit may be issued, each natural grass field will be checked for safe playing conditions after rainfall. Play on synthetic turf fields will resume as scheduled unless specified otherwise. Coaches/parents should call the Athletic Facility Mudline at (949) 362-4351 after 2:00 p.m. on weekdays and 7:30 a.m. on weekends on the day of reservation to determine the latest condition of the fields. The message will identify which facilities are open and/or closed.
4. **RESPONSIBLE PARTIES:** All applicants and organizations using athletic facilities are responsible for knowing the City of Laguna Niguel Parks and

Recreation rules and regulations and abiding by them. Failure to do so may result in the revocation of permits.

5. **FIELD RENTAL:** Groups/Organizations are allowed to reserve athletic facilities for a maximum of three (3) months on any one permit. Group A and B Organizations which are open to the public, are allowed to reserve athletic facilities for a full season on one permit. Permit renewals will occur only if all delinquent fees are paid in full prior to renewal.
6. **PAYMENT OF FEES:** The Recreation Supervisor will bill organizations with seasonal allocations at the end of the rental period or season based on the fee table below. Rentals by all other user groups shall be paid in advance. Fees will be charged based on the hourly rate including light costs, if applicable.
7. **PERMANENT RENTAL:** No permanent rental or assignment of any facility shall be made to any organization or individual.
8. **FIELD CLOSURES:** Groups/Organizations found playing on posted “CLOSED” fields will have their User Permit revoked for that facility. Groups/Organizations found playing on posted “CLOSED” fields will also be responsible for any damage that occurs and may have their use permit revoked indefinitely.
9. **CITY HOLIDAYS:** Athletic facilities are not available for reservations/permitting on the following holidays:
New Year’s Day, Easter, 4th of July, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve.

B. OPERATION HOURS

All City parks are generally open from 6:00am – 10:00pm. Organized use of athletic facilities including soccer, baseball, softball, basketball, football, or similar activities is only permitted according to the following schedule. All Capo Unified joint use facilities are available on a first come first served bases and can be reserved during non-school hours only.

Soccer Fields

Alicia Skate and Soccer Park Soccer Field	<ul style="list-style-type: none">○ M-Sa – 8:00am – 11:00pm○ Su - 8:00am – 11:00pm
Beacon Hill Soccer Field	<ul style="list-style-type: none">○ M-Sa – 8:00am – Dusk○ Su - 8:00am – Dusk
Bear Brand Park Soccer Field	<ul style="list-style-type: none">○ M-Sa – 8:00am – 9:30pm

	<ul style="list-style-type: none"> ○ Su - 8:00am – 9:30pm
Chapparosa Park Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – 11:00pm ○ Su - 8:00am – 11:00pm
Crown Valley Park Lower Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – 10:30pm ○ Su - 8:00am – 10:30pm
Crown Valley Park Upper Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su - 8:00am – Dusk
George White Elementary School Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su - 8:00am – Dusk
John S. Malcolm Elementary School Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su - 8:00am – Dusk
Juaneno Park Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su - 8:00am – Dusk
La Paz Sports Park Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – 9:30pm ○ Su - 8:00am – 9:30pm
Laguna Niguel Elementary School Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su - 8:00am – Dusk
Marina Hills Park Upper Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su - 8:00am – Dusk
Marina Hills Park Lower Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su - 8:00am – Dusk
Moulton Elementary School Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su - 8:00am – Dusk
Niguel Hills Middle School Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – 9:30pm ○ Su - 8:00am – 9:30pm
Rancho Niguel Park Soccer Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – 9:30pm ○ Su - 8:00am – 9:30pm

Baseball/Softball Fields

Bear Brand Park Ballfields	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – 9:30pm ○ Su – 8:00am – 9:30pm
Chapparosa Park Ballfields	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – 11:00pm ○ Su – 8:00am – 11:00pm
Crown Valley Park Softball Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – 10:30pm

	<ul style="list-style-type: none"> ○ Su – 8:00am – 10:30pm
Crown Valley Elementary School Ballfields	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – 9:00pm ○ Su – 8:00am – Dusk
George White Elementary School Ballfields	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su – 8:00am – Dusk
La Paz Sports Complex Ballfields	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – 9:30pm ○ Su – 8:00am – Dusk
Laguna Niguel Elementary School Softball Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su – 8:00am – Dusk
Marina Hills Park Baseball Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su – 8:00am – Dusk
Moulton Elementary School Ballfields	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su – 8:00am – Dusk
Rancho Niguel Park Baseball Field	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – 9:30pm ○ Su – 8:00am – 9:30pm
Niguel Hills Middle School Softball Fields	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – 9:30pm ○ Su – 8:00am – 9:30pm

Basketball Courts

Alicia Skate and Soccer Park Basketball Courts	<ul style="list-style-type: none"> ○ M-Su – 8:00am – 11:00pm
Chapparosa Park Basketball Courts	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su – 8:00am – Dusk
El Lazo Basketball Courts	<ul style="list-style-type: none"> ○ M-Su – 8:00am – 11:00pm

Sand Volleyball Courts

Niguel Hills Middle School Volleyball Courts	<ul style="list-style-type: none"> ○ M-Su – 8:00am – Dusk
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Bocce Ball Courts

Marina Hills Bocce Ball Courts	<ul style="list-style-type: none"> ○ M-Sa – 8:00am – Dusk ○ Su – 8:00am – Dusk
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Pickleball Courts

Crown Valley Elementary School	<ul style="list-style-type: none">○ M-Fr – 9:15am – 12:15pm○ Sat – 9:00am–12:00pm* *no Saturday use Feb-June○ Sun – 10:00am – 1:00pm
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C. CODE OF CONDUCT

The City's Code of Conduct ("Appendix A") is to be followed by all participants using City Athletic Facilities. This includes coaches, participants, officials, and spectators. A Code of Conduct will be distributed to all Sports Organizations, user groups, and individual permit applicants when use permits are issued. It is the responsibility of the organizations and permit holders to provide a copy and convey the expectations of the Code of Conduct to all facility users. Organizations are responsible for the conduct of their players, coaches, parents, and officials. Any failure to adhere to the code of conduct will result in immediate removal from the athletic facility and/or termination of user permit.

D. ATHLETIC FACILITY USER GROUPS CATEGORIES AND PRIORITIES FOR USE

City events and sponsored/co-sponsored uses shall have priority over all groups. Organizations who normally play during a specific season will have priority for play during that time. Special needs organizations, special needs sport activities, or inclusive play will be given time at athletic facilities on a case-by-case basis. A special needs based athletic facility request should be made during the regular allocation process.

In the event of a field scheduling conflict, the Recreation Supervisor reserves the right to reschedule any group. Scheduling of athletic user groups and contractual recreational programs will be carried out at the discretion of the Recreation Supervisor in a fair and equitable manner, to serve the educational, cultural, and recreational needs of the community. Any special requests, exceptions, or disputes beyond this will be resolved by the Parks and Recreation Director, or designee within five (5) business days.

Recreational Organization Definition: The organization must hold open registration, charge nominal fees, allow all participants to register and play, and not exclude participants based on ability.

Competitive Organization Definition: Organizations whose participants are selected based on ability and/or play competitively against similar teams from other jurisdictional areas (including Independent Travel Teams).

USER GROUPS CATEGORIES & PRIORITY

User groups are defined as follows and form the basis for application of the fee schedule:

Category A: Laguna Niguel Non-Profit, Volunteer, Youth Recreational Organizations with more than 200 residents

Recognized Non-Profit Youth Organizations (501(c)):

- Open to the public
- Must hold open enrollment
- Allow all participants to register and play
- Must not exclude participants based on ability
- 70% or more Laguna Niguel Residents
- Seasonal Team Rosters are required to verify residency
- Rosters and field use may be audited by City staff

Category B: Laguna Niguel Non-Profit Youth Recreational Organizations with less than 200 residents

Recognized Non-Profit Youth Organizations (501(c)):

- Open to the public
- Must hold open enrollment
- Allow all participants to register and play
- Must not exclude participants based on ability
- 70% or more Laguna Niguel residents
- Seasonal Team Rosters are required to verify residency
- Rosters and field use may be audited by City staff

Category C: Laguna Niguel Non-Profit Youth Competitive Organizations with more than 200 residents

Non-Profit Youth Competitive Organizations (501(c)):

- Participants are selected based on ability and/or play competitively
- 60% or more Laguna Niguel residents
- Seasonal Team Rosters are required to verify residency
- Rosters and field use may be audited by City staff

Category D: Laguna Niguel Non-Profit Youth Competitive Organizations with less than 200 residents

Non-Profit Youth Competitive Organizations (501(c)):

- Participants are selected based on ability and/or play competitively
- 60% or more Laguna Niguel residents
- Seasonal Team Rosters are required to verify residency
- Rosters and field use may be audited by City staff

Category E: For-Profit Youth Resident Club or Individual Travel Teams Conducting Youth Sports Activities

- 50% or more Laguna Niguel residents
- Seasonal Team Rosters are required to verify residency

Category F: Non-Profit Non-Resident Youth Organizations

Recognized Non-Profit Youth Organizations (501(c)):

- Less than 60% Laguna Niguel residents
- Examples: Youth Club Soccer leagues and league teams, youth traveling baseball leagues and league teams
- Rosters and field use may be audited by City staff

Category G: Resident Adult Organizations

Resident Adult Organizations:

- 50% or more Laguna Niguel residents
- Seasonal Team Rosters are required to verify residency

Category H: Private Resident or Laguna Niguel Business (Recreation Use)

- Private reservations coordinated by a Laguna Niguel resident or business for Recreation Use. Examples: Family related facility use by residents, Company Softball game

Category I: Private Resident For Profit Use and Non-Resident Use

- Use of facilities for profit by a Laguna Niguel Resident or Business located in Laguna Niguel
- Use of facilities by a Non-resident patron or business for Recreation or profit use
- Examples: Tournaments, camps, and clinics

Category J: Non-Resident Adult Organizations

Non-Resident Adult Organizations/Groups:

- Less than 50% Laguna Niguel residents
- Examples: Adult Club Soccer leagues and league teams, adult traveling baseball leagues and league teams, adult softball league teams

E. ATHLETIC FACILITY FEES STRUCTURE FOR USER GROUPS

The fees for use of athletic fields are set forth in the City of Laguna Niguel Athletic Facilities Use Fees

CITY OF LAGUNA NIGUEL **SPORTS FACILITY USE FEES** **(Effective 7-1-2023)**

City of Laguna Niguel Fee Schedule

(Effective July 2023)

User Groups	(A) & (B) Laguna Niguel Non-Profit Youth	(C),(D),(E) Laguna Niguel Youth Competitive	(F) Non-Resident Youth	(G) & (H) Resident Adult	(I) Commercial/For-Profit	(J) Non-Resident Adult
ALL FIELD RENTALS	\$5/hr.	\$8/hr.	\$30/hr.	\$20/hr.	\$60/hr.	\$50/hr.
ALL COURT RENTALS (per court)	\$4/hr.	\$6/hr.	\$10/hr.	\$8/hr.	\$25/hr.	\$20/hr.
BALL FIELD LIGHTS	\$14/hr.	\$16/hr.	\$20/hr.	\$22/hr.	\$26/hr.	\$24/hr.
SOCCER FIELD LIGHTS	\$22/hr.	\$24/hr.	\$32/hr.	\$26/hr.	\$35/hr.	\$32/hr.
COURT LIGHTS	\$4/hr.	\$6/hr.	\$8/hr.	\$4/hr.	\$10/hr.	\$8/hr.

F. SEASONAL ALLOCATION PROCEDURES

Parks and Recreation Department staff will hold two (2) field allocation meetings each year. Staff and user groups will meet regarding allocation details, issues, or concerns related to the fall and spring seasons. City staff will determine field assignments based on rosters and past year's use, and the assignment shall be final unless modified by written agreement of current users. Organizations with multiple levels of play, such as recreational and competitive, or youth and adult play will have each level of play independently categorized, allocated, and billed. For example, facility use for recreational play will be allocated and billed separately from facility use for competitive play, even if for the same organization. Similarly, facility use by adult divisions (18+) will be allocated and billed separately from facility use for youth divisions (under 18), even if for the same organization. Organizations offering multiple levels of play will be required to specifically identify the type of play happening at each facility during the allocation and scheduling process, and facility use will be audited by field ambassadors to ensure the appropriate play is happening at all rented facilities.

Each organization will be required to submit the following information to the Parks and Recreation Department per season:

1. One main point of contact per organization including organization contact information.
2. An original Certificate of Insurance with endorsement(s). The insurance certificate must meet CITY requirements, name the CITY, and their officers, employees, agents, and volunteers as additionally insured and cover all activities associated with the use of CITY facilities.
3. Proof of current non-profit status from Internal Revenue Service and State of California (ID number) if applicable.
4. All resident organizations are required to submit detailed participant rosters prior to seasonal allocation meetings. Rosters must be limited to core seasonal program and not include participants enrolled in camps, specialized clinics, or other non-core programs. Rosters must include the following information for each player:
 - a. Complete Name
 - b. Address
 - c. Division player is enrolled

**The City may also request, as needed, that proof of residency be verified by providing a utility bill or other approved documentation for each player.*

5. A master calendar including the following information:
 - a. Registration dates
 - b. Tryouts/draft/skills evaluation dates
 - c. Date practices begin
 - d. Date league games begin

- e. Date league games end
- f. Dates of tournaments
- g. Dates of all-star program
- h. Dates of all other organization activities which may require assistance by City staff or use of City facilities

G. FIELD ALLOCATION FORMULA

Regular season scheduling begins 60 days prior to the sports season. Organizations may reserve fields based on the prior year's same season registration numbers. Organizations are required to submit permit changes, or give back field time, according to real needs prior to the season. Parks and Recreation Department staff will issue permits for available fields to other user groups once the Category A organizations' field needs/schedules are confirmed.

Facilities will be allocated within each category to organizations based on the percentage of verifiable Laguna Niguel residents registered with that organization in relation to the total number of all registered Laguna Niguel residents in all organizations in that category combined.

Verification of Laguna Niguel residency will be established by providing league registration rosters. The total number of all Laguna Niguel residents registered in all organizations within that category will then be determined. Each organizations' resident number will be divided by the total of all residents registered to determine the percentage of use to be allocated to each group.

An example of this would be:

Category A Organization I has 400 Laguna Niguel residents; Category A Organization II has 600 Laguna Niguel residents.

Total number of Laguna Niguel residents registered in both organizations equals 1,000

400 divided by 1,000 equals 40%. Organization I would receive 40% of the available field time. 600 divided by 1,000 equals 60%. Organization II would receive 60% of the available field time.

Please note that field allocation may be determined at the discretion of City Staff and may vary by type of sport. The above example is an estimate only.

Non-Use of Facility

Any user that has been allocated City facility use and does not intend to use it, whether one time use or on a regular basis, must notify the City so the City facility may be re-allocated or otherwise scheduled. If proper notification is given to the City, then billing will be adjusted accordingly. Allocations will be adjusted on fields that are returned. Re-allocation will occur during the season according to the priority procedures established in this document.

H. ATHLETIC FACILITY USE POLICIES

MINIMUM TIME FOR RESERVED USE

Minimum time for reserved use of an athletic facility will be one (1) hour. A fraction of any hour used will be charged to the nearest $\frac{1}{4}$ hour at one quarter the hourly rate. No refunds will be issued for time reserved but not used.

FIELD PREPARATION TIME

Groups requiring field preparation time must include this time on their permit application.

CLEANING FEE

All applicants requesting Athletic Facilities for large events (tournaments, camps, and clinics) may be required to pay a facility cleaning fee of \$100 per sports field prior to facility use.

VIOLATION OF POLICY

The City utilizes a “three-strike” policy for violations of Athletic Facilities Use Policy that occur within one calendar year of first violation.

First Offense:

Verbal and written warning to the permit holder.

Second Offense:

Verbal and written notice to the permit holder of a three-day suspension.

Third Offense:

Verbal and written notice to the permit holder of termination of any existing permitted field use, loss of future field allocation of privileges and restitution for damages and/or costs if applicable. This will be at the discretion of the Parks and Recreation Manager.

Violation examples include, but are not limited to:

- False document submitted to the City.
- Use of field that has been closed due to inclement weather or for safety or maintenance reasons.
- Use of fields prior to or beyond permitted time.
- Subletting, loaning, or trading fields with other groups or organizations.
- Failure to return unscheduled fields to the City.
- Driving vehicles on fields without written permission noted on permit.
- Adding additional fields (either adding to outside boundary or to inside boundary) to site without written permission.

An appeal may be submitted in writing to the Parks and Recreation Department within two (2) business days from the decision. All appeals will be reviewed by staff. The decision of the Parks and Recreation Director is final.

FACILITY ALTERATIONS

1. Facilities shall be left by the user in the same condition as they were in prior to the use of the facility.
2. Under no circumstances is equipment to be removed from CITY facilities without written permission of Parks and Recreation Director, or designee.
3. Any improvements or changes to Athletic Facilities (examples: installing fencing, bleachers, scoreboards, goal posts, etc.) must have prior written permission of the Parks and Recreation Director, or designee.
4. Tampering with lights, irrigation systems and/or any other equipment at any CITY facility may result in immediate User Permit cancellation.
5. Banners or signage is not permitted at athletic facilities or as advertisements on public property without prior written approval, and must comply with all CITY codes.

UNAUTHORIZED EQUIPMENT

The following equipment is not authorized for use on athletic facilities:

- Use of amusement type equipment, (i.e., bounce houses, dunk tanks, etc.)
- Portable/temporary lights
- Portable grills
- Amplified sound

I. INTERPRETATION AND IMPLEMENTATION

In order to facilitate the efficient and timely administration and implementation of this Policy, the City Council recognizes that situations may arise that require City staff to make interpretations and exceptions to this Policy in order to carry out the purposes and goals of this Policy. For that purpose, the City Manager is authorized to make those interpretations and exceptions as the need arises, and without prior application or notice or City Council approval, provided that those interpretations and exceptions are consistent with the goals and purposes of this Policy. Any request for an interpretation or exception to the Policy that the City Manager does believe is not consistent with the goals and purpose of the Policy may be denied by the City Manager or, if the City Manager determines in his or her judgement, should be reviewed by the City Council, may be referred to the Council for review and determination prior to approval.

Appendix:

A. Code of Conduct



ATHLETIC FACILITY USE CODE OF CONDUCT

THE FOLLOWING GUIDELINES FOR CONDUCT SHALL BE FOLLOWED BY ALL PARTICIPANTS, WHICH INCLUDES COACHES, OFFICIALS, AND SPECTATORS, USING CITY OF LAGUNA NIGUEL ATHLETIC FACILITIES.

1. Set a high standard and example for sportsmanship and conduct which will influence all participants in the program.
2. Refrain from using profane, obscene, or vulgar language or gestures, and objectionable demonstrations.
3. At no time lay a hand upon, push, shove, strike, or threaten to strike an official, coach, spectator, city staff, or player.
4. In coaching of teams, act in the capacity of leaders and mentors, not managers of professional teams, so that the players on your team will reflect your attitude and conduct.
5. Accept decisions of officials as being fair and called to the best ability of the official.
6. Refrain from smoking at athletic facilities and do not appear at the facilities while under the influence of drugs or alcohol.
7. Follow all City of Laguna Niguel rules and regulations governing play and athletic facility use.
8. Be respectful of City staff and their decisions related to play, scheduling, and use of athletic facilities.
9. Strive to further good sportsmanship, develop good character, citizenship training, and healthful physical conditioning among players.
10. Teams, win or lose, part on friendly terms with their opponents.
11. Spectators must not discuss in a derogatory or abusive manner any play, decision, or personal opinion of other players, coaches or officials during the game.
12. Refrain from heckling or taunting an official, coach or player.
13. Respect the facilities provided by the City. Do not play on wet fields or facilities that are closed for maintenance.
14. Follow all parking regulations at the sports facilities, neighborhoods, or surrounding streets while attending sporting events.