



# COMMUNITY SERVICES POLICY

## Orange County Great Park Sports Complex Field Allocation and Fee Policy



City Council Resolution Number: 16-83

City Council Approved: 10/25/2016

  
Director of Community Services

### 1.0 POLICY STATEMENT

The Orange County Great Park Sports Complex (Sports Complex) Field Allocation and Fee Policy (Policy) governs use, fees, and permitting of athletic facilities such as fields, courts, stadiums, and various auxiliary amenities including, but not limited to, concession stands, ticket booths, parking areas, and press boxes.

### 2.0 PURPOSE AND INTENT

The purpose of this Policy is to establish a methodology for the allocation of athletic facilities and the setting of fees at the Sports Complex. Fees for the Sports Complex shall be set in accordance with the guiding principles of the operating model adopted by the Orange County Great Park (Great Park) Board of Directors on June 28, 2016. The intent is to balance use between local youth sports, tournaments, and community needs while ensuring financial independence from the City's General Fund.

### 3.0 POLICY DEFINITIONS

Athletic Facilities: A field, court, or stadium at the Sports Complex.

Auxiliary Amenities: An amenity that supports the use of athletic facilities such as parking areas, concession/vending areas, ticket booths, locker rooms, and press boxes.

Cost Recovery: Setting fees to recover up to 100 percent of direct, indirect, and/or overhead costs.

Direct Cost: A cost that can be identified with the specific use of an athletic facility or auxiliary amenity (e.g. field personnel and supplies).

Indirect Cost: Costs that have been incurred for common or joint purposes. These costs can be readily identified at the Sports Complex (e.g. soccer and baseball), but not attributable with a specific use of an athletic field or court (e.g. supervisory personnel and maintenance).

Market Rate: Reflects a generally accepted price point determined by supply and demand forces in a given geographical area. Market rate is supported by benchmarking against similar services in local, regional, or national markets.

Overhead Cost: A cost not directly or indirectly attributable to use of a specific athletic facility or auxiliary amenity, but is part of the general administration and management of the Sports Complex.

Permit Types:

- 3.1 Local Youth Sports Permits (Category A) – Permits issued for team practices and games of Irvine youth sports organizations. To qualify, organizations and teams must meet established residency requirements of the City’s Allocation Procedure for Sports Facilities.
- 3.2 Irvine Permits (Category B) – Permits issued for Irvine residents and schools; government/military requests; permits for clinics, camps, adult leagues, and tournaments where Irvine resident participation is greater than 50 percent.
- 3.3 Non-Irvine Permits (Category C) – Permits issued for nonresident private parties, schools, and youth sports teams of nonprofit organizations (games and practices only).
- 3.4 Business Activity Permits (Category D) – Permits issued for clinics, camps, adult leagues, business and corporate requests.
- 3.5 Tournament Permits (Category E) – Permits issued for local, regional, national, and international sports tournaments.

#### **4.0 ALLOCATION METHODOLOGY**

The Community Services Department shall administer an allocation process to issue permits for the use of the Sports Complex. The allocation process shall balance field use between local youth sports and tournaments, with remaining space allocated for other community needs.

Allocations for the Sports Complex will be based on the following criteria:

- 4.1 Category A Permits: Priority on weekdays and non-tournament weekends.
- 4.2 Category B-D Permits: As space is available, fields and courts are provided as described below:
  - Requests for youth permits are granted before adult permits
  - Requests for residents permits are granted before nonresident permits
- 4.3 Category E Permits: Priority on weekends

### **Non-Organized, Drop-in Activities**

In addition to serving as a regional park facility, the Great Park serves as the community park for the homes and residents within the adjacent Great Park neighborhoods. The programming and permits approved will provide access for drop-in, non-organized activities. Organized use of the Sports Complex requires a permit. On non-tournament days, areas within the soccer, tennis, basketball, and volleyball complexes will not be scheduled to accommodate non-organized, drop-in activities. Stadiums are not available for drop-in activities; however, all other fields and courts are available for public drop-in use during unpermitted time.

## **5.0 FEE APPROACH**

Fees are established to meet cost recovery goals while balancing use between local youth sports, tournaments, and other community needs. Guidelines to establish fees shall include the following:

- Meet cost recovery goals;
- Address the needs of the Irvine community;
- Position the Sports Complex competitively in the market place; and
- Recognize the unique qualities and services provided at the Sports Complex.

## **6.0 ESTABLISHING PERMIT FEES**

The Sports Complex permit fees are established to achieve cost recovery goals while maintaining the optimal balance for local youth sports, tournaments, and other community requests. Fees are reviewed annually by the Community Services Department and may be adjusted to achieve cost recovery goals without pricing the Sports Complex beyond market rates.

### **Athletic Facilities**

Fees for Category A through D are based on cost recovery as specified in the Sports Complex Allocation and Fee Model Table below. Fees for tournaments (Category E) shall be set at market rates. In determining market rates for tournaments, consideration shall be given to a benchmark survey of facilities within the local, regional, and national sports complex markets adjusted for regional pricing and facility features.

### **Sports Complex Allocation and Fee Model**

<b>Category/Permit Type</b>	<b>Fees and Cost Recovery</b>	<b>Allocation Priority</b>
A – Irvine Youth Sports	Minimum: Direct Cost Recovery	Weekdays and Non-
B – Irvine Activities	Maximum: Direct+Indirect Cost Recovery	Tournament Weekends
C – Non-Irvine Activities	Minimum: Direct+Indirect Cost Recovery	Based on Availability
D – Business Activities	Maximum: Full-Cost Recovery	
E – Tournaments	Market Rate	Weekend

### **Auxiliary Amenities**

Additional fees for auxiliary amenities such as concession stands, ticket booths, parking areas, and press boxes shall be based on market rates established for Category E. For these auxiliary amenities, a minimum 25 percent discount from the market rate shall be applied to Category A/B and a minimum 15 percent discount shall be applied to Category C/D.

## **7.0 OTHER CHARGES AND REQUIREMENTS**

The permit holder shall be responsible for all other charges and requirements previously established and approved by the City, including but not limited to, alcohol use fees and vendor fees.