



# AGENDA

## IRVINE SPORTS ADVISORY COMMITTEE SPECIAL MEETING

**May 13, 2026**

**7:00 PM**

**Quail Hill Community Center**

**39 Shady Canyon Drive**

**Irvine, CA 92603**

**PARTICIPATION VIA ZOOM**

**MEETING ID: 161 138 3959**

**PASSCODE: 866649**

**WEBSITE: [zoom.us/join](https://zoom.us/join)**

**TELEPHONE: 669-254-5252**

**or 669-216-1590**

To participate virtually, visit [zoom.us/join](https://zoom.us/join) using any web browser, or the Zoom app on smartphones or tablets, and enter the Meeting ID and Passcode noted above. To participate by telephone, dial one of the numbers listed above and enter the same Meeting ID and Passcode. For technical assistance before or during the meeting, call 949-724-6078.

### COMMITTEE MEMBERS

<b>J.D. Hardin, Chair</b> Irvine Pony Baseball	<b>Nirav Shah, Vice Chair</b> OC Players League	<b>Andy Dennis</b> AYSO Region	<b>Alex Guenette</b> GPA Athletics	<b>Behdad Analui</b> Inter Academy Rockers
<b>Jay Shah</b> Irvine Dolphins Baseball Club	<b>Andrew Uchida</b> Irvine Girls Softball Association	<b>Dick Owens</b> Irvine Knights Baseball Club	<b>Jackie Watanabe</b> Irvine Ranch Little League	<b>Frank Fortier</b> Irvine Soccer Academy
<b>Chris Dallas</b> Irvine Travel Softball	<b>Ryan Bertoni</b> Matt Leinart Flag Football	<b>Lisa Mau</b> Northwood Little League	<b>Chandrea Dixon</b> Orange County Trojans Youth Football	<b>Scott Hamilton</b> Pateadores Irvine
<b>Guy Lemmon</b> Ryan Lemmon Foundation	<b>Somar Bhangay</b> Southern California Cricket Association Youth	<b>Shyam Medandrao</b> Southern California Youth Cricket Academy	<b>Cary Lambeth</b> SoCal Elite Sports Inc.	<b>Lynn Perez</b> SoCal Reds
<b>Don Ebert</b> Strikers FC Irvine	<b>Brian Barham</b> Westside United Foundation	<b>Sica Jefferson</b> Zeta Sports Academy		
<b>Brent Boznanski</b> Member-At-Large	<b>Alejandra Clifford</b> Member-At-Large	<b>Timothy Den Hartog</b> Member-At-Large	<b>Mehrdad Motamedi</b> Member-At-Large	

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS - NON-AGENDIZED ITEMS**

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Public comments on non-agendized items will be heard no sooner than 7:00 p.m. Any member of the public may address the Irvine Sports Advisory Committee on items within the Irvine Sports Advisory Committee's subject matter jurisdiction but which are not listed on this agenda. If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit on the time for all public speakers may be imposed, as the discretion of the Chair or by a majority vote of the Irvine Sports Advisory Committee.

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**ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

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Announcements and Committee Reports are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954-2 of the Brown Act and are limited to 3 minutes per member of the Irvine Sports Committee. In addition, the Chair shall receive any necessary additional time to deliver announcements of community events and opportunities.

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**ADDITIONS AND DELETIONS**

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Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Committee meeting.

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**COMMITTEE BUSINESS**

**1. COMMUNITY & LIBRARY SERVICES ATHLETIC FACILITY RESERVATION POLICY, ALLOCATION PROCEDURES, AND FEES UPDATES**

**RECOMMENDED ACTION:**

Review and provide input on proposed updates to policies, procedures, fees, and bylaws related to the use and allocation of City athletic facilities:

- 1) Athletic Facility Reservation Policy
- 2) Outdoor Athletic Facilities Reservation Fees
- 3) Allocation Procedures for Outdoor Sports Facilities
- 4) Irvine Sports Advisory Committee Bylaws

**2. COMMUNITY & LIBRARY SERVICES IRVINE FIELDHOUSE FEES AND ALLOCATION PROCEDURES**

**RECOMMENDED ACTION:**

Review and provide input on proposed Irvine Fieldhouse Fee Policy and Allocation Procedures.

**ITEMS FOR FUTURE AGENDAS**

## **ADJOURNMENT**

### **NOTICE TO THE PUBLIC**

#### **PARTICIPATION AT IRVINE SPORTS ADVISORY COMMITTEE MEETINGS**

Meetings are held in person at Quail Hill Community Center, 39 Shady Canyon Drive, Irvine, California. You may submit comments on any agenda item or on any item not on the agenda, in writing via mail to: "Attn: Irvine Sports Advisory Committee," Attn: Steven Stewart, 1 Civic Center Plaza, Irvine, CA 92606; by email to [sstewart@cityofirvine.org](mailto:sstewart@cityofirvine.org); or through e-Comment at [cityofirvine.org/athletics-sports/irvine-sports-committee](http://cityofirvine.org/athletics-sports/irvine-sports-committee). E-Comments submitted at least two hours prior to the commencement of the meeting will be distributed to the Irvine Sports Advisory Committee at the meeting. You may also provide live comments via "Zoom." For more information, visit [cityofirvine.org/athletics-sports/irvine-sports-committee](http://cityofirvine.org/athletics-sports/irvine-sports-committee).

**REQUEST TO SPEAK IN PERSON:** If you would like to address the Irvine Sports Advisory Committee on a scheduled agenda item or non-agenda item, please fill out a Request to Speak Form and submit to the Recording Secretary. We respectfully ask that you identify on the form your name and the item(s) on which you would like to speak. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the Irvine Sports Advisory Committee are recognized. It also ensures the accurate identification of meeting participants in the Irvine Sports Advisory Committee minutes. Your name will be called at the time public comments are heard by the Irvine Sports Advisory Committee. City policy is to limit public testimony to up to three minutes per speaker depending on relevant circumstances, which includes the presentation of electronic or audio/visual information. Speakers may not yield their time to other persons. Please take notice that the order of scheduled agenda items and/or the time they are actually heard, considered, and decided may be modified by the Chair or the Irvine Sports Advisory Committee during the course of the meeting, so please stay alert.

**PLEASE NOTE:** The Irvine Sports Advisory Committee is making every effort to follow the spirit and intent of the Brown Act and other applicable laws regulating the conduct of public meetings, in order to maximize transparency and public access. For questions or assistance, please contact the Community & Library Services Department at 949-724-6615, or via email at [sstewart@cityofirvine.org](mailto:sstewart@cityofirvine.org). It would be appreciated if written communications of public comments related to items on the agenda, or items not on the agenda, are provided prior to the commencement of the meeting.

### **ADJOURNMENT**

**At 11 p.m.**, the Irvine Sports Advisory Committee will determine which of the remaining agenda items can be considered and acted upon prior to 12 midnight and will continue all other items for which additional time is required until a future Irvine Sports Advisory Committee meeting. All meetings are scheduled to terminate at 12 midnight.

### **STAFF REPORTS**

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Community & Library Services Department and are available for public inspection and copying once the agenda is publicly posted, (at least 7 days prior to a regular Irvine Sports Advisory Committee meeting). Staff reports can also be downloaded from the City's website at [cityofirvine.org](http://cityofirvine.org) at least 7 days prior to the scheduled Irvine Sports Advisory Committee meeting.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Community Services staff at 949-724-6615.

**SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Irvine Sports Advisory Committee meeting regarding any item on this agenda after the posting of the agenda will be available for public review in the Community & Library Services Department, 1 Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review on the City's website and at the respective public meeting.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Community Services staff at 949-724-6615.

**SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION  
OR PRESENTATION AT PUBLIC MEETINGS**

Media Types and Guidelines

1. Written Materials/Handouts: Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Sports Advisory Committee meeting. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Sports Advisory Committee meeting at the time testimony is given.
2. Large Displays/Maps/Renderings: Any member of the public who desires to display freestanding large displays or renderings in conjunction with their public testimony is asked to notify the Community & Library Services Department at 949-724-6615 no later than 12 noon on the day prior to the scheduled meeting.
3. Electronic Documents/Audio-Visuals: Any member of the public who desires to display information electronically in conjunction with their public testimony is asked to submit the information to the Community & Library Services Department at 949-724-6615 no later than 12 noon on the day prior to the scheduled meeting.

**CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS**

It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact Community & Library Services staff at 949-724-6615.

Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II).

**MEETING SCHEDULE**

Regular meetings of the Irvine Sports Advisory Committee are held quarterly on the second Wednesday of the month at 7 p.m. Agendas are available at the following locations:

- City Clerk's Office
- Irvine Police Department
- Main Entrance of City Hall
- Lakeview Senior Center, 20 Lake Rd
- Northwood Community Center, 4521 Bryan Ave
- Quail Hill Community Center, 39 Shady Canyon Dr
- Rancho Senior Center, 3 Ethel Coplen Way
- William Woollett Jr. Aquatics Center, 4601 Walnut Ave
- City's web page at [cityofirvine.org](http://cityofirvine.org)

I hereby certify that the agenda for the Irvine Sports Advisory Committee meeting was posted in accordance with law at the main entrance of City Hall, 1 Civic Center Plaza, Irvine, California on Friday, May 8, 2026, by 5:30 p.m. as well as on the City's webpage.

Signed by:  
*Gina Ferrante*  
Signed: \_\_\_\_\_  
Recording Secretary

**COMMITTEE BUSINESS**

**ITEM 1**

**COMMUNITY & LIBRARY SERVICES  
ATHLETIC FACILITY RESERVATION  
POLICY, ALLOCATION PROCEDURES, AND  
FEES UPDATES**



# REQUEST FOR IRVINE SPORTS ADVISORY COMMISSION ACTION

**MEETING DATE:** May 13, 2026

**TITLE:** COMMUNITY & LIBRARY SERVICES ATHLETIC FACILITY  
RESERVATION POLICY, ALLOCATION PROCEDURES, AND FEES  
UPDATES

DocuSigned by:

*Chris Rama*

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Director of Community & Library Services

## RECOMMENDED ACTION

Review and provide input on proposed updates to policies, procedures, fees, and bylaws related to the use and allocation of City athletic facilities:

- 1) Athletic Facility Reservation Policy
- 2) Outdoor Athletic Facilities Reservation Fees
- 3) Allocation Procedures for Outdoor Sports Facilities
- 4) Irvine Sports Advisory Committee Bylaws

## EXECUTIVE SUMMARY

The Community & Library Services Department is proposing updates to the Athletic Facility Reservation Policy, Athletic Facilities Reservation Fees, Allocation Procedures for Sports Facilities, and the Bylaws of the Irvine Sports Advisory Committee. Because these documents are interconnected, proposed changes have been incorporated across all related documents to ensure consistency in the administration of City athletic facilities.

A key proposed update is transitioning from the current per-person, per-season fee structure for outdoor facilities to an hourly reservation model. This approach aligns Irvine with regional standards, improves transparency, and better reflects actual facility usage.

Updates to the Irvine Sports Advisory Committee Bylaws are proposed to reflect minor administrative revisions.

## ANALYSIS

The Irvine Sports Advisory Committee (Committee) serves as an advisory body reporting to the Community & Library Services Commission (Commission) providing input on the needs of the Irvine youth sports community. The Committee annually reviews the Athletic Facility Reservation Policy (Policy), Athletic Facilities Reservation Fees (Fees), Allocation Procedures for Sports Facilities (Allocation), as well as the Bylaws of the Irvine Sports Advisory Committee of the City of Irvine (Bylaws), to support fairness and equality amongst its user groups. Updates to the Fees and Allocation are presented to the Committee for review, discussion, and input.

Several of the proposed policy and procedural updates require corresponding revisions across multiple related documents to ensure consistency in the administration of athletic facilities. Because the Policy, Fees, Allocation, and Bylaws are interconnected, certain proposed changes—such as allocation methodologies and fee structures—must be reflected across each of these documents. Therefore, staff incorporated coordinated updates throughout the attachments to maintain alignment between policies, procedures, and fee schedules. These revisions are intended to ensure the City’s athletic facility framework operates cohesively so user groups receive clear and consistent guidance regarding reservations, allocations, and facility use requirements.

### Proposed Updates to the Athletic Facility Reservation Policies

The Athletic Facility Reservation Policy (Attachment 1) is proposed to be updated and reformatted to align with the structure and standards used in the City’s Community Facility Reservation Policy. These updates are intended to improve clarity, consistency, and administrative efficiency across all City facility reservation processes.

The proposed revisions broaden facility definitions, refine tournament classifications, and establish a clearer priority hierarchy that favors athletic-related uses of sports facilities over non-athletic activities. Administrative procedures are also proposed to be clarified, including requirements for written cancellation and change requests, to ensure consistency with existing City refund and reservation management practices.

The proposed policy updates also incorporate the Irvine Fieldhouse into the City’s athletic facility inventory and establish the administrative framework necessary for managing reservations and allocations within the new indoor facility.

### Proposed Transition to an Hourly Fee Model

The City currently charges Irvine Sports Advisory Committee member organizations a per-person, per-season fee for outdoor field and court use. However, other City facilities, including community facilities, aquatic centers, and Great Park venues, utilize an hourly reservation model.

To improve consistency across City facilities and better align fees with actual facility usage, staff are proposing a transition to an hourly fee structure for outdoor athletic field and court reservations. The proposed Athletic Facilities Reservation Fees (Attachment 2), provides an hourly model with greater transparency for user groups, simplifies administrative processes, and ensures that facility fees more accurately reflect the amount of time reserved.

Staff conducted a review of athletic facility pricing across Orange County jurisdictions (Attachment 3). This analysis indicates that hourly pricing is the prevailing regional standard for athletic facilities, with neighboring agencies averaging approximately \$24 per hour for nonprofit organizations, often with additional surcharges for lighting or field preparation.

To maintain affordability while ensuring fiscal sustainability, the proposed fee structure introduces modest hourly rates. The proposed outdoor facility rates are as follows:

- Outdoor Courts: \$4 - \$10 per hour per court
- Recreation Organizations: \$6 per hour per field
- Club Organizations 85% or above \$10 per hour per field
- Club Organizations below 85% \$15 per hour per field

This proposed structure maintains the City's commitment to supporting youth sports programming while aligning Irvine's pricing model with regional standards, and prioritizing Irvine residents.

The proposed fee update also includes removing one free tournament per year for recreation programs. Instead, recreation programs would be entitled one tournament per year at the proposed recreation hourly rate of \$6. All additional tournaments will be charged at the regular tournament rate.

#### Non-resident and Tournament Fees

Staff conducted a review of non-resident fees for outdoor facilities to ensure non-resident users are paying comparatively moderate rates based on market rates. Based on this review, a 10 percent increase to non-resident hourly rental rates is being proposed. This same approach is recommended for Tournament Categories A–C, as these events require a higher level of resources and operational support than typical field or court use.

Across Orange County, the average non-resident rate ranges from approximately \$37 to \$43 per hour for nonprofit organizations and around \$96 per hour for commercial entities. Tournament pricing in the region is generally based on an hourly model, although some municipalities utilize daily rates. The proposed fee structure is inclusive of costs such as lighting and maintenance, which are often charged separately in other jurisdictions.

#### Proposed Updates to Residency Requirements and Allocation Methodology

Ensuring Irvine residents continue to receive priority access to City athletic facilities is a key objective of the proposed updates. Irvine has experienced consistent population growth averaging approximately three percent annually, with additional residential development anticipated in the coming years.

Participation among organizations represented on the Committee has also grown significantly. Youth participants within Committee organizations using athletic fields increased by approximately 24 percent between 2022 and 2025, while the total number of City athletic fields remained unchanged at 87. Although staff have increased annual allocation hours by approximately six percent during that time, demand for field space continues to exceed available capacity.

Recreation-based programs are designed to provide inclusive participation opportunities for youth regardless of skill level. While skill evaluations may be used to balance teams, these programs generally accept all participants and include rules that ensure minimum playing time for players. Recreation programs typically emphasize participation and community-based play, although some may travel to other cities for competition when a sport has limited local participation. In contrast, competitive, club, and travel programs focus on higher levels of competition and typically require participant tryouts for team selection. These programs often travel to compete against teams from other cities and do not guarantee minimum playing time for participants. As a result, recreation programs primarily focus on broad community participation, while club programs are structured around advanced skill development and competitive play.

To better prioritize Irvine residents and allocate facility space more accurately, staff are proposing Committee facility allocations would be calculated based on the percentage of Irvine residents participating within each organization rather than total participant counts. This methodology ensures that the amount of facility time allocated more closely reflects the number of Irvine residents served by each program.

In addition, the proposed changes include increasing the minimum residency requirement for Category A resident organizations from 57 percent to 70 percent Irvine residency.

These proposals are intended to prioritize local access while maintaining opportunities for regional athletic organizations that serve Irvine residents.

#### Proposed Updates to Allocation Procedures for Outdoor Sports Facilities

Staff are proposing several updates to the Allocation Procedures for Sports Facilities (Attachment 4) to improve administrative efficiency and provide greater scheduling stability for youth sports organizations.

The proposed updates include consolidating the allocation cycle into two primary seasons rather than multiple application periods throughout the year. This change is intended to reduce administrative burden for both staff and organizations while providing groups with more predictable long-term scheduling.

Staff are also proposing removal of the existing two-team maximum limit for club organizations. Eliminating this limit would allow established organizations to expand participation opportunities in response to the growing demand for youth sports programming in Irvine.

To support the responsible introduction of new organizations into the allocation process, staff are proposing increasing the probationary period from 12 months to a 24-month period for new groups before they become eligible for primary allocation status. The probationary period would begin at the start of the allocation cycle following the October meeting of the Committee and would extend for two full years.

Additional procedural updates are proposed to clarify storage policies for organization equipment, tournament classifications, and enforcement procedures related to policy violations. These revisions are intended to provide clearer expectations for organizations and improve consistency in administration.

### Irvine Sports Advisory Committee Bylaws

Minor updates to the Bylaws of the Committee (Attachment 5) are also proposed to reflect the current meeting location, update attendance requirements and remove entry and application deadlines to align with submittal deadlines.

### **ALTERNATIVES CONSIDERED**

The Committee may propose alternative recommendations for updates to the changes to policies, fees, procedures, and bylaws related to the use and allocation of City athletic facilities.

### **FINANCIAL IMPACT**

If implemented, the proposed transition to an hourly reservation fee model for outdoor athletic facilities is projected to generate approximately \$150,000 in additional annual revenue to the General Fund.

If implemented, the proposed increase of ten percent for non-resident hourly fees and category A-C tournament fees is projected to generate approximately \$35,000 in additional annual revenue to the General Fund.

**REPORT PREPARED BY**     Gina Ferrante, C&LS Supervisor  
   Steven Stewart, C&LS Superintendent  
   Ryan King, C&LS Program Assistant

### **ATTACHMENTS**

1. Athletic Facility Reservation Policy REDLINE
2. Athletic Facilities Reservation Fees REDLINE
3. Orange County Athletic Field Market Analysis
4. Allocation Procedures for Sports Facilities REDLINE
5. Bylaws of the Irvine Sports Advisory Committee of the City of Irvine REDLINE



# COMMUNITY & LIBRARY SERVICES POLICY

## Athletics Facility Reservation Policy

City Council Resolution Number: 19-78

City Council Adopted: 05/22/2018

City Council Amended: 08/13/2019

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Director of Community & Library Services

### 1.0 POLICY STATEMENT

The Community & Library Services Department (Department) is responsible for managing the City's athletics facilities for the enjoyment of the public. This Athletics Facility Reservation Policy (Policy) is established to ensure the use of City facilities 1) aligns with the City's core mission, vision, and values; 2) provides equitable and fair access to all users; 3) remains equitably and fairly priced; 4) operates in a fiscally responsible manner; and 5) supports a healthy, safe, vibrant, and sustainable community.

### 2.0 POLICY PURPOSE AND INTENT

The purpose of the Policy is to provide an effective framework for the administration of reservation permits that provide equitable and reasonable access to City public facilities. In accordance with IMC Sec. 3-4-302, *the appropriate entity shall bear in mind that the public parks are intended for the use and enjoyment of all of the people of the City and uses which will substantially impair the rights of the public in general to use the park in favor of specific individuals or groups should not be permitted.*

The intent of this Policy is to guide access, reservations, and use of the City's athletic facilities by residents, community organizations, businesses, and nonresidents. With the exception of the Orange County Great Park and aquatics facilities, all City of Irvine sports facilities, fields, courts, and their supporting amenities are governed by this Policy.

### 3.0 POLICY ESTABLISHMENT AND PERMIT FEES

In accordance with IMC Sec. 3-4-102, *the Community & Library Services Department may from time-to-time establish reasonable rules, procedures, policies or regulations governing the use and enjoyment of any park and open space area, building, structure, equipment, apparatus or appliance thereon in order to maximize the use and enjoyment of parks by the public in addition to those contained in this division, and no person shall disobey or violate the same.*

The Department shall implement and administer the Policy, as adopted by the City Council. The fees and charges associated with this Policy are reviewed and approved by the City Council.

#### 4.0 RESERVATION PERMIT CATEGORIES

Reservation permit categories are established to balance reservation requests, and a formal permitting process is administered to ensure equitable access for the following groups: private individuals, nonprofit organizations, schools, private individuals, government agencies, and commercial, and for-profit entities. Priority is given to City of Irvine programs, services, and events.

City of Irvine programs, services, events, elected officials, and employees conducting City business are given priority.

The resident and non-resident permit categories below define the assignment of fees and scheduling priority. Approved Local Sports Advisory Committee Groups are defined within their own category.

Category	Recreation	Club / Travel
Approved Local Sports Committee Groups	Maintaining residency participation $\geq 90\%$ (Refer to Sports Committee Bylaws Section 5.1.3)	Maintaining residency participation $\geq 57\%$ (Refer to Sports Committee Bylaws Section 5.1.3)
Category	Irvine Residents Permits (R)	Non-Resident Permits (N)
A	<ul style="list-style-type: none"> <li><del>Youth Non-Profit Organizations</del></li> <li><del>Schools (K-12)</del></li> <li><del>Government</del></li> </ul>	<ul style="list-style-type: none"> <li><del>Youth Non-Profit Organizations</del></li> <li><del>Schools (K-12)</del></li> <li><del>Government</del></li> </ul>
B	<ul style="list-style-type: none"> <li><del>Adult Non-profit Organizations</del></li> <li><del>Households</del></li> <li><del>Universities / Colleges</del></li> </ul>	<ul style="list-style-type: none"> <li><del>Adult Non-profit Organizations</del></li> <li><del>Households</del></li> <li><del>Universities / Colleges</del></li> </ul>
C	<ul style="list-style-type: none"> <li><del>Commercial</del></li> <li><del>For Profit Entity</del></li> </ul>	<ul style="list-style-type: none"> <li><del>Commercial</del></li> <li><del>For Profit Entity</del></li> </ul>

Category	Recreation	Club / Travel
Approved Local Sports Advisory Committee Groups	<ul style="list-style-type: none"> <li>▪ Maintaining residency participation <math>\geq 85\%</math> (Refer to Sports Committee Bylaws Section 5.1.3)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintaining residency participation <math>\geq 57\%</math> (Refer to Sports Committee Bylaws Section 5.1.3)</li> </ul>
Category	Groups Resident (R)* or Non-Resident (N)	
A	<ul style="list-style-type: none"> <li>▪ Youth Non-Profit Organizations</li> <li>▪ Schools (K-12 public/nonprofit)</li> <li>▪ Government</li> </ul>	
B	<ul style="list-style-type: none"> <li>▪ Adult Non-profit Organizations</li> <li>▪ Private Individuals</li> <li>▪ Universities / Colleges (public and nonprofit)</li> </ul>	
C	<ul style="list-style-type: none"> <li>▪ Commercial</li> <li>▪ For Profit Entity</li> </ul>	

\*For residential rates (R), proof of Irvine residency and/or verification of services for the Irvine community shall be required.

### **Approved Local Sports Advisory Committee Groups Permits**

Local Youth Sports Groups who are active members of the Irvine Sports Advisory Committee ~~who that~~ meet and fulfill all team and organization requirements in accordance with the City Allocation Procedure for Outdoor Sports Facilities and the Sports Committee Bylaws on an annual basis.

### **CATEGORY A:**

#### **Youth Nonprofit Organizations Permits**

Includes permits offered for incorporated nonprofit, civic, social, cultural, and religious youth organizations that are not a member of the Approved Local Sports Committee Groups. ~~To qualify for residency in Category A or B, organizations will need to provide a copy of their current State of California nonprofit incorporation papers and/or tax-exempt IRS 501 (c)(3)~~ All youth nonprofit organizations applying under Category A must submit documentation verifying their status as an active, currently operating nonprofit organization. Documents for organizations applying under Category A resident rates must show an organization is based in Irvine and maintain Irvine participation that is equal to, or greater than 5770 percent. For organizations applying for the Irvine Fieldhouse, please refer to the Allocation Procedures for the Irvine Fieldhouse.

#### **Schools (K-12 Public/Nonprofit)**

Irvine Unified School District (IUSD) schools may reserve City facilities under the Joint Use Agreement with the City of Irvine. Rental fees are waived during regular reservation hours; additional staffing fees and requirements may apply.

All other K-12 schools (public/nonprofit) providing proper documentation will be categorized and charged accordingly based on reservation type.

#### **Government Agencies**

External government agencies qualify for Category A (R) when the sole purpose of the reservation is to provide service and/or information to Irvine residents.

### **CATEGORY B:**

#### **Adult Nonprofit Organizations**

Includes permits offered for incorporated nonprofit, civic, social, cultural, and religious adult organizations. All adult nonprofit organizations applying under Category B must submit documentation verifying their status as an active, currently operating nonprofit organization. Documents for an organization applying under Category B resident rates must show an organization is based in Irvine and maintain Irvine participation that is equal to, or greater than 57 percent.

#### **Household Permits Private Individuals**

Examples of private individual ~~Household~~ reservation requests ~~include~~ include requests for use of sports facilities for private parties, private team activities not associated with a business, and games associated with a family picnic.

Reservations that require attendees to pay an admission fee, and/or pay for good or services, shall be invoiced at Category C reservation rates.

## **CATEGORY C:**

### **Commercial and Profit-Seeking Entities Permits**

~~Applicants may be categorized as private party, nonprofit organization or a noncommercial entity; however, reservations may be prohibited where the primary use is~~ Reservations shall be invoiced at the Category C rates when the activity and use is primarily commercial or profit-seeking in nature including, but not limited to, activities charging admission or requiring attendees to pay for goods or services. Reservation requests for these activities shall be invoiced at Category C reservation rates. This does not apply for permits of nonprofit organizations to facility reservations for philanthropic, philanthropic fundraising purposes typical for of the nonprofit organization (e.g. fees for youth sports activities).

## **5.0 RESERVATION CALENDAR**

### **Field/Court Athletic Facility Allocations**

Athletics facilities are provided in seasonal allocations to meet community needs for City programs and approved local youth sports advisory committee groups. Seasonal allocation schedules are reviewed by the Irvine Sports Advisory Committee at its regular meetings ~~in January and July.~~

### **Tournament and Event Permit Requests**

Tournaments are defined as sports events involving three or more teams in a series of games or contests making up a single unit of competition. Athletic facility requests with multiple scrimmages and/or exhibition games may be classified as a tournament.

Requests from approved local sports advisory committee groups for international/national championship caliber events, and destination events drawing tourism and team travel to Irvine will receive priority. These requests may be submitted up to 18 months in advance. Other tournament requests will be considered and approved during the seasonal allocation process.

### **Other Permit Requests**

Following the allocation of fields and courts for approved local sports advisory committee groups, reservation requests are accepted through the City's website and processed on a first-come, first-served basis. Requests are accepted beginning at 8:00 a.m. on July 1 annually. The City will determine which days, times, and fields are available for a reservation based on other scheduled use, field capacity, and maintenance requirements seasonally.

Other permit requests for the Irvine Fieldhouse will follow the Irvine Fieldhouse Allocation Procedure.

~~Requests to reserve a field or court must be received a minimum of 30 days prior to the scheduled activity/event. Requests received with less than 30 days' notice may be accommodated as time and conditions allow. Upon receipt and review of all required documentation, City staff will confirm approval of the reservation in writing.~~

Submittal of an application does not guarantee a sports facility rental. Requests for athletic activities at sports facilities will take priority over non-athletic activities.

## **6.0 RESERVATION PERMIT AND APPLICATION REQUIREMENTS**

Reservation applications are accepted through the City's website on a first-come-first-served basis. Applications and required documentation should be submitted at least 30 days prior to the reservation date. The applicant's name or organization must be stated on all required documentation as it is listed on the application. Reservations are confirmed upon written approval and receipt of all required documents

Requests received with less than 30 days' notice may be considered on a case-by-case basis, subject to space availability, staffing resources, and other logistical factors.

Applicants must be at least 21 years of age; and when applicable, the applicant must be authorized to reserve facilities on behalf of an organization.

Reservation permits are nontransferable. The City may allow an applicant to designate a limited number of event contacts to act on the applicant's behalf during the reservation. Each designated event contact must be at least 21 years of age and approved in advance by City staff.

Reservation permits are required for use of City facilities, except in areas where drop-in use is permitted at outdoor facilities. Use of outdoor facilities outside of qualifying drop-in activities requires a reservation permit (See section 10.0 Facility Requirements).

Gatherings of 50 or more people require a reservation permit (IMC Section 3-4-123). Reservations may not exceed more than 50 people per field or 30 people per court. Additional facilities will be required to rent if numbers exceed the maximum amount. Gatherings with hired vendors or alcohol require a reservation permit and additional documents as required by the City.

Unless stated otherwise, reservation periods are in 15-minute increments. The date and hours for the permit shall include the entire activity/event, including time for set-up before the activity/event and clean-up after the activity/event. The applicant must account for the additional time when making the request and is responsible for any fees associated with the added reservation time.

The City reserves the right to modify, relocate, or cancel reservations to accommodate unanticipated community needs, maintenance needs, inclement weather, or unforeseen circumstances. Applicants are responsible for checking the City's MuddLine for field conditions in the event of inclement weather. As space is available, accommodations will be provided at an alternate athletic facility. When alternate facilities are not available or are not acceptable to the applicant, an alternate date or refund will be provided.

A reservation may be canceled by the City when an organization is out of compliance with any City policy. A confirmed reservation may be canceled before or during an event due to unsafe conditions, and/or actions of participants. When appropriate, a mutually agreeable alternate date or a prorated refund may be arranged.

Reservations may be canceled due to the misrepresentation or falsification of information, and/or failure to comply with City Policy and procedural requirements. Such cancellations may be subject to forfeit of all fees and deposits paid.

To ensure public safety, the City may access all activities/events to confirm that rules, regulations, City ordinances, and other applicable laws are being observed.

### **Additional Permits and Licenses**

Applicants are responsible for obtaining any necessary certifications, permits and licenses required by the City or other regulatory agencies including, but not limited to: Special Event Permit, City of Irvine Business License, Alcohol and Beverage Control (ABC) Permit, Orange County Health Permit, Orange County Fire Authority Permit, Film Permit, Vendor Permit, and Bounce House Permit.

### **Insurance**

The City may require applicants to provide liability insurance in the name of the applicant or the organization responsible for the reservation(s). Insurance requirements are determined based on the City's risk assessment of the reservation. Insurance requirements vary by the type of event, facility, and number of anticipated guests, and are subject to change without notice. Proof of insurance must be provided at least 30 days in advance to the date of the reservation and prior to the issuance of the final permit.

It is the responsibility of the permit holder to provide updated insurance upon expiration. Failure to do so may result in immediate permit cancellation.

### **Special Events**

Special events are activities that fall outside the normal operations of an area, and may temporarily impact the surrounding environment. These impacts include road closures, temporary structures, amplified sound, food and alcohol service, or other elements not typically present. As determined by the City, public and private events such as opening day ceremonies, national/international events, festivals, carnivals, or other gatherings with large numbers of attendees that may present raise public safety and site logistical concerns due to their size and nature of the event, may require any and all of the following:

- For large special events, applications may need to be submitted more than 30 days prior to the reservation date.
- Special Event Permit from the Community & Library Services Public Safety Department
- Additional liability insurance as determined by the City's Risk Manager
- Hold Harmless Agreement and Certificate of Worker's Compensation
- Security services
- Fees for additional services (e.g. event staff, custodial, security, parking management, and portable restrooms)
- Additional event logistical plans (e.g. event, marketing, parking, security, crowd-control, ticketing, waste management/recycling)
- List of vendors, including names, addresses, contact information, City of Irvine Business License, and insurance
- Parking of RV's, buses, or oversized vehicles may be restricted
- Installation of temporary structures (e.g. bleachers, stages, fences, tents)

- Additional requirements and City department approvals as identified by the City
- Additional permits and licenses by other regulatory agencies

### **Additional Staff**

~~Reservations may require additional program, facility, or maintenance personnel due to the size or nature of the event. This includes staff that are scheduled after regular operating hours for the park, and staff that are scheduled specific for the event/reservation. Full costs associated with the assigned staff will be applied.~~

### **Tournament Permit Requirements**

City sports facilities are provided to meet the needs of the Irvine community. As space is available, tournament permits will be granted in the following priority: requests from approved local sports advisory committee groups, international/national championship caliber events, and destination events drawing tourism and team travel to Irvine.

Priority requests of organizations in good ~~standing,~~standing will receive first consideration for returning tournament dates, but dates and ~~fields~~facilities cannot be guaranteed. As time permits, all tournaments will be reviewed by the Irvine Sports Advisory Committee.

Tournaments and events that draw tourism to Irvine with out-of-town teams, officials, spectators, and staff must meet the requirements below to qualify for consideration.

- a) Organizations must contact Destination Irvine to review accommodations with Irvine hotels.
- b) Organizations directing teams to lodging and accommodations must direct teams to Irvine accommodations, and provide documentation demonstrating these efforts.
- c) Priority for future events will not be provided to organizations not meeting all of the requirements above.

### **Camp/Clinic Permit Requirements**

As space allows, requests for camps and clinics are considered following the completion of the allocation schedule. Clinics and camps may not exceed 50 participants per ~~field~~athletic facility. Exceptions may be granted upon written approval of the athletics supervisor.

Priority requests of organizations in good standing will receive first consideration for returning camp/clinic dates, but dates and facilities cannot be guaranteed.

## **7.0 FEES, PAYMENTS, AND DEPOSITS, AND INSURANCE**

### **Fees and Payments**

The reservation fees referenced in this Policy are listed in the City Council approved fee schedule (Athletics Facilities Reservation Fees, Deposits, and Capacities) and commencing in FY 2021-2022 the Community & Library Services Department may implement subsequent reservation fee increase up to five percent annually (rounded up to the nearest dollar) in accordance with City Council Resolution 19-78.

With the exception of tournaments, reservation fees must be paid 14 days prior to the reservation. Tournament fees must be paid no later than 30 days prior to the event.

### **Payment Schedule for Ongoing Reservations**

Applicants who have reserved with the City for at least one year and are in good standing may qualify for a monthly payment plan for ongoing reservations. Applicants will have fees charged to a credit card on file at the beginning of the month for the following month's use (e.g. payment on November 1 for December use). Future reservations may be canceled or denied for applicants with multiple delayed payments.

### **Deposits**

Applicants must pay a deposit at the time of application. Deposits will be refunded following the event assuming all conditions set forth in the permit are fulfilled. On-going reservations require a standing deposit via a credit card on file, ~~or payment equal to double the normal event deposit.~~ On-going reservation deposits are not refunded until after the final reservation date.

Any expense incurred by the City to correct facilities and/or equipment not returned to original condition due to the applicant's use will be billed against the applicant's deposit. Any damages to, or defacement of City facilities, equipment and/or park amenities, such as dugouts, backstops, goals, field turf, and court surfacing will be deducted from the deposit and/or billed to the applicant at rates equal to cover repair/replacement costs. The City reserves the right to bill ~~applicant~~applicants for damages and costs incurred above deposit amount.

### **Insurance**

~~The City requires applicants to provide liability insurance for an activity/event. Insurance requirements are determined based on the City's risk assessment of the activity/event. Insurance requirements vary by the type of event, facility, and number of anticipated guests, and are subject to change without notice. Insurance requirements must be fulfilled prior to approval of the application; and proof of insurance must be provided 30-calendar days or more prior to the event.~~

## **8.0 RESERVATION CANCELLATIONS AND CHANGES**

### **Cancellations – Requests must be submitted in writing**

~~Field/Court~~Athletic facility reservation cancellations and refunds are processed as follows:

<b><u>Cancellation Request Date</u></b>	<b><u>Facility Fees Refunded</u></b>	<b><u>Deposit Refunded</u></b>
5 <u>calendar</u> days or more	100%	100%
4 <u>calendar</u> days or less	50%	0%
No Show	0%	0%

Tournament cancellations and refunds are processed as follows:

Cancellation Date	Facility Fees Refunded	Deposit Refunded
14 <u>calendar</u> days or more	<del>50</del> 100%	1000%
13 <u>calendar</u> days or less	0%	1000%

All cancellations, incur of a paid reservation are subject to a Processing Fee or cancellation fee based on deposits paid and when the cancellation was submitted, for each occurrence. Cancellation fees must be paid immediately, otherwise the City has the right to cancel all remaining reservations, and the applicant forfeits all deposits paid. For ongoing reservations, removing the last day on an approved permit is considered a cancellation once all other dates have passed and will be processed as outlined above.

**No Show**

Failure of the applicant or authorized event contact person to arrive at a scheduled reservation will be event, and/or failure to provide written cancellation notice is considered a No Show. Additionally, the City may deem a reservation a No Show if an applicant or authorized event contact does not use the facility as originally intended. Applicants with three or more No Shows may lose reservation privileges and remaining reservations may be canceled for the calendar year.

**Changes – Requests must be submitted in writing**

Reservation changes include, but are not limited to: date, time, fields, courts, number of teams/attendees, and amenities. One change is permitted at no charge; a Processing Fee may be charged for each subsequent change.

Changes	Processing Fee
31-5 <u>calendar</u> days or more	One change, no charge; a Processing Fee per change thereafter.
30-4 <u>calendar</u> days or less	<del>First change, 25 percent of total deposit;</del> a Processing Fee per change thereafter <u>for all changes.</u>

Requests to change or add reservation times will be accommodated subject to availability. Date of submission will be assessed according to the chart above.

On the day of the event, additional fees will be invoiced to the nearest half-hour when any member of applicant's party arrives prior to, or departs after, the approved reservation time. With the exception of tournaments, no refunds or credits will be issued for early departure from an approved reservation permit.

Additional staffing fees may apply if staff are required to remain on-site due to early arrival, late departure, or extended clean-up. This may also result in partial or full forfeiture of deposits.

## **9.0 RESERVATION HOURS**

The hours shown below are identified as regular hours for reservation of outdoor athletic facilities:

Lighted Facilities	4 p.m. – 10 p.m. (Monday – Friday) 7 a.m. – 10 p.m. (Saturday and Sunday)
Unlighted Facilities	4 p.m. – Dusk (Monday – Friday) 7 a.m. – Dusk (Saturday and Sunday)

### Indoor AthleticIrvine Fieldhouse Reservation Hours - Operating Hours 8am-10pm Daily

Facility requests outside of regular hours require approval from Athletics Reservations. Requests are reviewed on a case-by-case basis and may be subject to additional fees.

Games at outdoor facilities may not begin before 8 a.m. and must end as approved on the City reservation permit. The sports field light curfew is 11:00 p.m. The Community & Library Services Department will carefully consider requests for light use beyond 10:00 p.m.; however, under no circumstances will reservations or activities extend beyond 11:00 p.m.

City sports facilities are closed on recognized City holidays, with the exception of Martin Luther King Day, Juneteenth, and Veterans Day. Applicants may request use of fields and courts on Holidays, subject to ~~the extended hour rates~~additional fees. (See section 106.0, Additional Staff.)

## **10.0 FACILITY AND SITE REQUIREMENTS**

~~Reservation permits are required for use of City facilities (except in areas where drop-in use is permitted), and for all gatherings with 50 or more people (IMC Section 3-4-123). (50 might be too many on a court, might need to breakdown a difference: 50 per field and 30 per court)~~

~~Reservation requests shall be submitted on approved City application forms. Applicants must be at least 21 years of age, and when applicable the applicant must provide evidence they are authorized to reserve facilities on behalf of an organization. Reservation permits are nontransferable. The applicant, or a designated contact person 21 years of age or older, must be present for the entire activity/event. The City may allow reservation permits to designate a limited number of event contact persons to be present in lieu of the applicant.~~

~~Unless stated otherwise, reservation periods are in 15-minute increments. The date and hours for the permit shall include the entire activity/event, including time for set up and clean up after the activity/event.~~

Applicants are responsible for following all facility rules, regulations, and requirements of the reservation permit. Failure to comply may result in the forfeit of up to 100 percent of deposit and fees, and the City reserves the right to reject future applications.

### **Additional Staff**

Some reservations may require additional program, facility, or maintenance staff due to the size or nature of the reservation. Additional staff time shall be billed to the applicant for each staff assigned to support the reservation. Staffing requirements (e.g., supervision, maintenance) shall be determined at the time of permit approval and may be modified at the pre-reservation site walk-through meeting. Any associated staff fees will be invoiced accordingly.

The City will determine if additional staffing is needed based on the nature and scope of the reservation.

~~The City reserves the right to modify, relocate, or cancel reservations to accommodate unanticipated community needs, maintenance needs, inclement weather, or unforeseen circumstances. As space is available, accommodations will be provided at an alternate field, court, or park site. When alternate facilities are not available or are not acceptable to the applicant, an alternate date or refund will be provided.~~

~~A reservation may be canceled by the City when an organization is out of compliance with any City policy. A confirmed reservation may be canceled before or during an event due to unsafe conditions, and/or actions of participants. When appropriate, a mutually agreeable alternate date or a prorated refund may be arranged.~~

~~Reservations may be canceled due to the misrepresentation or falsification of information, and/or failure to comply with City Policy and procedural requirements. Such cancellations may be subject to forfeit of all fees and deposits paid.~~

~~To ensure public safety, the City may access all activities/events in order to confirm rules, regulations, and to ensure applicable laws are being followed during the reservation.~~

### **90' Baseball Fields**

90' Baseball Fields are designated for youth teams, 18 years of age or younger.

### **Occupancy Levels/Americans with Disabilities Act (ADA) Accommodations**

To ensure the safety of guests, to accommodate maintenance needs, and to ensure preservation of City sports facilities, applicants are required to observe the maximum capacity of reserved facilities. ~~Field and court capacity~~ Facility capacities shall be determined by the City during the application process. Room capacity has been established by the Orange County Fire Authority and cannot be adjusted to meet the needs of a reservation. ~~Events~~ Reservations exceeding capacity are subject to immediate closure. Reasonable accommodations are provided in accordance with ADA.

### **Smoking and Use of Vaporizers**

Smoking and use of vaporizers are is-prohibited at all City parks facilities (IMC Section 4-10-505), except in designated smoking areas. Smoking and use of vaporizers outside of City facilities on public property is subject to all current City ordinances.

### **Emergency Response**

~~Applicants~~ Permit holders may be held responsible for all charges related to a police or fire department response associated with the actions and behavior of participants during the reservation.

### **Drop-In Activities**

~~Unreserved outdoor athletics facilities are available for drop-in use by private parties on a first-come, first-served basis. Reservations have priority over drop-in/walk-on activities.~~  
Unreserved outdoor athletics facilities are available for drop-in use by private individuals or parties of less than 50 people on a first-come, first-served basis. Walk-on users must be present and may not post signs indicating reservation of an area. Groups of 50 or more (IMC Sec. 3-4-123) and/or groups with hired vendors or have alcohol require a reservation.

~~Organized use of fields or courts athletic facilities, such as officiated games, uniformed teams, organized team practices, or activities offered or associated with a for profit or nonprofit organization is prohibited without an approved reservation. Stadium fields, indoor facilities, lighted sports fields, and batting cages are not available for drop-in activities. Drop-in use may be limited to accommodate any maintenance needs and facility closures. of the turf on lighted soccer fields.~~

### **Inspections and Condition of Facilities**

Reserved facilities must be left in the same condition as received by the applicant. Any damage or defacement of City facilities, equipment, and/or park amenities will be deducted from the reservation deposit and/or invoiced to the applicant to replace/repair the damage as determined by the City. The City reserves the right to bill the applicant for damages incurred above the deposit amount.

### **Pre-Reservation Walk-Through**

The applicant and/or event contact person must arrange and attend a reservation walk-through meeting at the reserved site at least 30 days, or no less than two weeks, prior to the reservation date. Reservation type, equipment, and other factors may require additional site walk-throughs. Failure to complete a site meeting may result in event cancellation and forfeiture of fees and deposits.

### **Equipment Rental**

Additional equipment may be available for rent in conjunction with a reservation. Equipment rentals cannot be guaranteed and shall be arranged directly with staff at the reservation walk-through meeting. Fees and/or deposits are required, and required and must be paid no later than the day of the event.

### **Concession Stands**

Use of concession stands must be requested at the time of application. Concession stand operating guidelines must be reviewed and signed prior to use. Permit holders are responsible for abiding by guidelines and obtaining proper permits from the City and other regulatory agencies to serve food and/or beverages in concession stands.

Concession stands typically are equipped with refrigerators, freezers, and ice machines. As available, this equipment is included with reservation of the Concession Stands. While the City provides ongoing maintenance of this equipment, the City will not be responsible should the equipment be unavailable due to maintenance issues. All supply and utensil needs for the operation of concession stands is the responsibility of the applicant. All equipment, cleaning supplies, and food/perishables belonging to an organization must be removed from concession stands at the conclusion of the permitted period.

Concessions operated by Approved Local Sports Advisory Committee Groups for events they are hosting will not be charged daily rates. Daily concession rates will apply if Sports Advisory Committee Groups hire a vendor to run concessions on their behalf. Daily concession rates will be charged to all other permit holders, including events where an Approved Local Sports Advisory Committee Group operates concessions on behalf of another organization. Refer to the City Council approved fee schedule for concession stand rates (Athletics Facilities Reservation Fees, Deposits, and Capacities).

### **Additional Permits and Licenses**

~~Applicants are responsible for obtaining all necessary permits and licenses required by the City or other regulatory agencies including, but not limited to: Special Event Permit, Business License, Alcohol and Beverage Control (ABC) Permit, Orange County Health Department Temporary Food Facility (TFF) Inspection Permit, Orange County Fire Authority Permit, Film Permit, Vendor Permit, and Bounce House Permit.~~

### **Loading/Unloading and Deliveries**

Motorized vehicles may be permitted on facility grounds for loading and unloading of supplies only, with proper documents, and prior approval of the site supervisor. City staff ~~is~~ are not authorized to sign for deliveries. Deliveries must be made within the reservation time unless prior arrangements were arranged with the site supervisor.

### **Mobile Food Trucks**

~~Mobile Food Trucks must be approved during the application process. Vehicle insurance, with specified limits, and food service permits are required as outlined in the terms of the reservation permit.~~

### **Advertising**

For any event advertised to the public, a copy of the advertisement is required with the following disclaimer printed on the flyer or electronic communication: *"This event is a private reservation and is not endorsed or sponsored by the City of Irvine"*. A copy of the flyer and/or electronic communication must be submitted for approval.

Unless otherwise approved by the City, posting and/or display of business-related promotional materials is prohibited when in view of the general public. Use of the City of

Irvine logo or promotion of external events through City platforms is not permitted without prior written approval is restricted and requires advance written approval of the City's Public Information Office.

Applicants requesting to display signs at City parks and facilities during reservations are subject to the sign requirements outlined in the Irvine Municipal Code. Requests must be approved during the application process. Signage must be directed to the reservation area within a facility and not face towards streets. Any signs that may be approved for posting at the beginning of a reservation must be removed at the end of the reservation.

### **Installation of Temporary Structures, Displays, and Exhibitions**

Public facilities are intended for the use and enjoyment of City residents. Installation of temporary structures, displays, and exhibits that may substantially impair the rights of the public in general to use the park in favor of specific individuals or groups will not be permitted unless approved by the City through the special event permitting process. Temporary structures, displays, or exhibits associated with an approved reservation must be approved during the application process.

### **Vendors**

Individuals or businesses displaying or selling items, or providing a service (including mobile food trucks and caterers), must have a reservation permit or be under an applicant who has a reservation permit. Vendors must pay a Vendor Permit Fee and must provide a current City Business License. Contact Regulatory Affairs at (949) 724-6310 for information regarding securing a Business License.

The event applicant is responsible for submitting proof of Business License(s) to the site supervisor, or designee, at the reservation walk-through. Due to the nature of the service or items being displayed/sold, proof of liability insurance and an Orange County Health Department TFF inspection permits may be required.

### **Public Address and Amplified Sound Systems**

Use of public address and amplified sound systems may be permitted is only allowed in designated locations in accordance with the terms of the reservation permit and times may vary by facility. Persons wishing to setup or operate a public address system during a reservation shall obtain approval. Requests for public address systems must be approved during the application process (IMC Section 3-4-125).

## **11.0 VENDORS**

A vendor is an individual or business displaying or selling items, or providing a service (e.g. mobile food trucks and caterers) for an approved reservation. Vendors must be noted during the application process and approved by City staff prior to reservations. Vendors must have a current City Business License. Contact Regulatory Affairs at (949) 724-6310 for information regarding securing a Business License.

The permit holder and/or event applicant is responsible for paying associated vendor permit fees, providing proof of Business License(s), and submitting any required vendor documents to City staff at least 30 days prior to the reservation dates. Due to the nature of the service or items being displayed/sold, proof of liability insurance and other permits by the City or other regulatory agencies may be required.

## **Mobile Food Trucks and Food Vendors**

Mobile Food Trucks and Food Vendors must be approved during the application process. Vendor requirements noted above and additional documents may be required as outlined by the permit as well as external entities. Mobile Food Trucks are not permitted at all locations.

### **41.012.0 COMMERCIAL FILMING AND PHOTOGRAPHY**

Non-exclusive use of Commercial filming/photography at a City facility for commercial filming/photography requires a City Film Permit, available through the Irvine Police Department. Exclusive use of any area at a City facility for commercial and non-commercial filming/photography requires a reservation permit and a City Film Permit. A detailed description of the activity, type of filming (still or video), and script copy are required. The City may request screen credit be given. City Film Permit applications can be obtained online through the Community & Library Services Department. The filming/photography location must be returned to its original condition immediately after the filming. All reasonable safety precautions must be observed.

A professional photographer hired by the applicant to shoot during a sports event is not required to obtain a Film Permit, but other licenses may be required. The photographer is required to have a City of Irvine business license and provide proof of insurance. If the photographer is making images available for sale, or arranging to make images for sale following the event, the photographer must secure a Vendor Permit from Community Services. The filming/photography location must be returned to its original condition immediately after the filming. All reasonable safety precautions must be observed.

Cancellation of a filming/photography event reservation may occur at the discretion of the Community & Library Services Department if the schedules and restrictions specified in the when the terms and conditions of the approved Film Permit are violated. Specific regulations, policies, and procedures may vary by facility.

### **42.013.0 ALCOHOL**

No person shall drink, ingest or otherwise consume any alcoholic beverage in City parks without appropriate permits and licenses (IMC Section 4-14-144). Permits for alcohol associated with reservation of a sports field or court facility is limited. When reservation permits are approved for alcohol, applicants must provide the following and pay associated fees: Approval for alcohol service during reservations is subject to applicable fees and compliance with the following requirements:

- Liquor liability insurance
- City of Irvine Alcohol Use Permit
- Licensed bartender or serving attendant who has completed "Special Event Server Training" and is at least 21 years of age and received certificate of completion
- Security services
- Additional staffing as required

Applicants must provide an Alcohol Beverage Control License for events/reservations where alcohol is sold, donations are accepted, and/or admission is by fee or donation. Alcohol service time must be approved by the City.

### **13.014.0 SECURITY AND CUSTODIAL SERVICES**

#### **Security**

Depending on the number of youth attendees, presence of alcohol, and/or size of attendance of a reservation, The City may require security guards and/or personnel of the Irvine Police Department at events held at City facilities. Fees are subject to current City security contract rates. Applicants are responsible for paying all associated fees for security guards. Security schedules will be determined by the City. Requests for Security shall be made at least 30 days prior to the reservation date. Requests made less than 30 days are subject to availability. Applicants may contract with an independent security company, subject to the review and approval of the Irvine Police Department.

### **14.0 CUSTODIAL SERVICES**

#### **Custodial Services**

Clean up following a reservation must be accomplished by the end of the approved permit time or additional charges may be assessed. Custodial services (porters) are available and may be required based on the size and nature of event reservation. Renting groups are required to assist in cleaning of rental area as porters provide supplemental custodial services. Porters are not responsible for breakdown of decorations and/or equipment provided by renting group. Custodial services are subject to the current City contract rate. Porters are scheduled for a minimum of four hours and should be requested at least 30 days prior to reservation date. Requests made less than 30 days are subject to availability.

### **15.0 ADDITIONAL CITY POLICIES AND AGREEMENTS**

This Policy may be subject to other City Council approved policies and agreements that establish separate user reservation relationships and associated fees for specific programs and/or entities.



# COMMUNITY & LIBRARY SERVICES POLICY

## Athletics Facility Reservation Policy

City Council Resolution Number: 19-78

City Council Adopted: 05/22/2018

City Council Amended: 08/13/2019

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Director of Community & Library Services

### 1.0 POLICY STATEMENT

The Community & Library Services Department (Department) is responsible for managing the City's athletics facilities for the enjoyment of the public. This Athletics Facility Reservation Policy (Policy) is established to ensure the use of City facilities 1) aligns with the City's core mission, vision, and values; 2) provides equitable and fair access to all users; 3) remains equitably and fairly priced; 4) operates in a fiscally responsible manner; and 5) supports a healthy, safe, vibrant, and sustainable community.

### 2.0 POLICY PURPOSE AND INTENT

The purpose of the Policy is to provide an effective framework for the administration of reservation permits that provide equitable and reasonable access to City public facilities. In accordance with IMC Sec. 3-4-302, *the appropriate entity shall bear in mind that the public parks are intended for the use and enjoyment of all of the people of the City and uses which will substantially impair the rights of the public in general to use the park in favor of specific individuals or groups should not be permitted.*

The intent of this Policy is to guide access, reservations, and use of the City's athletic facilities by residents, community organizations, businesses, and nonresidents. With the exception of the Great Park and aquatics facilities, all City of Irvine sports facilities, and their supporting amenities are governed by this Policy.

### 3.0 POLICY ESTABLISHMENT AND PERMIT FEES

In accordance with IMC Sec. 3-4-102, *the Community & Library Services Department may from time-to-time establish reasonable rules, procedures, policies or regulations governing the use and enjoyment of any park and open space area, building, structure, equipment, apparatus or appliance thereon in order to maximize the use and enjoyment of parks by the public in addition to those contained in this division, and no person shall disobey or violate the same.*

The Department shall implement and administer the Policy, as adopted by the City Council. The fees and charges associated with this Policy are reviewed and approved by the City Council.

#### 4.0 **RESERVATION CATEGORIES**

Reservation categories are established to balance reservation requests. A formal permitting process is administered to ensure equitable access for the following groups: , nonprofit organizations, schools, private individuals, government agencies, commercial, and for-profit entities.

City of Irvine programs, services, events, elected officials, and employees conducting City business are given priority.

The resident and non-resident permit categories below define the assignment of fees and scheduling priority. Approved Local Sports Advisory Committee Groups are defined within their own category.

Category	Recreation	Club / Travel
Approved Local Sports Advisory Committee Groups	<ul style="list-style-type: none"> <li>Maintaining residency participation ≥ 85% (<i>Refer to Sports Committee Bylaws Section 5.1.3</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining residency participation ≥ 57% (<i>Refer to Sports Committee Bylaws Section 5.1.3</i>)</li> </ul>
Category	Groups Resident (R)* or Non-Resident (N)	
A	<ul style="list-style-type: none"> <li>Youth Non-Profit Organizations</li> <li>Schools (K-12 public/nonprofit)</li> <li>Government</li> </ul>	
B	<ul style="list-style-type: none"> <li>Adult Non-profit Organizations</li> <li>Private Individuals</li> <li>Universities / Colleges (public and nonprofit)</li> </ul>	
C	<ul style="list-style-type: none"> <li>Commercial</li> <li>For Profit Entity</li> </ul>	

\*For residential rates (R), proof of Irvine residency and/or verification of services for the Irvine community shall be required.

#### **Approved Local Sports Advisory Committee Groups**

Local Youth Sports Groups who are active members of the Irvine Sports Advisory Committee that meet and fulfill all team and organization requirements in accordance with the City Allocation Procedure for Outdoor Sports Facilities and the Sports Committee Bylaws on an annual basis.

#### **CATEGORY A:**

##### **Youth Nonprofit Organizations**

Includes permits offered for incorporated nonprofit, civic, social, cultural, and religious youth organizations that are not a member of the Approved Local Sports Committee Groups. All youth nonprofit organizations applying under Category A must submit documentation verifying their status as an active, currently operating nonprofit organization. Documents for organizations applying under Category A resident rates must show an organization is based in Irvine and maintain Irvine participation that is equal to, or greater than 70 percent. For organizations applying for the Irvine Fieldhouse, please refer to the Allocation Procedures for the Irvine Fieldhouse.

### **Schools (K-12 Public/Nonprofit)**

Irvine Unified School District (IUSD) schools may reserve City facilities under the Joint Use Agreement with the City of Irvine. Rental fees are waived during regular reservation hours; additional staffing fees and requirements may apply.

All other K-12 schools (public/nonprofit) providing proper documentation will be categorized and charged accordingly based on reservation type.

### **Government Agencies**

External government agencies qualify for Category A (R) when the sole purpose of the reservation is to provide service and/or information to Irvine residents.

### **CATEGORY B:**

#### **Adult Nonprofit Organizations**

Includes permits offered for incorporated nonprofit, civic, social, cultural, and religious adult organizations. All adult nonprofit organizations applying under Category B must submit documentation verifying their status as an active, currently operating nonprofit organization. Documents for an organization applying under Category B resident rates must show an organization is based in Irvine and maintain Irvine participation that is equal to, or greater than 57 percent.

#### **Private Individuals**

Examples of private individual reservation requests include requests for use of sports facilities for private parties, private team activities not associated with a business, and games associated with a family picnic.

Reservations that require attendees to pay an admission fee, and/or pay for good or services, shall be invoiced at Category C reservation rates.

### **CATEGORY C:**

#### **Commercial and Profit-Seeking Entities**

Reservations shall be invoiced at the Category C rates when the activity and use is primarily commercial or profit-seeking in nature including, but not limited to, activities charging admission or requiring attendees to pay for goods or services.. This does not apply for permits of nonprofit organizations for philanthropic fundraising purposes typical of the nonprofit organization (e.g. fees for youth sports activities).

## **5.0 RESERVATION CALENDAR**

### **Athletic Facility Allocations**

Athletics facilities are provided in seasonal allocations to meet community needs for City programs and approved local youth sports advisory committee groups. Seasonal allocation schedules are reviewed by the Irvine Sports Advisory Committee at its regular meetings.

### **Tournament and Event Permit Requests**

Tournaments are defined as sports events involving three or more teams in a series of games or contests making up a single unit of competition. Athletic facility requests with multiple scrimmages and/or exhibition games may be classified as a tournament.

Requests from approved local sports advisory committee groups for international/national championship caliber events, and destination events drawing tourism and team travel to Irvine will receive priority. These requests may be submitted up to 18 months in advance. Other tournament requests will be considered and approved during the seasonal allocation process.

### **Other Permit Requests**

Following the allocation of fields and courts for approved local sports advisory committee groups, reservation requests are accepted through the City's website and processed on a first-come, first-served basis. Requests are accepted beginning at 8:00 a.m. on July 1 annually. The City will determine which days, times, and fields are available for a reservation based on other scheduled use, field capacity, and maintenance requirements seasonally.

Other permit requests for the Irvine Fieldhouse will follow the Irvine Fieldhouse Allocation Procedure.

Submittal of an application does not guarantee a sports facility rental. Requests for athletic activities at sports facilities will take priority over non-athletic activities.

## **6.0 RESERVATION AND APPLICATION REQUIREMENTS**

Reservation applications are accepted through the City's website on a first-come-first-served basis. Applications and required documentation should be submitted at least 30 days prior to the reservation date. The applicant's name or organization must be stated on all required documentation as it is listed on the application. Reservations are confirmed upon written approval and receipt of all required documents

Requests received with less than 30 days' notice may be considered on a case-by-case basis, subject to space availability, staffing resources, and other logistical factors.

Applicants must be at least 21 years of age; and when applicable, the applicant must be authorized to reserve facilities on behalf of an organization.

Reservation permits are nontransferable. The City may allow an applicant to designate a limited number of event contacts to act on the applicant's behalf during the reservation. Each designated event contact must be at least 21 years of age and approved in advance by City staff.

Reservation permits are required for use of City facilities, except in areas where drop-in use is permitted at outdoor facilities. Use of outdoor facilities outside of qualifying drop-in activities requires a reservation permit (See section 10.0 Facility Requirements).

Gatherings of 50 or more people require a reservation permit (IMC Section 3-4-123). Reservations may not exceed more than 50 people per field or 30 people per court. Additional facilities will be required to rent if numbers exceed the maximum amount.

Gatherings with hired vendors or alcohol require a reservation permit and additional documents as required by the City. Unless stated otherwise, reservation periods are in 15-minute increments. The date and hours for the permit shall include the entire activity/event, including time for set-up before the activity/event and clean-up after the activity/event. The applicant must account for the additional time when making the request and is responsible for any fees associated with the added reservation time.

The City reserves the right to modify, relocate, or cancel reservations to accommodate unanticipated community needs, maintenance needs, inclement weather, or unforeseen circumstances. Applicants are responsible for checking the City's MuddLine for field conditions in the event of inclement weather. As space is available, accommodations will be provided at an alternate athletic facility. When alternate facilities are not available or are not acceptable to the applicant, an alternate date or refund will be provided.

A reservation may be canceled by the City when an organization is out of compliance with any City policy. A confirmed reservation may be canceled before or during an event due to unsafe conditions, and/or actions of participants. When appropriate, a mutually agreeable alternate date or a prorated refund may be arranged.

Reservations may be canceled due to the misrepresentation or falsification of information, and/or failure to comply with City Policy and procedural requirements. Such cancellations may be subject to forfeit of all fees and deposits paid.

To ensure public safety, the City may access all activities/events to confirm that rules, regulations, City ordinances, and other applicable laws are being observed.

### **Additional Permits and Licenses**

Applicants are responsible for obtaining any necessary certifications, permits and licenses required by the City or other regulatory agencies including, but not limited to: Special Event Permit, City of Irvine Business License, Alcohol and Beverage Control (ABC) Permit, Orange County Health Permit, Orange County Fire Authority Permit, Film Permit, Vendor Permit, and Bounce House Permit.

### **Insurance**

The City may require applicants to provide liability insurance in the name of the applicant or the organization responsible for the reservation(s). Insurance requirements are determined based on the City's risk assessment of the reservation. Insurance requirements vary by the type of event, facility, and number of anticipated guests, and are subject to change without notice. Proof of insurance must be provided at least 30 days in advance to the date of the reservation and prior to the issuance of the final permit.

It is the responsibility of the permit holder to provide updated insurance upon expiration. Failure to do so may result in immediate permit cancellation.

### **Special Events**

Special events are activities that fall outside the normal operations of an area, and may temporarily impact the surrounding environment. These impacts include road closures, temporary structures, amplified sound, food and alcohol service, or other elements not typically present. As determined by the City, public and private events such as opening day ceremonies, national/international events, festivals, carnivals, or other gatherings with

large numbers of attendees that may raise public safety and site logistical concerns due to their size and nature, may require any and all of the following:

- For large special events, applications may need to be submitted more than 30 days prior to the reservation date.
- Special Event Permit from the Community & Library Services Department
- Additional liability insurance as determined by the City's Risk Manager
- Hold Harmless Agreement and Certificate of Worker's Compensation
- Fees for additional services (e.g. event staff, custodial, security, parking management, and portable restrooms)
- Additional logistical plans (e.g. event, marketing, parking, security, crowd-control, ticketing, waste management/recycling)
- List of vendors, including names, addresses, contact information, City of Irvine Business License, and insurance
- Parking of RV's, buses, or oversized vehicles may be restricted
- Installation of temporary structures (e.g. bleachers, stages, fences, tents) Additional requirements and City department approvals as identified by the City
- Additional permits and licenses by other regulatory agencies

### **Tournament Requirements**

City sports facilities are provided to meet the needs of the Irvine community. As space is available, tournament permits will be granted in the following priority: requests from approved local sports advisory committee groups, international/national championship caliber events, and destination events drawing tourism and team travel to Irvine.

Priority requests of organizations in good standing will receive first consideration for returning tournament dates, but dates and facilities cannot be guaranteed. As time permits, all tournaments will be reviewed by the Irvine Sports Advisory Committee.

Tournaments and events that draw tourism to Irvine with out-of-town teams, officials, spectators, and staff must meet the requirements below to qualify for consideration.

- a) Organizations must contact Destination Irvine to review accommodations with Irvine hotels.
- b) Organizations directing teams to lodging and accommodations must direct teams to Irvine accommodations, and provide documentation demonstrating these efforts.
- c) Priority for future events will not be provided to organizations not meeting all of the requirements above.

### **Camp/Clinic Requirements**

As space allows, requests for camps and clinics are considered following the completion of the allocation schedule. Clinics and camps may not exceed 50 participants per athletic facility. Exceptions may be granted upon written approval of the athletics supervisor.

Priority requests of organizations in good standing will receive first consideration for returning camp/clinic dates, but dates and facilities cannot be guaranteed.

## **7.0 FEES, PAYMENTS AND DEPOSITS,**

### **Fees and Payments**

The reservation fees referenced in this Policy are listed in the City Council approved fee schedule (Athletics Facilities Reservation Fees, Deposits, and Capacities) and commencing in FY 2021-2022 the Community & Library Services Department may implement subsequent reservation fee increase up to five percent annually (rounded up to the nearest dollar) in accordance with City Council Resolution 19-78.

With the exception of tournaments, reservation fees must be paid 14 days prior to the reservation. Tournament fees must be paid no later than 30 days prior to the event.

### **Payment Schedule for Ongoing Reservations**

Applicants who have reserved with the City for at least one year and are in good standing may qualify for a monthly payment plan for ongoing reservations. Applicants will have fees charged to a credit card on file at the beginning of the month for the following month's use (e.g. payment on November 1 for December use). Future reservations may be canceled or denied for applicants with multiple delayed payments.

### **Deposits**

Applicants must pay a deposit at the time of application. Deposits will be refunded following the event assuming all conditions set forth in the permit are fulfilled. On-going reservations require a standing deposit via a credit card on file, On-going reservation deposits are not refunded until after the final reservation date.

Any expense incurred by the City to correct facilities and/or equipment not returned to original condition due to the applicant's use will be billed against the applicant's deposit. Any damages to, or defacement of City facilities, equipment and/or park amenities, such as dugouts, backstops, goals, field turf, and court surfacing will be deducted from the deposit and/or billed to the applicant at rates equal to cover repair/replacement costs. The City reserves the right to bill applicants for damages and costs incurred above deposit amount.

## **8.0 RESERVATION CANCELLATIONS AND CHANGES**

### **Cancellations – Requests must be submitted in writing**

Athletic facility reservation cancellations and refunds are processed as follows:

<b>Cancellation Request Date</b>	<b>Facility Fees Refunded</b>	<b>Deposit Refunded</b>
5 calendar days or more	100%	100%
4 calendar days or less	0%	0%
No Show	0%	0%

Tournament cancellations and refunds are processed as follows:

<b>Cancellation Date</b>	<b>Facility Fees Refunded</b>	<b>Deposit Refunded</b>
14 calendar days or more	100%	0%
13 calendar days or less	0%	0%

All cancellations of a paid reservation are subject to a Processing Fee or cancellation fee based on deposits paid and when the cancellation was submitted. Cancellation fees must be paid immediately, otherwise the City has the right to cancel all remaining reservations, and the applicant forfeits all deposits paid. For ongoing reservations, removing the last day on an approved permit is considered a cancellation once all other dates have passed and will be processed as outlined above.

**No Show**

Failure of the applicant or authorized event contact person to arrive at a scheduled reservation will be considered a No Show. Additionally, the City may deem a reservation a No Show if an applicant or authorized event contact does not use the facility as originally intended. Applicants with three or more No Shows may lose reservation privileges and remaining reservations may be canceled.

**Changes – Requests must be submitted in writing**

Reservation changes include, but are not limited to: date, time, fields, courts, number of teams/attendees, and amenities. One change is permitted at no charge; a Processing Fee may be charged for each subsequent change.

<b>Changes</b>	<b>Processing Fee</b>
5 calendar days or more	One change, no charge; a Processing Fee per change thereafter.
4 calendar days or less	a Processing Fee for all changes.

Requests to change or add reservation times will be accommodated subject to availability. Date of submission will be assessed according to the chart above.

On the day of the event, additional fees will be invoiced to the nearest half-hour when any member of applicant's party arrives prior to, or departs after, the approved reservation time. With the exception of tournaments, no refunds or credits will be issued for early departure from an approved reservation permit.

Additional staffing fees may apply if staff are required to remain on-site due to early arrival, late departure, or extended clean-up. This may also result in partial or full forfeiture of deposits.

## 9.0 **RESERVATION HOURS**

The hours shown below are identified as regular hours for reservation of outdoor athletic facilities:

Lighted Facilities            4 p.m. – 10 p.m. (Monday – Friday)  
   7 a.m. – 10 p.m. (Saturday and Sunday)

Unlighted Facilities        4 p.m. – Dusk (Monday – Friday)  
   7 a.m. – Dusk (Saturday and Sunday)

Irvine Fieldhouse Reservation Hours - Operating Hours 8am-10pm Daily

Facility requests outside of regular hours require approval from Athletics Reservations. Requests are reviewed on a case-by-case basis and may be subject to additional fees.

Games at outdoor facilities may not begin before 8 a.m. and must end as approved on the City reservation permit. The sports field light curfew is 11:00 p.m. The Community & Library Services Department will carefully consider requests for light use beyond 10:00 p.m.; however, under no circumstances will reservations or activities extend beyond 11:00 p.m.

City sports facilities are closed on recognized City holidays, with the exception of Martin Luther King Day, Juneteenth, and Veterans Day. Applicants may request use of fields and courts on Holidays, subject to additional fees. (See section 10.0, Additional Staff.)

## 10.0 **FACILITY REQUIREMENTS**

Applicants are responsible for following all facility rules, regulations, and requirements of the reservation permit. Failure to comply may result in the forfeit of up to 100 percent of deposit and fees, and the City reserves the right to reject future applications.

### **Additional Staff**

Some reservations may require additional program, facility, or maintenance staff due to the size or nature of the reservation. Additional staff time shall be billed to the applicant for each staff assigned to support the reservation. Staffing requirements (e.g., supervision, maintenance) shall be determined at the time of permit approval and may be modified at the pre-reservation site walk-through meeting. Any associated staff fees will be invoiced accordingly.

The City will determine if additional staffing is needed based on the nature and scope of the reservation.

### **90' Baseball Fields**

90' Baseball Fields are designated for youth teams, 18 years of age or younger.

### **Occupancy Levels/Americans with Disabilities Act (ADA) Accommodations**

To ensure the safety of guests, to accommodate maintenance needs, and to ensure preservation of City sports facilities, applicants are required to observe the maximum capacity of reserved facilities. Facility capacities shall be determined by the City during the

application process. Room capacity has been established by the Orange County Fire Authority and cannot be adjusted to meet the needs of a reservation. Reservations exceeding capacity are subject to immediate closure. Reasonable accommodations are provided in accordance with ADA.

### **Smoking and Use of Vaporizers**

Smoking and use of vaporizers are prohibited at all City facilities (IMC Section 4-10-505). Smoking and use of vaporizers outside of City facilities on public property is subject to all current City ordinances.

### **Emergency Response**

Permit holders may be held responsible for all charges related to a police or fire department response associated with the actions and behavior of participants during the reservation.

### **Drop-In Activities**

Reservations have priority over drop-in/walk-on activities. Unreserved outdoor athletics facilities are available for drop-in use by private individuals or parties of less than 50 people on a first-come, first-served basis. Walk-on users must be present and may not post signs indicating reservation of an area. Groups of 50 or more (IMC Sec. 3-4-123) and/or groups with hired vendors or have alcohol require a reservation.

Organized use of athletic facilities, such as officiated games, uniformed teams, organized team practices, or activities offered or associated with a for profit or nonprofit organization is prohibited without an approved reservation. Stadium fields, indoor facilities, lighted sports fields, and batting cages are not available for drop-in activities. Drop-in use may be limited to accommodate any maintenance needs and facility closures.

### **Inspections and Condition of Facilities**

Reserved facilities must be left in the same condition as received by the applicant. Any damage or defacement of City facilities, equipment, and/or park amenities will be deducted from the reservation deposit and/or invoiced to the applicant to replace/repair the damage as determined by the City. The City reserves the right to bill the applicant for damages incurred above the deposit amount.

### **Pre-Reservation Walk-Through**

The applicant and/or event contact person must arrange and attend a reservation walk-through meeting at the reserved site at least 30 days, or no less than two weeks, prior to the reservation date. Reservation type, equipment, and other factors may require additional site walk-throughs. Failure to complete a site meeting may result in event cancellation and forfeiture of fees and deposits.

### **Equipment Rental**

Additional equipment may be available for rent in conjunction with a reservation. Equipment rentals cannot be guaranteed and shall be arranged directly with staff at the reservation walk-through meeting. Fees and/or deposits are required and must be paid no later than the day of the event.

### **Concession Stands**

Use of concession stands must be requested at the time of application. Concession stand operating guidelines must be reviewed and signed prior to use. Permit holders are

responsible for abiding by guidelines and obtaining proper permits from the City and other regulatory agencies to serve food and/or beverages in concession stands.

Concession stands typically are equipped with refrigerators, freezers, and ice machines. As available, this equipment is included with reservation of the Concession Stands. While the City provides ongoing maintenance of this equipment, the City will not be responsible should the equipment be unavailable due to maintenance issues. All supply and utensil needs for the operation of concession stands is the responsibility of the applicant. All equipment, cleaning supplies, and food/perishables belonging to an organization must be removed from concession stands at the conclusion of the permitted period.

Concessions operated by Approved Local Sports Advisory Committee Groups for events they are hosting will not be charged daily rates. Daily concession rates will apply if Sports Advisory Committee Groups hire a vendor to run concessions on their behalf. Daily concession rates will be charged to all other permit holders, including events where an Approved Local Sports Advisory Committee Group operates concessions on behalf of another organization. Refer to the City Council approved fee schedule for concession stand rates (Athletics Facilities Reservation Fees, Deposits, and Capacities).

#### **Loading/Unloading and Deliveries**

Motorized vehicles may be permitted on facility grounds for loading and unloading of supplies only, with proper documents, and prior approval of the site supervisor. City staff are not authorized to sign for deliveries. Deliveries must be made within the reservation time unless prior arrangements were arranged with the site supervisor.

#### **Advertising**

For any event advertised to the public, a copy of the advertisement is required with the following disclaimer printed on the flyer or electronic communication: *"This event is a private reservation and is not endorsed or sponsored by the City of Irvine"*. A copy of the flyer and/or electronic communication must be submitted for approval.

Unless otherwise approved by the City, posting and/or display of business-related promotional materials is prohibited when in view of the general public. Use of the City of Irvine logo or promotion of external events through City platforms is not permitted without prior written approval

Applicants requesting to display signs at City parks and facilities during reservations are subject to the sign requirements outlined in the Irvine Municipal Code. Requests must be approved during the application process. Signage must be directed to the reservation area within a facility and not face towards streets. Any signs that may be approved for posting at the beginning of a reservation must be removed at the end of the reservation.

#### **Installation of Temporary Structures, Displays, and Exhibitions**

Public facilities are intended for the use and enjoyment of City residents. Installation of temporary structures, displays, and exhibits that may substantially impair the rights of the public in general to use the park in favor of specific individuals or groups will not be permitted unless approved by the City through the special event permitting process.

#### **Public Address and Amplified Sound Systems**

Use of public address and amplified sound systems is only allowed in designated locations and times may vary by facility. Persons wishing to setup or operate a public address

system during a reservation shall obtain approval during the application process (IMC Section 3-4-125).

## **11.0 VENDORS**

A vendor is an individual or business displaying or selling items, or providing a service (e.g. mobile food trucks and caterers) for an approved reservation. Vendors must be noted during the application process and approved by City staff prior to reservations. Vendors must have a current City Business License. Contact Regulatory Affairs at (949) 724-6310 for information regarding securing a Business License.

The permit holder and/or event applicant is responsible for paying associated vendor permit fees, providing proof of Business License(s), and submitting any required vendor documents to City staff at least 30 days prior to the reservation dates. Due to the nature of the service or items being displayed/sold, proof of liability insurance and other permits by the City or other regulatory agencies may be required.

### **Mobile Food Trucks and Food Vendors**

Mobile Food Trucks and Food Vendors must be approved during the application process. Vendor requirements noted above and additional documents may be required as outlined by the permit as well as external entities. Mobile Food Trucks are not permitted at all locations.

## **12.0 COMMERCIAL FILMING AND PHOTOGRAPHY**

Non-exclusive use of a City facility for commercial filming/photography requires a City Film Permit. Exclusive use of any area at a City facility for commercial and non-commercial filming/photography requires a reservation permit and a City Film Permit. A detailed description of the activity, type of filming (still or video), and script copy are required. The City may request screen credit be given. City Film Permit applications can be obtained online through the Community & Library Services Department. The filming/photography location must be returned to its original condition immediately after the filming. All reasonable safety precautions must be observed.

A professional photographer hired by the applicant to shoot during a sports event is not required to obtain a Film Permit, but other licenses may be required.

Cancellation of a filming/photography reservation may occur at the discretion of the Community & Library Services Department when the terms and conditions of the approved Film Permit are violated. Specific regulations, policies, and procedures may vary by facility.

## **13.0 ALCOHOL**

No person shall drink, ingest or otherwise consume any alcoholic beverage in City parks without appropriate permits and licenses (IMC Section 4-14-144). Permits for alcohol associated with reservation of a sports facility is limited. Approval for alcohol service during reservations is subject to applicable fees and compliance with the following requirements:

- Liquor liability insurance
- Licensed bartender or serving attendant who has completed “Special Event Server Training” and is at least 21 years of age and received certificate of completion

- Security services
- Additional staffing as required

Applicants must provide an Alcohol Beverage Control License for reservations where alcohol is sold, donations are accepted, and/or admission is by fee or donation. Alcohol service time must be approved by the City.

#### **14.0 SECURITY AND CUSTODIAL SERVICES**

##### **Security**

Depending on the number of youth attendees, presence of alcohol, and/or size of attendance of a reservation, the City may require security guards and/or personnel of the Irvine Police Department at events held at City facilities. Fees are subject to current City security contract rates. Applicants are responsible for paying all associated fees for security guards. Security schedules will be determined by the City. Requests for Security shall be made at least 30 days prior to the reservation date. Requests made less than 30 days are subject to availability. Applicants may contract with an independent security company, subject to the review and approval of the Irvine Police Department.

##### **Custodial Services**

Clean up following a reservation must be accomplished by the end of the approved permit time or additional charges may be assessed. Custodial services (porters) are available and may be required based on the size and nature of reservation. Renting groups are required to assist in cleaning of rental area as porters provide supplemental custodial services. Porters are not responsible for breakdown of decorations and/or equipment provided by renting group. Custodial services are subject to the current City contract rate. Porters are scheduled for a minimum of four hours and should be requested at least 30 days prior to reservation date. Requests made less than 30 days are subject to availability.

#### **15.0 ADDITIONAL CITY POLICIES AND AGREEMENTS**

This Policy may be subject to other City Council approved policies and agreements that establish separate user reservation relationships and associated fees for specific programs and/or entities.

## OUTDOOR ATHLETICS FACILITIES RESERVATION FEES

Effective July 1, 2026 Proposed January 1, 2027

AREA	HOURLY FEES BY CATEGORY										
	Approved Local Sports Advisory Committee Groups					A Youth Nonprofit Organizations Schools (K-12) Government		B Adult Nonprofit Organizations Homebased/Private Individuals Universities/Colleges		C Commercial For Profit Entity	
FIELD RESERVATIONS	Recreation	Club/Travel > 85% Residents	Club/Travel 57% - 85% Residents	RESIDENT (primary season) <sup>1</sup>	NON-RESIDENT (annual seasonal) <sup>2</sup>	RESIDENT <sup>1</sup>	NON-RESIDENT	RESIDENT <sup>1</sup>	NON-RESIDENT	RESIDENT	NON-RESIDENT
Soccer/Lacrosse/Football Field	\$6	\$10	\$15	\$42	\$166	\$27	\$34 \$37	\$39	\$44-\$48	\$49	\$56 \$62
Baseball/Softball Field	\$6	\$10	\$15	\$42	\$166	\$27	\$34 \$37	\$39	\$44 \$48	\$49	\$56 \$62
Baseball & Softball Stadium <sup>4,2</sup>	\$6	\$10	\$15	\$42	\$166	\$39	\$44 \$48	\$49	\$61-\$67	\$71	\$83 \$93
Outdoor Court	\$4	\$6	\$10	\$42	\$166	\$12	\$14 \$15	\$17	\$19 \$21	\$22	\$27 \$30
Field Reservations Tournament <sup>5,6,7,3,4</sup> & Camps <sup>8,5</sup>	\$331/day (\$27/hour)					\$441/day (\$39/hour) \$485/day (\$43/hour)		\$551/day (\$49/hour) \$606/day (\$57/hour)		\$662/day (\$61/hour) \$728/day (\$67/hour)	
Court Reservations Tournament <sup>5,6,7,3,4</sup> & Camps <sup>8,5</sup>	\$110/day (\$12/hour)					\$110/day (\$12/hour) \$121/day (\$13/hour)		\$166/day (\$22/hour) \$183/day (\$24/hour)		\$221/day (\$27/hour) \$243/day (\$30/hour)	
ADDITIONAL FEES AND NOTES	FEE	NOTES									
Processing	\$30	Fee is charged for each change involved in an approved reservation (Refer to Section 8.0 in Athletics Facility Reservation Policy).									
Field Deposits	10%	Applicant must pay a deposit when an approved permit is issued. Deposits will be refunded assuming all conditions set forth in the permit are fulfilled. (Refer to Section 7.0 in Athletics Facility Reservation Policy).									
Concession (\$315 deposit)	\$166	Additional charge per reservation day. Deposits will be refunded after the reservation is final or applied for any damages to the facility. No charge for Approved Local Sports Advisory Committee Groups operating concessions for events they are hosting.									
Announcers Booth, Press Box, Ticket Booth (\$315 deposit)	\$110	Additional charge per reservation day. Deposits will be refunded after the reservation is final or applied for any damages to the facility.									
Fence Rental (\$210 deposit)	\$93	Additional charge per event per field. Deposits will be refunded after the reservation is final or applied for any damages to the fence.									
Vendor Permit	\$50	Fee is charged per event for each vendor (Refer to Section 10.0 in Reservation Policy).									
Joint Use Agreement (JUA)	Contract Terms	Fee based on agreements which qualify for IUSD and City sponsored and co-sponsored activities.									
Contract Support	Contract Terms	Reservation support from City contract personnel will be charged at current contract rates. (Examples include: parking management, porters, security.)									
Additional Staff Support	Varies	Additional staff costs required for reservations are charged to the applicant at full-cost to the City (Refer to Section 10.0 in Reservation Policy).									
<del>Residents in Approved Local Sports Advisory Committee Groups</del>	<del>4</del>	<del>Residents in the Approved Local Sports Advisory Committee Group shall pay \$12 per player during Primary season.</del>									
<del>Non-Residents in Approved Local Sports Advisory Committee Groups</del>	<del>2</del>	<del>Non-Residents in the Approved Local Sports Advisory Committee Group shall pay \$166 per player per year.</del>									
Residency for Categories A & B	<del>1</del>	Non-profits that fall into Categories A or B qualify for residency if they are registered with the State of California and maintain participation ≥ 57% Irvine residence Category A Resident organizations must maintain participation ≥ 70% Irvine residents. Category B Resident must maintain participation of ≥ 57% Irvine residents.									
Stadiums	<del>2</del>	All games and tournaments will be charged at the listed rates.									
Tournament	<del>5</del>	<del>Tournament reservations require a minimum reservation of two or more fields and/or courts for four or more hours.</del>									
	<del>3</del>	Tournaments hosted by approved Local Sports Advisory recreation groups will be offered one <del>free</del> tournament per year at the regular hourly recreation rate, which will include staff. Thereafter, the regular tournament day rates will apply.									
	<del>4</del>	At the City's discretion, the hourly rate instead of the day rate may apply to accommodate operational or program needs (e.g. field and/or court are not available for a full-day).									
Camps	<del>5</del>	Reservations with activity outside of team practices and games will be considered at the tournament hourly rate.									

**OUTDOOR ATHLETICS FACILITIES  
RESERVATION FEES**  
Proposed January 1, 2027

AREA	HOURLY FEES BY CATEGORY								
	Approved Local Sports Advisory Committee Groups			A Youth Nonprofit Organizations Schools (K-12) Government		B Adult Nonprofit Organizations Private Individuals Universities/Colleges		C Commercial For Profit Entity	
FIELD RESERVATIONS	Recreation	Club/Travel > 85% Residents	Club/Travel 57% - 85% Residents	RESIDENT <sup>1</sup>	NON-RESIDENT	RESIDENT <sup>1</sup>	NON-RESIDENT	RESIDENT	NON-RESIDENT
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Baseball/Softball Field	\$6	\$10	\$15	\$27	\$37	\$39	\$48	\$49	\$62
Baseball & Softball Stadium <sup>2</sup>	\$6	\$10	\$15	\$39	\$48	\$49	\$67	\$71	\$93
Outdoor Court	\$4	\$6	\$10	\$12	\$15	\$17	\$21	\$22	\$30
Field Reservations Tournament <sup>3, 4</sup> & Camps <sup>5</sup>	\$331/day (\$27/hour)			\$485/day (\$43/hour)		\$606/day (\$57/hour)		\$728/day (\$67/hour)	
Court Reservations Tournament <sup>3, 4</sup> & Camps <sup>5</sup>	\$110/day (\$12/hour)			\$121/day (\$13/hour)		\$183/day (\$24/hour)		\$243/day (\$30/hour)	
ADDITIONAL FEES AND NOTES	FEE	NOTES							
Processing	\$30	Fee is charged for each change involved in an approved reservation (Refer to Section 8.0 in Athletics Facility Reservation Policy).							
Field Deposits	10%	Applicant must pay a deposit when an approved permit is issued. Deposits will be refunded assuming all conditions set forth in the permit are fulfilled. (Refer to Section 7.0 in Athletics Facility Reservation Policy).							
Concession (\$315 deposit)	\$166	Additional charge per reservation day. Deposits will be refunded after the reservation is final or applied for any damages to the facility. No charge for Approved Local Sports Advisory Committee Groups operating concessions for events they are hosting.							
Announcers Booth, Press Box, Ticket Booth (\$315 deposit)	\$110	Additional charge per reservation day. Deposits will be refunded after the reservation is final or applied for any damages to the facility.							
Fence Rental (\$210 deposit)	\$93	Additional charge per event per field. Deposits will be refunded after the reservation is final or applied for any damages to the fence.							
Vendor Permit	\$50	Fee is charged per event for each vendor (Refer to Section 10.0 in Reservation Policy).							
Joint Use Agreement (JUA)	Contract Terms	Fee based on agreements which qualify for IUSD and City sponsored and co-sponsored activities.							
Contract Support	Contract Terms	Reservation support from City contract personnel will be charged at current contract rates. (Examples include: parking management, porters, security.)							
Additional Staff Support	Varies	Additional staff costs required for reservations are charged to the applicant at full-cost to the City (Refer to Section 10.0 in Reservation Policy).							
Residency for Categories A & B	1	Category A Resident organizations must maintain participation ≥ 70% Irvine residents. Category B Resident must maintain participation of ≥ 57% Irvine residents.							
Stadiums	2	All games and tournaments will be charged at the listed rates.							
Tournament	3	Tournaments hosted by approved Local Sports Advisory recreation groups will be offered one tournament per year at the regular hourly recreation rate, which will include staff. Thereafter, the regular tournament day rates will apply.							
	4	At the City's discretion, the hourly rate instead of the day rate may apply to accommodate operational or program needs (e.g. field and/or court are not available for a full-day).							
Camps	5	Reservations with activity outside of team practices and games will be considered at the tournament hourly rate.							

**ATHLETIC FACILITY RESERVATION FEE COMPARISONS - SPORTS FIELDS**

Organization	A		B			C	
	Youth Nonprofit Organizations K-12 (public/non-profit) government		Adult Nonprofit Organizations K-12 (for-profit) colleges (non-profit)			Commercial For Profit Entity	
	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	PRIVATE ADULT RESIDENT	RESIDENT	NON-RESIDENT
<b>Average (other cities)</b>	<b>\$24</b>	<b>\$37</b>	<b>\$28</b>	<b>\$43</b>	<b>\$37</b>	<b>\$61</b>	<b>\$96</b>
Anaheim <sup>5</sup>	\$0	\$18	\$20	\$19	\$20	\$20	\$24
Brea <sup>1</sup>	\$72	\$88	\$72	\$88	\$82	\$93	\$108
Costa Mesa <sup>2,5</sup>	\$0	\$35	\$25	\$35	\$77	\$77	\$239
Garden Grove	\$3	\$20	\$25	\$32	\$20	\$30	\$38
Laguna Beach	\$25	\$25	\$25	\$25	\$40	\$50	\$50
Laguna Hills <sup>5</sup>	\$0	\$50	\$0	\$50	\$35	\$60	\$60
Laguna Niguel	\$5	\$30	\$20	\$50	\$20	\$60	\$60
Mission Viejo <sup>5</sup>	\$0	\$25	\$15	\$30	\$15	\$30	\$30
Newport Beach	\$81	\$131	\$81	\$131	\$107	\$183	\$366
Newport Beach <sup>3,5</sup>	\$1	\$15					
Orange	\$20	\$35	\$20	\$35	\$20	\$45	\$105
Orange <sup>4,5</sup>	\$2	\$2					
Placentia	\$5	\$11	\$7	\$11	\$7	\$33	\$33
Santa Ana	\$2	\$7	\$15	\$25	\$18	\$18	\$30
Seal Beach	\$18	\$29	\$40	\$50	\$40	\$100	\$100
Tustin	\$13	\$18	\$13	\$18	\$18	TBD	TBD

1) Brea utilizes prime time and non prime time rates for fields. \$72 for weekday use. \$103 for weekend use

2) For Recreation organizations with >75% residency, fees are waived. Club organizations with >90% residency are charged \$25 hourly. Club organizations with < 90% residency are charged at \$35 hourly.

3) Recreation organizations are charged \$1 per hour. Club organizations are charged \$15 hourly. Teams are also charged a per participant maintenance fee at the beginning of each season.

4) Approved Orange non-profit organizations rates moves to \$10 hourly for lighted fields.

5) Category A Resident rate was not included in the average.



# Community Services

## ALLOCATION PROCEDURES FOR OUTDOOR SPORTS FACILITIES (Adopted by Community Services Commission – January 4, 2023)

### INTRODUCTION

The Community Services Department oversees and coordinates the allocation of sports facilities to Approved Local Sports Advisory Committee Groups by following the Allocation Procedure approved by the Irvine Sports Advisory Committee.

Groups included in this process must be active members of the Irvine Sports Advisory Committee. The Group must fulfill and meet all organization and team requirements by following the City Allocation Procedure for Sports Facilities and the Sports Committee Bylaws. Groups are provided an organization category determined by the Community Services Department once all requirements have been met and approved.

### PURPOSE

The City of Irvine’s allocation process was created to provide athletic field and court space to Approved Local Sports Advisory Committee Groups for practices and games. Groups that meet allocation and residency requirements are provided seasonal field and court allocations based on the number of participants for each organization.

Athletic Facilities are granted in priority to the following:

1. City of Irvine Programs and Events
2. Joint Use Agreement Entities (Irvine and Tustin Unified School Districts)
3. Approved Local Sports Advisory Committee Group Allocations
4. Tournaments and Events
5. Reservation Categories A-C

### ALLOCATION FEES

Primary Season	<del>\$10/Irvine Resident player per organization</del>
Annually	<del>\$150/non-Irvine Resident player per organization</del>
Camps/Clinic	<del>\$25/hour</del>
Tournaments	<del>As noted on the reservation fee sheet.</del>
Club Team Deposit	<del>\$100/team each season</del>
Dropped Team Fee	<del>\$100/dropped club team per season</del>

\*Approved Local Sports Advisory Committee Group fees are outline in Please refer to the City of Irvine’s Outdoor Athletic Facilities Reservation Fees.

## DEFINITIONS

**City Program** – Class, event, or program operated by or contracted with the City of Irvine.

**Joint Use Agreement (JUA)** – Agreements between Irvine Unified School District (IUSD) and select Tustin Unified School District (TUSD) schools regarding the use of City and School District facilities.

**Approved Local Sports Advisory Committee Group (Group)** – Irvine based nonprofit youth sports organization that has met the requirements to participate in the City of Irvine’s Allocation Process and Sports Committee.

**Allocation** – Field schedule assigned to participating Approved Local Sports Advisory Committee Groups for regular team practices and games. Field use outside of the allocation (camp, clinics, and tryouts) is considered a rental and will require a separate permit.

**Rental** – Approved field use outside of field allocations. Rentals are paid field use and are not associated with the Allocation Procedure. Rental requests are reviewed in the order received with all other categories A-C inquiries. Requests are based on availability and are not guaranteed.

**Permit** – Document provided by the City of Irvine confirming field allocations or rentals.

**City Fields** – Athletic fields at City of Irvine parks, excluding the Great Park.

**Great Park Fields** – Athletic fields located at the Great Park in the City of Irvine. The allocation process excludes the Great Park. Please refer to the Great Park Sports Complex Policy and Fees.

**Irvine Sports Advisory Committee** – An advisory body comprised of Irvine-based or Irvine-chaptered youth nonprofit sports organizations meeting entry requirements that provide input on the needs of the community pertaining to youth sports programs, facilities, and services. Members are required to attend quarterly meetings.

**IUSD Fields** – Athletic fields on IUSD campuses. IUSD fields are included in the allocation and City staff will coordinate use of the submittal of IUSD field requestss for Approved Local Sports Advisory Committee Groups. IUSD will review/approve applications and issue final permits. Additional fees from IUSD may be charged to accommodate field use.

**Primary Group** – Allocation groups receiving field priority during a particular season. (Fall – Football and Soccer; Spring – Baseball, Cricket, and Softball; Winter – Basketball and Lacrosse)

**Secondary Group** – Allocation groups receiving secondary field priority during a particular season. (Fall – Baseball, Cricket, Softball, Basketball, and Lacrosse; Spring – Football, Soccer, Basketball, and Lacrosse)

**Probationary Group** – Allocation groups receiving priority after Primary and Secondary Groups. All new organizations are Probationary Groups for ~~one~~ two calendar years.

**Participant** – Individuals 3 to 18 years of age, registered and actively participating in an Approved Local Sports Advisory Committee Group. Participants must be assigned to a team and regularly

participating in team practices and games. Participants may only be registered to one organization per sport. For example, a participant cannot be counted in two different soccer organizations.

**Resident Participant** – A participant that resides in the City of Irvine registered with an Approved Local Sports Advisory Committee Group.

**Non-Resident Participant** – A participant that resides outside the City of Irvine registered with an Approved Local Sports Advisory Committee Group.

**Field Representative** – A liaison assigned by an Approved Local Sports Advisory Committee Group to communicate field allocation or rental needs with the City of Irvine.

**Sports Committee Representative** – A liaison assigned by an Approved Local Sports Advisory Committee Group to provide representation during quarterly Sports Committee meetings.

## ORGANIZATION REQUIREMENTS

All organizations participating in the Sports Advisory Committee must meet all requirements annually. All organizations must submit items 1-10 by the deadlines established in the allocation schedule in order to be eligible for an allocation. New organizations must submit items 1-10 by October 1 to be reviewed at the October Sports Committee Meeting.

- ~~1.~~ 1. \_\_\_\_\_ A letter of introduction for your program on organization letterhead.
- ~~2.~~ 2. Bylaws or Articles of Incorporation establishing non-profit is Irvine-based – If the program is offered in other communities, bylaws are needed to address an Irvine Chapter.
3. Name of person authorized to reserve facilities on behalf of the organization/Irvine Chapter (maximum of two people) and name of Irvine Sports Advisory Committee representative (one person only).
4. Insurance Certificate and a separate endorsement listing the City of Irvine as additionally insured.
5. Organization's State of California nonprofit incorporation papers or tax-exempt IRS 501 (c)(3) letter. Organizations must have active nonprofit status in good standing.
6. Current City of Irvine Business License
7. List of Irvine Chapter Officers (name, title, address, and phone numbers) on organization letterhead.
8. Organization and/or Team Rosters with a minimum of two or more teams – please provide the following in Excel format:
  - a. Division/Team of Player-
  - b. Player's First Name and Last Name-
  - c. Date of Birth-
  - d. Home Street Address, City, and Zip Code-
9. Meet organization residency requirements.
10. City of Irvine reservation accounts must be in good standing.

### NEW ORGANIZATION

Organizations requesting an allocation for the first time within the preceding twelve-month period are considered new. ~~New organizations must adhere to the deadlines established in the allocation schedule in order to be eligible for an allocation.~~ Organizations changing names, but otherwise remaining the same, shall not be considered a new organization. Spin-off or subsidiary organizations are considered a new organization. Current organizations establishing new sports activities are defined as new and must enter the probationary period for that sport. Current organizations required to split due to growth or due to an organization's national rules are not classified as new organizations, ~~and organizations and~~ are considered a returning organization. New organizations are required to follow the guidelines below:

### **New Organizations Requirements**

- ~~1. New organizations must contact one or more existing organizations within the Irvine Sports Committee to inquire about joining their teams with an existing Sports Committee organization. If a new organization is unable to join an existing Sports Committee organization, the new organization may proceed with the new organization process.~~
1. New organizations interested in joining must first fill out an interest form and meet with Athletics Reservations staff. Interested organizations must attend Sports Advisory Committee meetings for one calendar year prior to submitting entry paperwork.
2. New organizations must submit items 1-10 above by July 1 of each year their intended year of entry to be reviewed by Athletic Reservations staff. Documents must be approved by September 1 for new organizations to enter the Sports Advisory Committee at the October meeting.

### **New Organizations Probationary Period**

3. New organizations will be in a ~~one-year~~ two-year probationary period with ~~receiving~~ priority field facility use after primary and secondary allocations. A new organization's will be classified as recreation or club prior to entry into the Sports Advisory Committee. The category cannot change during the probationary period.
4. The probationary period will take effect at the beginning of the allocation season following the October Sports Advisory Committee meeting. The probationary period will last ~~one~~ two full years from that point.
- 2.5. \_\_\_\_\_ If during the probationary period the organization falls under residency or does not maintain other annual requirements, the organization is removed from the allocation processes, and begins the new organization process again.
6. New Organizations must ~~p~~Pay Approved Local Sports Advisory Committee Group resident and/or non-resident Fees.
- 3.7. \_\_\_\_\_ Organizations that pass probation will be considered a primary or secondary allocation group in subsequent allocations depending on the season.
- ~~4. Join with minimum of two or more teams that meet residency requirements.~~

## **CATEGORY AND RESIDENCY REQUIREMENTS**

The Community Services Department will determine the category of each Group once all required documents have been submitted and reviewed. Once a Groups category has been determined, the Group will be responsible for maintaining the required residency to continue with the allocation process.

## Recreation-Based Program

1. Programs are primarily inclusive of all participants regardless of skill. Skill evaluations may exist for the placement of the participant and to balance teams; however, the organization primarily accepts all participants. Organizations may cut players on a limited basis due to numbers of participants and limits on roster sizes.
2. Rules are defined with minimum playing time for all participants.
3. When a sport has a limited number of teams and participants in Irvine, an Irvine program may be viewed as recreation-based while traveling to other cities for competition (i.e., football and lacrosse).

Examples of recreation-based programs include: Little League Baseball and ~~AYSO Soccer~~ and Junior All American Football.

Recreation-based programs must maintain a membership of youth participants equaling 85% or more with Irvine residents. All teams must have a minimum Irvine residency equal to 57% or more with active participants (including Challengers and VIP).

## Competitive, Club, and Travel Sports Program

1. Programs primarily travel to other cities to play competition or a higher level beyond the competition of a recreation-based program.
2. Programs are primarily suited for participants with advanced skill beyond the play of recreation-based programs.
3. Tryouts are conducted to select participants.
4. Rules are not defined with minimum playing time for participants.
5. Organization Limits on Club Teams
  - a. ~~Organizations may have no more than two teams in the same age and gender (i.e., Two U16 Teams – Girls).~~
  - b.a. Club sports organizations may not include teams below the 7U age group.
6. Allocations for games must involve at least one Irvine compliant team. Organizations hosting games involving non-Irvine teams must play equal number of home games in Irvine and away games in other cities.

Examples of competitive, club and travel sports program include: Irvine Soccer Club – “the Strikers” and Irvine Dolphins ~~Irvine Baseball Club – “the Diamondbacks”~~.

Competitive, club and travel sports organizations must maintain a membership of youth participants equaling 57% or more with Irvine residents. Teams in 7U and 8U divisions must maintain a membership of youth participants equaling 85% or more with Irvine residents. The information below provides team residency requirements for all additional age groups and divisions:

### Residency Requirements

<u>Category Requirements</u>	<u>Required Irvine Residency</u>
Recreation	85% Irvine Residents <u>as an Organization</u>

	<u>No one team can have less than 57% Irvine Residents</u>
Club/Travel	<u>57% Irvine Residents as an Organization</u> <u>7U &amp; 8U – No less than 85% Irvine Residents</u> <u>All other Teams – No less than 38% Irvine Residents</u>

<u>Club/Travel Soccer Residency Requirements</u>	
<u>Team Division</u>	<u>Required Irvine Residency</u>
Division Three / Flight 3 & 4	75% Irvine Residents
Division Two	66% Irvine Residents
Division One / Flight 2	51% Irvine Residents
Championship	45% Irvine Residents
Premier / Flight 1	38% Irvine Residents
Teams in Elite Leagues	38% Irvine Residents

<u>Club/Travel Baseball, Softball, and Other Club Sports Residency Requirements</u>	
<u>Age Group</u>	<u>Required Irvine Residency</u>
7U and 8U	85% Irvine Residents
12U through 9U	70% Irvine Residents
13U and Older	45% Irvine Residents

Organizations or teams that fall below the required residency will be removed from the allocation process and are subject to the Allocation Violation Procedures. All fields used during allocation time will be charged at full rental rates and the remainder of the allocation will be removed or adjusted.

**ALLOCATION DOCUMENTS AND FORMS**

All Groups are required to provide the following documents to participate in each primary and secondary allocation season. Groups that are unable to provide the required documents will not

be included in the allocation process. Documents must be submitted by the due date indicated in the distribution notice.

1. Annual Organization Requirements
2. Allocation Forms: Organization Summary, ~~Notice of Intended Use, Allocation Notice of Intended Use~~Application and Agreement, Organization or Team Rosters in Excel Format.
3. Organization Calendar of Events, which includes but is not limited to registration dates, evaluations, tryouts (date, time, and desired location), practices and leagues start/end dates, camps, clinics, and tournaments, etc. Separate Field Applications are required for camps, clinics, tryouts, and tournaments.

Failure to submit documents and forms by the deadline shall result in the following penalty:

1. New Organizations – Denied all use for the upcoming season.
2. ~~Returning Organizations – Lose 1% of their allowable allocation percentage for each working day late. Charged a processing fee each day documents are late. At 15 working days late, the organization is subject to the penalty for new organizations. Forfeited field/facility -time due to this penalty shall be allocated among all primary organizations.~~
- 2-3. Organizations failing to provide required documents by the deadlines are subject to further disciplinary action outlined in the allocation violations and penalties.

**ALLOCATION INFORMATION AND SCHEDULES**

The City of Irvine will create a draft allocation, based on membership, for discussion and review ~~at the Spring and Fall during each allocation meeting (there is no allocation meeting for the Winter sports allocation period).~~ Allocations are provided for regular team practices and league games only.

The allocation schedule is provided in blocks of hours as administered and monitored by the Community & Library Services Department. Allocations are established to ensure equity remains consistent for all organizations based on age and residency. Irvine residents and older participants will receive priority for allocations of City and School District facilities (IUSD and TUSD).

The Sports Advisory Committee conducts seasonal allocations according to the following schedule:

Seasons	Time Period	Primary Sports	Secondary Sports
Spring	<del>1. Allocation starts Monday in February – Sunday close to August 1</del> 2. <del>Post-Season starts Tuesday after Memorial Day</del>	Baseball, Softball, Volleyball and Cricket	Basketball, Football, Lacrosse, and Soccer
Fall	<del>1. First Allocation starts Monday close to August 1 – Sunday before first Monday in February</del> 2. <del>Post-Season starts Monday after Thanksgiving</del>	Football and Soccer	Baseball, Basketball, Volleyball, Cricket, Lacrosse, and Softball

Winter	<del>1. First Allocation starts Monday following Thanksgiving – Friday before Memorial Day</del> <del>2. Post-Season starts Saturday before St. Patrick's Day</del>	Basketball and Lacrosse	n/a
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**Post-Season Teams and Participants**

~~Only teams and participants involved in the current season are eligible for post-season field allocations. The Community Service Department will ask for updated league schedules for each organization to provide Post-Season allocations.~~

**Allocation Information**

The allocation is intended to provide access to City facilities to participating Irvine Sports Advisory Committee organizations. Available space is divided amongst all organizations.

Organizations must complete all forms and provide information on their intended use according to the allocation timeline. Club sports programs must present their list of incoming teams to the City and Sports Advisory Committee on the Organization Summary Form. Organizations requesting an exception to the team residency requirements must present a formal request, in writing to the City and the Sports Advisory Committee prior to the deadline for Organization Summary Forms.

Organizations must also ensure requested facilities are noted on the summary form. Requests will be considered but specific facility assignments, days, times or locations are not guaranteed. Requests outside of the summary form will not be considered until the full allocation is completed. Change requests or updates are not guaranteed.

Allocation drafts are distributed to the primary organizations at the Allocation Meeting following the January and July Sports Advisory Committee meetings. Organizations must have their assigned representatives present at meetings with authority to respond to the needs of the program. Additional representatives may attend allocation meetings to provide assistance, but the organization is limited to one spokesperson, only the designated representative may count towards an organizations attendance and cast votes on their behalf.

Secondary organizations will receive their allocations once primary groups have reviewed their allocations and coordinated with Athletic Reservations. Probationary organizations will receive their allocations after secondary organizations review their allocations and coordinate with Athletic Reservations.

**Allocation Timeline and Due Dates**

<b>-Items Due</b>	<b>Spring</b>	<b>Fall</b>	<b>Winter</b>
Allocation Information and Documents Distributed	1st week of December	2nd week of May	2nd week of August

Allocation Documents, Forms & Club Team Deposits Due	3rd week of December	4th week of May	4th week of August
Allocation Distributed	<u>2nd Tuesday Wednesday in January for Primary Organizations. Secondary and Probationary Organizations in the following weeks in that order.</u>	<u>2nd Tuesday Wednesday in July for Primary Organizations. Secondary and Probationary Organizations in the following weeks in that order.</u>	<u>3rd week of October for Primary Organizations. Secondary and Probationary Organizations in the following weeks in that order.</u>
Practice, Game Schedules, and Final Rosters Due	4th week of February	1st week of September	1st week of December

**ALLOCATION ANALYSIS – ORGANIZATION SUMMARIES (RESIDENCY)**

The Community Services Department will create an allocation analysis and a summary of participants for all organizations during the allocation process. The analysis reflects the total number of participants in each organization and their respective field/facility allocation percentage.

The percentage of facility space provided to each organization is based off the number of Irvine residents an organization has within the allocation, not their total number of participants.

**NOTICE OF APPEAL**

Organizations may appeal or challenge the procedure used for allocating sports facilities by submitting a “Formal Letter of Appeal” no later than 14 days following the scheduled allocation meeting. Community & Library Services will forward notice of the appeal to all organizations in the allocation process. The Community Services Department and the Sports Advisory Committee Chair will attempt to resolve the appeal within five working days.

If resolution is not reached with the organization filing the appeal, the appeal must be placed on an agenda for a special meeting of the Sports Advisory Committee. All organizations must be notified of the appeal including the date and place of the meeting where the appeal will be heard. If the organization filing the appeal is not represented at the meeting, the organization shall forfeit all rights to further consideration by the Sports Advisory Committee. All appeals to the Sports Advisory Committee shall be heard by secondary groups for the season in question. Primary Organizations shall abstain from voting on the appeal.

**ALLOCATION EXCHANGE**

~~Organizations may give up or exchange days, times, or fields within the allocation process with another “like” organization. Exchanges with another organization must be a comparable exchange in value. Modifications to the allocations must be verified in writing by all parties and submitted for final approval by the Community Services Department.~~

## **ROSTER CHALLENGES**

If an organization challenges the accuracy of another organization's participant information (e.g. participant numbers, team rosters or accuracy of residency), the Sports Advisory Committee shall appoint a task force of representatives from secondary organizations. The Task Force will evaluate the list of participants in a manner directed by the Sports Advisory Committee and has authority to request additional information.

Requests for additional information may include, but is not limited to, the following:

- Revised rosters for the entire organization or for a specific team in question.
- Rosters must include all information pertaining to the participants/coach (address, phone, birth dates).
- Documentation and proof of residency may be requested via utility bills, statements, or affidavits from parents, etc. The organization must submit all requested documentation to the task force within fifteen calendar days. Upon review, the task force shall make a report with recommendations of sanctions at the next Sports Advisory Committee meeting. If the Sports Advisory Committee determines an organization has falsified documents or submitted rosters containing errors overstating the level of participation and/or understating the number of non-Irvine residents, the Sports Advisory Committee shall invite the offending organization to show why it should not be penalized in accord with recommendations of the task force. Upon consideration and vote of the Sports Advisory Committee, recommendations for penalties shall be forwarded to the City for implementation.

## **ALLOCATION FEE COLLECTION**

Allocation fees are charged to Groups in accordance with the Athletic Facilities Reservation Fees approved by Irvine City Council. All participating Groups are required to provide organization or team rosters per the requirements of the Allocation Procedures for Sports Facilities. ~~Resident allocation fees will not be charged to resident players with special needs (i.e. members of Little League's Challengers and AYSO VIP programs).~~

Organizations will be charged for allocation of facilities for regular team practices and games based on the ongoing reservations payment schedule. Facility use outside of this must go through the standard rental processes and be charged at regular rental rates.

Club organizations are charged a ~~refundable~~ \$100 team deposit per team each allocation season. Team deposits ~~may be refunded or are~~ applied to any the final allocation invoices within a at the end of each season. Deposits are forfeited if team(s) drop during an allocation season or team(s) do not meet the minimum residency requirements. Additional club teams may not be added after the document deadlines.

All rosters must be submitted in Excel format with the required information (noted in Organization Requirements). Athletic Reservation staff provide an Excel template that may be used to submit rosters. Irvine addresses may be verified via the City of Irvine's GIS Online Parcel Search or Google Maps. Addresses to businesses, post office boxes, mail services, incomplete addresses, etc. are cannot be accepted. Athletic Reservation staff review and notify Groups of any uncertain home addresses. Groups will have an opportunity to provide the correct home addresses within

five business days of notice. If the player's address is not corrected, they will be counted as a non-Irvine resident.

**Roster Timeline and Due Dates**

Event	Spring	Fall	Winter
Preliminary Rosters Due	1st week of December	2nd week of May	2nd week of August
Final Rosters Due	4th week of February	2nd week of September	1st week of December
Invoices Sent	April	November	February
Payments Due	Two weeks upon receipt of invoice.		

**TOURNAMENTS**

Requests to host events may be submitted up to 18 months in advance for international/national championship caliber events, and destination events drawing tourism and team travel to Irvine will receive priority. Events are noted on the Tournament and Events Calendar which is shared with the Irvine Sports Advisory Committee.

Recreation based programs may host one free tournament per calendar year at the regular hourly recreation rate. Thereafter, Approved Local Sports Committee Group tournament day rates are applied. Club/Travel Groups may host tournaments at the Approved Local Sports Advisory Committee Group tournament day rates. ~~Additional~~Additional fees may be charged due to the size or nature of the tournament. Refer to the Outdoor Athletic Facilities Reservation Fees for rates and additional fees.

- ~~— Tournament reservations require a minimum reservation of two or more fields and/or courts for four or more hours.~~
- At the City's discretion, the hourly rate instead of the day rate may apply to accommodate operational or program needs (e.g. field and/or court are not available for a full-day).

Friendlies – a youth group tournament or play with open registration which does not automatically result in award or recognize a championship. Entry fees are minimal to cover expenses of umpires, insurances fees, etc. When two non-resident teams play each other during a friendly tournament, the Category A Resident rates will apply and the host organization is responsible for collecting fees.

**BATTING CAGES**

City of Irvine batting cages are available to participating ~~baseball and softball~~ Sports Advisory Groups for regular team practices. Batting cages are assigned to Recreation Groups. Club teams are assigned batting cage times for weekly practices. All batting cage users must adhere to the batting cage rules posted at each site. Unauthorized use of batting cages may be in violation of the Allocation Procedure.

Onsite storage of equipment is not permitted unless written approval is received from the City of Irvine. Storage of equipment is reviewed on a case-by-case basis in designated areas and is not guaranteed. The City shall have no responsibility for any loss or damage to such equipment.

All equipment must be removed at the end of each approved season. Equipment in batting cages assigned to specific organizations is the only exception. Requests from primary sports organizations will be considered before secondary and probationary organizations.

Concessions may be operated by Sports Advisory Groups with approval from Athletic Reservations. The approval process requires submittal of a separate concession application and required documents from the City of Irvine, the Orange County Health Department, Orange County Fire Authority, and any other outside regulatory agencies. Concession permits will be issued to organizations once all requirements have been met and deposits paid. Concessions may need to be vacated or include no use days on permits for other activities.

Daily fees are waived for Sports Advisory Groups operating concessions for events they host. Daily rates apply if a Sports Advisory Groups runs concessions for events they are not hosting or hire a vendor to operate concessions on their behalf.

Organizations must abide by guidelines from the City of Irvine and outside regulatory agencies, report any concerns with City provided appliances, and supply any additional equipment necessary for concession operations. Requests to store equipment must be included in the concession application and may not be guaranteed. The City shall have no responsibility for any loss or damage to such equipment. All equipment, cleaning supplies, and food/perishables belonging to an organization must be removed from concession stands at the conclusion of the permitted period. Equipment, food, and supplies may not be stored year-round.

Failure to return keys, remove items, and/or return facilities in conditions they were found may result in forfeiture of deposits and additional staff and clean-up fees.

## **FIELD OPERATIONS & MAINTENANCE**

### **FIELD MODIFICATIONS**

All City of Irvine fields are allocated to organizations “As-Is.” All organizations are provided a field dimension sheet with the final field allocation. Requests for temporary field modifications (field painting, temporary goals, etc.) to City fields must be submitted in writing to Athletic Reservations. Requests must include information regarding the modifications and are reviewed with Athletics and Public Works Landscape Maintenance teams. Written approval of temporary field

modifications are required if modifications are granted. Unauthorized field modifications may be in violation of the Allocation Procedure.

## FIELD CLOSURES AND RENOVATIONS

City athletic fields are closed twice annually between seasons (December to January and May to September) for maintenance. Field closure dates are provided to all Groups when field allocations are distributed. The City reserves the right to modify, relocate, or cancel field use to accommodate unanticipated maintenance needs, inclement weather, or unforeseen circumstances. Field closures are listed on the City's Muddline (949-724-6833 or [cityofirvine.org/mudd](http://cityofirvine.org/mudd)).

## VIOLATIONS & PENALTIES

Athletic Field Allocations are provided to all Groups to ensure compliance with the Allocation Procedure for Approved Local Sports Advisory Groups. Groups are expected to adhere to the guidelines outlined in this document and approved facility permits.

Groups that do not adhere to these guidelines may be in violation of the Allocation Procedure for Approved Local Sports Advisory Groups. Violations include, but are not limited to:

- Use of closed, non-allocated, or reserved fields.
- Use of fields outside of the allocation or permitted times.
- Using allocated fields for other activities (camp, clinic, evaluations, tryouts, etc.).
- Abandoned fields or repeated no shows during allocated field times.
- Subletting or trading fields with other organizations without notifying the Community Services Department.
- Unauthorized field modifications.
- Unauthorized vendors.
- Driving vehicles onto parks or athletic fields.
- Reservation accounts that are not in good standing.
- Falsification of documents (ex: rosters, team information)

If an organization is found in violation, a three-strike policy will commence:

1. First Strike: warnings are will be communicated through verbal discussions with the organization's President and Field Representative followed up by an and email correspondence with all violations being documented. If violations continue, further penalties may include, but are not limited to:
2. Second Strike: a formal meeting with the organizations President, Field Representative and Athletic Reservations staff. Violations and subsequent penalties will be outlined in a memo for all parties to sign. Penalties may include but are not limited to:
  - A loss of field use for the current allocation and reduction of field allocations in future seasons
  - equal to, but not greater than hours used on non-allocated fields.
  - Charges according to the Athletic Facility Reservations and Fees policy for category A resident and non-resident fees.
  - Removal from the Allocation Processes for five or more violations within a year.
3. Third Strike: Complete removal ed from the fieldfacility allocation process indefinitely. for a defined period of time.

## IMPROVED

To encourage organizations to invest and commit resources into facilities, the following is used to ensure allocations of an Improved Field-Facility are provided to the sponsoring organization. These allocations are based on volunteer efforts in labor and/or actual expenditures. All requests to improve fields must be approved in advance by the Sports Advisory Committee and the landowner City of Irvine.

### **Field-Facility Improvement/Maintenance**

All field-facility improvements or maintenance shall be based on actual dollars expended for the purpose of upgrading the field-facility in a manner that extends or improves playing conditions. Examples include addition of brick dust or grass infields, sports field lights, reseeding, irrigation, and soccer goals. The Community Services Department shall certify the improvements and the costs of improvements through the City's donation process. Receipt(s) for expenses are required. All improvements must be coordinated and approved by the property owner (City, IUSD, TUSD, or local colleges) City of Irvine for City of Irvine facilities.

### **Minimum Criteria - Improved Fields**

Organizations interested in investing funds to improve or maintain facilities above current standards shall have priority access to the facilities within the allocation process during their primary season. Organizations will not receive more time in the allocation process; however, the improved field are among the sites allocated to the sponsoring organization. ~~The criteria bonus shall be determined as follows:~~

~~Initial Commitment: ————— \$3,500-\$5,000 (provides priority access in allocations for two years)~~

~~Annual Ongoing Commitment: — \$900-\$3,000 (extends access for one additional year)~~

~~\$3,001 and above (extends access for two additional years)~~

Priority cannot provide access to a secondary organization over requests by primary organizations. Lighted fields shall be excluded from consideration in this procedure for Improved Fields.



## Community Services

### ALLOCATION PROCEDURES FOR OUTDOOR SPORTS FACILITIES (Adopted by Community Services Commission – January 4, 2023)

#### INTRODUCTION

The Community Services Department oversees and coordinates the allocation of sports facilities to Approved Local Sports Advisory Committee Groups by following the Allocation Procedure approved by the Irvine Sports Advisory Committee.

Groups included in this process must be active members of the Irvine Sports Advisory Committee. The Group must fulfill and meet all organization and team requirements by following the City Allocation Procedure for Sports Facilities and the Sports Committee Bylaws. Groups are provided an organization category determined by the Community Services Department once all requirements have been met and approved.

#### PURPOSE

The City of Irvine's allocation process was created to provide athletic field and court space to Approved Local Sports Advisory Committee Groups for practices and games. Groups that meet allocation and residency requirements are provided seasonal field and court allocations based on the number of participants for each organization.

Athletic Facilities are granted in priority to the following:

1. City of Irvine Programs and Events
2. Joint Use Agreement Entities (Irvine and Tustin Unified School Districts)
3. Approved Local Sports Advisory Committee Group Allocations
4. Tournaments and Events
5. Reservation Categories A-C

#### ALLOCATION FEES

Approved Local Sports Advisory Committee Group fees are outline in the City of Irvine's [Outdoor Athletic Facilities Reservation Fees](#)

#### DEFINITIONS

**City Program** – Class, event, or program operated by or contracted with the City of Irvine.

**Joint Use Agreement (JUA)** – Agreements between Irvine Unified School District (IUSD) and select Tustin Unified School District (TUSD) schools regarding the use of City and School District facilities.

**Approved Local Sports Advisory Committee Group (Group)** – Irvine based nonprofit youth sports organization that has met the requirements to participate in the City of Irvine's Allocation Process and Sports Committee.

**Allocation** – Field schedule assigned to participating Approved Local Sports Advisory Committee Groups for regular team practices and games. Field use outside of the allocation (camp, clinics, and tryouts) is considered a rental and will require a separate permit.

**Rental** – Approved field use outside of field allocations. Rentals are paid field use and are not associated with the Allocation Procedure. Rental requests are reviewed in the order received with all other categories A-C inquiries. Requests are based on availability and are not guaranteed.

**Permit** – Document provided by the City of Irvine confirming field allocations or rentals.

**City Fields** – Athletic fields at City of Irvine parks, excluding the Great Park.

**Great Park Fields** – Athletic fields located at the Great Park in the City of Irvine. The allocation process excludes the Great Park. Please refer to the Great Park Sports Complex Policy and Fees.

**Irvine Sports Advisory Committee** – An advisory body comprised of Irvine-based or Irvine-chaptered youth nonprofit sports organizations meeting entry requirements that provide input on the needs of the community pertaining to youth sports programs, facilities, and services. Members are required to attend quarterly meetings.

**IUSD Fields** – Athletic fields on IUSD campuses. IUSD fields are included in the allocation and City staff will coordinate the submittal of IUSD field requests for Approved Local Sports Advisory Committee Groups. IUSD will review/approve applications and issue final permits. Additional fees from IUSD may be charged to accommodate field use.

**Primary Group** – Allocation groups receiving field priority during a particular season. (Fall – Football and Soccer; Spring – Baseball, Cricket, and Softball; Winter – Basketball and Lacrosse)

**Secondary Group** – Allocation groups receiving secondary field priority during a particular season. (Fall – Baseball, Cricket, Softball, Basketball, and Lacrosse; Spring – Football, Soccer, Basketball, and Lacrosse)

**Probationary Group** – Allocation groups receiving priority after Primary and Secondary Groups. All new organizations are Probationary Groups for two calendar years.

**Participant** – Individuals 3 to 18 years of age, registered and actively participating in an Approved Local Sports Advisory Committee Group. Participants must be assigned to a team and regularly participate in team practices and games. Participants may only be registered to one organization per sport. For example, a participant cannot be counted in two different soccer organizations.

**Resident Participant** – A participant that resides in the City of Irvine registered with an Approved Local Sports Advisory Committee Group.

**Non-Resident Participant** – A participant that resides outside the City of Irvine registered with an Approved Local Sports Advisory Committee Group.

**Field Representative** – A liaison assigned by an Approved Local Sports Advisory Committee Group to communicate field allocation or rental needs with the City of Irvine.

**Sports Committee Representative** – A liaison assigned by an Approved Local Sports Advisory Committee Group to provide representation during quarterly Sports Committee meetings.

## ORGANIZATION REQUIREMENTS

All organizations participating in the Sports Advisory Committee must meet all requirements annually. All organizations must submit items 1-10 by the deadlines established in the allocation schedule in order to be eligible for an allocation.

1. A letter of introduction for your program on organization letterhead.
2. Bylaws or Articles of Incorporation establishing non-profit is Irvine-based – If the program is offered in other communities, bylaws are needed to address an Irvine Chapter.
3. Name of person authorized to reserve facilities on behalf of the organization/Irvine Chapter (maximum of two people) and name of Irvine Sports Advisory Committee representative (one person only).
4. Insurance Certificate and a separate endorsement listing the City of Irvine as additionally insured.
5. Organization's State of California nonprofit incorporation papers or tax-exempt IRS 501 (c)(3) letter. Organizations must have active nonprofit status in good standing.
6. Current City of Irvine Business License
7. List of Irvine Chapter Officers (name, title, address, and phone numbers) on organization letterhead.
8. Organization and/or Team Rosters with a minimum of two or more teams – please provide the following in Excel format:
  - a. Division/Team of Player
  - b. Player's First Name and Last Name
  - c. Date of Birth
  - d. Home Street Address, City, and Zip Code
9. Meet organization residency requirements.
10. City of Irvine reservation accounts must be in good standing.

### NEW ORGANIZATION

Organizations requesting an allocation for the first time within the preceding twelve-month period are considered new. Organizations changing names, but otherwise remaining the same, shall not be considered a new organization. Spin-off or subsidiary organizations are considered a new organization. Current organizations establishing new sports activities are defined as new and must enter the probationary period for that sport. Current organizations required to split due to growth or due to an organization's national rules are not classified as new organizations and are considered a returning organization. New organizations are required to follow the guidelines below:

## **New Organizations Requirements**

1. New organizations interested in joining must first fill out an interest form and meet with Athletics Reservations staff.
2. New organizations must submit items 1-10 above by July 1 of their intended year of entry to be reviewed by Athletic Reservations staff. Documents must be approved by September 1 for new organizations to enter the Sports Advisory Committee at the October meeting.

## **New Organizations Probationary Period**

3. New organizations will be in a two-year probationary period receiving priority facility use after primary and secondary allocations. A new organization will be classified as recreation or club prior to entry into the Sports Advisory Committee. The category cannot change during the probationary period.
4. The probationary period will take effect at the beginning of the allocation season following the October Sports Advisory Committee meeting. The probationary period will last two full years from that point.
5. If during the probationary period the organization falls under residency or does not maintain other annual requirements, the organization is removed from the allocation processes, and begins the new organization process again.
6. New Organizations must pay Approved Local Sports Advisory Committee Group Fees.
7. Organizations that pass probation will be considered a primary or secondary allocation group in subsequent allocations depending on the season.

## **CATEGORY AND RESIDENCY REQUIREMENTS**

The Community Services Department will determine the category of each Group once all required documents have been submitted and reviewed. Once a Groups category has been determined, the Group will be responsible for maintaining the required residency to continue with the allocation process.

### **Recreation-Based Program**

1. Programs are primarily inclusive of all participants regardless of skill. Skill evaluations may exist for the placement of the participant and to balance teams; however, the organization primarily accepts all participants. Organizations may cut players on a limited basis due to numbers of participants and limits on roster sizes.
2. Rules are defined with minimum playing time for all participants.
3. When a sport has a limited number of teams and participants in Irvine, an Irvine program may be viewed as recreation-based while traveling to other cities for competition (i.e., football and lacrosse).

Examples of recreation-based programs include: Little League Baseball and AYSO Soccer.

Recreation-based programs must maintain membership of youth participants equaling 85% or more with Irvine residents. All teams must have a minimum Irvine residency equal to 57% or more with active participants (including Challengers and VIP).

## Competitive, Club, and Travel Sports Program

1. Programs primarily travel to other cities to play competition or a higher level beyond the competition of a recreation-based program.
2. Programs are primarily suited for participants with advanced skills beyond the play of recreation-based programs.
3. Tryouts are conducted to select participants.
4. Rules are not defined with minimum playing time for participants.
5. Organization Limits on Club Teams
  - a. Club sports organizations may not include teams below the 7U age group.
6. Allocations for games must involve at least one Irvine compliant team. Organizations hosting games involving non-Irvine teams must play equal number of home games in Irvine and away games in other cities.

Examples of competitive, club and travel sports program include: Irvine Soccer Club – “the Strikers” and Irvine Dolphins

Competitive, club and travel sports organizations must maintain membership of youth participants equaling 57% or more with Irvine residents. Teams in 7U and 8U divisions must maintain membership of youth participants equaling 85% or more of Irvine residents. The information below provides team residency requirements for all additional age groups and divisions:

### Residency Requirements

<u>Category Requirements</u>	<u>Required Irvine Residency</u>
Recreation	85% Irvine Residents as an Organization No one team can have less than 57% Irvine Residents
Club/Travel	57% Irvine Residents as an Organization 7U & 8U – No less than 85% Irvine Residents All other Teams – No less than 38% Irvine Residents

Organizations or teams that fall below the required residency will be removed from the allocation process and are subject to the Allocation Violation Procedures. All fields used during allocation time will be charged at full rental rates and the remainder of the allocation will be removed or adjusted.

## ALLOCATION DOCUMENTS AND FORMS

All Groups are required to provide the following documents to participate in each allocation season. Groups that are unable to provide the required documents will not be included in the allocation process. Documents must be submitted by the due date indicated in the distribution notice.

1. Annual Organization Requirements
2. Allocation Forms: Organization Summary, Notice of Intended Use and Agreement, Organization or Team Rosters in Excel Format.
3. Organization Calendar of Events, which includes but is not limited to registration dates, evaluations, tryouts (date, time, and desired location), practices and leagues start/end dates, camps, clinics, and tournaments, etc. Separate Field Applications are required for camps, clinics, tryouts, and tournaments.

Failure to submit documents and forms by the deadline shall result in the following penalty:

1. New Organizations – Denied all use for the upcoming season.
2. Returning Organizations Charged a processing fee each day documents are late. At 15 working days late, the organization is subject to the penalty for new organizations. Forfeited facility time due to this penalty shall be allocated among all primary organizations.
3. Organizations failing to provide required documents by the deadlines are subject to further disciplinary action outlined in the allocation violations and penalties.

## ALLOCATION INFORMATION AND SCHEDULES

The City of Irvine will create a draft allocation, based on membership, for discussion and review during each allocation meeting. Allocations are provided for regular team practices and league games only.

The allocation schedule is provided in blocks of hours as administered and monitored by the Community & Library Services Department. Allocations are established to ensure equity remains consistent for all organizations based on age and residency. Irvine residents and older participants will receive priority for allocations of City and School District facilities (IUSD and TUSD).

The Sports Advisory Committee conducts seasonal allocations according to the following schedule:

Seasons	Time Period	Primary Sports	Secondary Sports
Spring	Allocation starts Monday in February – Sunday close to August 1	Baseball, Softball, Volleyball and Cricket	Basketball, Football, Lacrosse, and Soccer
Fall	First Allocation starts Monday close to August 1 – Sunday before first Monday in February	Football and Soccer	Baseball, Basketball, Volleyball, Cricket, Lacrosse, and Softball
Winter	First Allocation starts Monday following Thanksgiving – Friday before Memorial Day	Basketball and Lacrosse	n/a

**Allocation Information**

The allocation is intended to provide access to City facilities to participating Irvine Sports Advisory Committee organizations. Available space is divided amongst all organizations.

Organizations must complete all forms and provide information on their intended use according to the allocation timeline. Club sports programs must present their list of incoming teams to the City and Sports Advisory Committee on the Organization Summary Form. Organizations requesting an exception to the team residency requirements must present a formal request, in writing to the City and the Sports Advisory Committee prior to the deadline for Organization Summary Forms.

Organizations must also ensure requested facilities are noted on the summary form. Requests will be considered but specific facility assignments, days, times or locations are not guaranteed. Requests outside of the summary form will not be considered until the full allocation is completed. Change requests or updates are not guaranteed.

Allocation drafts are distributed to the primary organizations at the Allocation Meeting following the January and July Sports Advisory Committee meetings. Organizations must have their assigned representative present at meetings with authority to respond to the needs of the program. Additional representatives may attend allocation meetings to provide assistance, but only the designated representative may count towards an organizations attendance and cast votes on their behalf.

Secondary organizations will receive their allocations once primary groups have reviewed their allocations and coordinated with Athletic Reservations. Probationary organizations will receive their allocations after secondary organizations review their allocations and coordinate with Athletic Reservations.

## Allocation Timeline and Due Dates

Items Due	Spring	Fall	Winter
Allocation Information and Documents Distributed	1st week of December	2nd week of May	2nd week of August
Allocation Documents, Forms & Club Team Deposits Due	3rd week of December	4th week of May	4th week of August
Allocation Distributed	2nd Wednesday in January for Primary Organizations. Secondary and Probationary Organizations in the following weeks in that order.	2nd Wednesday in July for Primary Organizations. Secondary and Probationary Organizations in the following weeks in that order.	3rd week of October for Primary Organizations. Secondary and Probationary Organizations in the following weeks in that order.
Practice, Game Schedules, and Final Rosters Due	4th week of February	1st week of September	1st week of December

## **ALLOCATION ANALYSIS – ORGANIZATION SUMMARIES (RESIDENCY)**

The Community Services Department will create an allocation analysis and a summary of participants for all organizations during the allocation process. The analysis reflects the total number of participants in each organization and their respective facility allocation percentage.

The percentage of facility space provided to each organization is based off the number of Irvine residents an organization has within the allocation, not their total number of participants.

## **NOTICE OF APPEAL**

Organizations may appeal or challenge the procedure used for allocating sports facilities by submitting a “Formal Letter of Appeal” no later than 14 days following the scheduled allocation meeting. Community & Library Services will forward notice of the appeal to all organizations in the allocation process. The Community Services Department and the Sports Advisory Committee Chair will attempt to resolve the appeal within five working days.

If resolution is not reached with the organization filing the appeal, the appeal must be placed on an agenda for a special meeting of the Sports Advisory Committee. All organizations must be notified of the appeal including the date and place of the meeting where the appeal will be heard. If the organization filing the appeal is not represented at the meeting, the organization shall forfeit all rights to further consideration by the Sports Advisory Committee. All appeals to the Sports Advisory Committee shall be heard by secondary groups for the season in question. Primary Organizations shall abstain from voting on the appeal.

## **ROSTER CHALLENGES**

If an organization challenges the accuracy of another organization's participant information (e.g. participant numbers, team rosters or accuracy of residency), the Sports Advisory Committee shall appoint a task force of representatives from secondary organizations. The Task Force will evaluate the list of participants in a manner directed by the Sports Advisory Committee and has authority to request additional information.

Requests for additional information may include, but is not limited to, the following:

- Revised rosters for the entire organization or for a specific team in question.
- Rosters must include all information pertaining to the participants/coach (address, phone, birth dates).
- Documentation and proof of residency may be requested via utility bills, statements, or affidavits from parents, etc. The organization must submit all requested documentation to the task force within fifteen calendar days. Upon review, the task force shall make a report with recommendations of sanctions at the next Sports Advisory Committee meeting. If the Sports Advisory Committee determines an organization has falsified documents or submitted rosters containing errors overstating the level of participation and/or understating the number of non-Irvine residents, the Sports Advisory Committee shall invite the offending organization to show why it should not be penalized in accord with recommendations of the task force. Upon consideration and vote of the Sports Advisory Committee, recommendations for penalties shall be forwarded to the City for implementation.

## **ALLOCATION FEE COLLECTION**

Allocation fees are charged to Groups in accordance with the Athletic Facilities Reservation Fees approved by Irvine City Council. All participating Groups are required to provide organization or team rosters per the requirements of the Allocation Procedures for Sports Facilities.

Organizations will be charged for allocation of facilities for regular team practices and games based on the ongoing reservations payment schedule. Facility use outside of this must go through the standard rental processes and be charged at regular rental rates.

Club organizations are charged a \$100 team deposit per team each allocation season. Team deposits are applied to any allocation invoices within a season. Deposits are forfeited if team(s) drop during an allocation season or team(s) do not meet the minimum residency requirements. Additional club teams may not be added after the document deadlines.

All rosters must be submitted in Excel format with the required information (noted in Organization Requirements). Athletic Reservation staff provide an Excel template that may be used to submit rosters. Irvine addresses may be verified via the City of Irvine's GIS Online Parcel Search or Google Maps. Addresses to businesses, post office boxes, mail services, incomplete addresses, etc. cannot be accepted. Athletic Reservation staff review and notify Groups of any uncertain home addresses. Groups will have an opportunity to provide the correct home addresses within five business days of notice. If the player's address is not corrected, they will be counted as a non-Irvine resident.

## Roster Timeline and Due Dates

Event	Spring	Fall	Winter
Preliminary Rosters Due	1st week of December	2nd week of May	2nd week of August
Final Rosters Due	4th week of February	2nd week of September	1st week of December
Invoices Sent	April	November	February
Payments Due	Two weeks upon receipt of invoice.		

## TOURNAMENTS

Requests to host events may be submitted up to 18 months in advance for international/national championship caliber events, and destination events drawing tourism and team travel to Irvine will receive priority. Events are noted on the Tournament and Events Calendar which is shared with the Irvine Sports Advisory Committee.

Recreation based programs may host one tournament per calendar year at the regular hourly recreation rate. Thereafter, Approved Local Sports Committee Group tournament day rates are applied. Club/Travel Groups may host tournaments at the Approved Local Sports Advisory Committee Group tournament day rates. Additional fees may be charged due to the size or nature of the tournament. Refer to the [Outdoor Athletic Facilities Reservation Fees](#) for rates and additional fees.

- At the City's discretion, the hourly rate instead of the day rate may apply to accommodate operational or program needs (e.g. field and/or court are not available for a full-day).

Friendlies – a youth group tournament or play with open registration which does not automatically result in award or recognize a championship. Entry fees are minimal to cover expenses of umpires, insurances fees, etc. When two non-resident teams play each other during a friendly tournament, the Category A Resident rates will apply and the host organization is responsible for collecting fees.

## BATTING CAGES

City of Irvine batting cages are available to participating Sports Advisory Groups for regular team practices. Batting cages are assigned to Recreation Groups. Club teams are assigned batting cage times for weekly practices. All batting cage users must adhere to the batting cage rules posted at each site. Unauthorized use of batting cages may be in violation of the Allocation Procedure.

## STORAGE

Onsite storage of equipment is not permitted unless written approval is received from the City of Irvine. Storage of equipment is reviewed on a case-by-case basis in designated areas and is not guaranteed. The City shall have no responsibility for any loss or damage to such equipment.

All equipment must be removed at the end of each approved season. Equipment in batting cages assigned to specific organizations is the only exception. Requests from primary sports organizations will be considered before secondary and probationary organizations.

## CONCESSIONS

Concessions may be operated by Sports Advisory Groups with approval from Athletic Reservations. The approval process requires submittal of a separate concession application and required documents from the City of Irvine, the Orange County Health Department, Orange County Fire Authority, and any other outside regulatory agencies. Concession permits will be issued to organizations once all requirements have been met and deposits paid. Concessions may need to be vacated or include no use days on permits for other activities.

Daily fees are waived for Sports Advisory Groups operating concessions for events they host. Daily rates apply if a Sports Advisory Groups runs concessions for events they are not hosting or hire a vendor to operate concessions on their behalf.

Organizations must abide by guidelines from the City of Irvine and outside regulatory agencies, report any concerns with City provided appliances, and supply any additional equipment necessary for concession operations. Requests to store equipment must be included in the concession application and may not be guaranteed. The City shall have no responsibility for any loss or damage to such equipment. All equipment, cleaning supplies, and food/perishables belonging to an organization must be removed from concession stands at the conclusion of the permitted period. Equipment, food, and supplies may not be stored year-round.

Failure to return keys, remove items, and/or return facilities in conditions they were found may result in forfeiture of deposits and additional staff and clean-up fees.

## FIELD OPERATIONS & MAINTENANCE

### FIELD MODIFICATIONS

All City of Irvine fields are allocated to organizations "As-Is." All organizations are provided a field dimension sheet with the final field allocation. Requests for temporary field modifications (field painting, temporary goals, etc.) to City fields must be submitted in writing to Athletic Reservations. Requests must include information regarding the modifications and are reviewed with Athletics and Public Works Landscape Maintenance teams. Written approval of temporary field modifications are required if modifications are granted. Unauthorized field modifications may be in violation of the Allocation Procedure.

## FIELD CLOSURES AND RENOVATIONS

City athletic fields are closed twice annually between seasons (December to January and May to September) for maintenance. Field closure dates are provided to all Groups when field allocations are distributed. The City reserves the right to modify, relocate, or cancel field use to accommodate unanticipated maintenance needs, inclement weather, or unforeseen circumstances. Field closures are listed on the City's Muddline (949-724-6833 or [cityofirvine.org/mudd](http://cityofirvine.org/mudd)).

## VIOLATIONS & PENALTIES

Athletic Allocations are provided to all Groups to ensure compliance with the Allocation Procedure for Approved Local Sports Advisory Groups. Groups are expected to adhere to the guidelines outlined in this document and approved facility permits.

Groups that do not adhere to these guidelines may be in violation of the Allocation Procedure for Approved Local Sports Advisory Groups. Violations include, but are not limited to:

- Use of closed, non-allocated, or reserved fields.
- Use of fields outside of the allocation or permitted times.
- Using allocated fields for other activities (camp, clinic, evaluations, tryouts, etc.).
- Abandoned fields or repeated no shows during allocated field times.
- Subletting or trading fields with other organizations without notifying the Community Services Department.
- Unauthorized field modifications.
- Unauthorized vendors.
- Driving vehicles onto parks or athletic fields.
- Reservation accounts that are not in good standing.
- Falsification of documents (ex: rosters, team information)

If an organization is found in violation, a three-strike policy will commence:

1. First Strike: warnings will be communicated through verbal discussions with the organization's President and Field Representative followed up by an email correspondence with all violations being documented.
2. Second Strike: a formal meeting with the organizations President, Field Representative and Athletic Reservations staff. Violations and subsequent penalties will be outlined in a memo for all parties to sign. Penalties may include but are not limited to:
  - A loss of field use for the current allocation and reduction of field allocations in future seasons
  - Charges according to the Athletic Facility Reservations and Fees for category A resident fees.
  - Removal from the Allocation Processes for five or more violations within a year.
3. Third Strike: Complete removal from the facility allocation process indefinitely.

## IMPROVED FACILITIES

To encourage organizations to invest and commit resources into facilities, the following is used to ensure allocations of an Improved Facility are provided to the sponsoring organization. These allocations are based on volunteer efforts in labor and/or actual expenditures. All requests to improve fields must be approved in advance by the Sports Advisory Committee and the City of Irvine.

### **Facility Improvement/Maintenance**

All facility improvements or maintenance shall be based on actual dollars expended for the purpose of upgrading the facility in a manner that extends or improves playing conditions. Examples include addition of brick dust or grass infields, sports field lights, reseeding, irrigation, and soccer goals. The Community Services Department shall certify the improvements and the costs of improvements through the City's donation process. Receipt(s) for expenses are required. All improvements must be coordinated and approved by the City of Irvine for City of Irvine facilities.

### **Minimum Criteria - Improved Fields**

Organizations interested in investing funds to improve or maintain facilities above current standards shall have priority access to the facilities within the allocation process during their primary season. Organizations will not receive more time in the allocation process; however, the improved field are among the sites allocated to the sponsoring organization.

Priority cannot provide access to a secondary organization over requests by primary organizations. Lighted fields shall be excluded from consideration in this procedure for Improved Fields.

**AMENDED AND RESTATED  
BY-LAWS  
OF THE  
IRVINE SPORTS ADVISORY COMMITTEE  
OF THE  
CITY OF IRVINE**

## PREAMBLE

The Amended and Restated Bylaws of the Irvine Sports Advisory Committee of the City of Irvine (“**Bylaws**”) were adopted by the City Council of the City of Irvine pursuant to Resolution No. 24-84 and pursuant to Irvine Municipal Code (“**IMC**”) Sections 1-4-301.

### **1. IRVINE SPORTS ADVISORY COMMITTEE CREATION, TITLE, AND AUTHORITY**

1.1 Creation: The Irvine Sports Committee was created under and continues to exist under Division 4 of Title 1 of the IMC. The name of the Irvine Sports Committee is hereby changed to the “Irvine Sports Advisory Committee” (“**Committee**”).

1.1.1 IMC Title 1, Division 4 generally governs or otherwise regulates the Committee’s powers, duties, limitations, and general purpose.

1.1.2 Community Services Resolution No. 23-02 specifically describes the creation, composition, appointment, duties, and meeting procedures for the Committee.

1.1.3 IMC Title 1, Division 15 establishes generally applicable rules regarding public meetings, the conduct of public business, notice and agenda requirements, conduct at meetings, procedures for minutes and recordings, and other matters.

1.1.4 Title 1, Divisions 4 and 15 are subject to change, consistent with City Council policies and State law, and each such Division shall take precedence over these bylaws and over any procedures adopted by the Committee.

1.2 Title: The Committee officially shall be known as the “Irvine Sports Advisory Committee.” The term “Committee,” where used in these Bylaws, also shall refer to and mean the “Irvine Sports Advisory Committee.”

1.3 Duties: The Committee was formed pursuant to IMC section 1-4-301 to serve in an advisory role to the Community Services Commission to perform one or more specific assigned tasks, as follows:

1.3.1 Reviewing and providing input regarding reservation policies and allocation procedures, architectural drawings and other data for development of new parks and/or the rehabilitation of existing parks with athletic amenities and facilities.

1.3.2 Reports annually on goals and accomplishments.

1.3.3 Perform such other duties or studies as may be directed by the City Council.

- 1.4 Individual Member Duties: It shall be the duty of each Committee Member to take an active part in the Committee’s deliberations and to act in whatever capacity the Committee Member may be called. Absence from three consecutive meetings without the formal consent of the Committee shall be deemed to constitute the retirement of the Committee Member, and the position shall automatically be vacant and therefore subject to the vacancy procedures as set forth in Section 2.1.4 below.

## 2. MEMBERS, OFFICERS AND STAFF

### 2.1 Committee Members:

2.1.1 Appointment: The Committee is comprised of voting and non-voting members. There are no term limits for Committee members as they serve at the will of their agencies. Irvine-based youth sports organizations (hereinafter “Organization”) shall be entitled to one representative on the Committee. Organizations shall appoint a representative to serve on the Committee on its behalf. Representatives shall be designated in writing by the Organization president or his or her equivalent. Committee members must meet all of the requirements below.

2.1.2 Members: Membership on the Committee is comprised of representative of Organizations meeting the following requirements:

2.1.2.1. The Organization’s primary mission must include youth sports leagues and/or activities.

2.1.2.2. The Organization is a nonprofit corporation registered with the State of California.

2.1.2.3. If the Organization is a recreation program, at least 85 percent of its participants must be Irvine residents. If the Organization is a club program, at least 57 percent of its participants must be Irvine residents. In addition, club programs must meet all team residency requirements as outlined in the City’s Allocation Procedure for Sports Facilities.

2.1.2.4. Applications for membership will be considered by the Committee annually. ~~Organizations interested in offering a youth sports program not offered in Irvine may be considered for membership at the next regular meeting of the Committee. Applications must be received by the City of Irvine no less than 30 days prior to the scheduled meeting.~~

- 2.1.3 At-Large Members: The Commission shall appoint four (4) Members-at-Large. Members-at-Large shall be selected through a public recruitment process annually. The term shall be for a period of two (2) years.
- 2.1.4 Staff Liaison: The City Manager or his/her designee shall appoint a staff member as liaison to the Committee. The Irvine Unified School District shall appoint a staff member as a liaison to the Committee. Staff liaisons are not voting members.
- 2.1.5 Removal and Resignation: In the event a Committee member fails to attend ~~five~~ ~~three~~ (35) meetings per calendar year, the Committee may, by motion, move to remove the Committee member from the Committee. A majority vote of the Committee members present at a duly constituted meeting shall be required to carry such a motion. Any Committee member or officer may resign at any time by giving written notice to the Chair or Vice Chair.
- 2.1.6 Vacancy: In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Committee.
- 2.1.7 Representation of Committee: No Committee member may speak on behalf of the Committee before any other board, commission, council, agency, or entity without prior authorization approved by a majority of the members of the Committee. Committee members shall represent themselves as members of the Committee speaking on their own behalf when presenting their views on Committee business that comes before any other commission, committee, board, or council of the City.
- 2.1.8 Disclosures: Committee members shall make such disclosures as are required by the Political Reform Act (Government Code Section 81000 *et seq.*) and other applicable state laws, and/or by resolutions or ordinances adopted by the City Council. Without limiting the foregoing, each Committee member shall file a Fair Political Practices Commission Statement of Economic Interest (Form 700) within thirty days after assuming office, annually thereafter for so long as they remain a Committee member, and promptly upon leaving office.
- 2.2 Officers: Officers of the Committee shall consist of a Chair and Vice Chair. The Chair and Vice Chair shall be elected by the membership of the Committee at the first regular meeting in January of each calendar year.

- 2.2.1 Chair: The Chair shall preside at all meetings and hearings of the Committee. The Chair may represent the Committee before the City Council or appoint other members to do so.
- 2.2.2 Vice Chair: The Vice Chair shall perform all of the duties of the Chair in the Chair's absence or disability and shall perform such other duties as may from time to time be assigned by the Chair.
- 2.2.3 Officer Vacancy: Should the Chair or Vice Chair cease to be a member of the Committee, the remaining Committee members shall elect a Chair or Vice Chair at the second regular meeting thereafter, by a majority vote of members present. The Chair or Vice Chair so elected shall serve in that office until the next regularly scheduled election of officers.

2.3 Staff:

- 2.3.1 Staff Liaison: The City Manager or his/her designee shall assign a staff liaison to the Committee who shall be an *ex-officio* member of the Committee and as such shall provide technical service to the Committee and shall attend all meetings.
- 2.3.2 City Manager and City Attorney: The City Manager and City Attorney shall be optional and as-needed advisors or consultants to the Committee and as such may be called upon as follows:
  - 2.3.2.1. City Manager: Upon request of the Chair for specific matters.
  - 2.3.2.2. City Attorney: Upon request of the Chair for specific matters and as a consultant to the professional staff.
- 2.3.3 Staff Direction: The Committee, or any one of its individual members, shall not direct the performance of significant staff work without the prior authorization of the City Manager.

**3. MEETINGS AND AGENDAS**

- 3.1 Agendas: All meetings of the Committee shall be noticed via posting of the agenda in accordance with the notice and agenda requirements set forth in the IMC, Title 1, Division 15. Except as provided in IMC Section 1-15-107 and/or as otherwise provided in Government Code § 54954.2, no action shall be taken on matters not appearing on the posted agenda.
- 3.2 Initiating an Agenda Item:
  - 3.2.1 Committee Member-Initiated Items: Committee Members wishing to place items on the agenda shall adhere to the following:

- 3.2.1.1. Agendized items shall be directly within the scope of the duties specifically assigned to the Committee under Section 1.3 of these Bylaws.
- 3.2.1.2. Agenda requests must be made during a meeting of the Committee. In order to move forward, there must be a consensus among Committee Members to place the item on the agenda of a future meeting.
- 3.2.1.3. The City Manager or designee must approve all Committee Member-initiated items prior to an item's inclusion on an agenda.
- 3.2.2 City Council-Initiated Items: The City Council may direct an item to be placed on the agenda by a majority vote of the City Council.
- 3.2.3 Staff-Initiated Agenda Items: Staff may initiate such agenda items as are mandated by direction of the City Council, the IMC, City policy, and/or the processing of regular business of the City of Irvine with regard to matters assigned to the Committee under Section 1.3 of these Bylaws.

### 3.3 Meetings:

- 3.3.1 Regular Meetings: Regular meetings of the Committee shall be held in the ~~Los Olivos-Quail Hill~~ Community Center, ~~401 Alfonso~~<sup>39</sup> Shady Canyon Dr, Irvine, California, and remotely via Zoom as and to the extent allowable under Government Code section 54953, at 7:00 p.m., on the second Wednesday in January, April, July, and October. Unless a majority of the members present votes otherwise, the meetings of the Committee shall adjourn at or before 10:00 p.m. If the business of the Committee has not been completed by 10:00 p.m., the Committee may vote to remain in session until all or a portion of its remaining business has been completed. All matters remaining after the Committee adjourns shall be continued to a subsequent regular meeting of the Committee.
- 3.3.2 Adjourned Meetings: Any regular meeting may be adjourned to a designated time and place and when so adjourned shall be considered as a regular meeting.
- 3.3.3 Special Meetings: Special meetings of the Committee may be called by the City Manager or designee or upon the written request of at least a majority of the Committee members. Special meetings shall be held at a time and place, and in the manner, required by IMC Title 1, Division 15.

- 3.3.4 Annual Meeting: The Annual Meeting of the Committee shall be the first regular meeting in January of each year. Such meeting shall commence with the election of a Chair and Vice Chair for the ensuing year and such other business as shall be scheduled by the Committee.
- 3.3.5 Meetings on Holidays: When a regular meeting falls on a holiday, the meeting shall be held on the next business day or on a day to which the previous meeting was adjourned.
- 3.3.6 Cancellation of Meetings: Whenever reasons exist, (for example, lack of a quorum, no business for Committee consideration, or other good and valid reason), a meeting may be canceled.
- 3.3.7 Additional Rules and Procedures; Order of Precedence: The meetings and procedures of the Committee shall be subject to and governed by the ordinances, resolutions, and applicable policies and procedures adopted by the City Council establishing rules and regulations for Committees. If and to the extent there is a conflict between these Bylaws and the rules and regulations applicable to Committee meetings established by the City Council, the rules and regulations for Committee meetings established by the City Council shall govern.

3.4 Meeting Procedures:

- 3.4.1 Duties of Presiding Officer: The Chair, or in the Chair's absence the Vice Chair, shall be the presiding officer, and shall assume the place and duties of such office immediately following selection. The Chair shall preserve strict order and decorum at all meetings of the Committee, state questions coming before the Committee, announce its decision on all subjects and decide all questions of order, subject, however, to an appeal to the Committee as a whole, in which event a majority vote of the Committee members present shall govern and conclusively determine such question of order. The Chair shall vote on all questions, and on roll call the Chair's name shall be called last. The seating arrangement for the Committee shall be determined by the Chair.
- 3.4.2 Regular Meeting Order of Business: All regular meetings shall be conducted in the order set forth in the following paragraphs. The Chair, or a majority of the Committee, may direct an agenda item to be taken out of order.
  - 3.4.2.1. Call to Order: The meeting of the Committee shall be called to order by the Chair, in the Chair's absence, the Vice Chair.

- 3.4.2.2. Roll Call: The Recording Secretary shall record the attendance.
- 3.4.2.3. Pledge of Allegiance: The Chair or the Chair's designee shall lead the Pledge of Allegiance to the Flag of the United States of America.
- 3.4.2.4. Presentations: Presentations by Staff or others to the Committee.
- 3.4.2.5. Public Comment: The Chair shall ask if any person wishes to speak to the Committee on any item not listed on the agenda. Public comment time limitations and procedures are identical to the time limitations and procedures applicable to public comments before the City Council.
- 3.4.2.6. Announcements, Committee Reports: The chair shall ask if the Staff Liaison or members of the Committee have announcements as required by Assembly Bill 1234 or as otherwise relevant to the assigned tasks of the Committee.
- 3.4.2.7. Additions or Deletions to the Agenda: Additions may be made so long as such additions are in accordance with IMC Title 1, Division 15.
- 3.4.2.8. Consent Calendar: Any item which does not require specific findings of fact as required by law, may be placed on the Consent Calendar. The approval of minutes shall be included within this category. Any Committee Member may withdraw an item from the Consent Calendar for discussion. After all requests for removal have been made, the Consent Calendar shall be voted on as a single item. A majority vote for approval of the Consent Calendar shall constitute the approval of each item thereon. Each removed item shall then be voted on individually.
- 3.4.2.9. Committee Business: Items of Committee Business shall be considered in the following sequence: (i) the matter shall be called, (ii) staff shall provide a report, (iii) public comments on the item shall be received, subject to the same time limitations and procedures as are applicable to public comments before the City Council, (iv) the Committee shall deliberate on the item, and (v) the Committee shall consider appropriate motions on the item. A majority vote for approval of the item shall constitute approval of the item.
- 3.4.2.10. Adjournment. The meeting shall be adjourned.

### 3.4.3 Decorum:

3.4.3.1. By Committee Members: While the Committee is in session, Committee Members must preserve order and decorum, and a Committee Member shall neither, by conversation or otherwise, delay or interrupt the proceeding or the peace of the Committee, disturb any member while speaking or refuse to obey the orders of the Committee or the presiding officer, except as otherwise provided in these Bylaws.

3.4.3.2. By Other Persons: Each person who addresses the Committee shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Committee, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Committee meeting shall, at the discretion of the presiding officer or a majority of the Committee, be barred from further addressing the Committee at the meeting. If such conduct thereafter continues so as to disrupt the orderly conduct of the public's business, the Chair shall order the person removed from the Committee's meeting location. Aggravated cases may be prosecuted on appropriate complaint signed by the Chair, a member of the Committee or any other authorized City representative. The members of Committee may, pursuant to Government Code section 54957.9, order the meeting room cleared and continue with the session when the orderly conduct of the meeting becomes unfeasible and order cannot be restored.

### 3.5 Standing Rules:

3.5.1 Quorum: At any meeting of the Committee, a quorum shall consist of more than half of the filled seats of the Committee. No action shall be taken in the absence of a quorum, except that those members present shall be entitled by motion to adjourn the meeting to another date.

#### 3.5.2 Voting:

3.5.2.1. One Vote Per Member: The Chair, Vice Chair, and each Committee member shall be entitled to one vote.

3.5.2.2. Proxy Vote: No proxy votes are permitted.

- 3.5.2.3. Roll Call: A roll call shall be taken upon the passage of all resolutions. Such votes shall be recorded in the minutes of the proceedings of the Committee. Upon the request of any Committee member, a roll call vote shall be taken and recorded on any vote. Whenever a roll call vote is in order, the Recording Secretary shall call the names of the members in alphabetical order, except that the name of the presiding officer shall be called last; provided, however, that when a voting light system is available, the simultaneous use of the voting light system shall serve as the roll call vote.
- 3.5.2.4. Disqualification and Abstention from Voting: Except as otherwise provided by law, no member of the Committee shall be permitted to abstain from voting unless such disqualification shall be identified as a legal conflict of interest mandating such disqualification, or by unanimous vote of the remainder of the Committee present. Unapproved disqualifications and abstentions shall be recorded by the Recording Secretary in the minutes as an affirmative vote.
- 3.5.2.5. Majority Vote: A majority vote of the members present shall be necessary for the recommendation of any proposed action, resolution, or other voting matter except where otherwise set forth in these Bylaws or controlling law.
- 3.5.2.6. Tie Votes: Tie votes shall be recorded as a failure of action to pass. A tie vote on a motion defeats the motion.
- 3.5.2.7. Absence from Meeting: Any member absent from a meeting shall not be allowed to vote on any matter discussed at that meeting (and continued to a subsequent meeting) until said member has watched/listened to the official recording of the meeting, reviewed the minutes, if prepared, and all correspondence pertaining to the subject, and discussed the matter with staff.
- 3.5.2.8. Silence Constitutes an Affirmative Vote: Unless a member of the Committee has been permitted to and abstains from voting, pursuant to section 3.2.5.4 above, such member's silence shall be recorded as an affirmative vote.

3.5.3 Signature:

3.5.3.1. Minutes: The minutes of each Committee meeting shall be signed by the officer presiding over the meeting at which the minutes are approved.

3.5.3.2. Other Documents: In all other matters, the Chair shall have the power to execute, verify or attest to documents on behalf of this Committee.

3.5.4 Procedural Questions: The presiding officer shall rule on all procedural questions.

3.5.5 Suspension of Rules: The Committee may suspend any of these rules by a unanimous vote of the members present to the extent that such suspension does not conflict with controlling state law.

3.5.6 Rules of Debate:

3.5.6.1. Presiding Officer May Debate and Vote: The presiding officer may move, second and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members of the Committee, and shall not be deprived of any of the rights and privileges of a member of the Committee by reason of acting as the presiding officer.

3.5.6.2. Getting the Floor; Improper References to be Avoided: Every member of the Committee desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine their remarks to the question under debate, avoiding all personalities and indecorous language.

3.5.6.3. Interruptions: A member of the Committee, once recognized, shall not be interrupted when speaking unless it be a call to order, or as herein otherwise provided. A member of the Committee called to order shall cease speaking until the question of order be determined, and if in order, shall be permitted to proceed.

3.5.6.4. Motion to Reconsider: A motion to reconsider any action taken by the Committee may be made only on the day such action was taken. Such motion must be made by one of the prevailing side but may be seconded by any member of the Committee and may be made at any time and have precedence over all other motions. It shall be debatable. Nothing herein shall be construed to prevent any member

of the Committee from making or remaking the same or other motion at a subsequent meeting of the Committee.

- 3.5.6.5. When Remarks of Committee Members Entered in Minutes: A member of the Committee shall have the right, upon request to the presiding officer, to have an abstract of his or her statement on any subject under consideration by the Committee entered in the minutes. Such an abstract shall contain the statement of each other Committee member who addresses the subject at that time.
- 3.5.6.6. When Synopsis of Debate Entered in Minutes: The Recording Secretary may be directed by the presiding officer, with consent of the Committee, to enter in the minutes a synopsis of the discussion on any subject under consideration by the Committee.
- 3.5.6.7. Rules of Order: Except as otherwise provided in these Bylaws, Robert's Rules of Order, Newly Revised shall govern the conduct their scope of the Committee's powers and duties under these Bylaws.

**AMENDED AND RESTATED  
BY-LAWS  
OF THE  
IRVINE SPORTS ADVISORY COMMITTEE  
OF THE  
CITY OF IRVINE**

## PREAMBLE

The Amended and Restated Bylaws of the Irvine Sports Advisory Committee of the City of Irvine (“**Bylaws**”) were adopted by the City Council of the City of Irvine pursuant to Resolution No. 24-84 and pursuant to Irvine Municipal Code (“**IMC**”) Sections 1-4-301.

### **1. IRVINE SPORTS ADVISORY COMMITTEE CREATION, TITLE, AND AUTHORITY**

1.1 Creation: The Irvine Sports Committee was created under and continues to exist under Division 4 of Title 1 of the IMC. The name of the Irvine Sports Committee is hereby changed to the “Irvine Sports Advisory Committee” (“**Committee**”).

1.1.1 IMC Title 1, Division 4 generally governs or otherwise regulates the Committee’s powers, duties, limitations, and general purpose.

1.1.2 Community Services Resolution No. 23-02 specifically describes the creation, composition, appointment, duties, and meeting procedures for the Committee.

1.1.3 IMC Title 1, Division 15 establishes generally applicable rules regarding public meetings, the conduct of public business, notice and agenda requirements, conduct at meetings, procedures for minutes and recordings, and other matters.

1.1.4 Title 1, Divisions 4 and 15 are subject to change, consistent with City Council policies and State law, and each such Division shall take precedence over these bylaws and over any procedures adopted by the Committee.

1.2 Title: The Committee officially shall be known as the “Irvine Sports Advisory Committee.” The term “Committee,” where used in these Bylaws, also shall refer to and mean the “Irvine Sports Advisory Committee.”

1.3 Duties: The Committee was formed pursuant to IMC section 1-4-301 to serve in an advisory role to the Community Services Commission to perform one or more specific assigned tasks, as follows:

1.3.1 Reviewing and providing input regarding reservation policies and allocation procedures, architectural drawings and other data for development of new parks and/or the rehabilitation of existing parks with athletic amenities and facilities.

1.3.2 Reports annually on goals and accomplishments.

1.3.3 Perform such other duties or studies as may be directed by the City Council.

- 1.4 Individual Member Duties: It shall be the duty of each Committee Member to take an active part in the Committee’s deliberations and to act in whatever capacity the Committee Member may be called. Absence from three consecutive meetings without the formal consent of the Committee shall be deemed to constitute the retirement of the Committee Member, and the position shall automatically be vacant and therefore subject to the vacancy procedures as set forth in Section 2.1.4 below.

## **2. MEMBERS, OFFICERS AND STAFF**

### **2.1 Committee Members:**

2.1.1 Appointment: The Committee is comprised of voting and non-voting members. There are no term limits for Committee members as they serve at the will of their agencies. Irvine-based youth sports organizations (hereinafter “Organization”) shall be entitled to one representative on the Committee. Organizations shall appoint a representative to serve on the Committee on its behalf. Representatives shall be designated in writing by the Organization president or his or her equivalent. Committee members must meet all of the requirements below.

2.1.2 Members: Membership on the Committee is comprised of representative of Organizations meeting the following requirements:

2.1.2.1. The Organization’s primary mission must include youth sports leagues and/or activities.

2.1.2.2. The Organization is a nonprofit corporation registered with the State of California.

2.1.2.3. If the Organization is a recreation program, at least 85 percent of its participants must be Irvine residents. If the Organization is a club program, at least 57 percent of its participants must be Irvine residents. In addition, club programs must meet all team residency requirements as outlined in the City’s Allocation Procedure for Sports Facilities.

2.1.2.4. Applications for membership will be considered by the Committee annually.

2.1.3 At-Large Members: The Commission shall appoint four (4) Members-at-Large. Members-at-Large shall be selected through a public recruitment process annually. The term shall be for a period of two (2) years.

- 2.1.4 Staff Liaison: The City Manager or his/her designee shall appoint a staff member as liaison to the Committee. The Irvine Unified School District shall appoint a staff member as a liaison to the Committee. Staff liaisons are not voting members.
- 2.1.5 Removal and Resignation: In the event a Committee member fails to attend three (3) meetings per calendar year, the Committee may, by motion, move to remove the Committee member from the Committee. A majority vote of the Committee members present at a duly constituted meeting shall be required to carry such a motion. Any Committee member or officer may resign at any time by giving written notice to the Chair or Vice Chair.
- 2.1.6 Vacancy: In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Committee.
- 2.1.7 Representation of Committee: No Committee member may speak on behalf of the Committee before any other board, commission, council, agency, or entity without prior authorization approved by a majority of the members of the Committee. Committee members shall represent themselves as members of the Committee speaking on their own behalf when presenting their views on Committee business that comes before any other commission, committee, board, or council of the City.
- 2.1.8 Disclosures: Committee members shall make such disclosures as are required by the Political Reform Act (Government Code Section 81000 *et seq.*) and other applicable state laws, and/or by resolutions or ordinances adopted by the City Council. Without limiting the foregoing, each Committee member shall file a Fair Political Practices Commission Statement of Economic Interest (Form 700) within thirty days after assuming office, annually thereafter for so long as they remain a Committee member, and promptly upon leaving office.

2.2 Officers: Officers of the Committee shall consist of a Chair and Vice Chair. The Chair and Vice Chair shall be elected by the membership of the Committee at the first regular meeting in January of each calendar year.

2.2.1 Chair: The Chair shall preside at all meetings and hearings of the Committee. The Chair may represent the Committee before the City Council or appoint other members to do so.

2.2.2 Vice Chair: The Vice Chair shall perform all of the duties of the Chair in the Chair's absence or disability and shall perform such other duties as may from time to time be assigned by the Chair.

2.2.3 Officer Vacancy: Should the Chair or Vice Chair cease to be a member of the Committee, the remaining Committee members shall elect a Chair or Vice Chair at the second regular meeting thereafter, by a majority vote of members present. The Chair or Vice Chair so elected shall serve in that office until the next regularly scheduled election of officers.

2.3 Staff:

2.3.1 Staff Liaison: The City Manager or his/her designee shall assign a staff liaison to the Committee who shall be an *ex-officio* member of the Committee and as such shall provide technical service to the Committee and shall attend all meetings.

2.3.2 City Manager and City Attorney: The City Manager and City Attorney shall be optional and as-needed advisors or consultants to the Committee and as such may be called upon as follows:

2.3.2.1. City Manager: Upon request of the Chair for specific matters.

2.3.2.2. City Attorney: Upon request of the Chair for specific matters and as a consultant to the professional staff.

2.3.3 Staff Direction: The Committee, or any one of its individual members, shall not direct the performance of significant staff work without the prior authorization of the City Manager.

**3. MEETINGS AND AGENDAS**

3.1 Agendas: All meetings of the Committee shall be noticed via posting of the agenda in accordance with the notice and agenda requirements set forth in the IMC, Title 1, Division 15. Except as provided in IMC Section 1-15-107 and/or as otherwise provided in Government Code § 54954.2, no action shall be taken on matters not appearing on the posted agenda.

3.2 Initiating an Agenda Item:

3.2.1 Committee Member-Initiated Items: Committee Members wishing to place items on the agenda shall adhere to the following:

3.2.1.1. Agendized items shall be directly within the scope of the duties specifically assigned to the Committee under Section 1.3 of these Bylaws.

3.2.1.2. Agenda requests must be made during a meeting of the Committee. In order to move forward, there must be a

consensus among Committee Members to place the item on the agenda of a future meeting.

3.2.1.3. The City Manager or designee must approve all Committee Member-initiated items prior to an item's inclusion on an agenda.

3.2.2 City Council-Initiated Items: The City Council may direct an item to be placed on the agenda by a majority vote of the City Council.

3.2.3 Staff-Initiated Agenda Items: Staff may initiate such agenda items as are mandated by direction of the City Council, the IMC, City policy, and/or the processing of regular business of the City of Irvine with regard to matters assigned to the Committee under Section 1.3 of these Bylaws.

3.3 Meetings:

3.3.1 Regular Meetings: Regular meetings of the Committee shall be held in the Quail Hill Community Center, 39 Shady Canyon Dr, Irvine, California, and remotely via Zoom as and to the extent allowable under Government Code section 54953, at 7:00 p.m., on the second Wednesday in January, April, July, and October. Unless a majority of the members present votes otherwise, the meetings of the Committee shall adjourn at or before 10:00 p.m. If the business of the Committee has not been completed by 10:00 p.m., the Committee may vote to remain in session until all or a portion of its remaining business has been completed. All matters remaining after the Committee adjourns shall be continued to a subsequent regular meeting of the Committee.

3.3.2 Adjourned Meetings: Any regular meeting may be adjourned to a designated time and place and when so adjourned shall be considered as a regular meeting.

3.3.3 Special Meetings: Special meetings of the Committee may be called by the City Manager or designee or upon the written request of at least a majority of the Committee members. Special meetings shall be held at a time and place, and in the manner, required by IMC Title 1, Division 15.

3.3.4 Annual Meeting: The Annual Meeting of the Committee shall be the first regular meeting in January of each year. Such meeting shall commence with the election of a Chair and Vice Chair for the ensuing year and such other business as shall be scheduled by the Committee.

- 3.3.5 Meetings on Holidays: When a regular meeting falls on a holiday, the meeting shall be held on the next business day or on a day to which the previous meeting was adjourned.
- 3.3.6 Cancellation of Meetings: Whenever reasons exist, (for example, lack of a quorum, no business for Committee consideration, or other good and valid reason), a meeting may be canceled.
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3.4 Meeting Procedures:

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3.4.2 Regular Meeting Order of Business: All regular meetings shall be conducted in the order set forth in the following paragraphs. The Chair, or a majority of the Committee, may direct an agenda item to be taken out of order.

3.4.2.1. Call to Order: The meeting of the Committee shall be called to order by the Chair, in the Chair's absence, the Vice Chair.

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- 3.4.2.4. Presentations: Presentations by Staff or others to the Committee.
- 3.4.2.5. Public Comment: The Chair shall ask if any person wishes to speak to the Committee on any item not listed on the agenda. Public comment time limitations and procedures are identical to the time limitations and procedures applicable to public comments before the City Council.
- 3.4.2.6. Announcements, Committee Reports: The chair shall ask if the Staff Liaison or members of the Committee have announcements as required by Assembly Bill 1234 or as otherwise relevant to the assigned tasks of the Committee.
- 3.4.2.7. Additions or Deletions to the Agenda: Additions may be made so long as such additions are in accordance with IMC Title 1, Division 15.
- 3.4.2.8. Consent Calendar: Any item which does not require specific findings of fact as required by law, may be placed on the Consent Calendar. The approval of minutes shall be included within this category. Any Committee Member may withdraw an item from the Consent Calendar for discussion. After all requests for removal have been made, the Consent Calendar shall be voted on as a single item. A majority vote for approval of the Consent Calendar shall constitute the approval of each item thereon. Each removed item shall then be voted on individually.
- 3.4.2.9. Committee Business: Items of Committee Business shall be considered in the following sequence: (i) the matter shall be called, (ii) staff shall provide a report, (iii) public comments on the item shall be received, subject to the same time limitations and procedures as are applicable to public comments before the City Council, (iv) the Committee shall deliberate on the item, and (v) the Committee shall consider appropriate motions on the item. A majority vote for approval of the item shall constitute approval of the item.
- 3.4.2.10. Adjournment. The meeting shall be adjourned.

### 3.4.3 Decorum:

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proceeding or the peace of the Committee, disturb any member while speaking or refuse to obey the orders of the Committee or the presiding officer, except as otherwise provided in these Bylaws.

3.4.3.2. By Other Persons: Each person who addresses the Committee shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Committee, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Committee meeting shall, at the discretion of the presiding officer or a majority of the Committee, be barred from further addressing the Committee at the meeting. If such conduct thereafter continues so as to disrupt the orderly conduct of the public's business, the Chair shall order the person removed from the Committee's meeting location. Aggravated cases may be prosecuted on appropriate complaint signed by the Chair, a member of the Committee or any other authorized City representative. The members of Committee may, pursuant to Government Code section 54957.9, order the meeting room cleared and continue with the session when the orderly conduct of the meeting becomes unfeasible and order cannot be restored.

### 3.5 Standing Rules:

3.5.1 Quorum: At any meeting of the Committee, a quorum shall consist of more than half of the filled seats of the Committee. No action shall be taken in the absence of a quorum, except that those members present shall be entitled by motion to adjourn the meeting to another date.

#### 3.5.2 Voting:

3.5.2.1. One Vote Per Member: The Chair, Vice Chair, and each Committee member shall be entitled to one vote.

3.5.2.2. Proxy Vote: No proxy votes are permitted.

3.5.2.3. Roll Call: A roll call shall be taken upon the passage of all resolutions. Such votes shall be recorded in the minutes of the proceedings of the Committee. Upon the request of any Committee member, a roll call vote shall be taken and recorded on any vote. Whenever a roll call vote is in order,

the Recording Secretary shall call the names of the members in alphabetical order, except that the name of the presiding officer shall be called last; provided, however, that when a voting light system is available, the simultaneous use of the voting light system shall serve as the roll call vote.

3.5.2.4. Disqualification and Abstention from Voting: Except as otherwise provided by law, no member of the Committee shall be permitted to abstain from voting unless such disqualification shall be identified as a legal conflict of interest mandating such disqualification, or by unanimous vote of the remainder of the Committee present. Unapproved disqualifications and abstentions shall be recorded by the Recording Secretary in the minutes as an affirmative vote.

3.5.2.5. Majority Vote: A majority vote of the members present shall be necessary for the recommendation of any proposed action, resolution, or other voting matter except where otherwise set forth in these Bylaws or controlling law.

3.5.2.6. Tie Votes: Tie votes shall be recorded as a failure of action to pass. A tie vote on a motion defeats the motion.

3.5.2.7. Absence from Meeting: Any member absent from a meeting shall not be allowed to vote on any matter discussed at that meeting (and continued to a subsequent meeting) until said member has watched/listened to the official recording of the meeting, reviewed the minutes, if prepared, and all correspondence pertaining to the subject, and discussed the matter with staff.

3.5.2.8. Silence Constitutes an Affirmative Vote: Unless a member of the Committee has been permitted to and abstains from voting, pursuant to section 3.2.5.4 above, such member's silence shall be recorded as an affirmative vote.

### 3.5.3 Signature:

3.5.3.1. Minutes: The minutes of each Committee meeting shall be signed by the officer presiding over the meeting at which the minutes are approved.

3.5.3.2. Other Documents: In all other matters, the Chair shall have the power to execute, verify or attest to documents on behalf of this Committee.

- 3.5.4 Procedural Questions: The presiding officer shall rule on all procedural questions.
- 3.5.5 Suspension of Rules: The Committee may suspend any of these rules by a unanimous vote of the members present to the extent that such suspension does not conflict with controlling state law.
- 3.5.6 Rules of Debate:
- 3.5.6.1. Presiding Officer May Debate and Vote: The presiding officer may move, second and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members of the Committee, and shall not be deprived of any of the rights and privileges of a member of the Committee by reason of acting as the presiding officer.
- 3.5.6.2. Getting the Floor; Improper References to be Avoided: Every member of the Committee desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine their remarks to the question under debate, avoiding all personalities and indecorous language.
- 3.5.6.3. Interruptions: A member of the Committee, once recognized, shall not be interrupted when speaking unless it be a call to order, or as herein otherwise provided. A member of the Committee called to order shall cease speaking until the question of order be determined, and if in order, shall be permitted to proceed.
- 3.5.6.4. Motion to Reconsider: A motion to reconsider any action taken by the Committee may be made only on the day such action was taken. Such motion must be made by one of the prevailing side but may be seconded by any member of the Committee and may be made at any time and have precedence over all other motions. It shall be debatable. Nothing herein shall be construed to prevent any member of the Committee from making or remaking the same or other motion at a subsequent meeting of the Committee.
- 3.5.6.5. When Remarks of Committee Members Entered in Minutes: A member of the Committee shall have the right, upon request to the presiding officer, to have an abstract of his or her statement on any subject under consideration by the Committee entered in the minutes. Such an abstract shall contain the statement of each other Committee member who addresses the subject at that time.

3.5.6.6. When Synopsis of Debate Entered in Minutes: The Recording Secretary may be directed by the presiding officer, with consent of the Committee, to enter in the minutes a synopsis of the discussion on any subject under consideration by the Committee.

3.5.6.7. Rules of Order: Except as otherwise provided in these Bylaws, Robert's Rules of Order, Newly Revised shall govern the conduct their scope of the Committee's powers and duties under these Bylaws.

PROPOSED

**ITEM 2**  
**COMMUNITY & LIBRARY SERVICES IRVINE**  
**FIELDHOUSE FEES AND ALLOCATION**  
**PROCEDURES**



# REQUEST FOR IRVINE SPORTS ADVISORY COMMITTEE ACTION

**MEETING DATE:** May 13, 2026

**TITLE:** COMMUNITY & LIBRARY SERVICES IRVINE FIELDHOUSE FEES  
AND ALLOCATION PROCEDURES

DocuSigned by:  
*Chris Ruma*  
5294FF82A9CE497...  
Director of Community & Library Services

## RECOMMENDED ACTION

Review and provide input on proposed Irvine Fieldhouse Fee Policy and Allocation Procedures.

## EXECUTIVE SUMMARY

The Community & Library Services Department is proposing the establishment of the Irvine Fieldhouse Fee Policy (Attachment 1) and the Irvine Fieldhouse Allocation Procedure (Attachment 2).

As the City's first municipally owned indoor athletic facility, anticipated to open in spring 2027, the Fieldhouse requires dedicated administrative policies and procedures. To ensure the facility operates under a sustainable cost recovery model, staff is proposing an hourly reservation structure, aligning with regional standards for indoor athletic venues and providing clear methodology for facility usage.

Allocation procedures have been developed to streamline the reservation process for youth sports organizations through a quarterly cycle, designed to accommodate the unique seasonal requirements of indoor sports. These procedures ensure the Fieldhouse is fully integrated into the City's athletic inventory with a clear and consistent operational structure.

## ANALYSIS

The Irvine Sports Advisory Committee (Committee) serves as an advisory body reporting to the Community & Library Services Commission (Commission), providing input on the needs of the Irvine youth sports community. In preparation for the opening of the City's first gymnasium, staff is proposing the establishment of Irvine Fieldhouse Reservation Fee Policy (Fees) and the Irvine Fieldhouse Allocation Procedures (Allocation Procedures) for the Irvine Fieldhouse. The proposed Policy and Allocation are designed to support fairness and equality amongst indoor user groups, regardless of choice of sport, and are being presented to the Committee for review, discussion, and input to ensure the facility meets the community's needs.

The establishment of Fees and Allocation Procedures requires a coordinated framework across multiple documents to ensure consistency in the administration of the new facility. Because the Fees, Allocation Procedures, and Bylaws are interconnected, the foundational structures for the Fieldhouse, including the inaugural Fees and indoor-specific Allocation Procedure methodologies, are reflected across each of these documents. Staff have developed these integrated attachments to maintain strict alignment between the facility's operating procedures and fee schedules. These inaugural measures are intended to ensure the Irvine Fieldhouse operates cohesively within the City's broader athletic facility portfolio, providing user groups with clear and consistent guidance regarding reservations, allocations, and indoor facility use requirements upon opening.

### Irvine Fieldhouse Overview

The Irvine Fieldhouse will become the City's first municipally owned indoor athletic facility. On August 13, 2024, the City Council approved a Purchase and Sale Agreement with Lincoln Property Company to convert a yet to be built warehouse located at 17300 Redhill Avenue into a city-owned indoor athletic facility.

The 7.3-acre property is located within the Irvine Business Complex. Lincoln Property Company is responsible for completing the base building and conveying the project to the City in summer 2026. Following the transfer of the building, the City will commence tenant improvements with an anticipated completion in early 2027.

Once completed, the Irvine Fieldhouse will encompass approximately 110,000 square feet of building area, including roughly 90,000 square feet of indoor court space, including 10 dedicated badminton courts and 10 multi-use courts, a multi-purpose room, food service and restaurant area, storage areas, staff offices, and a public lobby space. The facility is proposed to provide year-round indoor sports programming, recreational activities, and community events.

City staff have conducted multiple outreach meetings with the local athletic community and have provided updates to the Committee throughout 2025. These discussions have helped shape the proposed scheduling priorities, programming opportunities, and facility operations for the Fieldhouse.

### Proposed Irvine Fieldhouse Fee Structure

To establish a sustainable financial foundation for the Irvine Fieldhouse, staff conducted a market analysis (Attachment 3) of indoor athletic facility pricing within Orange County. The study evaluated a range of comparable venues, including municipal gymnasiums, school district facilities, and private sports complexes. This data was utilized to ensure the Fieldhouse's inaugural Fee structure aligns with regional standards while meeting the City's specific operational requirements.

The analysis indicates the proposed Fieldhouse rates are positioned competitively against regional averages across all primary user categories. In comparison to public sector

facilities, the inaugural fees for local non-profits and residents are lower than the mean rates currently set by neighboring municipalities and school districts. This variance is also present in the for-profit and non-resident categories, where the proposed Fees reflect a competitive cost-point relative to the broader regional market.

Evaluation of private indoor sports facilities provides further context for this inaugural pricing strategy. For multi-use basketball and volleyball courts, Fees are set comparably to the average hourly rates of private operators. This positioning is intended to encourage high facility utilization, which is a necessary component of the facility's cost recovery model. By establishing fees that are competitive with both public and private alternatives, the City provides a cost-effective indoor venue while generating the revenue required to sustain independent operations and long-term maintenance.

### Proposed Irvine Fieldhouse Allocation Procedures

Staff have developed Allocation Procedures for the Irvine Fieldhouse, utilizing a framework consistent with existing City athletic facility methodologies. The Allocation Procedures are designed to manage high-demand indoor court space while ensuring equitable access for a variety of user groups.

The inaugural Allocation Procedures establishes daily operational hours from 8 a.m. to 10 p.m., managed through a quarterly allocation cycle. This quarterly structure provides the flexibility necessary to accommodate the varying season lengths of indoor sports while offering user groups a predictable and stable scheduling environment.

Under the allocation model, City-led programming is designated as the highest priority, maintaining a minimum of 20 percent of total court availability at all times. This protected allocation ensures adequate space for municipal drop-in activities, instructional classes, youth and adult leagues, and seasonal camps.

Following the fulfillment of City programming needs, priority access is granted to organizations primarily serving Irvine residents, which is further refined by peak seasonal indoor sports participation on multi-use courts, including girls' volleyball during the fall season, boys' and girls' basketball during the winter season, and boys' volleyball during the spring season. To maintain administrative consistency and reward reliability, returning organizations in good standing will receive priority consideration during each allocation period, while new organizations will be placed on a waitlist should court demand exceed available capacity.

### Financial Sustainability and Revenue Projections

The proposed Fees were developed to address the facility's specialized operational requirements, establishing a baseline for fiscal neutrality. Total annual expenditures are budgeted at approximately \$2.4 million, which encompasses both facility maintenance and personnel necessary for site management.

Facility-related expenses include repairs, maintenance, utilities, property insurance, and janitorial services. These costs are calculated based on a per-square-foot methodology to ensure the facility is maintained according to City standards. Personnel expenses are also incorporated into the operational budget to allocate staff for daily facility operational coverage as well as the administration of community programming.

The facility utilizes a diversified revenue model composed of facility reservations and City-led programming. Revenue is generated through multi-use court reservations and dedicated badminton court usage, with reservation revenue projected to account for approximately 80 percent of total income. The remaining 20 percent is expected to be generated through programming activities, such as youth classes, camps, adult leagues, and drop-in sports.

A gradual ramp-up period is anticipated as the Fieldhouse becomes integrated into the City's recreational system. Total revenue is projected to grow from \$1,093,700 in the first fiscal year to \$2,411,500 by the third year of operation. This projected growth is intended to align facility-generated income with total operating expenses by the third year of service, establishing a self-sustaining model for daily operations.

## **ALTERNATIVES CONSIDERED**

The Committee may propose alternative recommendations for the proposed Irvine Fieldhouse Fee Policy and/or the Irvine Fieldhouse Allocation Policy.

## **FINANCIAL IMPACT**

Total revenue in Fiscal Year 2026–27 is projected to be approximately \$1,093,700 with expenditures estimated to be \$1,200,000. In Fiscal Year 2027-28 projected revenue will increase to an estimated \$2,411,500 with expenditures estimated to be \$2,400,000. At full operation, staff estimate the Irvine Fieldhouse to operate at no cost to the General Fund.

**REPORT PREPARED BY** Collum McLaughlin, C&LS Supervisor  
Steven Stewart, C&LS Superintendent  
Ryan King, C&LS Program Assistant

## **ATTACHMENTS**

1. Proposed Irvine Fieldhouse Fee Policy
2. Proposed Irvine Fieldhouse Allocation Procedure
3. Irvine Sports Advisory Committee Bylaws

**PROPOSED  
IRVINE FIELDHOUSE  
RESERVATION FEES**

AREA	HOURLY FEES BY CATEGORY						
	A Youth Nonprofit Organizations Schools (K-12) Government			B Adult Nonprofit Organizations Private Individuals Universities/Colleges		C Commercial For Profit Entity	
COURT RESERVATIONS	RESIDENT RECREATION TEAMS	RESIDENT CLUB TEAMS	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
Multisport Court	\$35	\$60	\$70	\$80	\$90	\$95	\$100
Multisport Court Tournaments & Camps	\$400/day		\$550/day	\$650/day	\$750/day	\$850/day	\$950/day
Multisport Court Half Court	\$20	\$40	\$45	\$50	\$60	\$65	\$70
Badminton	\$20		\$25	\$28	\$35	\$35	\$50
Badminton Tournaments & Camps	\$250/day			\$300/day		\$400/day	
ADDITIONAL FEES AND NOTES	FEE	NOTES					
Processing	\$30	Fee is charged for each change involved in an approved reservation (Refer to Section 8.0 in Athletics Facility Reservation Policy).					
Court Deposits	10%	Applicant must pay a deposit when an approved permit is issued. Deposits will be refunded assuming all conditions set forth in the permit are fulfilled. (Refer to Section 7.0 in Athletics Facility Reservation Policy).					
Scoreboard setup	\$25	Fee waived for Tournament and Camp reservations, and reservations four (4) or more consecutive hours.					
Vendor Permit	\$50	Fee is charged per event for each vendor (Refer to Section 10.0 in Reservation Policy).					
Contract Support	Contract Terms	Reservation support from City contract personnel will be charged at current contract rates. (Examples include: parking management, porters, security)					
Additional Staff Support	Varies	Additional staff costs required for reservations are charged to the applicant at full-cost to the City (Refer to Section 10.0 in Reservation Policy).					
Residency for Category A	1	Category A Resident Recreation organizations must maintain participation $\geq$ 85% Irvine residents. Category A Resident Club organizations must maintain participation of $\geq$ 70% Irvine residents.					
Residency for Category B	2	Category B Resident organizations must maintain participation $\geq$ 57% Irvine residents.					
Tournaments & Camps	3	At the City's discretion, the hourly rate instead of the day rate may apply to accommodate operational or program needs (e.g. court is not available for a full-day).					
Multisport Half Court Requests will be accepted after all full court requests have been received and processed.							
Non-Peak use is defined within the Irvine Fieldhouse Allocation Procedures and priced at 25% below Category rates.							
Refer to the Irvine Fieldhouse Allocation Procedures for more information on Category A Resident Recreation and Club rates							



## INTRODUCTION

The Community & Library Services Department oversees and coordinates the allocation of the Irvine Fieldhouse (IFH) to the community by following the Allocation Procedure approved by the City of Irvine's Community & Library Services Commission.

Groups must fulfill and meet all organization and team requirements by following the City Allocation Procedure for the IFH. Groups are provided an organization category determined by the Community & Library Services Department once all requirements have been met and approved.

## PURPOSE

The IFH Allocation process was created to provide athletic court space to the community for practices and games. Groups that meet allocation and residency requirements are provided seasonal court allocations based on the number of participants for each organization.

The Irvine Fieldhouse athletic facilities are permitted in priority to the following:

1. City of Irvine Programs and Events
2. Category A Resident Recreation Allocations
3. Category A Resident Club Allocations
4. Category A Non-Resident Allocations
5. Tournaments and Events
6. Reservation Categories B and C

## ALLOCATION FEES

Fees are outlined in the City's Irvine Fieldhouse Reservation Fee sheet.

## DEFINITIONS

**City Program** – Class, event, or program operated by or contracted with the City of Irvine.

**Allocation** – Court schedule assigned to participating groups for regular team practices and games. Court use outside of the allocation (camp, clinics, and tryouts) is considered a rental and will require a separate permit.

**Rental** – Approved court use outside of court allocations. Rentals are paid court use and are not associated with the Allocation Procedure. Rentals requests are reviewed in the order received with all other categories A-C inquiries. Requests are based on availability and are not guaranteed.

**Permit** – Document provided by the City of Irvine confirming court allocations or rentals.

**Irvine Sports Advisory Committee (ISAC)** – An advisory body comprised of Irvine-based or Irvine-chaptered youth nonprofit sports organizations meeting entry requirements that provide input on the needs of the community pertaining to youth sports programs, facilities, and services. Members are required to attend quarterly meetings.

**Non-Peak** – Multisport Court Reservations Monday through Friday between the hours of 8:00 A.M – 3:00 P.M. City Holidays, Camps, and Tournaments excluded.

**Primary Group** – Allocation groups receiving court priority during a particular season.

**Secondary Group** – Allocation groups receiving secondary court priority during a particular season.

**Probationary Group** – All new organizations using IFH will be on a Probationary period for one calendar year upon receiving an allocation.

**Participant** – Individuals 3 to 18 years of age, registered and actively participating in a Category A Resident Organization. Participants must be assigned to a team and regularly participate in team practices and games. Participants may only be registered to one organization per sport. For example, a participant cannot be counted in two different basketball organizations.

**Resident Participant** – A participant that resides in the City of Irvine registered with an organization.

**Non-Resident Participant** – A participant that resides outside the City of Irvine registered with an organization.

**Organization Representative** – A liaison assigned by an organization to communicate court allocation or rental needs with the City of Irvine.

**Recreation Based Program** – An organization with youth participants equaling 85% or more Irvine residents. Organizations must be inclusive for all participants and include minimum playing time and roster limits. Examples of Recreation-Based Programs include, but not limited to, Little League Baseball, AYSO Soccer, and SoCal Elite.

**Club Based Program** – Organizations primarily suited for advanced skill levels beyond Recreation Based Programs. Organizations conduct tryouts and often travel to other cities for competitions. There are no playing time limits and the organization must maintain youth participants equaling 70% or more Irvine residents.

## ORGANIZATION REQUIREMENTS

All organizations requesting court(s) as Category A Resident must meet all requirements annually. All organizations must submit items 1-10 by the deadlines established in the Allocation schedule in order to be eligible for an allocation.

1. A letter of introduction for your program on organization letterhead
2. Bylaws to address Irvine based non-profit or an Irvine Chapter.

3. Name of person authorized to reserve facilities on behalf of the organization/Irvine Chapter (maximum of two people) and name of Irvine Sports Advisory Committee representative if applicable.
4. Insurance Certificate and a separate endorsement listing the City of Irvine as additionally insured.
5. Organization's State of California nonprofit incorporation papers or tax-exempt IRS 501 (c)(3) letter. Organizations must have active nonprofit status in good standing.
6. Current City of Irvine Business License
7. List of Irvine Chapter Officers (name, title, address, and phone numbers) on organization letterhead.
8. Organization and/or Team Rosters with a minimum of two or more teams – please provide the following in Excel format:
  - a. Division/Team of Player
  - b. Player's First Name and Last Name
  - c. Date of Birth
  - d. Home Street Address, City, and Zip Code
9. Meet organization residency requirements.
10. City of Irvine reservation accounts must be in good standing.

To receive Category A Resident Allocations, an organization must maintain membership of youth participants equaling 70% or more with Irvine residents.

## CATEGORY AND RESIDENCY REQUIREMENTS

The Community & Library Services Department will determine the category of each Group once all required documents have been submitted and reviewed. Once a Groups category has been determined, the Group will be responsible for maintaining the required residency to continue with the allocation process.

## ALLOCATION DOCUMENTS AND FORMS

All Groups requesting an allocation as Category A Resident are required to provide the following documents to participate in each allocation season. Groups that are unable to provide the required documents will not be included in the Allocation process. Documents must be submitted by the due date indicated in the distribution notice.

1. Annual Organization Requirements
2. Allocation Forms: Organization Summary, Notice of Intended Use and Agreement, Organization or Team Rosters in Excel Format.
3. Organization Calendar of Events, which includes but is not limited to registration dates, evaluations, tryouts (date, time, and desired location), practices and leagues start/end dates, camps, clinics, and tournaments, etc. Separate Court Applications are required for camps, clinics, tryouts, and tournaments.

Failure to submit documents and forms by the deadline shall result in the following penalty:

1. New Organizations – Denied all use for the upcoming season.

2. Returning Organizations Charged a processing fee each day documents are late. At 15 working days late, the organization is subject to the penalty for new organizations. Forfeited facility time due to this penalty shall be allocated among all primary organizations.
3. Organizations failing to provide required documents by the deadlines are subject to further disciplinary action outlined in the allocation violations and penalties.

## ALLOCATION INFORMATION AND SCHEDULES

The City of Irvine will create a draft Allocation based on membership for discussion and review. Allocations are established to ensure equity remains consistent for all organizations based on age and residency. Returning organizations in good standing may receive priority consideration during allocation periods, while new organizations will be placed on a waiting list.

Primary sport programs will receive priority Allocations on Multisport Courts according to the following schedule:

<b>Seasons</b>	<b>Time Period</b>	<b>Primary Sports</b>	<b>Secondary Sports</b>
Spring	March to May	Girls Volleyball	Basketball, and Boys Volleyball
Fall	September to November	Boys Volleyball	Girls Volleyball and Basketball
Winter	December to February	Basketball	Girls and Boys Volleyball

### **Allocation Information**

The Allocation is intended to provide equitable access to the Irvine Fieldhouse. Available space is divided amongst all organizations.

Organizations must complete all forms and provide information on their intended use according to the allocation timeline.

Organizations must also ensure requested courts are noted on the summary form. Requests will be considered but specific court assignments, days, or times are not guaranteed. Requests outside of the summary form will not be considered until the full Allocation is completed. Change requests or updates are not guaranteed.

Secondary organizations will receive their allocations once primary groups have reviewed their allocations and coordinated with City staff.

## Allocation Timeline and Due Dates

Items Due	Spring	Fall	Winter
Allocation Information and Documents Distributed	November	May	August
Allocation Documents, Forms & Club Team Deposits Due	December	June	August
Allocation Distributed	December	Wednesday	September
Practice, Game Schedules, and Final Rosters Due	February	September	December

### ALLOCATION FEE COLLECTION

Hourly rental fees are charged to Groups in accordance with the Irvine Fieldhouse Reservation Fees approved by the Irvine City Council.

All Category A Resident organizations requesting an Allocation must submit rosters in Excel format with the required information (noted in Organization Requirements). City staff may provide an Excel template that may be used to submit rosters. Irvine addresses may be verified via the City of Irvine's GIS Online Parcel Search or Google Maps. Addresses to businesses, post office boxes, mail services, incomplete addresses, etc. cannot be accepted. City staff will review and notify Groups of any uncertain home addresses. Groups will have an opportunity to provide the correct home addresses within five (5) business days of notice. If the players address is not corrected, they will be counted as a non-Irvine resident.

### TOURNAMENTS AND CAMPS

Requests to host events may be submitted up to 18 months in advance for international/national championship caliber events, and destination events drawing tourism and team travel to Irvine will receive priority.

At the City's discretion, the hourly rate instead of the day rate may apply to accommodate operational or program needs (e.g. courts are not available for a full-day).

Organizations are prohibited from sub-contracting tournaments and camps. Organizations requesting to partner with another organization or entity must submit a request to the City for review.

### STORAGE

Onsite storage of equipment is not permitted unless written approval is received from the City of Irvine. Storage of equipment is reviewed on a case-by-case basis in designated areas and is not guaranteed. The City shall have no responsibility for any loss or damage to such equipment. All

equipment must be removed at the end of each season. Requests from primary sports organizations will be considered before secondary and probationary organizations.

## **VIOLATIONS & PENALTIES**

Allocations are provided to all Groups to ensure compliance with the Allocation Procedures. Groups are expected to adhere to the guidelines outlined in this document and approved facility permits.

Groups that do not adhere to these guidelines may be in violation of the Allocation Procedure for the Irvine Fieldhouse. Violations include, but are not limited to:

- Use of closed, non-allocated, or reserved courts
- Use of courts outside of the allocation or permitted times
- Using allocated courts for other activities (camp, clinic, evaluations, tryouts, etc.)
- Abandoned courts or repeated no shows during allocated times
- Subletting or trading courts with other organizations without notifying City staff
- Unauthorized court modifications
- Unauthorized vendors
- Reservation accounts that are not in good standing
- Falsification of documents (ex: rosters, team information)


If an organization is found in violation, a three-strike policy will commence:

1. **First Strike:** warnings will be communicated through verbal discussions with the organization's President and Organization Representative followed up by an email correspondence with all violations being documented.
2. **Second Strike:** a formal meeting with the organizations President, Organization Representative and City staff. Violations and subsequent penalties will be outlined in a memo for all parties to sign. Penalties may include but are not limited to:
  - A loss of court use for the current allocation and reduction of court allocations in future seasons
  - Charges according to reservation and fee policy for category C resident and non-resident fees.
  - Removal from the Allocation Process for five or more violations within a year.
3. **Third Strike:** Complete removal from the Irvine Fieldhouse allocation process.

## FIELDHOUSE COMPARABLE FACILITIES

### FIELD HOUSE COMPARABLE FACILITIES - CITY RAN FACILITIES

\*Cities with Asteriks are not calculated in Category C calculations.\*

	Resident Recreation Teams	A Youth Non-Profits		B Adult Non-Profits Households		C Commercial For Profit Entity	
		Resident Club Teams	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Irvine Proposed*	\$35 	\$60	\$70	\$80	\$90	\$95	\$100
Comparables	Local Non Profit		Non Profit/Non Resident	Resident		For Profit Resident /Non-Resident	
<b>Averages</b>	<b>\$59</b>		<b>\$106</b>	<b>\$83</b>		<b>\$148</b>	
Anaheim	\$39		\$81	\$54		\$183	
Brea	\$104		\$113	\$103		\$165	
Laguna Beach	\$85		\$85	\$115		\$150	
Laguna Hills	\$25		\$70	\$50		\$125	
Laguna Niguel*	\$0		\$20	\$8		\$25	
Lake Forest	\$15		\$100	\$70		\$150	
Fullerton	\$75		\$100	\$75		\$130	
IUSD	\$86		\$152	\$152		\$152	
TUSD	\$106		\$186	\$106		\$186	
City of Newport *	\$99		\$172	\$136		\$658	
City of Tustin	\$25		\$100	\$73		\$133	
Yorba Linda	\$48		\$93	\$58		\$108	

# FIELDHOUSE COMPARABLE FACILITIES

## BASKETBALL / VOLLEYBALL (PRIVATE FACILITIES)

### HOURLY FEES BY CATEGORY

	Basketball	Volleyball
<b>Averages</b>	<b>\$91</b>	<b>\$90</b>
The Map	\$95	\$95
Hoop Legends	\$125	\$125
Campus Basketball	\$70	\$70
The Boom Base	\$75	\$75
Team OMG	\$75	\$75
Momentous	\$95	\$95
Clava	\$90	\$60
Jump Beyond Sports Park	\$85	\$85
Terasaki Budokan	\$140	\$140
SoFive	\$100	\$100
PrimeTime BA	\$80	\$80
Crosscourt	\$75	\$75
D3 Performance	\$100	\$100
Competitive Edge	\$90	\$90

# FIELDHOUSE COMPARABLE FACILITIES

## BADMINTON

### HOURLY FEES BY CATEGORY

	A Youth Non-Profits		B Adult Non-Profits Households		C Commercial For Profit Entity	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
	Irvine Proposed	\$20	\$25	\$28	\$35	\$35
	Hourly		Drop - In			
<b>Averages</b>	<b>\$39</b>		<b>\$14</b>			
SGVBC	\$25		\$12			
Los Cab	\$40		\$15			
LA BC	\$20		\$10			
Arena	\$42		\$12			
Santa Fe BC	\$35		\$12			
DNA	\$38		\$15			
Orange County BC	\$42		\$16			
Smash San Diego	\$26		\$14			
Pinnacle Badminton	\$60		\$20			
One BC ( Bay Area)	\$39		N/A			
NorCal Badminton	\$40		\$10			
Bay Badminton Center	\$55		\$18			