



CULVER CITY

Athletic Space Allocation and Usage Policy

Revised: April 2, 2024

Approved by Culver City Council on April 28, 2024

Any questions regarding this Policy shall be directed to the PRCS Department at (310) 253-6650.

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1. Introduction

- 1.1. The City of Culver City Parks, Recreation, and Community Services Department (PRCS Department) is responsible for managing the City's athletics facilities for the enjoyment of the public. This Fields & Outdoor Space Allocation and Usage 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.
- 1.2. This document sets for the policies and procedures for the PRCS Department to facilitate the allocation of all available outdoor spaces/fields/facilities under its ownership and/or allocation control. These Guidelines are advisory only and shall not limit the City's or PRCS's ability to, in its sole discretion, allocate space in whatever manner it deems appropriate to safely and effectively operate and manage the site/equipment.
- 1.3. The PRCS Department Director and/or their designee representative shall, at their sole discretion, provide interpretation of the language in the Policy. In the event there is a need to make administrative changes to address facility use, City staff shall have authority to make the necessary revisions.
- 1.4. It is further understood that the PRCS Department may charge fees to recover costs associated with the operation, maintenance, supervision, and/or administration of the policies and procedures which govern the Policy.

2. Purpose

- 2.1. The purpose of the Policy is to provide an effective framework for the administration of permits that provide equitable and reasonable access to City public facilities based on the priority group classifications listed below.
- 2.2. The intent of these guidelines is to achieve these goals utilizing the rules and regulations set forth herein, and when necessary, to meet with user groups to mediate and resolve conflicting requests for available facilities.

3. Definitions

- 3.1. City Staff: Any person who is employed by the City of Culver City.
- 3.2. Fees: The Culver City Council has approved a fee schedule (see Appendix A), all fees will be billed in accordance with the fee schedule
- 3.3. Permit Holder: the person or organization whose name is on the permit.
- 3.4. Facility: Any Culver City owned or operated facility.
- 3.5. Youth: any person under the age of 18; Adult: any person over the age of 18
- 3.6. Alcohol: alcoholic beverages containing any amount of alcohol are not permitted in any Culver City Park (CCMC 13.03.025).
- 3.7. Smoking: smoking of any kind is not permitted in any Culver City Park (CCMC 9.10.500).

- 3.8. Non-profit organization: Non-Profit Organizations are tax-exempt organizations under the Internal Revenue Code, including charitable organizations, churches and religious organizations, private foundations, political organizations and other nonprofits. For reference, please see [Exempt Organization Types | Internal Revenue Service \(irs.gov\)](#).
- 3.9. Culver City Athletic Sports Organizations (CCASO): The purpose of this group is to provide a forum for all group D organizations to meet and share insights, facilitate discussions, and collaborate on matters pertaining to improve security, address challenges, and ensure alignment with established criteria related to field allocations and sports activities. Quarterly meetings will be conducted by City staff, one or two representatives from each CCASO are required to attend.
- 3.10. Culver City based non-profits must meet and maintain for the duration of their field allocation, all of the requirements of this section. Updated forms should be submitted to the PRCS Department annually. Any discrepancies or delinquencies may result in the revocation of City recognized nonprofit status and allocated space(s).
- 3.10.1. All forms must have the organization's name and address; all organization names and addresses must match.
 - 3.10.2. Official address (P.O. box/ P.M.B. not accepted) must be within Culver City limits.
 - 3.10.3. A Letter of Determination or Letter of Affirmation from the IRS that indicates nonprofit status.
 - 3.10.4. Form 990 for the previous year.
 - 3.10.5. Registration with the California Secretary of State.
 - 3.10.6. Registration with the State of California's Attorney General's Office.
 - 3.10.7. Have a Board of Directors who are volunteers elected by their membership.
 - 3.10.8. An organization that places every player on a team and has a minimum play rule.
 - 3.10.9. Must have a valid Culver City business license.
 - 3.10.10. Provide valid insurance (see Appendix B)
- 3.11. Roster: Roster shall include only those active players & football cheerleaders who are fully registered with the user organization and under the age of 18. Non-players such as coaches, officials, and staff shall not be included. For the purposes of field allocation, actual total enrollment from the previous year's official team rosters will be used. Rosters should be submitted for each season the organization is operating.
- 3.11.1. Rosters should include, at minimum, players full name, home address, and date of birth.
 - 3.11.2. Organizations with higher residency percentages will receive higher priority of allocated spaces.
 - 3.11.3. Rosters and game schedules shall be audited as necessary by the PRCS Department.
 - 3.11.3.1. Inaccurate reporting may result in field priority ranking and allocations being revoked or changed.

- 3.12. Organized activity: an assembly of people who have gathered for the purpose of achieving a shared goal. This assembly may be structured, ordered and/or scheduled and/or contain officials and coaches (see CCMC 9.10.055M)

4. Priority Group Classifications

- 4.1. Group A: City of Culver City. Any event or program sponsored by the City of Culver City.
- 4.2. Group B: Culver City Unified School District (CCUSD). Any event or program sponsored by the Culver City Unified School District.
- 4.3. Group C: For all organizations under a Culver City Contract, Memorandum of Understanding (MOU), or Joint Use Agreement (JUA)
- 4.3.1. All guidelines set forth in the contract/ agreement must be followed.
- 4.4. Group D: Culver City based non-profit organization; classification D1 through D5.
- 4.4.1. Group D1: Culver City based youth athletic nonprofit, current youth roster containing **more** than 50%+1 Culver City residents or CCUSD students; must have an “everyone plays” policy.
- 4.4.2. Group D2: Culver City based nonprofit youth educational institutions, current youth roster containing **more** than 50%+1 Culver City residents or CCUSD students; must have an “everyone plays” policy.
- 4.4.3. Group D3: Culver City based athletic nonprofit, current adult roster containing **more** than 50%+1 Culver City residents or CCUSD students; must have an “everyone plays” policy.
- 4.4.4. Group D4: Culver City based youth athletic nonprofit, current youth roster containing **less** than 50%+1 Culver City residents or CCUSD students must have an “everyone plays” policy.
- 4.4.5. Group D5: Culver City based athletic nonprofit, current adult roster containing **less** than 50%+1 Culver City residents or CCUSD students; must have an “everyone plays” policy.
- 4.5. Group E: Culver City resident, business, or non-athletic organization. To qualify as resident status, applicant must be over the age of 18, submit a valid photo identification with Culver City address, and one utility or property tax bill with Culver City address (P.O. box /P.M.B. not accepted).
- 4.5.1. Group E1: Culver City based nonprofit non-athletic organizations.
- 4.5.2. Group E2: Culver City based for-profit educational institutions.
- 4.5.3. Group E3: Competitive Organizations/Closed Enrollment: A youth or adult athletic organization that does not place every player on a team that registers and tries out, and/or denies participation of some players based on skill level.
- 4.5.4. Group E4: Organizations/individuals that are not associated with non-Culver City business, nonprofit, or other organizations.
- 4.6. Group F: Non-Culver City based nonprofit organizations. Any group that meets all requirements of Definitions 3.10 except for 3.10.2.
- 4.7. Group G: Non-Culver City based business, resident, or organization. Photo identification required and applicant must be over the age of 18.

5. Culver City Athletic Sports Organizations (CCASO)

5.1. For purpose see Definitions 3.7 CCASO

5.2. Youth organizations must meet the following requirements:

5.2.1. Youth organizations must collect signed “Parent Code of Ethics” from each parent/guardian with a child in the program. Forms must be incorporated into the registration process and retained by the organization for the duration of the season.

5.2.2. Youth organizations must collect signed “Bullying Free Agreement” from each parent/guardian with a child in the program. Forms must be incorporated into the registration process and retained by the organization for the duration of the season (see #35).

5.2.3. Youth organizations must have all parents sign and acknowledge the “Youth Sports Concussion Protocols” per the California Health and Safety Code.

5.2.4. Youth organizations must complete CPR, First Aid and AED training for all coaches/ team managers. The board shall certify this list is accurate and provide to the PRCS Department within the first 30 days of their allocation period.

5.2.5. Youth organizations must background check, with a minimum requirement of Livescan, however groups are encouraged to do extra background checks on coaches/team managers.

5.3. Adult organizations must meet the following requirements:

5.3.1. Organizations must collect signed “Code of Ethics” from each participant in the program. Forms must be incorporated into the registration process and retained by the organization for the duration of the season.

5.4. Organizations must have at least one person on site at all times that has completed CPR, First Aid and AED training. The board shall certify this list is accurate and provide to the PRCS Department within the first 30 days of their allocation period.

5.5. One or more board members shall attend quarterly meetings.

5.5.1. Meetings will be conducted at a City staff designated location in January, April, July, and October of each calendar year.

5.5.2. Meetings will cover topics pertaining to the purpose of the CCASO.

5.5.3. Failure to attend may result in lower allocation status.

Rental Processes

6. Reservable Space & Hours of Operation

6.1. A responsible adult must be present at all times during any organization’s use of City facilities. Adults are required to have a copy of, or have access to, the facility use permit in case any field allocation conflicts arise. Coaches are encouraged to carry the identification issued to them by their organization.

6.2. See Appendix C for facility information. Table of reservable parks, addresses, and hours of operation. Culver City has limited lighted areas, fees applicable will be billed, and must be paid on the first of the month prior to rental date(s).

7. Rental Procedures

- 7.1. Requests must be made in writing by completing the Athletic Space Rental Application.
 - 7.1.1. Applicants must sign the Athletic Space Allocation and Usage Policy and agree to all terms set forth in this policy.
 - 7.1.2. For non CCASO members: payment of a 50% deposit of all anticipated fees is due at the time of booking. Should the rental be denied (see #8), the deposit may be returned to the user.
 - 7.1.3. Completion of request of an outdoor space and/or payment of a deposit does not guarantee the outdoor space request will be granted.
- 7.2. Applicants will be notified, in writing, of the approval or denial of their rental request within 7 business days of written request.
- 7.3. Permit holder is responsible for procurement of and payment for all permits, licenses, and insurance required.
 - 7.3.1. Final payment must be made no less than 7 days prior to the rental. Failure to complete payment on time will result in the event being cancelled and no refund of fees.
 - 7.3.2. A fee will be assessed for any returned checks. (See Appendix A)
- 7.4. Reservations may be made on the following time frame.
 - 7.4.1. Long Term Renters: Up to 6 months in advance
 - 7.4.2. All other renters: up to 90 days in advanced.
- 7.5. Rentals must occur in 60-minute increments.
- 7.6. Changes will not be made on the day of.
- 7.7. Time change request should be made in writing via email, a minimum of 7 days prior to the event. Completion of a time change request does not guarantee the time change request will be granted.
- 7.8. City Staff are not assigned exclusively to each event, but available for maintenance purposes. PRCS Department may, in their sole discretion, require permittee to hire additional City Staff to be dedicated to their event at permit holder's expense.

8. Denial of Use

- 8.1. Denial of facility use may be made, but not limited to, the following reasons:
 - 8.1.1. The Facility is incapable of accommodating the proposed activity by the nature of the activity or by the reason of the number of people who will or probably will be attending.
 - 8.1.2. That by the nature of the activity, the Facility or its equipment may be endangered.
 - 8.1.3. If requestor fails to provide required documentation at least 10 days in advance of event date- the permit may be cancelled, the space released, and no fees will be returned.
 - 8.1.4. Another event is already scheduled for the requested date.
 - 8.1.5. That the requestor has previously used City facilities and failed to comply with City regulations.
 - 8.1.6. The City reserves the right to deny any user based on security concerns and/or safety concerns.

- 8.1.7. CCMC § 9.10.010 The Department shall have the authority to revoke a park permit upon a finding of the violation of park rules and regulations, applicable laws, or conditions of any permit. Any person, group of organization violating park rules and regulations, applicable laws, or conditions of any permit shall be subject to the immediate revocation of park or park facility use privileges authorized by the permit, and any permit fees paid shall be nonrefundable.
- 8.1.8. CCMC § 9.10.015 The Director, in his or her sole discretion, may declare any park, either in its entirety or a portion thereof, closed to the public or limited to certain uses, at any time and for any interval of time, either temporarily or at regular and stated intervals.

9. Rental Check In and Set Up

- 9.1. All rentals must check in at the start of their event with City staff; if staff is not present, check in with staff when they arrive. For private rentals, the permit holder must be present.
- 9.2. Early entry is not permitted. Set up time must be included in the original request.

10. Rental Clean Up

- 10.1. Cleanup is the permit holder's responsibility. The equipment, facility and public spaces utilized by the permit holder and attendees, must be left in the condition it was provided.
- 10.2. Clean up and removal of all equipment is the permit holder's responsibility.
- 10.3. Clean-up and load-out of organization/business equipment and personal belongings must be completed and the field/space completely vacated by the time indicated on the permit.
- 10.4. It is the responsibility of the permit holder to ensure that all trash is sorted and placed in the appropriate receptacle.
- 10.4.1. If additional trash is generated, permit holder should bring additional bags to contain debris.
- 10.5. If excessive cleanup is required, permit holder will be charged a cleanup fee (see Appendix A).
- 10.6. Any damage to facility and/or equipment will be billed to permit holder for repair and/or replacement cost.

11. Cancellation & Security Deposit Refunds

- 11.1. Security deposits, if applicable, will be returned within 30 days of the conclusion of the permit, provided none of the terms of this Policy have been violated.
- 11.1.1. Security deposits will be issued back to the card of purchase or in the form of a check payable to permit holder for all cash and/or check payments. Checks may take 2-6 weeks to process.
- 11.1.2. Refunds for cancellations will be issued either in the form of a check to the permit holder, an account credit, or a refund back to the credit card of purchase. Checks may take 2-6 weeks to process.

- 11.1.3. Check refunds will not be processed until 14 days after the original check has cleared.
- 11.2. Cancellations, date, or outdoor space changes must be in writing to be considered for a refund.
- 11.3. Please refer to the “Culver City Parks, Recreation, and Community Services Refund Information” website for more information.
- 11.4. Location/date/time changes shall be made in writing, up to 7 days prior to rental for an additional processing fee. (See Appendix A)
- 11.5. Any rescheduled rental should take place within 90 days of the original reservation date and date must be booked at the time of reschedule.
- 11.6. There will only be one rescheduling allowed per rental.
- 11.7. Refunds will not be granted in the event the rescheduled rental is cancelled.
- 11.8. Permits may be cancelled and/or rescheduled at the City's sole discretion. Permits canceled by the City or due to inclement weather may be rescheduled as availability allows or may be refunded in full.
- 11.9. City staff may cancel or re-assign use of City fields including but not limited to:
 - 11.9.1. Any City work involving any of the facilities.
 - 11.9.2. When the health and safety of participants are threatened due to impending conditions, including but not limited to maintenance issues or forces of nature.
 - 11.9.3. Accidental double booking.
 - 11.9.4. Nonadherence to this Policy or City ordinance

Specialized Rentals & Event Processes

12. Long Term Rentals

- 12.1. The City shall allocate space bi-annually.
 - 12.1.1. Spring/Summer February 1 through July 31
 - 12.1.2. Fall/Winter August 1 through January 31
- 12.2. An Outdoor Spaces Rental Application must be completed and submitted bi-annually.
 - 12.2.1. For the February 1 through July 31 (Spring/Summer), applications must be submitted no later than November 1.
 - 12.2.2. For the August 1 through January 31 period (Fall/Winter), applications must be submitted no later than May 1.
- 12.3. Fields are allocated based on each organization’s percentage of the total eligible rostered members of all “in-season sports.” Official Team Rosters from the previous year will be used. An organization’s percentage of fields allocated to them will be determined by the organization’s total rostered members and dividing this number by the total rostered members of all teams in the “in-season sports.” City staff uses the following formula to determine if the percentage allocated is accurately represented. The following team numbers will be used to estimate the number of teams within an organization.

Softball/Baseball: 12

Football: 13

Lacrosse: 16

Volleyball: 10

- 12.4. Sports not listed shall be classified per the C.I.F. (California Interscholastic Federation) for primary season and number of players per team. NCAA (National Collegiate Athletic Association) will be utilized for sports not listed by C.I.F.
- 12.5. Sports not listed under the C.I.F. or NCAA may be allocated space seasonally based on number of registered players.
- 12.6. Due to limited field space, the City will allocate fields on an "equal time per team" basis.
 - 12.6.1. This will ensure that each eligible organization receives a percentage of the fields based on the percentage of rostered players with that organization.
 - 12.6.2. Athletic facilities will be issued in priority based upon Group Classifications and until all fields are allocated.
 - 12.6.3. The City does not guarantee that every Group will be allocated facilities or meet any organization's field needs or a request.
- 12.7. Each organization must submit a copy of practice schedules to the PRCS Department two weeks prior to the start of permit; game schedules should be submitted one week prior to the start of league play.
- 12.8. Organizations who qualify for CCASO are required to attend the quarterly CCASO meetings.
- 12.9. New organizations planning to petition for Group DI through D5 status or leagues anticipating a split to form a new league must submit to the PRCS Director and/or their designee, six (6) months prior to the estimated starting date for such new organization.

13. Long Term Rental Billing

- 13.1. Payments must be submitted to the PRCS Office before the 1st of the month. If payment is not received field permits will be revoked.
- 13.2. 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. 31 days or more prior to rental, no charge. 30 days or less, \$25 per change request. All changes requested less than 48 hours in advance will not receive a refund.
- 13.3. 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. No refunds or credits will be issued for early departure from an approved reservation permit.

14. Field Exchange, Sublease, Non-Use, & Splitting

- 14.1. Users may not exchange or sublease fields under any circumstance.
- 14.2. Exchange or sublease of fields will result in revocation of permits for all parties.
 - 14.2.1. Additional penalties may include the inability to use fields for future requests.
- 14.3. Any organization that has been permitted to use a field and determines that they will not need to use the field shall notify the City.
- 14.4. A pattern of nonuse of space may also result in revocation of the permit of the allocated space(s).
- 14.5. All groups shall be invoiced for all reserved space(s) that the organization has reserved and have not used (see #11).

15. Concession Stands

- 15.1. A current contract must be executed by Culver City and the organization utilizing the concession stand.
- 15.2. Alcoholic beverages may not be sold or distributed from any concession stand.
- 15.3. Organization(s) utilizing Concession Stands are required to obtain all necessary permits.
- 15.4. The organization is responsible for payment of fees and maintenance of the concession stand per the Los Angeles County Health Department requirements.
- 15.5. Permits must be posted per requirement and a copy is required to be submitted to the PRCS Department for their records.

16. Tournaments

- 16.1. Request for Tournament Application must be completed and submitted a minimum of 60 days prior to the tournament start date.
- 16.2. Tournament applications are contingent upon field availability and parking accommodations.
- 16.3. Fees will be charged in accordance with the fee schedule.
- 16.4. Special event permit(s) may be required. Special event permits take a minimum of 14 days to process.
- 16.5. Tournament requests will be granted in Priority Group Classification order (see #4).

17. Keys

- 17.1. Keys to City facilities may be issued by the City to the organization.
 - 17.1.1. It is the organization's responsibility to ensure that all keys are returned to the City at the conclusion of the respective season.
 - 17.1.2. Each organization may designate one person to coordinate the key issuance for the organization.
 - 17.1.3. Keys may not be duplicated.
 - 17.1.4. No additional locks may be added to any City facility.
 - 17.1.5. Locks may not be changed or altered in any way on any City facility.

- 17.2. Shall it become necessary to re-key a facility due to lost or stolen keys it is the financial responsibility of the organization to do so.
 - 17.2.1. Re-keying must be coordinated with the City.

18. Special Event Permits

- 18.1. The City reserves the right to require any permit holder to obtain a Special Event Permit based on vendors, activities, number of attendees, and/or other factors. Please call the PRCS Department for more details.
- 18.2. If your event meets any of the following criteria, please call the PRCS Department.
 - 18.2.1. The event is open to the public.
 - 18.2.2. There is an entrance fee charged to the attendees to attend the event this includes any presale tickets or services sold offsite for the event.
 - 18.2.3. There will be any food, goods, services or merchandise exchanging hands for a fee during the event.
 - 18.2.4. The event is serving as a fundraiser including events where attendees pay their donations/fees offsite.
 - 18.2.5. Auctions
 - 18.2.6. Fairs and/or Festivals
 - 18.2.7. Amplified sound.
- 18.3. A minimum of three weeks is required to process an application for a special event permit.

19. Filming & Photography Guidelines

- 19.1. Filming and/or photography are not permitted without first contacting the PRCS Department at (310) 253-6650 for information regarding permits and requirements.
- 19.2. Activities that require a film permit include, but are not limited to, commercial motion picture, television program, advertisement, music video, public service announcement, some commercial web-based productions, student films, commercial still photography, and news features.
- 19.3. Filming activity also includes the setup and dismantling of all equipment and the use of any parking lot at any park for base camp, catering, etc.
- 19.4. Permit exemptions are only for organizations and personnel with media credentials covering real-time breaking news. News features covering non-breaking news require film permits.
- 19.5. All filming permits must go through Film LA

20. Filming & Photography Process

- 20.1. Persons requesting to film must submit a film request application via the Culver City website.
- 20.2. A walk through will be scheduled and completed with parties knowledgeable on the proposed project.

- 20.3. Once activity, date, and time are approved by Culver City and the PRCS Department, permittee must submit an application to FilmLA and fulfill all requirements of FilmLA.
- 20.4. FilmLA will submit the completed application to the City for review and final approval.
- 20.5. Upon approval, permittee must submit payment in full prior to scheduled filming.

Outdoor Facilities

21. Skatepark

- 21.1. Lessons, competitions, demonstrations, and rental events are prohibited unless written permission is obtained from the PRCS Department.
- 21.2. Renters seeking to utilize the skate park for filming see #19 Filming & Photography Guidelines and #20 Filming and Photography Process.
- 21.3. All users must agree to comply with the California State Law for Skateboard Parks HSC 115800. Information can be found at https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=115800.&lawCode=HSC
- 21.4. All skatepark users must agree to comply with CCMC 9.10.300. Failure to comply may result in penalties.
- 21.5. The skate park is for skating only. "Skating" includes skateboarding, roller-skating, in-line skating and non-motorized scooters only. Bicycling, the use of motorized devices of any type and all other uses are prohibited.
- 21.6. All persons utilizing the skate park facilities must wear a helmet, kneepads, and elbow pads.
- 21.7. Skating is prohibited at all times that it is raining or when the skate area is wet or contains a large amount of debris.
- 21.8. Spectators are not permitted in the skating area and shall remain outside of the skate park.
- 21.9. No Graffiti, tagging, stickers or etching.
- 21.10. No food, drink, glass or breakable objects are allowed in the skating area.
- 21.11. Cleaning of the skating area using cleaning solvents or solutions is prohibited except City authorized staff.
- 21.12. No drugs, alcohol, tobacco products, weapons or pets are allowed within Park (CCMC Section 9.10.055).
- 21.13. No portion of the skate park may be modified, altered or added to in any manner.
- 21.14. Skating is only permitted within the skate park and is prohibited in all other areas of Culver City Park, including its adjacent sidewalks, streets or parking lots.
- 21.15. All parties are responsible for removing their personal property from the premises upon leaving the skate park.
- 21.16. See website for current hours of operation.

22. Courts

- 22.1. The City of Culver City provides a limited number of basketball, handball, racket & paddle tennis, tennis, and volleyball courts for the benefit of the public.
- 22.2. Activities not related to the court's primary purpose may be acceptable, on a case-by-case basis, given that no damage will be done to the facility. Users should call the PRCS Department for further information. All users should complete the Request for Fields and Open Space Application and submit to the PRCS department for approval and fee payment.
 - 22.2.1. The court's primary purpose will have priority over other activities.
 - 22.2.2. Outside equipment and alterations to the courts must be approved in writing by the PRCS Department prior to usage.
- 22.3. No person shall conduct instruction for compensation unless otherwise authorized by a City-issued permit.
- 22.4. No more than 50% of the courts within any park may be utilized by instructors providing instruction for compensation.
- 22.5. Courts may not be reserved during prime time use hours (between 5:00 to 8:00 p.m. Monday through Friday and 9:00 a.m. and 12:00 p.m. Saturday and Sunday).
- 22.6. If a user requests to reserve court(s) during non-prime time use hours, please complete the Request for Fields and Open Space Application and submit to the PRCS department for approval and fee payment.
 - 22.6.1. Submission of a request does not guarantee approval.
 - 22.6.2. Request must be completed and submitted a minimum of 30 days prior to the dates.
 - 22.6.3. Request approvals are contingent upon availability.
 - 22.6.4. Fees will be charged in accordance with the fee schedule.
- 22.7. Special event permit(s) may be required.
- 22.8. If multiple requests for the same courts/space are received, court requests will be granted in Priority Group Classification order.
 - 22.8.1. Proper documentation must be submitted to determine Priority Group Classification (see #4 D1-D5).

23. Parking Lots & Spaces

- 23.1. All Culver City Municipal Codes are applicable to parking lots, traffic, and parking.
 - 23.1.1. CCMC 9.10.050 obstructing pathways in any public park is prohibited.
 - 23.1.2. CCMC 9.10.055L driving any vehicle on any public park is prohibited.
 - 23.1.3. In case of medical emergencies, emergency vehicles will be allowed on the park for rescue purposes.
- 23.2. Parking spaces are not reservable unless rented.
 - 23.2.1. Rented spaces do not include staff, only entitles permit holder to reserve space(s)
- 23.3. Fees will be charged in accordance with the fee schedule (Appendix A).
- 23.4. Unless rented, the user organization must assure that members and spectators utilize off-street public parking areas. In post-season or tournament

play, the user will provide at least one person and/or signage to direct members and spectators to designated parking areas.

Fields & Open Space

24. Inclement Weather

- 24.1. Staff will notify users of any fields closures due to weather related conditions as soon as they are known.
 - 24.1.1. In case of lightning, and other extreme weather events, all outdoor fields and spaces will be closed.
- 24.2. All field closures are based upon City staff discretion. There will be no use of facilities when the City determines they are unplayable due to rain or other conditions. Any user failing to comply with a decision to postpone use is subject to invoicing for all damages occurring to the facilities and may include termination of the ability to use City facilities.
- 24.3. The City has a minimum 24-hour rain policy to ensure safety and to protect City property from damage.
 - 24.3.1. Any significant amount of rainfall automatically closes fields for 24-hours. Significant rainfall is defined as heavily saturates ground and may leave standing puddles. In these situations, the fields are unplayable and must dry out for a minimum period of 24-hours or longer depending on saturation.
 - 24.3.2. Sports play can only resume when the ground is firm and resilient enough to be played on without cleats sinking in and leaving prints, without uprooting the turf, and without trampling grassy areas into mud.
- 24.4. The City offers refunds for rainouts and all field users should track their rainouts and contact the PRCS Department for refund processing.
- 24.5. The PRCS Department encourages all users to check the Southern California Air Quality Management District website (www.scaqmd.org) for information regarding air quality levels.
- 24.6. Organizations are responsible for ensuring the health and safety of all participants.

25. Maintenance Schedule

- 25.1. Veteran's Parks sports fields and grass areas will be closed annually from the end of August through October.
- 25.2. Additional rest and renovations will be conducted at all park sites as needed on a rotating basis.
 - 25.2.1. Groups will be notified of upcoming closures in preceding seasons.
- 25.3. The City reserves the right to limit field usage to accommodate maintenance.

26. Modifications & Major Maintenance

- 26.1. Maintenance, replacement of structures or utilities, or the construction of any works of improvement, shall require the prior written consent of the PRCS Director.

- 26.2. Consent may be withheld for any reason.
- 26.3. In the event the PRCS Department consents to said maintenance or replacement of structures, it shall be made by the organization's sole cost and expense, and organization shall work with the City to comply with all regulations and policies, and City laws, rules, regulations and procedures regarding public contracting as applicable.
- 26.4. In the event that maintenance services are to be performed by contract with third parties, organization must provide the City with copies of proposed contracts, which must be approved in advance by the City, and which must require said contractors to indemnify and name the City as an additional insured (see Appendix B).
- 26.5. Any alterations, additions or improvements to or of said property shall become the property of the City upon completion of the improvements.
- 26.6. All improvements shall be coordinated with the department well in advance of the proposed timeline.
- 26.7. All approved outside vendors conducting work on City property must submit a valid Culver City Business Tax License and the City must approve insurance prior to any work being conducted.

27. Athletic Field Lining, Marking, & Stakes

- 27.1. Lining of City parks with chalk or paint is not permitted without written permission granted by the PRCS office. Fees may be charged for City staff time to clean.
- 27.2. Burning of lines on City fields is not permitted.
- 27.3. All markings must be removed at the conclusion of the permit.
- 27.4. Any user failing to comply with established guidelines and notification requests are subject to paying for all damages occurring to the facility and the termination of facility use permit.

28. Outdoor Equipment

- 28.1. If a stake longer than 12" is required, a site map must be submitted to PRCS and approved in writing prior to set up of equipment. A site visit with the PRCS Department may be required.
- 28.2. Goals may be brought in at the user's cost and liability with written PRCS approval. A site map must be submitted to PRCS and approved in writing prior to set up of equipment. A site visit with the PRCS Department may be required.
- 28.3. Freestanding lights may be brought in at the user's cost and liability with written PRCS approval. A site map must be submitted to PRCS and approved in writing prior to set up of equipment. A site visit with the PRCS Department may be required.
- 28.4. Exercise equipment and other materials not specified must all be free standing.
- 28.5. Thrown or otherwise propelled objects (e.g., golfing) are not allowed (see CCMC 9.10.055M).
- 28.6. Lawn bowling, croquet, putting, and other lawn activities that do not include equipment that may puncture the turf may be acceptable.

- 28.7. Storage opportunities are limited. All inquiries for details should be directed to the PRCS Department.
- 28.8. Any equipment remaining on City property at the conclusion of the day will be removed and stored at the owner's expense.

29. Cleats

- 29.1. Metal cleats are not permitted on any City facility or field.
- 29.2. Persons utilizing City facilities, except playing fields, must wear smooth-soled footwear.
- 29.3. Cleats are not permitted inside any City facility.

30. Peppering

- 30.1. At no time shall any park user participate in peppering the baseball backstops or any City structure.

Terms & Conditions

31. Advertisements & Banners

- 31.1. Only approved permit holders may request to display advertisement(s) and/or banner(s).
- 31.2. Advertisements and/or banners, digital or physical, must be approved in advance and in writing by the PRCS Director and/or their designee.
 - 31.2.1. Requests to display must be submitted a minimum of 14 days prior to the event date.
 - 31.2.2. Unapproved advertisements and banners will not be permitted and upon sight will be removed by City staff.
- 31.3. Signs and banners may only be hung in predesignated areas.
- 31.4. Permit holders may not list the City contact information for their rental(s).
- 31.5. For banner specifications, please contact the PRCS Department.

32. Live Music & Amplification of Sound

- 32.1. An approved sound permit is required prior to use of any sound amplification equipment.
 - 32.1.1. Usage of sound equipment and amplification of sound will be approved in writing on the permit.
- 32.2. The use of amplified sound will initiate the need for a special event permit (see Special Event Permits #18). The special event permit applications will be provided to you by the PRCS staff.
 - 32.2.1. A minimum of three weeks is required to process an application for a special event permit.
- 32.3. All users must comply with CCMC Noise Regulations 9.07
- 32.4. Sound amplification equipment may be allowed in City parks, but limited to public address systems, stereo equipment, stationary and portable components and bullhorns.
- 32.5. Only persons 18 years and older will be allowed to operate the public address system.

- 32.6. The operation of sound amplifying equipment shall occur only between the hours of 8:00 a.m. through 8:00 p.m. Monday through Thursday, 8:00 a.m. through 10:00 p.m. Friday 10:00 a.m. through 10:00 p.m. Saturday, and 10:00 a.m. through 8:00 p.m. Sunday and City specified holiday schedule (CCMC 9.07.055).
- 32.7. All public address system use for athletic events must pertain to the game being played.
- 32.7.1. Special announcements should be kept to a minimum and may not begin prior to 8:00 a.m.
- 32.7.2. Half-time cheerleading shows in football or soccer, and between innings in baseball equivalent to the 7th inning stretch in Major League Baseball.
- 32.7.2.1. These shows cannot exceed a total 5 minutes for both squads/teams.
- 32.7.2.2. Music may not be played over the public address system with the exception of playing of the National Anthem at the beginning of the first game as long as it is not before 8:00 a.m.

33. City Staff at Parks

- 33.1. Park users may contact Culver City Park Patrol Monday through Friday between 11:30 a.m. and 5:30 p.m. at (310) 253-5940.
- 33.2. PRCS staff are responsible for monitoring operations and activities on City parks and in open spaces.
- 33.2.1. This includes educating patrons about City municipal codes and reporting of violations.
- 33.3. If Park Patrol or PRCS staff is unavailable, please call the PRCS Department at (310) 253-6650 Monday through Friday between 8:00 a.m.-7:00 p.m. and Saturday and Sunday between 9:00 a.m.-5:00 p.m.
- 33.3.1. To report concerns outside of these hours, please call Culver City Police Department non-emergency at (310) 837-1221.

34. Good Neighbor Standard

- 34.1. The following Good Neighbor Standard is designed to ensure that the sports field permit holders adhere to rules of conduct to promote the safe and pleasant enjoyment of the environment for all, including participants, spectators, neighbors and other park users.
- 34.2. It is the responsibility of the sports field permit holder to educate coaches, players, parents, volunteers and guardians of this standard. Failure to abide by the standard may subject the permit holder to forfeiture of their permit and/or loss of privilege of future use of City facilities.
- 34.3. Permit holders are expected to be good neighbors by requiring participants to refrain from excessive noise, whistles or drums, prior to 8:00 a.m. Monday-Saturday; 9:00 a.m. Sunday.
- 34.4. Educate participants to arrive quietly and to depart in the same manner to avoid disrupting the neighborhood.

- 34.5. All litter and debris must be picked up and deposited into trash receptacles or removed from the City premises.
- 34.6. Alcohol and smoking are not permitted on outdoor fields and open spaces.
- 34.7. All permit holders are responsible for the condition in which they leave the facility and adjacent neighborhoods.
- 34.8. No person shall park a motor vehicle in such a manner that violates the City of Culver City's parking laws and regulations. This includes blocking of resident driveways, public alleys, and sidewalks.
- 34.9. Permit holders shall work proactively and respectfully in cooperation with all parties to resolve issues as they arise.
- 34.10. City staff will be monitoring and documenting adherence to this standard.

35. Laws, Rules, Ordinances, & Regulations

- 35.1. Permit holders agree to follow all laws, rules, ordinances, & regulations from the City, County, State, and Federal governing bodies.
- 35.2. Permit holder shall work in accordance with all applicable laws, codes, regulations and policies required by all authorities having jurisdiction over Culver City related to and in the performance of the permit holder agreement.
- 35.3. The Culver City Resolution 2015-R 002A commitment to operating its Parks, Recreation, and Community Services programs in a "bullying free" environment.
 - 35.3.1. Bullying is aggressive behavior that involves unwanted, negative actions through physical, written, verbal or other means (e.g. social media); may involve, but is not limited to, a pattern of repeated behavior over time and/or an imbalance of power or strength; and may include, but is not limited to, behavior such as direct physical contact (e.g. hitting, shoving), verbal assaults (e.g. teasing, name-calling), harassment (including sexual harassment), threats, intimidation, hate violence, and/or social isolation or manipulation
 - 35.3.2. The harmful effects of Bullying, include physical and mental health impacts, substance abuse and suicide.

36. Culver City Municipal Codes

- 36.1. All field users must abide by all Culver City Municipal Codes
- 36.2. Alcoholic beverages are not permitted (CCMC 13.03.025)
- 36.3. All prohibitions CCMC Section 9.10.055.
 - 36.3.1. No smoking in parks and recreational areas
- 36.4. It is prohibited to conduct a business unless a permit has been obtained.
- 36.5. No dogs or animals allowed in parks - CCMC Sections 9.10.400 and 9.10.600, service animals exempt.
- 36.6. The use of non-recyclable plastic food and polystyrene ("Styrofoam") containers and single use plastics are prohibited CCMC 11.18
- 36.7. Sidewalk vending ordinance (CCMC 11.21) is enforceable throughout Culver City limits.

36.8. If patrons need to report any municipal code violations, outside of PRCS hours, please call the Culver City Police Department non-emergency number at (310) 837-1221 or 911.

37. MOUs/ JUAs School Districts

37.1. For all organizations under a MOU or JUA, all guidelines set forth in the contract must be followed.

38. Consequences for Noncompliance

38.1. The purpose of section 37 of the Policy is to implement a systematic method of ensuring the Use of City Fields and Outdoor Space Policy is followed by all users. The City reserves the right to cancel or suspend field/facility permits for games, practices, and other usages based upon users violating the Policy. Notwithstanding this policy, the City reserves the right to revoke any user group's right to use any City facility for any single serious violation, which causes damage to property or injury to person.

38.1.1. Incident One: Consists of documented activity in direct violation of the Culver City Municipal Code or the Policy.

38.1.1.1. Penalty: A letter summarizing the incident shall be written to the user organization's Designated Representative. Copy of letter shall be placed in the organization's file. Restitution for damages/costs will be pursued if applicable.

38.1.2. Incident Two: Occurs within one calendar year from Incident One.

38.1.2.1. Penalty: Revocation of the use permit at which the violation relates, effective immediately, for one day and one use. A letter summarizing the incident shall be written to the user organization's Designated Representative. Copy of letter shall be placed in the organization's file. Restitution for damages/costs will be pursued if applicable.

38.1.2.2. A mandatory meeting will be arranged between City staff and the Designated Representative(s) to educate the organization about the Fields and Outdoor Space policy and the consequences of a third violation.

38.1.3. Incident Three: Occurs within one calendar year from Incident Two.

38.1.3.1. Penalty: The organization shall be informed, by letter from City staff, that the permit for specified space is revoked immediately and for the remainder of the season or a specified period of time. The organization will be billed per permit and no refunds shall be given. Staff shall monitor activity at the site and report further violations to the City. If further violations occur or the Organization fails to pay the City cost, penalties may include, but are not limited to possible loss of future allocations and/or priority status. A letter summarizing the incident shall be written to the user organization's Designated Representative. Copy of letter shall be placed in the organization's file. Restitution for damages/costs will be pursued if applicable.

38.2. Groups may reapply for future allocations beginning one calendar year from the third violation. Groups with violations may not be granted future allocations.

38.3. Failure to correct violations when advised and directed may also result in administrative charges, criminal prosecution, the issuance of a misdemeanor citation, and/or other legal action by the City Attorney's office.

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