



# City of Culver City

## Staff Report Details (With Text)

**File #:** 24-990      **Version:** 1      **Name:** Approve Revised Allocation and Rental Policies  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 4/29/2024      **In control:** PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION  
**On agenda:** 6/4/2024      **Final action:**

**Title:** (1) Approval of the Updated Athletic Space Allocation and Usage Policy, Facility Use Policy, and the Municipal Plunge Policy; and (2) Other Direction to Parks, Recreation and Community Services Department as Desired.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 06-04-2024 - ATT 1 Athletic Space Allocation and Usage Policy.pdf, 2. 06-04-2024 - ATT 2 Facility Use Policy.pdf, 3. 06-04-2024 - ATT 3 Municipal Plunge Policy.pdf

Date	Ver.	Action By	Action	Result
6/4/2024	1	PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION		

**(1) Approval of the Updated Athletic Space Allocation and Usage Policy, Facility Use Policy, and the Municipal Plunge Policy; and (2) Other Direction to Parks, Recreation and Community Services Department as Desired.**

**Meeting Date:** June 4, 2024

**Contact Person/Dept:** Ted Stevens/ PRCS

**Phone Number:** (310) 253-6682

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:**

**Public Notification:** (Email) Meetings and Agenda - Parks, Recreation and Community Services Commission (05/30/2024); (Email) Parks, Recreation & Community Services Department Updates (05/30/2024)

**Department Approval:** Ted Stevens, PRCS Director (05/30/2024)

### **RECOMMENDATION**

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission (1) approve the updated Athletic Space Allocation and Usage Policy, Facility Use Policy, and the Municipal Plunge Policy; and (2) provide other direction to the PRCS Department as desired.

## **BACKGROUND**

Beginning with the fiscal year 2021-2022 work plans, the PRCS department committed itself to evaluate and refine the historic practices as they related to field allocation and use by community sports organizations and other organizations. The goal was to define and clarify the field allocation procedures for increased transparency, inclusiveness and equity for all age groups, skill levels, and organizations.

As PRCS began to evaluate the department's practices in regard to field allocation and usage, the department discovered that there were discrepancies and inequity throughout the rental operation including field allocations, indoor rentals, and pool lane allocations. Considering the department as a whole, staff began updating and refining all allocation and rental guidelines to create universal language and policy among all of the areas.

In addition to considering the department's historic practices, staff researched other municipalities in order to determine best practices for allocations and terms of rentals. Some of the cities that staff analyzed include West Hollywood, Beverly Hills, Yorba Linda, Diamond Bar, Irvine, and Torrance.

On April 2, 2024, the PRCS Commissioners agreed that the policies needed to be looked at in more detail. At that meeting, the Commissioners voted to create a Field, Room, and Pool Allocation and Rental Policy Ad Hoc Subcommittee (Subcommittee) to review the documents with staff. Chair Palvi Mohammed and Commissioner Maggie Peters were selected for the Subcommittee.

## **DISCUSSION**

Utilizing its research from other cities, PRCS has developed three policies, which will allow for a transparent approach to allocating field space, renting PRCS facilities, and renting the municipal pool.

- Athletic Space Allocation and Usage Policy (Attachment 1) provides guidelines on how organizations from local non-profits to non-resident for-profit organizations, can reserve field space and which organizations get priority consideration.
- Facility Use Policy (Attachment 2) provides guidelines on how organizations from local non-profits to non-resident for-profit organizations, can reserve indoor space in a PRCS Facility and which organizations get priority consideration.
- Municipal Plunge Policy (Attachment 3) provides guidelines on how organizations from local non-profits to non-resident for-profit organizations, can reserve lanes and sections of the water at the municipal plunge and which organizations get priority consideration.

Staff took into consideration the full range of renters that occupy these spaces and the historic practices for priority consideration. These policies will allow the public to understand priority consideration and the needed steps to rent either outdoor or indoor areas at all PRCS facilities.

The Subcommittee was able to review all three attachments and provide feedback and recommendations. On April 25, 2024, the Subcommittee met with staff to review their notes and answer any questions. The documents presented to the PRCS Commission reflect the updates from the Subcommittee.

If desired, the PRCS Commission can consider dissolving the Subcommittee if it is deemed that it has served its purpose.

## **FISCAL ANALYSIS**

There is no fiscal impact associated with the discussion of this Agenda Item.

### **ATTACHMENTS**

1. 06-04-2024 - ATT 1 Athletic Space Allocation and Usage Policy
2. 06-04-2024 - ATT 2 Facility Use Policy
3. 06-04-2024 - ATT 3 Municipal Plunge Policy

### **MOTION**

That the Parks, Recreation and Community Services Commission:

1. Approve the updated Athletic Space Allocation and Usage Policy, the Facility Use Policy, and the Municipal Plunge Policy; and
2. Provide other direction to the PRCS Department as desired.