



Staff Report Details (With Text)

File #: 24-891 **Version:** 1 **Name:** Allocation and Rental Policies
Type: Minute Order **Status:** Action Item
File created: 3/29/2024 **In control:** PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
On agenda: 4/2/2024 **Final action:**
Title: (1) Review the Updated Athletic Space Allocation and Usage Policy, Facility Use Policy, and the Municipal Plunge Policy; and (2) If desired, recommendation to City Council to Approve.
Sponsors:
Indexes:
Code sections:
Attachments: 1. 2024-04-02- ATT 1 Athletic Space Allocation and Usage Policy.pdf, 2. 2024-04-02- ATT 2 Facility Use Policy.pdf, 3. 2024-04-02- ATT 3 Municipal Plunge Policy.pdf

Date	Ver.	Action By	Action	Result
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(1) Review the Updated Athletic Space Allocation and Usage Policy, Facility Use Policy, and the Municipal Plunge Policy; and (2) If desired, recommendation to City Council to Approve.

Meeting Date: April 2, 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 (03/29/2024); (Email) Parks, Recreation & Community Services Department Updates (03/29/2024)

Department Approval: Ted Stevens, PRCS Director (03/29/2024)

RECOMMENDATION

Staff recommends that the Parks, Recreation and Community services (PRCS) Commission (1) review the updated Athletic Space Allocation and Usage Policy, Facility Use Policy, and the Municipal Plunge Policy; and (2) if desired, recommend to City Council to approve.

BACKGROUND

Beginning with the fiscal year 2021-2022 work plans, the PRCS department committed itself 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.

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.

FISCAL ANALYSIS

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

ATTACHMENTS

1. 04-02-2024 - ATT 1 Athletic Space Allocation and Usage Policy
2. 04-02-2024 - ATT 2 Facility Use Policy
3. 04-02-2024 - ATT 3 Municipal Plunge Policy

MOTION

That the Parks, Recreation and Community Services Commission:

1. Review the updated Athletic Space Allocation and Usage Policy, the Facility Use Policy, and the Municipal Plunge Policy; and

2. If desired, recommend to City Council to approve.