

CITY OF UPLAND

Community Services Department



Sports Field Policy Handbook

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INTRODUCTION:

The City of Upland is dedicated to fostering healthy lifestyles and creating positive sports environments for our community. The City recognizes that providing organized youth and adult sports programs is a fundamental component of this goal. Thank you for partnering with us to provide enriching sport activities for the residents of Upland. We value each of you and the services you provide to our community.

The City of Upland Community Services Department coordinates the allocation of designated City sports fields to user groups of all ages. It is the City of Upland's intent to allocate sports field use to requesting qualified organizations based on residency, fairness, impartiality and need in accordance with seasonal sport priorities.

The City of Upland is an equal opportunity agency and will not exclude or discriminate with regard to its services, programs and activities regardless of race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression. Youth and adult sports providers utilizing Upland fields and/or facilities are also required to provide equal access and cannot exclude or discriminate based on the above-mentioned criteria.

PURPOSE OF POLICY:

The City has experienced tremendous growth in sports, including new sports organizations and emerging sports. This growth is anticipated to continue. The increased demand for the use of City facilities makes it necessary to establish an equitable and fair method for allocating field use among present and future sports organizations. The policy set forth in this handbook will outline the allocation and rental policies for the permitted use of sports fields in the City.

This policy has been established to ensure that the fields are used for recreational, educational and community service functions that meet the needs of the community, as well as to set clear policies, procedures, regulations, and rental rates for such uses. Furthermore, to ensure that the needs of community-based organizations and groups are being met, the criteria for establishing priorities for field use and the permitting process are outlined in this manual.

DEFINITIONS:

Organization/User Group – An organized entity that has been established to provide recreation or competitive sports programs, activities, practices or games for youth and/or adult participants.

RYNP – Upland-based Resident Youth Non-Profit Organization.

League – A youth non-profit organization consisting of at least four (4) teams. The league must have multiple teams in same age bracket.

New User – This is an organization which has not requested field use and/or been permitted fields in the twelve-month period preceding its submission of an Athletic Field Use Request Form. New users must adhere to the deadlines established herein in order to be eligible for field allocations. An organization, which changes its name but otherwise remains the same, shall not be considered a “new user.” Splinter, spin-off or subsidiary organizations will be considered “new users” if they have less than fifty percent of the original organization’s participants.

A current organization that merges with another current organization shall not be considered a “new user,” provided the presidents of both merging organizations sign the allocation request form for the season in which the allocation is to take effect. New divisions of current organizations must indicate such on their Athletic Field Use Request Form. Community Services staff will dictate the maximum amount of teams or participants for all new users. Leagues anticipating a split to form a new league or individuals planning to organize a new sports program, must notify the City six (6) months prior to the estimated starting date. This will provide the time necessary to study the impact of a new program on existing fields.

Primary User – This is a Community Services Department qualified Group 1 or 2 organization and as such, has first priority for field use during the season in which they are classified as a primary user.

Secondary User – This is a Community Services Department qualified Group 3 - 6 organization. A Group 2 user may also be considered a secondary user if they are requesting field space in a season other than that in which they are designated as a primary user for the season. A secondary user may obtain field use allocations only if: a) a field is not used by a primary user; and, b) all primary users have received all field time requested and there is unused field time not allocated to primary users.

Resident – Any participant that lives in Upland will be considered an Upland resident for priority status evaluation and allocation of athletic facilities. For the purpose of this document, “resident” shall be defined as an individual living within the incorporated boundaries of the City of Upland. RYNP groups must have 90% or more of the participants living within the incorporated area of the City of Upland to receive priority field consideration.

Non- Resident – For the purpose of this document, “non-resident” shall be defined as any individual living outside the incorporated boundaries of the City of Upland. Non-resident groups having less than 90% of the participants per team living within the incorporated area of the City of Upland shall be classified as “non-resident”. An organization or company located outside the incorporated boundaries of the City of Upland shall be classified as “non-resident”. Participants unable to furnish proof of residency shall be classified as “non-resident”.

Participant – In a youth league, “participant” shall include only those players up to and including seventeen (17) years old that are fully registered with a user organization. In an adult league, “participant” shall include only those players eighteen (18) years of age or older. Non-players such as coaches, officials, staff, etc., shall not be included in the total number of organizational participants or used to calculate the percentage of residency for the purposes of allocating fields.

Recreational League – In a recreational league, rules require that everyone must play. Registration is open to everyone.

Competitive League – In a competitive league, there is no minimum play rule, and they have a selective registration process.

Code of Conduct – Approved classification Group 2 organizations must file a City approved Code of Conduct for participants, parents and coaches with the Community Services Department, as part of their permit requirements and application process. The Code of Conduct will outline the principles of sportsmanship, fair play and other ethical issues that relate to team sports.

PRIORITY GROUP CLASSIFICATIONS:

Priority use of fields will be allocated as follows:

GROUP 1

- City-sponsored or co-sponsored events.
- Upland Unified School District.
- Organizations having a current joint use agreement with the City.

GROUP 2

- Non-profit youth organizations comprised of at least 90% overall Upland residents conducting activities open to the general public and offered to **all youth** in the community (recreational leagues).
- Organization must submit team rosters to verify GROUP 2 eligibility and meet other criteria outlined in this policy prior to scheduled use.

GROUP 3

- Upland based non-profit youth organizations comprised of less than 90% but at least 1% overall Upland residents holding activities not offered to all youth in the community with closed or invitation only sign-ups, who accept participants on their ability to play.
- Priority scheduling will be based on actual percentage of Upland residents playing in league. Must provide proof of residency (Example: utility bill) and complete team rosters including participant's name, address, city, zip code and phone number.

GROUP 4

- Upland residents holding activities not open to the public. Priority scheduling will be based on actual percentage of Upland residents.

GROUP 5

- Upland based commercial, industrial or professional groups.
- Other tax supported public agencies.

GROUP 6

- Non-City based persons, non-profits and business/professional organizations.
- Returning teams have priority over new teams.

GROUP 2 CRITERIA:

To qualify as an Upland Youth Non-Profit Organization (RYNP) - Group 2:

- Organization must have a Charter.
- Organization must have a Board of Directors.
- Organization must have a current Determination Letter of Exempt Status, U.S. Treasury 501c3 or certify affiliation with a national non-profit organization.
- Organization must have an active Determination Letter of Exempt Status, State Franchise Tax Board.
- Organization must have Articles of Incorporation and/or Bylaws. Must have an affiliation with a national governing body. The national body must have governance over the association.
- Organization must coordinate league within City limits, schedule games based on registration for play in Upland, and maintain a 90% overall residency of participants.
- Registration must be open to any Upland resident and not based on skill level. Every player must play.
- Organization must submit game schedules prior to the start of season. Schedules must match team rosters submitted.
- Organization must be managed by volunteers. All coaches must be background checked and have completed coaches training.
- Organization must uphold parents, coaches and participants to an approved "Code of Conduct," as initiated in their Bylaws and rules and regulations. NOTE: Failure to

submit and uphold all members of an organization to an approved “Code of Conduct” may result in an organization’s forfeiture of all field allocations.

- Organization must conduct all sport related activity on issued field space and within time allocated based on permits.

GROUP 2 PAPERWORK REQUIRED:

A complete RYNP Sports Fields Use Request filing packet will consist of:

- Complete team rosters including participant’s name, address, city, zip code and phone number. Included with the rosters should be a utility bill for each individual participant. Examples: gas, electric, phone, cable, and/or water bill. Not accepted: school I.D., driver’s licenses or birth certificates. NOTE: The City of Upland and its staff reserve the right to audit or verify any information submitted on rosters at any time to verify participation or residency. Incomplete rosters or rosters with less than the age division or minimum player rule per team will not be accepted.
- Complete list of names, addresses, telephone numbers and email addresses of current Board of Directors.
- Articles of Incorporation and/or Bylaws.
- Valid Certificate of Insurance and Endorsement
- Valid Determination Letter of Exempt Status, U.S. Treasury.
- Valid Determination Letter of Exempt Status, State Franchise Tax Board.
- Master Calendar of events.
- Valid City of Upland Business License.
- Signed Field Use and Maintenance Agreement.
- Sample Code of Conduct.

IMPORTANT NOTE: Failure to submit the above-mentioned information by the specified deadlines may result in loss of priority status and possible loss of some or all requested fields.

ALLOCATION PERIOD (For Leagues):

SPRING

February 1 - July 31

RYNP Baseball and Softball Organizations

February 1 - May 30

RYNP Soccer Organizations

May 1 - August 31

RYNP Football Organizations

FALL

September 1 - November 30

RYNP Baseball and Softball Organizations

September 1 - December 30

RYNP Soccer Organizations

APPLICATION DEADLINES:

RYNP Organizations Athletic Fields Request Forms/Applications and required paperwork must be received on or before January 15th for spring sports and by August 15th for fall

sports. Final rosters and master schedule must be submitted by February 15th for spring sports and by September 15th for fall sports.

Adult Leagues Athletic Fields Request Forms/Applications, Upland business license and proof of insurance must be received thirty (30) days prior to beginning of league play.

Travel Ball Teams Athletic Fields Request Forms/Applications, Upland business license and proof of insurance must be received at time of request. Fields available on a first come basis based on availability after Group 2 has been allocated.

Occasional or one time only user requests must be submitted on appropriate forms seven (7) days prior to requested facility use date.

Users requesting field space in the off-season or who do not meet the application deadline will be assigned field space after allocations have been made if space is available.

APPLICATION PROCESS:

The allocation process begins with the annual Sports Field Allocation Meeting. Typically held in November, this is where current primary users discuss policies, procedures, residency requirements, field application, permits, rentals, list of required documents and other pre-requisites. Organizations not sending a representative may lose their priority rating for scheduled use of facilities.

Sports Field Request Forms to reserve the use of athletic fields are made through the City of Upland Community Services Department. Priority will be given to qualified groups submitting an application prior to the deadline. Applications must be submitted a minimum of thirty (30) days prior to intended use.

All applications are subject to review by the Recreation Division and may be rejected based on date submitted, field availability and/or outstanding balance due on account.

Upon approval, applicant is financially responsible for any charges/fees applicable for use of facility. Fees must be paid in full a minimum of thirty (30) days prior to field rental date. Credit will be given for cancellations or changes made more than fourteen (14) days before an event. The applicant will forfeit all payments/deposits and will be held financially responsible for all outstanding fees associated with the permit for events cancelled within fourteen (14) days before an event. User group may adjust permit to increase usage, but are not permitted to reduce use.

The City of Upland reserves the right to cancel Sports Fields Use Permits without notice due to unforeseen circumstances and/or renovation schedules.

Each RYNP organization filing a Sports Field Use Request will be required to submit all documentation to the Community Services Department no later than thirty (30) days prior

to start of season. Failure to submit the required documentation by the specified deadlines may result in the following penalties:

- **New Users** – Denied all use for the upcoming allocation period.
- **Returning Users** – May not receive some or any fields requested.

FIELD ALLOCATION PROCESS:

Allocations will not be finalized until all required documentation has been submitted.

- Permits are created based on the following criteria: season, sport, number of teams per organization, group classification, age division and league seniority.
- Permit requests are reviewed with the RYNP Organizations.
- User group meetings are scheduled to review allocated field space with all assigned users on each field to resolve any schedule conflicts.
- Permits and user agreements are emailed/mailed to the Rental User Groups.
- Any RYNP organization that has been allocated space and does not intend to use it regularly, must notify the Community Services Department in writing at least two (2) weeks prior to their intent to release their allocation. Any applicable fees will be collected with less than two weeks notice. Released fields will be evaluated and re-allocated per the allocation guidelines. Any fields released by an organization will not be re-instated, but may be requested for the following allocation period.

Use of facilities will be limited to weekdays, 2:00 p.m. – 10:00 p.m., and Saturdays and Sundays, 8:00 a.m. – 10:00 p.m. Permits may be extended on a conditional use agreement. Park curfew is 10:00 p.m. – 7:00 a.m. Sports Fields are closed from time to time for maintenance and on all major holidays. Permits may be obtained on a rental basis or conditional use agreement. Groups failing to comply with scheduled field closures may have their permits revoked.

First priority is to provide game facilities and to maintain the facility. Practice requirements are the second priority.

For the purposes of field scheduling, any league in Group 3 that has 75 - 90% Upland residents will have priority scheduling over leagues with 50 - 74% Upland residents. Leagues with 50 - 74% Upland residents will have priority over leagues with 1 - 49% Upland residents.

In allotting facilities, the City will also consider returning teams in each group, over new teams. New teams desiring field use will be placed on a one year wait list. This applies to leagues anticipating a split to form a new league/program or individuals planning to organize a new sports program. This will provide the time necessary to study the impact of the new program on existing facilities.

Every attempt will be made to meet schedule requests. However, youth organizations should not assume field availability for new/or expanding programs. The City has the final say in which field(s) your organization is assigned. Priority does not guarantee that your organization will receive all the fields or times requested.

FIELD USAGE AGREEMENT:

All users will be required to sign a Field Usage Agreement annually. The agreement spells out specific usage requirements including, insurance requirements, maintenance responsibilities, and City contact information.

PAYMENT:

All user groups will pay for field use. The fees for primary users will be waived provided the league continues to be responsible for field maintenance as outlined in their annual Field Usage Agreement.

User groups may set up a scheduled payment plan with the City of Upland to ensure that all monies are paid thirty (30) days prior to use. Payments are based on the total balance due, not the balance for use “to-date”. Outstanding balances may not be carried over into the next allocation period. Payments may be made to the City of Upland, Recreation Division.

Failure to pay the outstanding balance on or before the end of the allocation period will result in the group forfeiting priority on traditional fields and non-issuance of permits for upcoming allocation periods.

REFUND/CREDIT POLICY:

No refunds. Accounts may be credited and/or revised based on usage, cancellation or rescheduled date.

Cancellations due to rain or inclement weather must be reported to the Community Services Department. Permits will be credited for weather-related cancellations. Please contact the Community Services Department - Recreation Division to report your field cancellation, Monday through Thursday, 7:00 a.m. - 6:00 p.m. at (909) 931-4280. Please follow up via e-mail to report cancellation due to inclement weather or field condition.

THREE STRIKES POLICY:

Purpose – The purpose of this policy is to implement a systematic method of enforcing the Municipal Code and the Sports Fields Policy Handbook.

IMPORTANT NOTE: Strikes issued should serve as a warning sign to potential issues

that may immediately jeopardize all permits held by the organization.

Policy – The City of Upland reserves the right to cancel or suspend approved outdoor field permits for games, practices and other usages based on user groups violating the City Municipal Code or established Sports Fields Policy Handbook.

The following are examples that may result in strikes being issued:

- Illegal use of fields without a permit.
- Illegal use of park space not designated for intended athletic sport related use.
- Vending on City premises without permit or written consent from the Sports Fields Division.
- Organizations found to be practicing or playing games prior to or outside of their permitted time and/or date.
- Organizations found to be practicing or playing games in locations other than those authorized by the City of Upland.
- Organizations found to be sub-letting or swapping field permits with any other organizations.
- Organizations found to be practicing or playing games on fields which have been previously closed due to inclement weather or any other purpose.
- Organizations failing to meet monthly financial obligations.
- Organizations conducting adult practice and/or games on fields allocated to youth.
- Organizations not utilizing permitted fields and leaving the lights on.
- League representative disrespecting a field monitor or organization representative.

Strike One:

- Consists of documented activity in direct violation of the City Municipal Code or Sports Fields Policy.
- Penalty – A letter will be written to the user group president and field allocation representative documenting the violation. The letter will be placed in the group’s file. This may be appealed to the Community Services Department designee.

Strike Two:

- Occurs after a second documented violation within a current allocation period.
- Penalty – The group will be informed in writing that a Community Services staff member will be assigned to their permitted activity at the respective park where the violation occurred. The staff member will monitor activity at the site and report any further violations to the City. This may be appealed to the Community Services Department designee.

IMPORTANT NOTE: Staff costs will be absorbed by the organization as stated by the City of Upland Schedule of Fees.

Strike Three:

- The third documented violation within the current allocation period.
- Penalty – All permits held by said organization/entity for the remainder of the

allocation period and future allocation will be revoked. This may be appealed to the Community Services Department designee.

TOURNAMENTS AND FRIENDLIES:

- All RYNP, resident and non-resident youth organizations conducting Friendlies or tournaments must pay applicable fees determined by the City of Upland’s User Fee Schedule.
- RYNP conducting non-league or charter-sanctioned games, practices, Friendlies, tournaments or sport related activities must pay applicable fees determined by the City of Upland’s User Fee Schedule.
- Rental groups conducting tournaments or Friendlies must pay in full at the time of reservation.
- The organization is responsible for cleaning facility following the event. Under the permit, the organization assumes financial responsibility for any damages, maintenance and/or field repairs associated with the use of facilities.

USER FEE SCHEDULE:

The City charges fees to offset public expenses to operate, maintain, supervise and administer the use of park and athletic facilities. Fees for use of sports fields shall be in accordance with current Schedule of Fees, set by resolution and approved by City Council.

All permits created, adjusted or deleted	\$10.00 per transaction
Youth Group Field Use (Non-Tournament)	\$15.00 per hour/per field
Adult Group Field Use (Non-Tournament)	\$15.00 per hour/per field
Youth Group Field Use (Non-Tournament) 100% Non-Upland Teams	\$30.00 per hour/per field
Adult Group Field Use (Non-Tournament) 100% Non-Upland Teams	\$30.00 per hour/per field
Tournaments	\$30.00 per hour/per field
Lights - Cabrillo Park Soccer Complex	\$13.00 per hour/per field
Memorial Park Baseball Fields	\$20.00 per hour/per field
Softball and Little league Fields	\$10.00 per hour/per field
Permit Cancellation Fee	\$100.00
Key Deposit (Refundable)	\$150.00 (includes 2 keys)
Additional Keys	\$15.00 each key
Maintenance Worker	\$65.00 per hour
Park Monitor	\$20.00 per hour

*All fees subject to change.

RESERVABLE FIELDS:

<u>Name</u>	<u>Location</u>
Cabrillo Park Soccer Field 1	11 th Street between Mountain and Benson Avenue
Cabrillo Park Soccer Field 2	11 th Street between Mountain and Benson Avenue
Cabrillo Park Soccer Field 3	11 th Street between Mountain and Benson Avenue
Cabrillo Park Soccer Field 4	11 th Street between Mountain and Benson Avenue
Cabrillo Park Soccer Field 5	11 th Street between Mountain and Benson Avenue
Cabrillo Park Soccer Field 6	11 th Street between Mountain and Benson Avenue
Citrus Park Major	8 th Street between San Antonio and Mountain Avenue
Citrus Park Minor	8 th Street between San Antonio and Mountain Avenue
Greenbelt Park North	15 th Street between Mountain and Benson Avenue
Greenbelt Park South	15 th Street between Mountain and Benson Avenue
Greenbelt Park West	15 th Street between Mountain and Benson Avenue
Gar Warner	8 th Street and Campus Avenue
Hawkins Pony	8 th Street and Campus Avenue
Memorial Park North	Foothill Boulevard between Grove and Campus Avenue
Memorial Park South	San Bernardino Road between Grove and Campus Avenue
Memorial Park Rotary	Foothill Boulevard between Grove and Campus Avenue
Olivedale Park	8 th Street between Campus and Euclid Avenue
San Antonio Park Major	24 th Street and Mountain Avenue
San Antonio Park Minor	24 th Street and Mountain Avenue

City of Upland Community Services Department Sports Field Application Check List



Organization Name: _____

Mailing Address: _____

Contact Person: _____

***Best Contact Phone Number:** _____

Email: _____

Paperwork Required

- Sports Field Use Request Form
- Valid Insurance Certificate Naming the City of Upland as Additionally Insured
- City of Upland Business License
- Special Events Application for Special Events

RYNP additional paperwork required

- Determination Letter of Exempt Status, U.S. Treasury & State Franchise Tax Board
- Articles of Incorporation and/or Bylaws
- Park/Sports Field Agreement
- Sports Organization Fact Sheet
- Current List of Board of Directors with Contact Information & League Website
- Sports Group Team Roster with Required Attachments
- League Worksheet
- Master Calendar Of Events

APPENDIX A

Email: _____

City of Upland Community Services Department Sports Field Use Request Form



Name of Organization: _____

Activity: _____

Name of Contact: _____

Address: _____

City: _____ Zip: _____

Telephone: Home () _____ Cell () _____

Participant Information: Youth (17 & under) Adult (18 & up)

Activity Open to Public? Yes No

Will any fees be collected? Yes No

Estimated Attendance: Participants: _____ Spectators: _____

All city athletic field lights will be out by 10:00 p.m.

City of Upland must be additionally insured with \$1,000,000 policy.

No generators or portable electrical lighting may be used at any park or athletic field.

Dates Requested: _____

Days	Time	Field #	Total Hours
Monday	to		
Tuesday	to		
Wednesday	to		
Thursday	to		
Friday	to		
Saturday	to		
Sunday	to		

APPENDIX B

Requested Athletic Fields

Baseball/Softball Fields	Soccer Fields/			
<input type="checkbox"/> Citrus Park/Major*	<input type="checkbox"/> Gar Warner*	<input type="checkbox"/> San Antonio Park/East*	<input type="checkbox"/> Cabrillo Park #1*	<input type="checkbox"/> Cabrillo Park #6*
<input type="checkbox"/> Citrus Park/Minor*	<input type="checkbox"/> Hawkins Pony*	<input type="checkbox"/> San Antonio Park/West*	<input type="checkbox"/> Cabrillo Park #2*	<input type="checkbox"/> Sierra Vista Center
<input type="checkbox"/> Greenbelt North*	<input type="checkbox"/> Memorial Park/North*	<input type="checkbox"/> Memorial Park/South*	<input type="checkbox"/> Cabrillo Park #3*	
<input type="checkbox"/> Greenbelt South*	<input type="checkbox"/> Memorial Park/South*	<input type="checkbox"/> Greenbelt West*	<input type="checkbox"/> Cabrillo Park #4*	
	<input type="checkbox"/> Memorial Park/Rotary*		<input type="checkbox"/> Cabrillo Park #5*	*Lighted Fields

THE UNDERSIGNED states as follows:

I, the lessee hereby for myself, my heirs, executors and administration release, discharge, and hold harmless the City of Upland, (the Lessor), its departments, and all City employees from any and all right, claim, and liability for damages for any injury and all injuries that might be sustained by me or any other persons attending or participating in the event for which the park/facility has been rented.

FURTHER, I agree that I will defend, and hold harmless the City of Upland against all claims, demands, and causes of actions, including courts costs and attorney's fees, directly or indirectly arising from any action or other proceeding sought by or prosecuted for in connection with the event for which the park/facility had been rented.

I do acknowledge that I have read the foregoing paragraphs and know and understand the contents thereof. I further acknowledge that as the applicant I am an authorized official of the group submitting this application. I have read the Upland Parks and Recreation Policies (Ord. 19 and other) and hereby accept the responsibility of adherence to the policies by my group. I further understand that all parks and facilities are rented on an "as is" basis, and that no guarantees are made as to the availability of amenities.

Signature: _____

Date: _____

City of Upland Sports Field Organization Fact Sheet



APPENDIX C

Name of Organization _____ Federal Tax Number (501c3) _____

Address _____ Zip Code _____

Best Contact # _____ Secondary # _____ Email _____

Board of Directors

Name _____	Title _____	Phone _____
Name _____	Title _____	Phone _____
Name _____	Title _____	Phone _____
Name _____	Title _____	Phone _____

Program Information

Total # of Resident Teams _____ Total # of Non-Resident Teams _____ Total # of Participants _____

Allocation Period: _____



City of Upland - Community Services Department Sports Group Team Roster

This roster must be filled out in entirety. Any rosters missing information will not be accepted. If you have any questions, please call 909-349-6918

Organization _____ Team Name _____ Age/Division _____

Coach's Name _____ Coach's Phone _____

This roster is for the purpose of documenting the users of the City of Upland's sports fields. League Organizer's Signature _____

Participant's Name (first and last)	Street Address	Zip Code	Home Phone	Utility Bill
1.				<input type="checkbox"/> Attached
2.				<input type="checkbox"/> Attached
3.				<input type="checkbox"/> Attached
4.				<input type="checkbox"/> Attached
5.				<input type="checkbox"/> Attached
6.				<input type="checkbox"/> Attached
7.				<input type="checkbox"/> Attached
8.				<input type="checkbox"/> Attached
9.				<input type="checkbox"/> Attached
10.				<input type="checkbox"/> Attached
11.				<input type="checkbox"/> Attached
12.				<input type="checkbox"/> Attached
13.				<input type="checkbox"/> Attached
14.				<input type="checkbox"/> Attached
15.				<input type="checkbox"/> Attached
16.				<input type="checkbox"/> Attached
17.				<input type="checkbox"/> Attached
18.				<input type="checkbox"/> Attached
19.				<input type="checkbox"/> Attached
20.				<input type="checkbox"/> Attached

APPENDIX D

City of Upland
Community Services Department
Sports Fields



League Work Sheet

League/Organization: _____

Representative: _____ Contact Number: _____

League Information

Total Number of Youth Teams (17& under): _____

Division/Age Group		Number of Teams
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

APPENDIX E

City of Upland SPORTS FIELD USE RULES AND REGULATIONS

1. Groups wishing to utilize a field must acquire a permit with the City of Upland.
2. It is the responsibility of the person in charge and identified on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.

These rules include, but are not limited to:

- Use will begin no earlier than 8:00 a.m. Use will end at dusk on unlit fields and end by 10:00 p.m. on lit fields, except where noted on approved special permits.
- Permitted use begins and ends at the times stated on the permit, including set-up and clean up.
- Users may not make any alterations to facility without first obtaining the City's permission.
- Parking is allowed in designated areas only. Vehicles are not permitted on the grass.
- Applicant's copy of the use permit must be available during use and presented to any City Representative upon request.
- No team can transfer its field use privilege without City consent.
- ALCOHOL/TOBACCO IS NOT ALLOWED AT ANY CITY OF UPLAND FACILITIES.
- Selling of food or other items is permitted in City concession/snack bar facilities only. A Health Permit and City of Upland Business License is required for all concession and snack bar facilities. Primary user has priority use of snack bars.
- Sound amplification equipment will be allowed in City parks subject to conformance with the City's noise ordinance.
- Property boundary walls and fences are not to be used as backstops at any time.
- Balls and any other equipment thrown, batted, kicked or otherwise, landing on private property must not be retrieved without the property owner's permission.
- Portable goals and/or markers are allowed, but must be removed daily.
- Leagues must adhere to all rules and regulations limiting the number of teams per field. The field and adjoining areas affected by the group's use must be picked up and cleared of all trash and debris generated by the group.
- Equipment stored by the league is not the responsibility of the City.
- Wet Field Policy: Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to access field closure information by contacting the City of Upland Community Services Department at (909) 931-4280.

Non-Adherence to any of these rules or City ordinances will result in the retention of a portion of or all of the deposit and/or result in the cancellation of current and/or future use.

Emergency Contact Information: In the event of any medical emergency, contact 911 immediately. All other questions pertaining to sports fields should be directed to the Community Services Department at (909) 931-4280.

Any user failing to comply with established guidelines and notifications is subject to invoicing for all damages incurred to facility and termination of the facility use permit.

APPENDIX F

Applicant Signature: _____ **Date:** _____