



ATHLETIC FIELD/FACILITY USE AND ALLOCATION POLICY
March 2009



ATHLETIC FIELD/FACILITY USE RULES AND REGULATIONS

1. Groups consisting of ten or more individuals wishing to utilize a field/facility must acquire a permit with the City of El Segundo.
2. It is the responsibility of the person in charge 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 am – Monday – Saturday and no earlier than 9 am on Sunday. Use will end at dusk on non-lighted fields and by 10 pm on all lighted fields; except Richmond St. Field, which closes at 9 pm. Please check your permit for specific times you may access the fields.
- ❖ Use begins and ends at the times stated on the permit, including set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit.
- ❖ Parking is allowed in designated areas only.
- ❖ Applicant’s Field Use Permit must be available during use and presented to any City representative upon request.
- ❖ Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas. (E.S. Municipal Code, SEC 13.04.040)
- ❖ Selling of food or other items is not allowed without City approval and will be noted on your permit.
- ❖ Amplified sound is not allowed on any field without City approval and will be noted on your permit. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed. Applicant is responsible for notification to residents adjacent to the field requested during any and all special events.
- ❖ Permanent banners may not be posted without City approval and will be noted on your permit.
- ❖ Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner’s permission.
- ❖ Property boundary walls and fences are not to be used as backstops at any time.
- ❖ Portable goals and/or markers are allowed but must be removed daily.
- ❖ At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The field and any adjoining areas affected by a group’s use must be picked up and cleared of all trash.
- ❖ Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in our residential neighborhoods.

3. **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 phoning the Recreation and Parks Department Field Conditions Hotline @ (310) 524-2883 after 12 pm Monday – Friday or after 7:30 am Saturday and Sunday.** (Updated with closure information as needed)

4. Non-adherence to any of these rules or City ordinance may result in the retention of a portion or all of the deposit and/or result in the cancellation of current and/or prohibition of future use.

Recreation Division
(310) 524-2700

Field Ambassador Assistance
(310) 524-2700

Police Department
(310) 524-2200

Emergencies Only
911 or (310) 524-2760

Applicant Name:

(Print)

(Title)

(Signature)

(Date)

Approved by

City Representative:

(Print/Signature)

(Date & Title)



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Application and Agreement Request For Use of City of El Segundo

Athletic Fields / Facilities

In accordance with the Joint Use Agreement between the City of El Segundo and El Segundo Unified School District, the City will be the responsible agency for scheduling and permitting all City owned and Richmond Street fields and athletic facilities located within El Segundo City limits after 4 p.m. weekdays and all day on weekends. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued.

El Segundo Recreation Division
401 Sheldon Street, El Segundo CA 90245
Phone 310-524-2700 FAX 310-647-4223
www.elsegundo.org

Organization _____

Name of Applicant _____

Address _____ City & Zip _____

Home Phone () _____ Day Phone () _____

Fax Number () _____ E-Mail Address _____

Field/Facility Requested _____

Description of Activity _____

Estimated Attendance _____ Open to the Public Yes _____ No _____

Table with 4 columns: Day of Week, Dates (s), Start Time - Include Set-up, End Time. Multiple rows for scheduling.

** Lining/Marking of athletic fields is prohibited unless otherwise authorized by Parks Superintendent _____ **

I verify that the information on this Application and Agreement Request for Use of Athletic Fields / Facilities form is correct as defined in the Athletic Field Use & Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy. I have read the Application and Agreement and agree to all provisions listed on this Application, the Athletic Field Use & Allocation Policy, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.

Signature of Applicant _____

Signature of Organization President or AD _____

Date _____

Date _____

***** OFFICE USE ONLY *****

ORGANIZATION PRIORITY 1 2 3 4 5 6 PERMIT NUMBER _____



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The City of El Segundo does not assume responsibility of liability for claims, damages, or injuries, of whatever nature, which may arise from use of the fields.

Dated this _____ day of _____, 20_____.

By: _____, Recreation Supervisor or Designee

I, _____ the authorized representative of _____, do hereby acknowledge that I have read the terms and conditions of this field allocation policy; that the terms and conditions are acceptable and User Group agrees to abide by, comply with, and accept full and complete responsibility therefore.

Dated this _____ day of _____, 20_____.

By: _____, League President or Authorized Representative