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AGENDA
Parks, Recreation & Community Services Commission
Regular Meeting
Council Chambers, 305 W Third Street
October 23, 2024
5:30 p.m.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85434507068?pwd=b31UnlyvSbAfXemIngDBDZmiMFiuOA.OScBcCEizvfKz9sV>

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

**US: 833 548 0276 (Toll Free) or 833548 0282 (Toll Free) or 877 853 5257 (Toll Free) or
88 475 4499 (Toll Free)**

Webinar ID: 854 3450 7068

Passcode: 735744

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call in steps listed above. Once the Chair calls for public speakers, press *9 to raise your hand, or if online, click the raise hand icon in the Zoom interface to inform the Chair you would like to speak during the public speaking section for that particular item on the agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE OR VIA ZOOM
2. EMAIL COMMENTS OR REQUESTS TO SPEAK BEFORE THE MEETING
 - a. Submit a request to speak no later than 2:00 p.m. on the day of the meeting by contacting the Commission Secretary Mariah Sanchez at mariah.sanchez@oxnard.org. Please indicate the agenda item number in the subject line.
3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
 - a. To provide a public comment during the meeting dial: US: 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 811 853 5257 (Toll Free) or 888 475 4499 (Toll Free) and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the Chair announces the particular item on the agenda you want to speak on, press *9 to raise your hand. Once called on, press *6 to unmute your phone.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact Adriana Britt at 805-385-7995. Notification at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

- b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public shall have three minutes to register or otherwise be recognized for the purpose of providing public comment.

A. ROLL CALL/PLEDGE OF ALLEGIANCE

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. APPROVAL OF MINUTES

- 1. SUBJECT: Minutes of the Regular Meeting of September 25, 2024.
RECOMMENDATION: Approve.

C. PUBLIC COMMENTS

At a regular meeting, a person may address the Parks, Recreation & Community Services Commission only on matters within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to three minutes. The Commission cannot enter into detailed discussion or take action on any item presented during public comments not on the agenda. Such items may only be referred to the Commission Secretary for administrative action or scheduled on a subsequent agenda for discussion. Unless otherwise approved by the Commission, persons wishing to speak on items not on the agenda should do so during public comments.

D. COMMISSION BUSINESS:

- 1. SUBJECT: Presentation on Sports Field Allocation Policy and Field Rental Fees
RECOMMENDATION: That the Commission receives a report from the Recreation Division about the existing sports field allocation policy and field rental fee.
- 2. SUBJECT: 2024 Christmas Parade Participation
RECOMMENDATION: That the Commission discusses their participation in the 2024 Christmas Parade.

E. REPORT OF THE COMMISSION SECRETARY

The Commission Secretary shall report on items of interest to the Commission occurring since the last meeting. The Commission cannot enter into detailed discussion or take action on any items presented during this report. Such items may only be referred to the Secretary for administrative action or scheduled on a subsequent agenda for discussion.

- 1. SUBJECT: Parks Division Updates
RECOMMENDATION: That the Commission receive an update on current park projects in the City of Oxnard including projected completion dates.
- 2. SUBJECT: Recreation and Community Services Division Updates
RECOMMENDATION: That the Commission receive an update on upcoming Recreation and Community Services events and programs.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact Adriana Britt at 805-385-7995. Notification at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

F. COMMISSIONER COMMENTS

Commissioners may individually report on items of interest or concern outside of Ad Hoc Committee reports. The Commission cannot enter into detailed discussion or take action on any item presented during these reports. The Commissioner's report shall not exceed three minutes.

G. ITEMS FOR FUTURE CONSIDERATION

Commissioners may request that items be placed on future agendas for extended discussion.

H. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact Adriana Britt at 805-385-7995. Notification at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.



TO: Parks, Recreation and Community Services Commission

FROM: Jessy Tapia, Community Services Manager, jessy.tapia@oxnard.org,
(805) 385-7993

DATE: October 23, 2024

SUBJECT: Presentation on Sports Field Allocation Policy and Field Rental Fees

RECOMMENDATION

That the Commission receives a report from the Recreation Division about the existing sports field allocation policy and field rental fee.

DISCUSSION

At the September Parks, Recreation, and Community Services Commission meeting, the commissioners requested that Recreation provide an update on the City's current Sports Field Allocation Policy and discuss the current field rental fees.

The Recreation Division oversees outdoor soccer and baseball/softball field use in the City. Reservations are currently accepted at the following fields for game reservations only:

City Owned Soccer Fields

Del Sol Park (East) 1500 Camino Del Sol
Southwest Park 2500 W 5th Street
Via Marina Park 3301 Keel Way

City Premium Playfields (soccer and softball)

College Park 3250 S. Rose Ave.
Del Sol Park (Stadium) 1500 Camino Del Sol
Rio Vista Playfields 3050 Thames River Rd. (Joint Use Agreement)
River Ridge Playfields 2501 N Ventura Rd.
Community Center West Park (Clark/Adair) 801 Hobson Way
Beck Park 600 W. Kamala St.

City Owned Youth Baseball/Softball Fields

Colonia Park
Eastwood Park
Durley Park
Carty Park
Rio Vista (Joint Use Agreement)

The City does not reserve any of the above fields for practice. Park space areas are available for the community to use on a first-come, first-serve basis.



Fees:

The following figures are the current fees for the rental of the fields, set by a fee study in 2017 and approved by the City Council.

Softball Fields (Community Center Park and Beck Park)

Youth Game/Tournament Fees - \$125/day

Adult Game Fees/Tournament - \$125/day

Lights Fee - \$25/hour

City Fields (Del Sol Park East, Southwest Park, and Via Marina Park)

Youth - \$10/hour

Adult - \$15/hour

City Premium Playfields (College Park, Del Sol Stadium, Rio Vista, and River Ridge)

Youth - \$55/hour

Adult - \$65/hour

Lights Fee - \$25/hour

Attachments:

A. Athletic Field Facility Allocation Policy and Rental Use Procedures

CITY OF OXNARD

**Athletic Field/Facility Allocation Policy
and Rental Use Procedures
(Revised 2023)**



Recreation and Community Services

305 West Third Street

1st Floor, West Wing

Oxnard, CA 93030

Phone (805) 385-7995

Fax (805) 385-7939

Email: oxnardrec@oxnard.org

Rec website: www.oxnardrec.org

City website: www.oxnard.org

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ATHLETIC FIELD/FACILITY ALLOCATION POLICY AND RENTAL USE PROCEDURES, revised 2023

INTRODUCTION

Thank you for considering the City of Oxnard for your next sporting event or game. Recreation & Community Services administers the allocation and reservation of City-owned and operated sports fields to non-profit, private and commercial users.

The policy provided herein reflects this philosophy, as well as the City's desire to provide an outstanding quality of life through park amenities and facilities.

Please carefully review this handbook prior to submitting your Facilitron request for field usage, and sign the Acknowledgement Form on the last page of the Handbook to signify that you (and/or the representing organization) have read and understood the information and policy herein.

Contact information for Recreation and Community Services is as follows:

305 West Third Street
West Wing, 1st Floor
Oxnard, CA 93030

Business Hours:
Monday – Thursday 8:00 am – 6:00 pm
Friday* 8:00 am – 5:00 pm

*City offices are closed every other Friday. Please call ahead for office availability.

Phone: (805) 385-7995
Fax: (805) 385-7939
Email: oxnardrec@oxnard.org
Recreation Division Website: www.oxnardrec.org

General Rules/Scheduling Rev. 2023

Hours of Use

- Sports field rental hours: may vary based on specific site/facility (see pg. 7).
- A minimum one-hour rental is required per field.
- Rentals on City Holidays are contingent upon staff availability.

Allocations and Scheduling

- Fields are allocated on a **Quarterly Play Field Allocation Process** (Monthly, prior to each season start off). Requests for additional use of fields after the Fields Allocation period will be addressed on a first-come, first-served basis. Special requests for events/tournaments/fundraisers may be made in advance, but does not guarantee that the request has been authorized.
- Only designated league representative(s) listed on the City's field rental account will be allowed to book fields for their affiliated organization (must be 18 or older). Coaches or other individuals must receive permission in writing from their league representative to book fields for the organization, or under organization's name.
- Fields shall be assigned based on the Fields Allocation Priority Classification (A, B, C, D, or E. See pg. 5)
- If two or more user groups fall equally within the same classification, the City of Oxnard will consider the following factors when allocating fields: number of hours requested, returning events/tournaments, and performance history.
- Tournaments or events that have been occurring on a specific date or weekend for several years will be given priority; the dates and tournament rental request must still be submitted.
- The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the Sports Fields.
- **Submittal of a Facilitron reservation does not guarantee that the rental request has been authorized.**

Reservation Use Permits

- **Permitted hours will include set-up and clean-up time.** Users may not access fields prior to their permitted rental time, and the field must be vacated at the time specified in the Reservation Use Permits.
- Field users must have a representative/security at each field that is being reserved by organization and a copy of their Athletic Facility Reservation Use Permit on hand during each rental and must be prepared to present it to City staff on demand; electronic versions are acceptable. Field users without permits may be asked to vacate the field (see **Rules of Conduct pg. 10**).
- Permission for activities beyond the scope of normal league play (games) must be submitted into Facilitron at least twenty (20) days in advance, and approved activities must be listed on the Reservation Use Permit (see **Special Permits & Requests pg. 11-12**).
- The City does not reserve practice spaces and reserves the right, on a case-by-case basis, to add conditions or modifications to the Reservation Use Permit.

GENERAL RULES/SCHEDULING, CONT'D Rev. 2023

Field Allocation Priority Classification

Field allocations will be established based on the following priority classification groups:

- A. City programs, other governmental agencies, including City recreational programs or leagues.
- B. Longstanding/current scheduled non-profit youth/adult leagues comprised of 75% Oxnard Residents.
- C. Non-profit youth/adult organization comprised of less than 75% Oxnard Residents.
- D. All other youth organizations. This includes for-profit organizations, tournaments, club teams, clinics and/or camps with individual or team participation fees.
- E. All other adult organizations. This includes for-profit organizations, tournaments, club teams, clinics and/or camps with individual or team participation fees.

Insurance

Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate:

- Insured's name is the same as listed on the sports field Facilitron Reservation
- Minimum of \$1,000,000 General Liability Insurance, and \$2,000,000 Aggregate
- Name the City of Oxnard as "Additional Insured"
- If selling items of any kind, a product liability endorsement to the user's general liability is required.
- Certificate Holder:

City of Oxnard
Attn: Risk Management
300 West 3rd St. 1st Floor
Oxnard, CA 93030

Performance History

The City reserves the right to limit or revoke field allocations/access based upon an organization's performance history including: compliance with established rules and policies, field conditions after use, unruly behavior of participants and guests, or overdue or outstanding payment. Requests for field allocations will not be considered if unpaid or overdue balances exist on the user's account.

Proof of Non-Profit Status (Uploaded to Facilitron)

An organization's non-profit status must be on file and **current** in order to qualify for a non-profit priority classification. An organization must demonstrate its non-profit status by:

- Being registered as a non-profit business or corporation with the State of California **or** an acknowledged IRS 501(c) organization, **and**
- Maintaining good standing (business entity status "Active") with the State of California Secretary of State's office (www.kepler.sos.ca.gov).

GENERAL RULES/SCHEDULING, CONT'D

Verification of Oxnard Residency

Residency percentages will be established using rosters from the most current or prior season. Organizations or individuals that do not have rosters from the previous season will initially be assigned to Group C, D or E. Rosters must be submitted with the initial Athletic Facility Reservation request form and must include the head coach's full name, home address, email address, phone number, and each youth participant's full name, home address, and phone number.

Cancellation & Refund Policy

Any requested cancellations or changes made to the Athletic Facility Reservation Use Permit must be submitted in writing to Recreation & Community Services.

- *Games*: Cancellations made a minimum of ten (10) days prior to the game will receive a full credit of rental fees. Any cancellations requested less than ten (10) days in advance will not receive any credit of fees.
- *Tournaments & Camps/Clinics*: Cancellations made a minimum of twenty (20) days prior to the start of the tournament/camp/clinic will receive a full credit of rental fees. Any cancellations requested less than twenty (20) business days in advance will not receive any credit of fees.

If an event is canceled after it has started due to rain or inclement weather conditions, the base rental fee will be prorated to the percentage of games played, less 10% of the whole (e.g., if 70% of games were played, 60% of fee base would apply). All maintenance and light charges will apply for the time period that the fields were in use. Credits/refunds will not be issued for unused hours that were not caused by rainouts or inclement weather.

Hours of Use

Soccer games may be scheduled at specific neighborhood parks Saturdays & Sundays 9:00 am until Dusk. Saturdays & Sundays at Premier Play Fields from 8:00 am until 9:00 pm and must vacate the field(s) by 9:30 pm. Fields may be accessed at 7:30 am for warm-ups, but games cannot begin until 8:00 am (see pg. 8, **Turf Management**).

Softball/ baseball games/tournaments may be scheduled Sunday through Saturday from 8:00 am until 10:00 pm. Fields may be accessed upon completion of field preparations and approval of City staff, but games cannot begin before 8:00 am. Teams and players may not be on the field at any time during field preparations or maintenance.

Notice of Non-Use of Field

When permits are issued, a specific field(s) is reserved for the user, to the exclusion of others. Groups may not assign their scheduled time to other groups. Any such action will result in the loss of rental/allocation privileges. Recognizing this exclusivity, groups should only reserve the fields they intend to use. Field users must notify Recreation & Community Services to report any reserved time that can be released for general public use or to other groups. Continued non-use of a rented, permitted field may result in revocation of the permit of the allocated field. Ex:

Group A rents out Field #1 and does not use it, Group B may use Field #1 and must pay full price. Group A then has credit for Field #1. Recreation & Community Services must be notified.

GENERAL FIELD & FACILITY USE POLICIES

Field Maintenance

Field conditions are assessed based on both the short-term (Days/Weeks) and the long term (Months/Seasons) impacts to each field's playability. City staff will determine if the fields are open or closed. An annual/yearly rest and renovation of fields is scheduled at City of Oxnard Sports Fields to maintain field sustainability. The City attempts to be flexible in accommodating user groups, but ultimately, the health and safety of the user and the conditions and playability takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for use. No user groups shall use fields that are closed for renovation or repair. The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the Sports Fields.

Foot Protection

Metal cleats are not allowed during softball, baseball, or soccer play at any City of Oxnard Sports Field, with the exception of men's and women's fast pitch softball. This includes shoes with rounded spikes and detachable football cleats.

Rainouts & Inclement Weather

In the case of active rain, all fields are closed during the time of actual rain; the fields are then reassessed once the rain has ceased. On occasion, on a non-rainy day, staff will determine a field to be closed based on excessive rains during the previous day(s), which have left conditions unsafe for use, even though the rain has stopped.

Turf Management

To insure the long-term health of City turf and sports fields, the numbers of games/hours of use at each facility are limited on a seasonal and weekly basis. Without such limitations, the impact on these facilities can have a negative long-lasting effect on the Sports Fields. In order to maintain playable fields, fields are limited to no more than 24 hours of field usage per weekend. Week usage would be scheduled as fields conditions allow. In-season field closures may occur if staff determines fields have deteriorated due to wear and tear.

Field Lining

Access to facilities to line certain fields must be scheduled in advance with Recreation & Community Services. Requests to have City staff line certain fields must be received ten (10) days prior to the rental.

The following conditions apply for the lining of sports fields:

- Charges will apply when City staff line certain fields.
- Fields must be lined with approved athletic marking paint only.
- Paint shall not be dispensed into the storm drain and removed from the premises.
- Do not "over line" other prepared lines.
- Fields cannot be lined after 3:00 pm on weekdays or when other teams are practicing.

Bases are available for rentals at Community Center Park (Clark & Adair Fields) and Beck Park (O'Brien Fields #1 & #2) upon request and receipt of Deposit for Baseball/Softball Bases.

GENERAL FIELD & FACILITY USE POLICIES

Subdivision of Fields

Soccer fields may be subdivided for players ages 12 and under (U12). Requests to subdivide may only be up to two (2) Small Sided fields per regulation size field (adult size field). Requests to subdivide fields for older children and adult leagues (ages 13+) must be submitted in the Athletic Facility Reservation, and a diagram (including dimensions) of the proposed field subdivision must be included. Staff will review the request and will come to a decision based on the impact of wear and tear of the fields. Subdivision of fields (youth or adult) will be charged per field.

Damages

The renter agrees to reimburse the City for all costs incurred by damages including, but not limited to, the facility, furnishings, fixtures, field turf, additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by renter, sponsoring organizations and/or attendees. Reimbursement for such expenses shall be deducted from the security deposit.

Equipment Storage

Items are not permitted to be left or locked to any of the City of Oxnard property. The City of Oxnard is in no way responsible for storing any items belonging to a renter unless said renter has paid a rental fee for storage space.

Facility Keys

No organization shall be in possession of City keys. Organizations found to be in possession of City keys will be subject to disciplinary action up to and including permit revocation, effective immediately.

Food & Beverages

Please limit food and beverages that are brought in from outside at sports facilities. Items recommended not to bring: glass containers, peanuts in shells, sunflower and other seeds in shells. A concessionaire provides food and beverage service at College Park.

Garbage

The City of Oxnard provides garbage cans and dumpster(s) at most sport field locations. All renters are responsible for cleaning up debris and trash on all fields and common areas following field use. Any trash left behind by the renter will be picked up by City Staff and labor costs will be charged or be deducted from any deposit. Any event hosting twenty (20) or more teams will be required to pay for an additional dumpster to be placed at City Sports Fields. Recycling containers are also available through the City by calling the Public Works Department at (805) 385-8060.

Pets & Leashed Animals

Animals must be leashed at all times at City parks and Play Fields during games/tournaments. Owners must clean up after their pets. Animals may not access fields while games are in play. For participant and visitor safety, animals are required to be on a leash and on some Play Fields not permitted on site.

RULES OF CONDUCT

Alcohol Consumption/ Public Intoxication

The consumption of alcohol is not allowed on any City Sports Field, Park, or parking lot. As the renter, it is your responsibility to make sure that no alcohol is present during the time of your rental. Those who are witnessed consuming alcohol or who appear to be intoxicated will be asked to leave the premises. The Oxnard Police Department may also be notified.

Cooperation with City Staff and Other Field Users

All teams must engage appropriately with staff and with one another, and not interfere with the use of fields by other user groups. Refusal to comply with City staff instructions may result in a directive to vacate the field. These actions will be documented in the renter's file, and may result in disciplinary action. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.

At College Park, all players/coaches must sit on opposite sides from fans. Refer to City Staff on site during games/events.

Subletting of fields

Any League/Organization may not sublet field rental space/hours to any other individual or organization. Any such action will result in the loss of rental/allocation privileges. Ex: Group A rents out Field #1 and does not use it, Group B may use Field #1 and must pay full price. Group A then has credit for Field #1. Recreation & Community Services must be notified.

Good Neighbor Policy

Please arrive quietly and depart in the same manner to avoid disrupting the neighborhood especially after the late games. Balls and /or any other equipment thrown, batted, kicked, or otherwise propelled that land on private property are not to be retrieved without permission of property owner. Do not climb walls or enter gates to gain access onto private property.

Inappropriate Behavior

Any type of indecent exposure including public urination or any other inappropriate exposure will not be tolerated. Vulgarity of any kind including but not limited to foul or offensive language shall not be used during any time of the duration of the rental. The Oxnard Police Department will be contacted immediately should individuals become unruly and further enforcement is needed.

Police Enforcement

If a renter refuses to comply with the City Athletic Facility Reservation Permit or follow the request of a City staff member, the Oxnard Police Department Dispatch will be notified for

assistance. For your own convenience, in the case of an emergency, the Oxnard Police Department Dispatch can be reached at (805) 385-7740.

Admission Charges

Organizations and Leagues will not charge for parking or entrance fee.

SPECIAL PERMITS & REQUESTS

The following items may require approval from multiple City departments and require an advanced written request to process. Upon approval, City staff will add notes and issue a revised copy of your permit.

Audio/Visual Equipment

The City must be notified via the Facilitron Reservation if the renter wishes to project sound or music from a loud speaker or stereo, or have lighting/visual media displayed at the event. (City Ordinance 19-60. 12).

At College Park, we advise that there be one Photographer/Videographer on the players/coaches side for each team with team badge or identification card.

Concessions & Merchandise Sales

The sale of items in any City park is prohibited without a permit from the Business Tax Certificates Department. Users interested in selling merchandise items at a Sports Park, Park, or facility, or food and beverage at facilities, must request authorization to do so in writing, obtain a City of Oxnard Business License, and obtain an Additional Endorsement as part of the insurance certificate.

No additional selling of any kind or providing of food and beverages within College Park perimeters during a rental or event is permitted without prior written consent of the City as well as a valid business license.

Facility Electrical Access

Electrical Access will not be allowed at Sports Fields. If bringing a generator for tournaments/events keep off of turf area, place on a piece of plywood, or on concrete area.

Fencing

If a renter would like to acquire additional fencing from an outside contractor, a written request and a drawn schematic showing the proposed placement of the fencing must be issued to the City for approval no later than twenty (20) days prior to the event. Failure to notify the City of outside fencing services will result in the cancellation of the permit.

Field Preparation Requests

Field maintenance/preparation special requests must be received no later than ten (10) business days prior to the game or first day of tournament play. Field maintenance personnel are not available unless previously requested to accommodate special requests. Charges will apply when City staff line certain fields.

Gate Access

Access to the gated area Sports Fields will be opened 30 minutes prior to permit start time, as a courtesy. Renters may not access the fields for setup or use prior to the permit start time. Contact Recreation and Community Services to request early access to gated areas (e.g. for lining fields, setting up, etc.).

SPECIAL PERMITS & REQUESTS, CONT'D

Parking & Overnight Policy

No overnight parking of vehicles at College Park parking lots is allowed at any time (this includes RVs and other camper vehicles). Individuals or organizations cannot charge or collect revenue for the use of public parking.

Restrooms/ Portable Toilets

Restrooms are available for use at many of the City of Oxnard's rentable parks. Please remind all of your league participants to use the facilities prior to practice or games, as the restrooms are unlocked at the permitted start time. If restrooms are not available, the individual or organization renting the park is responsible for supplying and maintaining portable toilets for participants and attendees. The City of Oxnard requires one portable toilet for every 100 attendees; ADA-accessibility required (staff will advise on required ratios).

Contact the Parks Division prior to the delivery of portable toilets to coordinate drop-off with Parks Maintenance staff. Portable toilets must be placed at least twenty (20) feet away from all storm drains and streets, and shall never be situated on top of storm drain inlets or on a public street. Restocking and cleaning the portable toilets will be the renter's responsibility (maps may be available).

Tents and Canopies

The use of tents and canopies is permitted at sports games/tournaments. All tents/canopies require verification that the tent fabric material has been certified by the State Fire Marshal for flame resistance. Tents/canopies larger than 10 feet x 10 feet require building permits from the City of Oxnard Building & Engineering Division.

Vehicle Access

No vehicles may be driven on sports fields or parks. No golf cart or mule-type vehicles are permitted during a rental or event without prior written consent of the City.

Vendors

If you would like to host a vendor(s) during your rental, submit a written request to the Parks Division. Each vendor must be in possession of a business license and insurance. Tent and canopy policy applies (see **Concessions & Merchandise Sales pg. 11**).

MEASURES TO ENSURE ADHERENCE TO POLICY

The permit holder is responsible for any and all conduct by players, parents, coaches, and visitors, both on and off the field, while on City property.

The principal objective of any disciplinary measures shall be to improve adherence to the policies in this Handbook that allows the City to provide safe, well-maintained and aesthetically appealing fields. The City upholds and maintains a progressive disciplinary policy which may include some or all of the following steps. City staff will duly consider an organization's efforts to correct violations when applying disciplinary measures.

- Verbal warning by City Staff.
- Written warning sent to organization and maintained in organization's file.
- Suspension of rental privileges for one month.
- Loss of priority classification for the remainder of the calendar year.
- Suspension of rental privileges for three months.
- Loss of priority classification for the upcoming calendar year.
- Permanent suspension.

Refund of field rental fees shall follow the City's field rental cancellation policy. If a renter and/or organization are found to be utilizing sports fields following the cancellation of their permit, participants will be asked to vacate the fields. Failure to do so will prompt police and further disciplinary action.

Should fields become released due to the violations listed above, user groups shall be notified by email, and fields shall be made available on a first-come, first-served basis.

ANNUAL FIELD ALLOCATION PROCESS

Each fall, the City of Oxnard initiates its annual Sports Field allocation process for user groups interested in renting fields for the approaching calendar year. Facilitron Reservations can be made on Facilitron.com/co93030. **Submittal of a Facilitron Reservation does not guarantee that the rental request(s) has been authorized.**

Allocation Timeline Dates	Process
February-April Allocations	
Month of December	• Staff sends email invitations to prepare Field User Groups to meet in January with user groups with: handbook, application, and timeline.
Month of January	<i>Field User Group Meeting</i> • Field user groups come prepared to discuss their needs, issues and concerns and are encouraged to submit agenda items for discussion. • Meetings topics will include maintenance updates and field issues. • User groups submit Facilitron Reservation. • Insurance uploaded to Facilitron • Field Closure Dates Notifications for entire calendar year. • Proof of non-profit status.
Month of February	Bring in Schedules for Spring season.
May-July Allocations	
Month of April	<i>Field User Group Meeting:</i> • Check-in with organizations and feedback from previous season. • Staff works with user groups to discuss and adjust schedules. • Staff issues final schedule for permits May-July.
Month of May	Bring in Schedules for Summer season.
August-November Allocations	
Month of July	<i>Field User Group Meeting:</i> • Check-in with organizations and feedback from previous season. • Staff works with user groups to discuss and adjust schedules. • Staff issues final schedule for permits August-November.
Month of August	Bring in Schedules for Fall season.
Month of Nov.	<i>Field User Group Meeting:</i> Check-in with review of year and feedback.

**Field User Group Meeting dates are subject to change.*

ANNUAL FIELD ALLOCATION PROCESS

Grounds for Denial or Cancellation of Permit

- **Submittal of an Facilitron Reservation does not guarantee that rental request has been authorized.**
- The City reserves the right to deny an allocation request to accommodate a City-sponsored/co-sponsored tournament and/or special event.
- A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had an Athletic Facility Reservation Permit revoked in the City of Oxnard or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.
- Permits may be cancelled for failure to adhere to policies outlined in the Athletic Facility Reservation Handbook, as presented herein, or as contained in the City of Oxnard.

Payments (see Sports Field User Fees pg. 17)

- **Late payments will result in consequences up to and including cancellation of the current permit and/or loss of priority for the following allocation dates.**
- Tournament payments are due twenty (20) days prior to the tournament start date.
- Payment for athletic facilities, games, and staffing special requests fees are due no later than ten (10) business days prior to the scheduled game or start date with a copy of schedules for games being paid for. The following payment plan options for Athletic field rental fees are available:
 - *Month-to-Month Payments:* Renters also have the option of paying in advance their monthly balance via Facilitron.
 - Payment will ***not*** be accepted in person at the Recreation Office

SPORTS FIELD USER FEES

SOFTBALL FIELDS [* Community Center Park (Clark & Adair Fields), &* Beck Park (O'Brien Fields #1 & #2)]

* Lights available

Field User Group Fees	Game Fees	Light Fee	Tournament Fee	Tournament Light Fee
Youth	\$125/per day	\$25/hour	\$125/per day	\$25/hour
Adult	\$125/per day	\$25/hour	\$125/per day	\$25/hour
Private/Commercial	N/A	N/A	N/A	N/A

PLAY FIELDS [* Southwest Park, * Via Marina Park, & * Del Sol Park (East)]

* No lights available

Field User Group Fees	Game Fees	Light Fee
Youth	\$10/hour	N/A
Adult	\$15/hour	N/A
Private/Commercial	N/A	N/A

PREMIUM SPORTS FIELDS [*College Park, * Del Sol Park (Stadium), * Rio Vista, & River Ridge]

* Lights available

Field User Group Fees	Game Fees	Light Fee
Youth	\$55/hour	\$25/hour
Adult	\$60/hour	\$25/hour
Private/Commercial	N/A	N/A

The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the Sports Fields.

**See page 18 for City Sports Facilities chart for Field and Premium Field descriptions.*

CITY SPORTS FACILITIES CHART

CITY FIELDS	DESCRIPTION	BASEBALL/ SOFTBALL	SOCCER	CITY RUN FLAG - FOOTBALL	Date Closures (Dates may vary due to maintenance schedules)
Del Sol Park (East) 1500 Camino Del Sol	• 1 Soccer Field • No Lighting available	No	Yes	Yes	Jan , Apr, July, Dec.
Southwest Park 2500 W 5 th Street	• 5 Soccer Fields • No Lighting available	No	Yes	Yes	Jan , Apr, Sept., Dec.
Via Marina Park 3301 Keel Way	• 1 Soccer Field • No Lighting available	No	Yes	Yes	Jan., May, Sept, Dec.
CITY PREMIUM PLAYFIELDS	DESCRIPTION	BASEBALL/ SOFTBALL	SOCCER	CITY RUN FLAG - FOOTBALL	Date Closures (Dates may vary due to maintenance schedules)
College Park 3250 S Rose Ave.	• 5 Soccer Fields • Lighting available	No	Yes	Yes	Jan, May, Aug, Dec.
Del Sol Park (Stadium) 1500 Camino Del Sol	• 1 Soccer Field • Lighting available	No	Yes	Yes	Jan, Apr, July, Dec.
Rio Vista Playfields 3050 Thames River Rd.	• 2 SS Soccer Fields • Lighting available	No	Yes	Yes	Jan, Feb, Mar, Apr, May, June, July, Aug, Dec.
River Ridge Playfields N Ventura Rd.	• 2 Soccer Fields • No Lighting available	No	Yes	Yes	Jan, Feb, Apr, May, June, July, Aug, Dec.
Community West Park (Clark/Adair) 801 Hobson Way	• 2 Softball Fields • Lighting available	Yes	No	Yes	Jan, Dec. (Other months may vary)
Beck Park (O'Brien #1 & #2) 600 W Kamala St.	• 1 Softball Fields • Lighting available	Yes	No	Yes	Jan, Dec. (Other months may vary)

The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the Sports Fields.

SPORTS FIELD RESERVATION HANDBOOK ACKNOWLEDGEMENT FORM

I, _____ have read and understood the policies and procedures contained in the City of Oxnard, Athletic Facility Reservation Handbook, and agree to abide by them. I have retained a copy of the Handbook for my reference and will share the information contained in the Handbook with the organization or league that I represent.

I understand that, as the representative of my organization or league, I am responsible for any and all conduct by players, parents, coaches, and visitors (family, spectators, etc.), both on and off the field, while on City property and for enforcing the policies and procedures set forth in this Handbook.

I understand that the City of Oxnard has the right to stop all play, cancel and/or revoke my Athletic Facility Reservation Use Permit, if a violation of the policies and procedures contained in the Handbook are made by me, a coach, player or other league representative(s).

Printed name of facility user

Signature of facility user Date

Name of organization