

**RESOLUTION NUMBER 4442**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
PERRIS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA,  
AMENDING THE CITY OF PERRIS COMMUNITY  
SERVICES FACILITIES USE POLICY  
AND RESCINDING RESOLUTION NUMBER 4204**

**WHEREAS**, on November 9, 1992, the City Council adopted Ordinance Number 937 setting forth the City of Perris Department of Recreation Facilities Use Policies and to establish a fee schedule for the use of the City's recreation facilities; and

**WHEREAS**, on September 29, 1997, the City Council adopted Resolution Number 2631 revising the Facilities Use Policies and Fee Schedule of the Recreation Department and establishing a new fee schedule to cover the cost of providing services to all who use City recreation facilities; and

**WHEREAS**, on January 28, 2003, the City Council adopted Resolution Number 3067 revising the Indoor Facilities Use Fees for User Groups from a daily fee to an hourly fee; and

**WHEREAS**, on September 27, 2005, the City Council approved Resolution Number 3509 revising the Community Services Facilities Fee schedule; and

**WHEREAS**, on June 13, 2006, the City Council approved Resolution Number 3664 amending the facility use policy to allow Perris based non-profit religious groups to take advantage of the lower non-profit rates charged for the use of indoor City facilities such as the Community Room in the Bob Glass Gym.

**WHEREAS**, on March 13, 2007, the City Council approved Resolution Number 3930 revising the Community Services Facility Usage Policy to clarify the length of time a permit may be issued for the use of a city facility for non-City programs, to reflect a total of not more than six months (180 days) as follows in Attachment A to this resolution.

**WHEREAS**, on April 14, 2009, the City Council approved Resolution Number 4204, revising the Community Services Facilities Use Policy to implement a fee schedule for the hourly use of outdoor sports fields to assist with the repair and maintenance that will insure that the fields operated and maintained by the City of Perris remain safe and playable for the community. Additionally, the revised policy will benefit the youth and adult participants of the community by establishing that at least 90% of the players on sports teams using the fields are Perris residents. The revised policy also requires that all organizations have affiliation with a national governing body that has governance over the organization.

**WHEREAS**, the revised Community Services Facilities Use Policy has been amended to include a "Special Events" category, which will allow all groups, non-sports users as well, to rent the Sports Fields/Parks for a flat rate fee for up to ten (10) hours. The additional

category will also allow other organizations to rent the facilities for events such as; concerts, special parties, sports tournaments for all groups during their normal off-season, and other special events that are not sports related.

***NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Perris as follows:***

Section 1. Resolution Number 4204 is hereby rescinded.

Section 2. The City Council approves the revised Facilities Use Policy and Fee Schedule as set forth in Attachment A, attached hereto and incorporated herein by this reference.

ADOPTED, SIGNED and APPROVED this 30<sup>th</sup> day of August, 2011

---

Daryl R. Busch, Mayor

Attest:

---

Judy L. Haughney, C.M.C., City Clerk

STATE OF CALIFORNIA    )  
COUNTY OF RIVERSIDE   ) ss  
CITY OF PERRIS            )

I, Judy L. Haughney, City Clerk of the City of Perris, California, do hereby certify that the foregoing Resolution Number 4442 was duly and regularly adopted by the City Council of the City of Perris at a regular meeting thereof held on the 30<sup>th</sup> day of August 2011, by the following called vote:

Ayes: EVANS, LANDERS, YARBROUGH, ROGERS, BUSCH  
Noes: NONE  
Absent: NONE  
Abstain: NONE

---

Judy L. Haughney, C.M.C., City Clerk

# CITY OF PERRIS

## COMMUNITY SERVICES DEPARTMENT

### PARKS AND FACILITIES USE POLICY

Revised: August 30, 2011  
Resolution #4442

#### PURPOSE STATEMENT

The purpose of this policy is to ensure that Community Services Department parks and facilities are operated and maintained for the benefit of Perris residents. The facilities use permit process further described herein is necessary to ensure that all potential users receive an impartial consideration when requesting to reserve Community Services Department parks and facilities.

#### 1.0 GENERAL POLICIES

- 1.1 The primary use of Community Services Department parks and facilities is to provide activities for the community that are recreational, educational and cultural in nature.
- 1.2 City Departments and activities will have priority use of parks and facilities over other applications for usage.
- 1.3 When unforeseen circumstances result in use conflict, Facility Use Permits may be canceled as authorized by the City Manager or designated representative. If cancellation is unavoidable, every effort will be made to either reschedule or locate alternate facilities.
- 1.4 The use of parks and Community Services Department facilities shall not be granted when, as determined by the City Manager or designated representative; it is not in the best interest of the city. For example incompatible uses, time conflicts, location, lights, or noise.
- 1.5 A schedule of facility use fees have been developed and approved by the City Council. **Fees must be paid prior to issuance of a permit.** Individuals and/or groups wishing to appeal any portion of said fees may do so. Said appeal shall be made to the City Council at least thirty (30) days prior to the date of intended park or facility use.
- 1.6 All Community Services Department facility use permit applications shall include liability insurance as set forth in section 3.1(a) of this policy.

## **2.0 USE PRIORITIES**

For the purpose of determining the priority of use and rental charges to be paid for the use of Community Services Department parks and facilities, a list of user groups is hereby established and is set forth in order of priority as follows:

**2.1 City of Perris:** Programs organized, promoted and conducted by the City of Perris.

**2.2 City of Perris Co-Sponsored Events:** Programs and activities offered through joint effort and sponsorship of the City and an established non-profit community group or organization which generally meets the following description and/or requirements:

- (a) The group must have by-laws which define the purpose of the organization. All financial records shall be available to the City at all times.
- (b) Only such fees and charges that are approved through special agreement with the City shall be levied for the offering of co-sponsored activities and events for the purpose of co-sponsored groups and organizations.
- (c) The group or activity must receive expressed written acceptance from the City Manager or designated representative to be considered for co-sponsorship and is required to conform to the City's adopted co-sponsorship criteria.
- (d) Co-sponsorship will be reviewed on a regular basis, no less than once per year. Co-sponsorship may be granted for a single event or ongoing activity.

**2.3 Group I - City Of Perris based youth or adult sports non-profit organizations having the following qualifications:**

- (a) Letter of determination from the Internal Revenue Service designating the organization as tax exempt under Internal Revenue code section 501(c)(3); and Articles of Incorporation approved by the State of California Secretary of State.
- (b) Adult leadership, advisors and/or chaperones. (Youth groups only)
- (c) A majority of the members are seventeen (17) years of age or younger. (Youth groups only)
- (d) No restrictions of persons from membership because of race, religion, sex, ethnic origin, and social or economic status.

- (e) Regularly scheduled board meetings and definite organizational structure including:
  - League By-Laws, which includes annual meeting date, election of officers
  - Local league rules
  - Preparation of an annual financial statement
  - List of current officers
  - List of all participants (denote whether City or Non-City resident)
- (f) The above documents are on file with the Community Services Department and updated on an annual basis or as needed.
- (g) The Community Services Department sees the benefit of primarily serving residents within the City's boundaries, therefore at least 90% of youth and adult participants shall have a City of Perris mailing address.
- (h) All sports groups must have an affiliation with a national governing body. That national body must have governance over the organization.

#### 2.4 City Residents

2.5 **Recreation Projects:** Community recreational, training or education projects or programs.

2.6 **Public Agency/Faith Based Organizations:** This includes public education or governmental agencies using joint use agreements or other special arrangements; and Perris faith based organizations holding a tax exempt status in Perris, in which facilities are used for religious services.

2.7 **Group II - Non-City Residents/Organizations including but not limited to the following:**

- (a) Limited Membership Groups: These are groups which have restricted memberships based on voting or other procedures. Such as: Lodges, Fraternal Organizations, Unions, etc.
- (b) Private Use (Recreational): Including parties, banquets, etc.
- (c) Private Use (Non-Recreational): Including weddings, church services, business meetings, etc.
- (d) Commercial Use: Use by individuals or groups for commercial or profit making activities.

### **3.0 FACILITIES USE APPLICATION AND POLICY**

The following policy is established for the usage of Community Services Department facilities which include the Bob Glass Gymnasium and the Perris Senior Center. Facilities are scheduled based on the use priorities schedule, individual applicants needs, i.e., number of participants, and availability.

- 3.1 A facilities use application must be completed and submitted to the Community Services Department thirty (30) days prior to the requested date of usage before a permit to use a City facility will be issued. If usage is for schools or private leagues, a schedule, practice schedule, etc., with dates and times must be included. The application must include the following:
  - (a) Certificate of commercial general liability insurance showing the City of Perris as the certificate holder. The certificate must evidence the following insurance placed with an insurer admitted to write insurance in California or a non-admitted insurer on California's List of Eligible Surplus Lines Insurers (LESLI) that has a rating of or equivalent to A:VIII by A.M. Best Company. Limits shall be no less than \$1,000,00.00 per occurrence for all covered losses and no less than \$2,000,000.00 general aggregate. The form must be the Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. **An additional insured certificate** must also be provided with all applicable original endorsements before the permit can be issued. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds.
  - (b) Advance payment of user fees and clean up deposit. All applicable fees must be paid when the facility use application is submitted. **Facility usage applications will not be accepted without fee payment.**
- 3.2 When the facility usage is approved, a permit will be issued to the applicant. Requests for changes in usage after a permit has been issued must be submitted in writing to the Community Services Department for approval seven (7) days prior to the event date. If during usage of facilities, the permitted requirements of the activity are not followed the City reserves the right to suspend such usage.
- 3.3 No organization shall be permitted to reserve the Bob Glass Gymnasium, Community Room or Senior Center for a period totaling more than six (6) months (180 days). City facilities are normally closed on all holidays as observed by the City, and permits will not be granted on those days without prior approval.
- 3.4 Use of any City Facility by any youth organization shall require adult supervision at all times, at a minimum of one adult per each 20 youths.
- 3.5 Good conduct shall be observed by all participants, parents and organizers at all times. Organizations are responsible for the conduct of their group.

- 3.6 Applicants will be responsible to pay for all damage and/or loss of property, if any, which occurred during the usage period.
- 3.7 Applicants are responsible for returning City facilities in the same condition as it was received during the initial walk-through prior to the beginning of the usage. Failure to remove trash and debris after usage shall result in forfeiture of cleaning/damage deposit.
- 3.8. Security personnel as required by the Police Chief and/or City Manager or designated person shall be arranged through a private security company and approved in advance by the Chief of Police, if applicable. When required, such security must be present at time applicant takes possession of the building and remain on duty until the building is vacant.
- 3.9 No posters, bulletins, flyers or advertising signs are to be posted without prior written authorization from the Community Services Department.
- 3.10 No electrical, plumbing, painting, repairs, or alterations of any kind to City facilities are permitted. This includes portable or permanent structures of any size or shape put in City facilities.
- 3.11 Use of snack bars in City facilities will only be permitted on days the facilities are reserved unless other arrangements are made ahead of time **in writing** to the Community Services Department. All food and beverages are to be moved in and out as usage requires. Glass containers of any kind are not allowed in City facilities. Snack Bar shall be thoroughly cleaned after each usage.
- 3.12 **Alcoholic Beverages Of Any Kind Are Not Permitted In Any City Facility. Smoking is not allowed in any City facility.**
- 3.13 Gates and doors shall be locked, windows secured and lights turned off after usage, if applicable.
- 3.14 Failure to observe the above rules may result in the suspension of future usage of City facilities.

**4.0 PARK USE APPLICATION PROCEDURE AND POLICY**

The City of Perris welcomes the use of park sports fields by local youth and adult sports organizations and is interested in developing relationships with these groups. The City of Perris policies are designed to create fairness in the allocation of fields and are based on the accurate provision of information given by each organization. Although the City of Perris may check to verify accuracy, all organizations are expected to verify to the best of their ability the residency requirements in good faith. If any information is found to be inaccurate or overstated, the City of Perris has the authority to rescind its original agreement and re-issue sports fields so that it best meets the needs of the City.



- 4.1 A park use application must be completed and submitted to the Community Services Department thirty (30) days prior to the requested date of usage before a permit to use a City park will be issued. If usage is for schools or private leagues, a schedule, practice schedule, etc., with dates and times must be included. The application must include the following:
- (a.) Certificate of commercial general liability insurance showing the City of Perris as the certificate holder. The certificate must evidence the following insurance placed with an insurer admitted to write insurance in California or a non-admitted insurer on California's List of Eligible Surplus Lines Insurers (LESLI) that has a rating of or equivalent to A:VIII by A.M. Best Company. Limits shall be no less than \$1,000,00.00 per occurrence for all covered losses and no less than \$2,000,000.00 general aggregate. The form must be the Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. **An additional insured certificate** must also be provided with all applicable original endorsements before the permit can be issued. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds.
  - (b.) Names of officers, term limits, addresses, and phone numbers.
  - (c.) Board of Directors and general member meeting dates, time, and locations.
  - (d.) The most current member roster with addresses and phone numbers.
  - (e.) A copy of organizations by-laws and approved by the State of California Secretary of State.
  - (f.) Letter of determination from the Internal Revenue Service designating the organization as tax exempt under Internal Revenue code section 501(c)(3).
  - (g.) The City of Perris reserves the right to deny any group use of the fields without cause.
- 4.2 **All applicable deposits and usage fees must be paid with the application submittal. Park usage applications will not be accepted without fee payment.** When usage is approved, a permit will be issued to the applicant. Requests for changes in usage after a permit has been issued must be submitted in writing to the Community Services Department for approval seven (7) days prior to the event start date. If during usage of parks the permitted requirements of the activity are not followed, the City reserves the right to suspend such usage.
- 4.3 **Youth/Adult Sports Affiliate Policy**  
All groups requesting usage of City parks must have affiliate status prior to submitting an application. This means that organizations must have an affiliation

with a national governing body. That national body must have governance over the organization, which includes requirements to submit rosters of their Board of Directors, financial reports, association constitutions, and the organization by laws.

**4.4 Affiliate Groups Defined**

Community non-profit organizations obtaining affiliate status are considered independent of the City of Perris. Decisions regarding group's functions and activities are the sole responsibility of each organization. The City of Perris assumes no jurisdiction over the administration, operation, and planning of groups activities. The City of Perris expects each organization to conduct business in a professional manner. This includes posting meetings notices, making meeting minutes, and preparing financial statement reports to members, and keeping members informed on board decisions.

4.5 The City of Perris will manage athletic fields to insure NO duplication of services. For example: Little League Baseball has rules that require that everyone must play (i.e. recreation) whereas Travel Club Baseball has no minimum play rule (i.e. competitive); thus these two organizations are similar activities but have different goals.

4.6 The affiliate recreational organizations must provide recreation programs which complement existing programs of the City of Perris Community Services Department and other affiliates.

4.7 Failure to comply with the affiliation policy may also result in the termination of the users permit.

**4.8 FIELD USAGE/HOURS**

- (a.) All permit reservations may not exceed the starting or ending times on said permit. All parks close at 10pm, and all participants are expected to be off of the park fields at 10 p.m.
- (b.) It is the responsibility of all permitted organizations to leave the fields permitted clean and orderly. Any and all decoration, trash and debris must be placed in the provided receptacles.
- (c.) All organizations must have valid usage permits with them at all times or field usage maybe terminated.
- (d.) In order to keep the City of Perris fields in good playing condition as well as to protect the public, generally no team will be allowed to practice or play games on City of Perris fields during and/or for a period of 24 hours following rain. If after 24 hours, the fields are still in a wet and/or muddy condition, groups will not be allowed to practice or play games until the fields are in a playable condition. Permitted organizations must call the

Community Services Department office after any rain to request authorization to continue field usage.

- (e.) Permitted organizations will be charged for all costs incurred by the City of Perris for repair to the turf and/or irrigation systems due to failure to comply with the rain policy. Repairs costs are based on actual expenses and normal City overhead. Failure to comply with rain policy may also result in the termination of the users' permit.

The organization president/commissioner is responsible to contact the Community Services Department for field reports. Reports are available Monday-Friday after 3:00 p.m. Good judgment by youth and adult coaches should be used on weekend play during inclement weather.

#### 4.9 SEASONS

The following schedule lists the sports park seasons and the in-season sport that will have priority in reserving fields.

<u>Usage</u>	<u>Fall/Winter</u>	<u>Spring/Summer</u>
Opening Date	August 1	February 1
Closing Date	December 15	June 15
Primary User (in-season sport)	Football/Soccer	Baseball/Softball
Secondary User	Baseball/Softball	Football/Soccer

*\*Note: These dates are subject to change to allow for unscheduled field maintenance.*

## CITY OF PERRIS PARKS AND FACILITIES

### Parks

Patriot Park	525 Murrieta Road
Bob Long Memorial Park	590 East San Jacinto Avenue
Copper Creek Park	217 Citrus Avenue
Foss Field Park	138 North Perris Blvd
Frank Eaton Memorial Park	3600 Bradley Road
Metz Park	251 Metz Road
Morgan Street Park	600 East Morgan Street
Panther Park	Ruby Drive / Mildred Street
Paragon Park	264 Spectacular Bid
Rotary Park	1491 A Street / Ellis
Russell Stewart Park	160 East 1 <sup>st</sup> Street
Skydive Park	415 Dale Street
Banta Beatty Park	118 North D Street
Howard Schlundt Park	4 <sup>th</sup> Street

### Indoor Facilities

Bob Glass Gymnasium	101 North D Street
Community Room	101 North D Street
Senior Center	100 North D Street

**COMMUNITY SERVICES DEPARTMENT FACILITIES FEES**

<b>GROUPS</b>	<b>(1)</b>	<b>(2)</b>
	LOCAL NON-PROFIT PUBLIC AGENCIES RESIDENTS	OUTSIDE NON-PROFIT NON-RESIDENTS COMMERCIAL USERS
<b><u>BOB GLASS GYMNASIUM</u></b>		
HOURLY FEE	\$100.00	\$200.00
CLEANING/DAMAGE DEPOSIT (Refundable)	\$250.00	\$250.00
STAFF HOURLY FEE	\$20.00	\$20.00
SET-UP FEE	\$60.00	\$60.00
<b><u>COMMUNITY ROOM</u></b>		
HOURLY FEE	\$30.00	\$100.00
CLEANING/DAMAGE DEPOSIT (Refundable)	\$50.00	\$100.00
STAFF HOURLY FEE	\$20.00	\$20.00
SET-UP FEE	\$50.00	\$50.00
<b><u>COMMUNITY ROOM / KITCHEN</u></b>		
HOURLY FEE	\$100.00	\$150.00
CLEANING/DAMAGE DEPOSIT (Refundable)	\$75.00	\$100.00
STAFF HOURLY FEE	\$20.00	\$20.00
SET-UP FEE	\$50.00	\$50.00
<b><u>GYM / COMM. RM / KITCHEN</u></b>		
HOURLY FEE	\$200.00	\$350.00
CLEANING/DAMAGE DEPOSIT (Refundable)	\$350.00	\$350.00
STAFF HOURLY FEE	\$20.00	\$20.00
SET-UP FEE	\$110.00	\$110.00

<u>Groups</u>	<u>1</u>	<u>2</u>
---------------	----------	----------

**SENIOR CENTER**

BINGO ROOM / STAGE AREA

Hourly Fee	\$30.00	\$100.00
Refund Deposit (Clean-up)	\$50.00	\$100.00
Set-up/Breakdown Fee	\$50.00	\$50.00
*Staff Hourly Fee	\$20.00	\$20.00

BINGO ROOM/KITCHEN/MAIN LOUNGE

Hourly Fee	\$100.00	\$150.00
Refund Deposit (Clean-up)	\$75.00	\$100.00
Set-up/Breakdown Fee	\$50.00	\$50.00
*Staff Hourly Fee	\$20.00	\$20.00

TV LOUNGE

Hourly Fee	\$20.00	\$50.00
Refund Deposit (Clean-up)	\$50.00	\$100.00
Set-up/Breakdown Fee	\$25.00	\$25.00
*Staff Hourly Fee	\$20.00	\$20.00

TV LOUNGE WITH TV

Hourly Fee	\$50.00	\$100.00
Refund Deposit (Clean-up)	\$100.00	\$150.00
Set-up/Breakdown Fee	\$25.00	\$25.00
*Staff Hourly Fee	\$20.00	\$20.00

NUTRITION Room

Hourly Fee	\$20.00	\$50.00
With Kitchen	\$50.00	\$100.00
Refund Deposit (Clean-up)	\$50.00	\$100.00
Set-up/Breakdown Fee	\$25.00	\$25.00
*Staff Hourly Fee	\$20.00	\$20.00

POOL ROOM

Hourly Fee	\$60.00	\$150.00
Refund Deposit (Clean-up)	\$250.00	\$275.00
*Staff Hourly Fee	\$20.00	\$20.00

**COMMUNITY SERVICES DEPARTMENT PARK RENTAL FEES**

<b>Groups</b>	<b>1</b>	<b>Special Events</b>
Youth	\$7.00PH (Per park)	Flat Rate Fee of \$250.00 Per Field For Local Non-Profits & Residents Flat Rate Fee of \$400.00 Per Field For Outside Non-Profits & Non-Residents (Light Fee - \$25.00 Per Field, Per Hr.) <b>(10 Hours Maximum)</b>
Adult (unlighted)	\$15.00PH (Per park)	
Adult (lighted)	\$25.00PH (Per park)	
Equipment Deposit (Refundable)	\$100.00	\$150.00
Clean-up Deposit (Refundable)	\$100.00	\$150.00
Snack Bar Deposit (Refundable)	\$25.00	\$50.00
Key Deposit (Per Key Refundable)	\$25.00	\$25.00
*Staff Call-Out (Per Hour, min. 2 hours)	\$20.00	\$20.00

PARK PAVILION ----- \$ 12.00 Advance reservation fee.

**Revised: August 30, 2011**  
**Resolution # 4442**