

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** Hugh R. Riley, Assistant City Manager 

**PREPARED BY:** Stephanie Shaw, Recreation Superintendent

**DATE:** November 10, 2011 (CC Meeting of December 7, 2011)

**SUBJECT:** Consider Adopting the Sports Field Rental Policy

**BACKGROUND**

Demand for use of City sports fields has risen significantly over the past few years. This increased use has resulted in turf maintenance issues at several City parks. In order to address these issues, staff has developed a turf maintenance schedule. Additionally, on September 14, 2011, the Moorpark City Council adopted the Rules and Regulations Governing City Park Rentals (Rules) and revised fees, which included changes for better management and cost recovery related to park facility rentals, including sports field rentals. The Parks and Recreation Commission was presented with a proposal for a Sports Field Rental Policy (Policy) at their November 7, 2011 meeting. This policy is consistent with the Rules and provides staff with additional guidelines relating specifically to rentals of sports fields. The Commission has recommended adoption of the Policy by the City Council. The primary concern raised by the Commission regarding the Policy related to whether or not Group 4 Renters (non-Moorpark residents and Moorpark businesses for business purposes) should be permitted to rent fields at neighborhood parks.

**DISCUSSION**

The purpose of this Policy is to provide additional guidelines to City staff in managing sports field rentals. The Policy differentiates between rentals of sports fields at neighborhood parks and rentals of sports fields at Arroyo Vista Community Park. This Policy concerns rental use only; it does not govern use by the City or use by youth sports organizations as permitted under their respective agreements.

It is proposed that rentals of sports fields in neighborhood parks be more restrictive than what is allowed at Arroyo Vista Community Park. Neighborhood parks with sports fields include Campus Canyon Park, Mammoth Highlands Park, Miller Park, Mountain Meadows Park, Peach Hill Park, and Poindexter Park (some parks including College View Park, Glenwood Park, Country Trail Park, and Tierra Rejada Park have open grass areas, but these areas are not designated as sports fields.) The intent is to reduce the impact on surrounding neighbors (including noise and parking issues), as well as to manage use so that major renovations of turf at neighborhood parks is not needed. Sports field rentals at Arroyo Vista Community Park will be managed based on a turf maintenance schedule, as these fields require periodic renovation and rest.

It is proposed that rentals at neighborhood parks be limited to youth sports organizations and Group 2 and Group 3 renters (as defined in the Rules) only. Group 4 renters (non-residents and Moorpark businesses for business purposes) would not be permitted to rent sports fields at neighborhood parks. Rentals of sports fields would be limited to attendance of 20 or fewer for Group 2 and 3 renters, and attendance of 49 or fewer for a youth sports organization (this attendance limitation does not apply to use under their respective agreements). Group 2 and 3 renters would also be able to rent a sports field in conjunction with a picnic pavilion or other park facility, with an attendance of up to 100. This will allow for activities such as larger family reunions or parties.

Rental use of sports fields at Arroyo Vista Community Park is proposed to accommodate renovation and rest periods for sports fields. For athletic fields (soccer and football fields), it is proposed that 5 of the 10 athletic fields be available for rental, with the other 5 fields closed to rentals to allow for rest periods and/or renovation. These rental/rest periods will rotate on a four-month schedule. For softball fields, which do not receive as much turf damage as athletic fields, it is proposed that two fields be available for rentals each month, with the other two fields closed for turf rest periods.

In order to accommodate special circumstances, deviations from the policy guidelines would be permitted with the written authorization of the City Manager or his/her designee.

### **STAFF RECOMMENDATION**

Approve the Sports Field Rental Policy and direct that it be incorporated into the next update of the City Council Policies.

Attachment 1 – Draft Sports Field Rental Policy

Attachment 2 – Arroyo Vista Community Park Map

**SECTION 6.**

**Policy 6.\_\_\_\_: SPORTS FIELD RENTAL POLICY**

1. Purpose

The purpose and intent of the City Council in adopting the Sports Field Rental Policy (Policy) is to establish guidelines for staff in determining appropriate rental use of City sports fields and to manage rental use of sports fields to allow for proper maintenance. This Policy is consistent with the Rules and Regulations Governing City Park Rentals adopted by separate Council resolution. This Policy does not apply to use by Youth Sports Organizations, which have a use agreement approved by the City Council.

2. Rental Use of Sports Fields in Neighborhood Parks

Rental use of sports fields in neighborhood parks shall be limited to the following:

- A. Only at the following neighborhood parks: Campus Canyon Park; Mammoth Highlands Park; Miller Park; Mountain Meadows Park; Peach Hill Park; and Poindexter Park.
- B. Group 2 and Group 3 Renters with a total attendance of 20 or less.
- C. Group 2 and Group 3 Renters with a total attendance of 100 or less, when the rental of athletic fields is in conjunction with a picnic pavilion or other park facility and the use is for family and friends only.
- D. Rental use by Youth Sports Organizations that is not included in their respective agreements, when the rental has a total attendance of 49 or less.
- E. All other rental use must be approved in writing by the City Manager or his/her designee.

3. Rental Use of Sports Fields at Arroyo Vista Community Park

Rental use of sports fields at Arroyo Vista Community Park shall be managed as follows:

- A. Athletic Fields: Soccer and football fields available for rental shall be rotated on a four-month schedule as follows (numbered fields are soccer fields, FB is the football field, PFB is the practice football field):

| <u>Months:</u>              | <u>Odd year<br/>Fields available:</u> | <u>Even year<br/>Fields available:</u> |
|-----------------------------|---------------------------------------|--|
| Jan. / Feb. / March / April | #5, 6, 7, 8, FB                       | #1, 2, 3, 4, PFB                       |
| May / June / July / August  | #1, 2, 3, 4, PFB                      | #5, 6, 7, 8, FB                        |
| Sept. / Oct. / Nov. / Dec.  | #5, 6, 7, 8, FB                       | #1, 2, 3, 4, PFB                       |

B. Softball Fields: Softball fields available for rental shall be rotated on a monthly schedule as follows:

| Months:   | Odd year<br>Fields available: | Even year<br>Fields available: |
|-----------|-------------------------------|--------------------------------|
| January   | #1, 2                         | #3, 4                          |
| February  | #3, 4                         | #1, 2                          |
| March     | #1, 2                         | #3, 4                          |
| April     | #3, 4                         | #1, 2                          |
| May       | #1, 2                         | #3, 4                          |
| June      | #3, 4                         | #1, 2                          |
| July      | #1, 2                         | #3, 4                          |
| August    | #3, 4                         | #1, 2                          |
| September | #1, 2                         | #3, 4                          |
| October   | #3, 4                         | #1, 2                          |
| November  | #1, 2                         | #3, 4                          |
| December  | #3, 4                         | #1, 2                          |

C. Tournaments (other than tournaments held by Youth Sports Organizations as allowed under a current use agreement) shall be restricted to the months of January through April.

D. All other rental use must be approved in writing by the City Manager or his/her designee.

