



The City of Escondido
Library & Community Services Departments
Facility Use Policy

Policy . Procedures . Fees

CONTENTS

	Page
Purpose.....	2
General Policies	2
Reservation Procedures	5
Refund Procedures	5
Appeal Process	6
Classification of Users	7
Fee Schedules	8
Meeting Rooms/Community Centers.....	9
Group Picnic Areas	14
Specialized Park Areas (Fitness course, tennis courts, pools)	16
Kit Carson Park Amphitheater	17
Escondido Sports Center	18
City Sports Fields.....	19
Tournament Policy – Softball & Baseball Field Use.....	20
Tournament Policy – Ryan Park Soccer field Use.....	23

PURPOSE

Policies, rules, and fees are necessary for the operation of certain City of Escondido facilities to provide standards for the City's rental of facilities to the general public. This policy is intended to facilitate orderly processing of rental applications and to preserve the limited public forum status of the facilities. City-sponsored events are exempt from this policy. Responsibility for administering facility use is delegated to the City Manager and is executed by the Library and Community Services Departments.

GENERAL POLICIES

1. Buildings, facilities, and equipment of the City of Escondido are primarily designed to accommodate the programs, activities, and meetings of various City Departments, the City Council, and City boards and commissions. Consequently, all City of Escondido uses shall have first priority. Facilities shall be made available to non-City groups on a first-come, first-served basis, and appropriate fees shall be assessed for all user groups. The City has not designated its rental facilities as a forum for unlimited expression by the general public.
2. Fees for the use of City facilities are established to recover operating and maintenance costs for their usage. Specific fees are listed within the attached subsections. Any facilities or equipment not specified may be assessed a reasonable fee. The fee will be determined after reviewing the request.
3. A refundable reservation/cleaning/damage deposit will be required by any person or group using City facilities and/or equipment. Any damage to equipment or to City facilities or parks shall be the responsibility of the person or group involved. All or a portion of such deposits may be withheld to further comply with established rules, following an inspection, if it is determined that the facility or park was not left in the condition that it was received. Should the cleanup/damage exceed the deposit fee, the group will be held responsible for paying the additional costs.
4. A Facility Use Application must be completed for all reservations of facilities. Only an individual 18 years of age or older can complete and sign a facility use application. Additional permits will be required for special events and/or alcohol service.
5. At all gatherings where attendees are under 18 years of age, one adult is required for every 20 youth in attendance, and must be present throughout the activity.
6. Groups must adhere to all City of Escondido municipal, police, and fire codes during the use of facilities.
7. Smoking is not permitted in City buildings, or within twenty feet outside per state code. In addition, smoking is not permitted between twenty feet and eighty feet from the entrance, exit, or operable window of a City-owned building if signs are posted at the specified distance from the building entrance that indicate such prohibition. No person shall smoke outside of a public place where a sign is posted prohibiting smoking in such area.
8. It shall be unlawful to possess a lighted or burning tobacco product or tobacco-related product at any time within the boundaries of any park, public open space, or trail; including designated parking areas of any such city recreational area.

9. In city parks, dogs must remain on a leash at all times. At Mayflower Park, dogs must remain on a leash unless in a dog pen. No animals, except service animals, are permitted in any other City facilities.
10. Amplified music will be allowed with the written approval of Community Services. Request for use of amplified music must be submitted at the time an application for use is submitted. A Special Event Permit may be required dependent on reservation location. Groups are responsible for noise levels which shall not exceed a one-hour average sound level of 80 decibels at 50 feet from the noise source.
11. In addition to any permits required for usage of City facilities, a Special Event Permit Application may also be required. The Escondido Municipal Code defines a special event as the temporary use of public property, including but not limited to streets, sidewalks, parks, and lakes for the purpose of conducting a parade or other special enterprise, or any event which significantly impacts or substantially restricts the public's normal, typical, or customary use, level of use, or ability to use such property. An application for a Special Event Permit may be filed as early as 365 days before the event, but it must be received no later than 60 days before the proposed event date. A nonrefundable processing fee must accompany all applications to cover administrative costs. The processing fee is determined based on Escondido non-profit, non-profits outside of Escondido, or all other organizations.
12. Permission to sell/serve alcoholic beverages may be granted by the Director of Community Services or Director's designee, with specific conditions outlined on the "Application and Permit for Use and Sale of Alcoholic Beverages" available at the Community Services desk. The request must be submitted a minimum of 60 days in advance of the proposed usage of City facilities. Permission will not be granted to sell/serve alcoholic beverages at events held in City Hall facilities during normal business hours.
13. Any business or individual conducting a commercial activity in City facilities and parks (i.e., vendors, caterers) is required to have an Escondido business license. If such activity is occurring as part of a group's approved usage of City facilities, the group is responsible for ensuring that a business license is obtained by the business or individual at least two-business days in advance of the activity.
14. Any usage of special equipment, including but not limited to air jumps, inflatable games, rock climbing walls or dunk tanks, in City parks or facilities may require special permits, liability insurance, etc. It is the applicant's responsibility to notify Community Services at least one week in advance of all such usage.
15. Groups utilizing City facilities may be required to provide liability insurance coverage naming the City of Escondido as an additionally insured party, and/or waivers signed by each participant. The additional insurance coverage and/or waivers must meet the standards established by the City Attorney.
16. Any group requesting permission to use any designated facility shall indemnify and hold harmless the City and their officers, employees, and agents from all liability or claim of liability by reason of injury or damage to person (including death) and/or property occurring as a result of their use of said facilities.

17. No advertising or other public notice of a proposed usage of City facilities or parks shall occur without the approval of the facility use permit for the requested facilities and parks. Any advertising or ticket sales undertaken by the sponsor is undertaken at the sponsor's risk, should the application be disapproved.
18. Admission may not be charged to events scheduled in these facilities or for parking in City lots, nor shall there be auctioning games or selling of merchandise, goods, wares, or activities to raise money without the approval of the Director of Community Services. This paragraph does not apply to the sale of items by a nonprofit organization to members within their own group.
19. Decorations, displays, and exhibits in conjunction with activities are permitted with approval of the Library and Community Services Department staff. Groups using facilities are solely responsible for providing display material, mounting, and removal of material following the activity.
20. Any temporary or permanent improvements, alterations, or modifications to City facilities require prior written approval by the City. These projects must conform to the established standards of the City and be processed through the appropriate City procedures.
21. The placement of any advertising, display, or sign within park areas requires approval by Community Services Department staff. No banners, signs, flyers, or other advertising that may be detrimental to the public health, safety, or well-being, or which contain products not intended for consumption or use by minors of all ages shall be placed within a park area. This shall include such programs, activities, or products in any form, including organizational logos, characters, or product names. A list of all banners, signs, etc. that will be displayed during any event scheduled in park areas, including details of all pertinent information, shall be submitted to the Director of Community Services or the Director's designee prior to the event. The use of the facilities shall be denied to an individual or group who abuses or violates regulations or engages in activities that disturb the operation of the City facilities.
22. The Director of Community Services has the authority to consider a request for an exception to this policy. Requests for exceptions will be evaluated to determine if the request is reasonable in light of the purpose of the specific facility.
23. Under no circumstances will an application or permission be denied due to the viewpoint of speech disseminated by the applicant or the viewpoint associated with the proposed event.

PROCEDURES

Reservations

1. The Departments shall maintain an inventory of City facilities available for use by the public upon request. A signed Facility Use Application must be returned to staff by the required minimum days in advance of a reservation, as specified by facility and/or type of event. No reservation shall be approved until the application is submitted, reviewed, and appropriate fees are paid.
2. Appropriate deposits must be submitted with the application. Final payment is due a minimum of 30 days prior to the first use date. All payments should be made payable to the "City of Escondido."
3. The City may refuse to reserve facilities for the following reasons:
 - Availability.
 - Previous violations of the Facility Use Policy.
 - When a hazardous condition threatens the participants, spectators, staff, facility, equipment, or building.
 - If all requirements of State and local laws, the Facility Use Policy, the City Council, the Community Services Commission, or the Library Board of Trustees are not met.

Refunds

1. If the application for reservation is not approved or if conditions after approval require cancellation of the reservation by the Department, all fees paid in advance will be refunded.
2. If a group cancels its reservation, a refund of fees paid will be made only if the correct Department is notified of the cancellation at least 30 days prior to the date of the activity/event. Refunds for cancellation of a permit by the applicant will be assessed 25% handling charge of the total permit fees. Cancellations made less than 30 days before the activity/event date are non-refundable.

Appeal of Aggrieved Parties

The Community Services Commission will review appeals for use of City facilities managed by Community Services. The Library Board of Trustees will review appeals for the use of Library facilities.

Any person aggrieved by a decision of the Library or Community Services Director with respect to these policies, rules, and fees governing the use of City facilities may appeal to the Community Services Commission, or the Library Board of Trustees, by filing a notice of appeal with the respective director no later than 10 days after said decision has been communicated to the aggrieved party.

For details on the appeal process please contact Community Services at 760-839-4691.

- 1.1. Upon receiving an appeal, the Commission or Board shall fix a time and place for the hearing of such appeal. The time of said appeal shall be within a reasonable time after the filing of the appeal.
- 1.2. The Director shall give notice to the person making such an appeal of the time and place of hearing by serving it personally or by depositing it in the United States Post Office at Escondido, California, postage prepaid, addressed to such person at his or her last known address.
- 1.3. Any person aggrieved by a recommendation of the Commission or Board, with respect to these policies, rules, and fees governing the use of all City facilities may appeal to the City Manger by filing a notice of appeal with the City Clerk not later than 10 days after said recommendation has been communicated to the aggrieved party.
- 1.4. Upon receiving an appeal, the City Manager's office shall fix a time and place for the hearing of such appeal. The time of said appeal shall be within a reasonable time after the filing of the appeal.
- 1.5. The City Clerk shall give notice to the person making such an appeal of the time and place of hearing by serving it personally or by depositing it in the United States Post Office of Escondido, California, postage prepaid, addressed to such person at his or her last known address.

CLASSIFICATION OF USERS

Any group utilizing City of Escondido facilities and parks will be classified in one of the following categories for the purpose of determining fees. With the exception of City uses, which have first priority, all other applications are considered on a first-come, first-served basis for available space.

Class A –City of Escondido

Events and meetings organized and conducted by the City of Escondido, or events and meetings co-sponsored by the City of Escondido. The request must originate from the sponsoring City department and a minimum of one City employee must attend co-sponsored meetings. No fee is associated with Class A events regardless of facility location.

Class B – Resident Youth and Senior Non-Profit Organizations

These are locally organized non-profit (must be able to show proof of 501(c)(3) status) groups whose membership is comprised of at least 75% Escondido residents under the age of 18 years or over the age of 50 years.

Examples: *Recognized Escondido-based youth sports organizations, Boy Scouts and Girls Scouts based in Escondido, Senior Anglers, etc.

*In order for an organization to be recognized as a resident youth serving organization, they must meet specific guidelines and submit all requested information. Call Community Services for more information regarding this process.

Class C – Resident Non-Profit Organizations and other Governmental Agencies

These are Escondido based non-profit organizations (must be able to show proof of 501(c)(3) status) whose membership is comprised of at least 75% Escondido residents, and other governmental agencies.

Examples: Escondido Kiwanis Club, Escondido school districts, Escondido homeowner associations, and the County of San Diego.

Class D – Private and Non-Resident Not-for-Profit and Non-Profit Organizations

These are private parties and non-Escondido based not-for-profit or non-profit organizations.

Examples: Private parties include, but are not limited to, weddings, birthdays, memorial services, family gatherings, etc.; Vista Boys and Girls Club, San Marcos Kiwanis Club, non-Escondido based schools and school districts.

Class E – Commercial

These are commercial groups, businesses, or users affiliated with commercial industries.

Examples: Profit-making organizations, seminars, trade shows, film companies, network marketing distributors, franchisees, etc.

FEE SCHEDULE

Meeting Rooms General Information

- Reservations for the Public Library, East Valley Community Center, and Mathes Center will be taken up to three months in advance. For other specific facilities, longer advanced reservation periods may be established.
- Fees listed are based on an hourly rate with a two-hour minimum during the normal hours of operation for the requested facility.
- Groups utilizing buildings other than City Hall or the Public Library may reserve the facility for a maximum of two uses per week. A maximum of four meeting dates can be included on one permit. Permits may only be renewed between the third and fourth use.
- Usage of the Public Library meeting room is restricted to four uses per year by any one organization. Reservations may be made up to 90 days in advance with a minimum of 14-business days in advance. Any exceptions must be approved by the Director of the Library or Director's designee. Exceptions will be based upon availability.
- Usage of City Hall meeting rooms is restricted to two uses per year by any one organization. Reservations may be made up to 365 days in advance with a minimum of 45 days in advance. Any exceptions must be approved by the Director of Community Services or Director's designee. Exceptions will be based upon availability.
- The Council Chambers can only be reserved by user groups classified as Groups A and B.
- When room setup is included as part of the standard room rental fee, the applicant will have the opportunity to select one of the standard room setups for the particular room being reserved. If the applicant desires a special setup or modification of the standard room configuration, a diagram must be submitted at least two weeks in advance of the reservation date and must be approved by City staff.
- An additional fee will be required to cover the operation of the facility if it is used outside of the normal hours of operation. This fee may include staff costs (overtime or holiday pay) in addition to other services required, custodial services, and/or additional garbage services, and is assessed per person/per hour. Any additional fees shall be determined by the Director or Director's designee.
- Due to special flooring in specific rooms, no hard-soled shoes, food, or drink will be allowed. The Director of Community Services or Director's designee will make the final determination as to whether a proposed usage is appropriate for these facilities.

CITY HALL

201 North Broadway, Escondido CA 92025

	Class B	Class C	Class D	Class E
Mitchell Room (includes kitchen/patio)	\$45/hour	\$50/hour	\$75/hour	\$95/hour
Dome Area – Capacity 200	\$150/day	\$150/day	\$60/hour	\$80/hour
Fountain Area – Capacity 200	\$150/day	\$150/day	\$60/hour	\$80/hour
Training Room #1 (includes utility kitchen)	\$40/hour	\$45/hour	\$55/hour	\$65/hour
Staff Fee – Per staff (3-hour min.) (Non-operational hours)	\$30/hour	\$30/hour	\$30/hour	\$30/hour
Staff Fee – Per staff (3-hour min.) (Holidays)	\$75/hour	\$75/hour	\$75/hour	\$75/hour
AV Staff Fee	\$25/hour	\$25/hour	\$25/hour	\$25/hour
Cleaning/Damage Deposit	Minimum \$250	Minimum \$250	Minimum \$250	Minimum \$250
Laptop/LCD Projector	\$25/flat	\$25/flat	\$25/flat	\$25/flat
Portable PA System	\$25/flat	\$25/flat	\$25/flat	\$25/flat
CD Player with Speakers	\$25/flat	\$25/flat	\$25/flat	\$25/flat
Television & VCR/DVD player	\$25/flat	\$25/flat	\$25/flat	\$25/flat
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

WASHINGTON PARK RECREATION BUILDING

501 North Rose Street, Escondido CA 92025

	Class B	Class C	Class D	Class E
Recreation Building	\$45/hour	\$50/hour	\$75/hour	\$90/hour
Facility Staff Fee – Per staff	\$30/hour	\$30/hour	\$30/hour	\$30/hour
Facility Staff Fee – Per staff (Holidays)	\$50/hour	\$50/hour	\$50/hour	\$50/hour
Cleaning/Damage Deposit	Minimum \$250	Minimum \$250	Minimum \$250	Minimum \$250
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

MATHES COMMUNITY CENTER

247 South Kalmia Street, Escondido CA 92025

	Class B	Class C	Class D	Class E
Meeting Room	\$15/hour	\$20/hour	\$40/hour	\$65/hour
Dance/Exercise Room	\$20/hour	\$30/hour	\$55/hour	\$80/hour
Staff Fee – Per staff	\$30/hour	\$30/hour	\$30/hour	\$30/hour
Staff Fee – Per staff (Holidays)	\$50/hour	\$50/hour	\$50/hour	\$50/hour
Cleaning/Damage Deposit	Minimum \$250	Minimum \$250	Minimum \$250	Minimum \$250
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

EAST VALLEY COMMUNITY CENTER

2245 East Valley Parkway, Escondido CA 92027

	Class B	Class C	Class D	Class E
Citrus Room	\$15/hour	\$20/hour	\$40/hour	\$65/hour
Children's Room	\$30/hour	\$35/hour	\$70/hour	\$80/hour
Grove Room	\$15/hour	\$20/hour	\$40/hour	\$65/hour
Vineyard Room Kitchen	\$15/flat	\$20/flat	\$30/flat	\$50/flat
Vineyard Room	\$30/hour	\$35/hour	\$70/hour	\$80/hour
Dance/Exercise Room	\$20/hour	\$30/hour	\$50/hour	\$80/hour
Gymnasium (half gym)	\$20/hour	\$30/hour	\$40/hour	\$50/hour
Gymnasium (full gym)	\$40/hour	\$60/hour	\$80/hour	\$100/hour
Court Setup	\$20 Per court/ Per Game	\$20 Per court/ Per Game	\$20 Per court/ Per Game	\$20 Per court/ Per Game
Digital Projector	\$25/flat	\$25/flat	\$25/flat	\$40/flat
Portable P.A. System	\$25/flat	\$25/flat	\$25/flat	\$25/flat
Television & VCR/DVD player	\$25/flat	\$25/flat	\$25/flat	\$25/flat
Cleaning/Damage Deposit	Minimum \$250	Minimum \$250	Minimum \$250	Minimum \$250
Staff Fee – Per staff (Non-operational hours)	\$25/hour	\$25/hour	\$25/hour	\$25/hour
Staff Fee – Per staff (Holidays)	\$30/hour	\$30/hour	\$30/hour	\$30/hour
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

PARK AVENUE COMMUNITY CENTER

210 Park Avenue, Escondido CA 92025

	Class B	Class C	Class D	Class E
Auditorium (room & patio)	\$20/hour	\$40/hour	\$100/hour	\$125/hour
Auditorium Kitchen	\$5/hour	\$20/hour	\$30/hour	\$50/hour
Cedar Room	\$5/hour	\$20/hour	\$40/hour	\$65/hour
Joslyn Lounge	\$10/hour	\$25/hour	\$55/hour	\$70/hour
Library	\$5/hour	\$10/hour	\$20/hour	\$35/hour
Maple Room	\$5/hour	\$20/hour	\$40/hour	\$65/hour
Oak Room	\$10/hour	\$25/hour	\$55/hour	\$70/hour
Sycamore Room	\$10/hour	\$25/hour	\$55/hour	\$70/hour
West Court Gazebo	\$10/hour	\$25/hour	\$45/hour	\$70/hour
Digital Projector	\$25/flat	\$25/flat	\$25/flat	\$25/flat
Portable P.A. System	\$25/flat	\$25/flat	\$25/flat	\$25/flat
Television, DVD & VCR	\$25/flat	\$25/flat	\$25/flat	\$25/flat
Cleaning/Damage Deposit	Minimum \$250	Minimum \$250	Minimum \$250	Minimum \$250
Staff Fee – Per staff (Non-operational hours)	\$30/hour	\$30/hour	\$30/hour	\$30/hour
Staff Fee – Per staff (Holidays)	\$50/hour	\$50/hour	\$50/hour	\$50/hour
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

ESCONDIDO PUBLIC LIBRARY
 239 South Kalmia Street, Escondido CA

	Class B	Class C	Class D	Class E
Turrentine Room (includes kitchen)	\$20/hour	\$20/hour	\$20/hour	\$60/hour
Laptop	\$25/flat	\$25/flat	\$25/flat	\$25/flat
Damage/Cleaning Deposit	Minimum \$100	Minimum \$100	Minimum \$100	Minimum \$100
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

GROUP PICNIC AREAS

The information below is specific for picnicking. Any use of parklands for activities other than the intended use, will require a completion of a special events permit.

- Any group of 50 or more is required to reserve a specified picnic area.
- Reservations may be made up to six months in advance, but no less than 10-business days. To make a reservation you must complete a facility use permit and it must be approved.
- Reservations are only held until 12:00 noon on the day of the reservation. If you do not show up for your reservation, all fees are forfeited.
- The use of the gazebo is included in the rental of Kit Carson Park El Arroyo #1 and El Arroyo #2. The gazebo cannot be reserved by itself.
- Any person/group renting equipment, or hiring a vendor, must comply with City regulations. Special equipment may not be used at Adobe Circle.

Refunds

- If the application for reservation is not approved or if conditions after approval require cancellation of the reservation by the Department, all fees paid in advance will be refunded.
- If a group cancels its reservation, a refund of fees paid will be made only if Community Services is notified of the cancellation at least 30 days prior to the date of the activity/event. Refunds for cancellation of a permit by the applicant will be assessed 25% handling charge of the total permit fees. Cancellations made less than 30 days before the activity/event date are non-refundable.
- Cancellation policy is stated on facility use permit.

PICNIC

	Class B & C	Class D	Class E
Special Equipment/Inflatable Processing Fee (Per Permit)	\$20	\$20	\$20
Cleaning Deposit	Minimum \$100	Minimum \$100	Minimum \$100
Jesmond Dene Park			
Pepper Tree - 12 to 50 people	\$90/day	\$130/day	\$180/day
Pine Tree - 12 to 50 people	\$90/day	\$130/day	\$180/day
Kit Carson Park			
El Arroyo Picnic Areas #1 and #2			
12 to 200 people (one area)	\$120/day	\$150/day	\$180/day
201 to 600 people (two areas required)	\$210/day	\$250/day	\$350/day
Adobe Circle - 12 to 30 people	\$50/day	\$70/day	\$90/day
North Picnic Area - 12 to 50 people	\$120/day	\$150/day	\$180/day
Ray Love Area - 12 to 50 people	\$90/day	\$130/day	\$180/day
Tree Lake #1 - 12 to 80 people	\$120/day	\$150/day	\$200/day
Tree Lake #2 - 12 to 50 people	\$90/day	\$130/day	\$180/day
Tree Lake #3 - 12 to 50 people	\$90/day	\$130/day	\$180/day
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat

SPECIALIZED PARK FACILITIES

Kit Carson Park - Fitness Course & Park Areas

All applicants, including personal trainers, businesses, and groups using a park area to conduct private group fitness sessions must reserve space for one-hour minimum. Permits will be limited to a three-month term.

Fitness Course & Park Areas	Class B	Class C	Class D	Class E
Group Fitness Activity Fee	\$10/hour	\$15/hour	\$20/hour	\$30/hour
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

Tennis Courts – Kit Carson, Mountain View & Washington Parks

Tennis courts at Kit Carson Park may be reserved for use by a recognized organization or for league or tournament play. Up to three courts may be reserved at one time.

Tennis courts at Mountain View and Washington Park are open for public play at all times.

Tennis Court Fee	Class B	Class C	Class D	Class E
Fee - (per court)	\$5/hour	\$10/hour	\$15/hour	\$30/hour
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

Municipal Swimming Pools – James A. Stone & Washington Park

The maximum size of the group permitted in the pool is 185 persons. Fees for use of the pools are listed on an hourly basis for up to 80 participants. A two-hour minimum usage is required.

Swimming Pool Fees	Class B	Class C	Class D	Class E
Pool Fee- includes 2 lifeguards	\$110/hour	\$115/hour	\$130/hour	\$165/hour
*Lifeguard Fee – per additional lifeguard	\$20/hour	\$20/hour	\$20/hour	\$20/hour
Pool Reservation Cancellation Fee	\$20/flat	\$20/flat	\$20/flat	\$20/Flat
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

*A minimum of two lifeguards is required for a maximum of 80 participants. One additional lifeguard per 20 additional participants is required. Special conditions may require a higher lifeguard to participant ratio.

KIT CARSON PARK AMPHITHEATRE

The Amphitheatre is a special use facility intended for stage performances which include but are not limited to performing arts such as plays, recitals, and concerts. Other appropriate uses of the Amphitheatre would be large gatherings that require a stage area such as school graduations, church services, etc.

The Kit Carson Park Amphitheatre includes a ticket office, rest rooms, and a concession area. A Special Event Permit Application may be required in addition to the application and permit for the usage of Kit Carson Park Amphitheatre.

- Applications for usage of the Kit Carson Park Amphitheatre shall be filed with Community Services no less than 60 days prior to the proposed date of usage and not more than 12 months in advance. All fees are due no later than 30 days prior to the first proposed date of usage.
- The actual time of performances or events held in the Amphitheatre shall be limited to the hours between 10:00 a.m. and 10:00 p.m. Cleanup of the Amphitheatre shall be completed by 11:00 p.m. Any special requests for times outside of these hours will require City approval.
- Noise levels in the Amphitheatre shall not exceed a one-hour average sound level of 80 decibels at 50 feet from the noise source.
- During the summer season (May 1 through September 30), priority is given to the lease.
- The decision whether to approve an Amphitheatre permit will be based on whether the proposed use is suited to the stated intent of the facility, and shall be the responsibility of the Director of Community Services or Director's designee to approve.

Amphitheatre Fees	Class B	Class C	Class D	Class E
Set up/tear down time	\$15/hour	\$15/hour	\$25/hour	\$45/hour
Performance time	\$25/hour	\$30/hour	\$65/hour	\$125/hour
PA system (2-hr. minimum)	\$20/hour	\$20/hour	\$25/hour	\$25/hour
Staff Fee – Per staff	\$30/hour	\$30/hour	\$30/hour	\$30/hour
Staff Fee – Per staff (Holidays)	\$50/hour	\$50/hour	\$50/hour	\$50/hour
Cleaning/Damage Deposit	Minimum \$250	Minimum \$250	Minimum \$250	Minimum \$250
Parking Lot	\$100/flat	\$100/flat	\$100/flat	\$100/flat
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

ESCONDIDO SPORTS CENTER

The Escondido Sports Center is a special use facility complete with two covered hockey arenas, two arena soccer fields (one large/one small), and a multi-use skate park for in-line skating, skateboarding, scooters, and bikes.

- City operated programs have priority for use, which include hockey and soccer leagues, skate sessions, and special events.
- Specific areas may be reserved for appropriate activities by private parties, groups, and organizations if available. Reservations are taken on a first-come-first-served basis and require a Facility Use Application for Permit. These applications are accepted up to 60 days prior to the proposed date of usage and no later than 30 days prior to the date of usage.
- In addition to a Facility Use Application for Permit, a Special Events permit may also be required.

Roller Hockey or Soccer Arena Uses

Following each league registration period, an arena availability schedule will be established and will be available to interested groups/teams. Reservations for the available times will be taken on a first-come, first-served basis. A maximum of 13 uses per reservation, per team/organization may be made based on these league seasons.

Skate Park Uses

Groups reserving the skate park are restricted to use during non-program hours. All reservations will require a two-hour minimum usage.

Escondido Sport Center	Class B	Class C	Class D	Class E
Soccer/Hockey Arena Daytime Use	\$35/hour	\$45/hour	\$55/hour	\$90/hour
Soccer/Hockey Arena with lights	\$40/hour	\$55/hour	\$65/hour	\$100/hour
Mini-Soccer Arena Daytime Use	\$20/hour	\$30/hour	\$40/hour	\$75/hour
Mini-Soccer Arena with lights	\$30/hour	\$40/hour	\$50/hour	\$85/hour
Skate Park Daytime	\$50/hour	\$65/hour	\$75/hour	\$150/hour
Skate Park with lights	\$60/hour	\$80/hour	\$90/hour	\$160/hour
Cleaning/Damage Deposit	Minimum \$250	Minimum \$250	Minimum \$250	Minimum \$250
Staff Fee – Per staff (Non-operational hours)	\$30/hour	\$30/hour	\$30/hour	\$30/hour
Staff Fee – Per staff (Holidays)	\$50/hour	\$50/hour	\$50/hour	\$50/hour
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

CITY SPORTS FIELDS

Locations - Kit Carson, Ryan, Mountain View, Washington, & Jesmond Dene Parks

City and recognized resident youth sports organizations have priority use of sports fields in Escondido parks for scheduled league play/practices.

Recognized resident youth sports organizations will be allowed to utilize sports fields during daylight hours at no charge. When these youth organizations use the lights, they will be assessed \$5 per hour as determined by City Council Action Resolution 2015-26, 3.25.15. Other local youth groups and organizations may use the fields; however, they must pay the Class B fees.

Sports fields in Escondido parks are considered special use facilities. However, when not reserved, these fields are open for public use for appropriate activities.

Reservations by individuals, groups and outside organizations are accepted on a first-come, first-served basis and may be made by completing a Facility Use Application for Permit.

- Groups reserving lighted and unlighted ball fields are restricted to the following times and uses:
 1. Maximum of one use per week
 2. Ball fields may only be reserved on a 1.5-hour minimum/maximum basis.
 3. Groups or individuals that apply to use school facilities, which have been improved and/or lighted by the City, are required to pay the fees listed in the policy.
- Fees for use of sports facilities are listed as hourly fees, however, permits will only be given on a 1.5-hour minimum/maximum usage. See Tournament Policy for use of facilities for tournament play.

Sport Fields/Lights	Class B	Class C	Class D	Class E
Baseball/Softball Field Daytime Use	\$5/hour	\$10/hour	\$15/hour	\$25/hour
Baseball/Softball Field with lights	\$12/hour	\$17/hour	\$22/hour	\$37/hour
Soccer Field Daytime Use	\$5/hour	\$10/hour	\$15/hour	\$25/hour
Soccer Field with lights	\$12/hour	\$17/hour	\$22/hour	\$37/hour
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

TOURNAMENT POLICY

Softball and Baseball Field Use

PURPOSE

To establish a policy regulating the utilization of City-owned athletic fields by non-City organizations for tournament play.

Community Services will establish available tournament dates in September of each year for the following 12-month period beginning January 1. The established dates will be made available to groups interested in hosting tournaments. Requests will be taken on a first-come, first-served basis and must be filed a minimum of 60 days prior to the tournament date.

Preference for tournament dates shall be considered in accordance with the following criteria:

1. Community Services tournaments or tournaments co-sponsored by the Department.
2. Recognized resident youth sports organizations.
3. Charitable, nonprofit organizations servicing primarily the Escondido community or schools serving the Escondido community.
4. Charitable, nonprofit organizations serving areas outside the Escondido community.
5. All others, i.e. for profit businesses.

Tournament Fees – Other than the Reservation Deposit, all other fees are due to Community Services by 12:00 p.m. on the Wednesday prior to the dates permitted for use. Payment can be made with cash, cashier's check, or credit card.

Reservation Deposit – A \$60 per field, non-refundable deposit is required to hold a tournament date. This deposit must be paid at the time a Facility Use Application is filed with Community Services. This deposit will be applied to the balance due. However, if one or more of the scheduled fields are not needed for the tournament, the \$60 per field, non-refundable deposit may not be applied toward the remainder of the balance due. If the tournament dates are not approved, this deposit will be refunded.

Damage Deposit – A \$250 refundable damage deposit will be required.

Field Preparation – A \$20/per field fee will be charged. Organizations wanting to prep their own fields must have approval from Community Services staff.

Tournament Staffing – Tournaments with 18 or more teams will be required to pay a \$25 per hour per staff fee. Staff will supervise the complex, facility access, emergency and injury assistance, opening/closing of facility, and enforce all Department rules and regulations and City ordinances. Staff will be scheduled according to tournament needs. Tournaments under 18 teams will be charged a minimum two-hour staff fee for closing/securing fields at the conclusion of the tournament.

Maintenance Staffing – A minimum of \$55 per hour for each park maintenance staff will be charge. Based on the size of the tournament, City supervisory staff will determine the number of maintenance staff that will be required. Assigned hours are at the discretion of the Director of Community Services, the Director of Public Works or their designees.

Softball/Baseball Tournament Fees	Class B	Class C	Class D	Class E
Baseball/Softball Field Daytime Use	Free	\$10/hour	\$17/hour	\$25/hour
Baseball/Softball Field with lights	\$10/hour	\$22/hour	\$27/hour	\$35/hour
Cleaning/Damage Deposit	Minimum \$250	Minimum \$250	Minimum \$250	Minimum \$250
Field Reservation Deposit	\$60 per field/ per tournament			
Field Preparation (per field)	\$20/hour	\$20/hour	\$20/hour	\$20/hour
Tournament Staff – Per staff	\$25/hour	\$25/hour	\$25/hour	\$25/hour
Maintenance Staff – Per staff	\$55/hour	\$55/hour	\$55/hour	\$55/hour
Late Payment Fee	\$10/flat	\$10/flat	\$10/flat	\$10/flat

Policies and Procedures

- A. In the event of cancellation, it is the applicant’s responsibility to notify Community Services (and tournament participants) at 30 days prior to the permit date if they want a refund. All refundable use fees and deposits will be returned if cancelled at least 30 days prior to reservations. Those dates cancelled less than 30 days in advance will be assessed a 25% handling fee.
- B. Special approval must be obtained for activities beyond the park closing time of 10:30 p.m. and for the use of amplified music or a public address system. A letter requesting approval should be addressed to the Director of Community Services and should be submitted a minimum of 45 days in advance.
- C. The sale of any and all items (i.e., programs, T-shirts, souvenirs, etc.) are not permitted without the express written permission of Community Services. An Escondido Business License shall be required for all onsite selling of items.
- D. The City has contracts with local organizations to provide concession service for all activities within the Kit Carson Park athletic area, and therefore, the sale of any food or drink items will not be allowed.

- E. Amplified music will be allowed with the written approval of Community Services. Request for use of amplified music must be submitted at the time an application for use is submitted. A Special Event Permit may be required dependent on reservation location. Groups are responsible for noise levels which shall not exceed a one-hour average sound level of 80 decibels at 50 feet from the noise source.
- F. Permission to sell/serve alcoholic beverages may be granted by the Director of Community Services or Director's designee, with specific conditions outlined on the "Application and Permit for Use and Sale of Alcoholic Beverages" available at the Community Services desk. The request must be submitted a minimum of 60 days in advance of the proposed usage of City facilities. Permission will not be granted to sell/serve alcoholic beverages at events held in City Hall facilities during normal business hours.
- G. It shall be unlawful to possess a lighted or burning tobacco product or tobacco-related product at any time within the boundaries of any park, public open space, or trail; including designated parking areas of any such city recreational area.
- H. Liability and property damage insurance, in the amount of \$1 million or more, is required for each tournament date requested. All applicants must provide a certificate of insurance with a separate endorsement naming the City of Escondido as an additionally insured party to the satisfaction of the City Attorney. Electronic or faxed copies of the insurance certificate/endorsement must be submitted to the Community Services desk for approval at least 30 days prior to the tournament date.
- I. Violations of City ordinances or permit conditions (i.e., alcohol on the premises, etc.) by any group will result in the immediate revocation of the permit and the cancellation of the remainder of the tournament. Groups shall forfeit all deposits, and they will not be allowed to file for future reservations for 12 months from the date of the violation.
- J. Cancellations due to inclement weather, etc., shall result in a complete refund or the tournament will be rescheduled to another available date at the applicant's option. The City shall be the final determinant of whether a field is playable during inclement weather.
- K. Only Community Services staff, or an organization or crew approved by the Department prior to the tournament, shall perform field maintenance. A fee will be charged for the use of City staff.
- L. The City may require organizations to provide portable restrooms for the tournament. The cost for the restrooms shall be paid for by the organizations requesting use of the fields. The number of units required will be at the County of San Diego's discretion.

TOURNAMENT POLICY

Ryan Park Soccer Field Use

PURPOSE

To establish a policy regulating the utilization of City-owned athletic fields by non-City organizations for tournament play.

Preference for tournament dates shall be considered in accordance with the following criteria:

1. Community Services tournaments or tournaments co-sponsored by the Department.
2. Escondido Youth sports organizations that are recognized in the field allocation process.
3. Charitable, nonprofit organizations servicing primarily the Escondido community, or schools serving the Escondido community.
4. Charitable nonprofit organizations serving areas outside the Escondido community.
5. All other groups.
6. Tournaments will not be scheduled when they interrupt regularly scheduled season games.

Community Services will accept requests for tournament dates starting July 1 through October 30 of each year, for the following 12-month calendar year, January through Dec. 31. Requests will be considered, based on the aforementioned criteria, and must be filed by October 30. Applications submitted after October 30 will not be accepted.

Tournament Fees – Other than the Reservation Deposit, all other fees are due to Community Services by 12:00 p.m. on the Wednesday prior to the dates permitted for use. Payment can be made with cash, cashier's check, or credit card.

Reservation Deposit – A \$100 per field nonrefundable deposit is required to hold a tournament date. This deposit must be paid at the time a facility use application is filed with Community Services. This deposit will be applied to the balance due. However, if one or more of the scheduled fields are not needed for the tournament, the \$100 per field nonrefundable deposit may not be applied toward the remainder of the balance due. If the tournament dates are not approved, this deposit will be refunded.

Damage Deposit – A \$500 refundable damage deposit will be required.

Field Preparation – A \$20 per field fee will be charged. Organizations wanting to prep field must have approval from Community Services.

Facility Supervision – The City of Escondido requires supervision of the facility for all soccer tournaments. On behalf of the City, facility supervision will be coordinated by the Escondido Soccer Club. Facility supervision includes, but is not limited to, supervision of the complex, facility access, emergency and injury assistance, opening/closing of the facility, and enforcement of all Department rules and regulations and City ordinances during tournaments. Supervisors will be scheduled according to tournament needs by the Escondido Soccer Club. Any fees charged to user groups by Escondido Soccer Club for services must be reviewed by the Director and Community Services or Director’s designee prior to the tournament.

Maintenance Staff – A minimum of \$55 per hour for each park maintenance staff will be charge. Based on the size of the tournament, City supervisory staff will determine the number of maintenance staff that will be required. Assigned hours are at the discretion of the Director Community Services, the Director of Public Works, or their designees.

Ryan Park Fees	Class B, C, D	Class E
Daytime use of fields	\$150/field/day	\$200/field/day
Daytime use of fields (Holidays)	\$250/field/day	\$300/field/day
Use of lights	\$30/field/evening	\$30/field/evening
Field Reservation Deposit	\$100 per field/per tournament	\$100 per field/per tournament
Field Preparation	\$20/field	\$20/field
Cleaning/Damage Deposit	Minimum \$500	Minimum \$500
*Facility Supervision – Per staff	\$25/hour	\$25/hour
**Maintenance Staff – Per staff	\$55/hour	\$55/hour
Late Payment Fee	\$10/flat	\$10/flat

*Facility Supervision fees reflect City staff, in the case that Escondido Soccer League cannot provide staff.

**Maintenance staff fees are per staff person. Larger events may require additional staff.

Policies and Procedures

- A. In the event of cancellation, it is the applicant’s responsibility to notify Community Services (and tournament participants) at least 30 days prior to the permit date if they want a refund. All refundable use fees and cleaning/damage deposits will be returned if cancelled at least 30 days prior to reservations. Those dates cancelled less than 30 days in advance will be assessed a 25% handling fee on the refundable fees.
- B. The park closes at 10:00 p.m. All activities must end by 10:00 p.m. **No exceptions.**

- C. The sale of any and all items (i.e., programs, T-shirts, souvenirs, etc.) is not permitted without the express written permission of Community Services. An Escondido Business License shall be required for all onsite selling of items.
- D. The City has contracts with local nonprofit organizations to provide concession services for all activities within the Ryan Park athletic area, and therefore, the sale of any food or drink items will not be allowed.
- E. Amplified music will be allowed with the written approval of Community Services. Request for use of amplified music must be submitted at the time an application for use is submitted. A Special Event Permit may be required dependent on reservation location. Groups are responsible for noise levels which shall not exceed a one-hour average sound level of 80 decibels at 50 feet from the noise source.
- F. Permission to sell/serve alcoholic beverages may be granted by the Director of Community Services or Director's designee, with specific conditions outlined on the "Application and Permit for Use and Sale of Alcoholic Beverages" available at the Community Services desk. The request must be submitted a minimum of 60 days in advance of the proposed usage of City facilities. Permission will not be granted to sell/serve alcoholic beverages at events held in City Hall facilities during normal business hours.
- G. It shall be unlawful to possess a lighted or burning tobacco product or tobacco-related product at any time within the boundaries of any park, public open space, or trail; including designated parking areas of any such city recreational area.
- H. Liability and property damage insurance, in the amount of \$1 million or more, is required for each tournament date requested. All applicants must provide a certificate of insurance with a separate endorsement naming the City of Escondido as an additionally insured party to the satisfaction of the City Attorney. Electronic or fax copies of the insurance certificate/endorsement must be submitted to Community Services staff for approval at least 30 days prior to the tournament date.
- I. Cancellations due to inclement weather, etc., shall result in a complete refund or the tournament will be rescheduled to another available date at the applicant's option. The City shall be the final determinant of whether a field is playable during inclement weather.
- J. Violations of City ordinances or permit conditions (alcohol on the premises, etc.) by any group will result in the immediate revocation of the permit and the cancellation of the remainder of the tournament. Groups shall forfeit all deposits, and they will not be allowed to file for future reservations for 12 months from the date of the violation.
- K. The City may require organizations to provide portable restrooms for the tournament. The cost for the restrooms shall be paid for by the organizations requesting use of the fields. The number of units required will be at the County of San Diego's discretion.
- L. Only Community Services staff, or an organization or crew approved by the Department prior to the tournament, shall perform field maintenance. A fee will be charged for the use of City staff.