City of Carlsbad

FACILITY USE REGULATIONS

Applications for use of City facilities may be submitted in person or mailed to the Harding Community Center, 3096 Harding Street; Stagecoach Community Center, 3420 Camino de los Coches; Calavera Hills Community Center, 2997 Glasgow; Carrillo Ranch, 6200 Flying LC Lane: Senior Center, 799 Pine Avenue; or Monroe Street Pool, 3401 Monroe Street. Applications will be processed in the order received.

Applications will be reviewed; use will be categorized and fees, if any, set by the Recreation Specialist. Please refer to the following pages for Application Procedures, Insurance Requirements, Facility, Park, Athletic Field Rules, Classifications and Fee Schedule.

CONTENTS

Additional Site Specific Procedures and Policies 7
Alcoholic Beverages 5
Amplified Sound 5
Appeal Procedures for Application Denial or revoked permit 4
Applicant Notice of Cancellation 4
Applicant Responsibilities 4
Application Denial / Applicant Recourse 3
Appropriate Classification. 6
Athletic Camps/Clinics 11
Athletic Fields 9
Carrillo Ranch 8
City and Recreation Department Access to Park or Facility 6
City of Carlsbad Special Event Permits 3
Classification of Applicants 12
Cleaning/Damage Deposit Refunds 7
Emergency Termination Authority 4
Facility Hourly Rates 14
Facility Room Capacity 13
General Park Rules 7
General Policies and Procedures 2
Insurance Requirements 6
Non-Profit User Criteria 11
Non-Refundable Application Fee 6
Operating Hours and Site Availability 2
Outdoor Hourly Rates 15
Park and Facility Rental Sportsmanship Program Criteria 12
Parks 9
Payment for Event. 7
Refundable Cleaning/Damage Deposit 6
Rental Charge 6
Reservation Requirements and Confirmation 4
Resident Non Profit Sports Organization Host – Invitational Tournament . 11
Resident Non Profit Sports Organization Tournament 10
Scout House 8
Senior Center 8
Stagecoach and Calavera Community Centers/Gymnasiums 8
Subletting of Parks and Facilities 4
Tennis Courts 9

CITY OF
CARLSBAD
Parks & Recreation

General Policies and Procedures

Applications for use of City facilities may be submitted in person, faxed or mailed to the Harding Community Center, 3096 Harding Street; Stagecoach Community Center, 3420 Camino de los Coches; Calavera Hills Community Center, 2997 Glasgow; Carrillo Ranch, 6200 Flying LC Lane: Senior Center, 799 Pine Avenue; or Carlsbad Monroe Street Pool, 3401 Monroe Street.

Applications will be reviewed, categorized, and processed by the Department in the order received.

Park and Facility Use requests shall be submitted to the Department on a City of Carlsbad Park and Facility Use Application for Rental Permit form available from the City's website at (http://www.carlsbadca.gov/recreation) or by contacting the Department directly.

Applications for use of parks and facilities, along with full rental payment or non-refundable application fee shall be required at the time of application submittal. The application rental fees and cleaning/damage deposit may be submitted in person or mailed to any City of Carlsbad recreation facility.

Applications will be accepted for specific locations, dates and times. Time requested must include all set-up and clean-up time. Applications should be submitted at least (30) calendar days in advance of the date requested. For applications submitted less than 30 calendar days in advance, these applications may be reviewed and accommodated subject to facility and staffing availability, all other necessary approvals are obtained within the available time before the requested facility use date, and payment in full of all rental fees and cleaning damage deposit.

Upon review of the application, Recreation staff will determine if a Certificate of Liability Insurance will be required for the activity.

Applications are accepted for the current calendar year. Applications for the upcoming year will be accepted from Carlsbad resident private parties and Carlsbad based non-profit organizations/businesses starting November 1st of the year prior to the requested reservation date. Non-Carlsbad resident private parties, non-Carlsbad based not-for-profit organizations, and non-Carlsbad businesses may submit applications as of December 1st of the prior year prior to the requested reservation date. Certain exceptions to this subsection may be made by the Department Director or designee, depending on park or facility scheduling and availability.

Applications for the Leo Carrillo Ranch Historic Park will be accepted up to 24 months in advance of the requested reservation date.

The Department reserves the right to limit the number of daily, weekly, or monthly park and facility uses by any one group or organization so that the entire community may make use of the limited parks and facilities available.

On the day of the Park or Facility rental and during the entire rental agreement period, Applicant or designated day of event contact must be present and have in their possession a copy of the Facility Use Regulations, submitted application form, signed and approved permit, valid identification (Driver's License, Passport, Military ID), and Special Event Permit, if required

If the applicant or event contact is not at the event or does not have copies of the items listed above, the event may be terminated.

Fees will be charged pursuant to the approved Master Fee Schedule and by the authority of the Department Director.

Operating Hours and Site Availability

Stagecoach and Calavera Community Centers regular hours of operation are Monday through Friday, 8:00 a.m. to 10:00 p.m., Saturday, 8:00 a.m. to 5:00 p.m. and Sunday, 8:00 a.m. to 5:00 p.m. On Friday and Saturday nights, programs must end by 12:00 a.m., with a departure time no later than 1:00 a.m.

Harding Community Center regular hours of operation are Monday through Thursday, 8:00 a.m. to 5:30 p.m. and Friday 8:00 a.m. to 5:00 p.m. On Friday and Saturday nights, programs must end by 12:00 a.m., with a departure time no later than 1:00 a.m. Monday through Thursday and on Sunday, facility rentals must end by 9:00 p.m. with a departure time not later than 10:00 p.m.

Safety Center conference room regular hours of operation for the Palowksi & Fox meeting rooms are Monday through Friday 2:00 p.m. to 10:00 p.m., Saturday 8:00 a.m. to 5:00 p.m. In the event of a major emergency occurring within the city, the meeting rooms may be used by City officials. Groups scheduled to use the rooms will be preempted during that time. A full refund of application fee, rental fees, and cleaning/damage deposit collected, or rescheduling of the canceled meeting will be arranged. Department personnel will process Safety Center meeting room applications no more than thirty (30) days in advance. Police, Fire, and other City Departments will have first priority to use the conference rooms.

Leo Carrillo Ranch Historic Park hours of operation are Tuesday through Saturday 9:00 a.m. to 5:00 p.m. and Sunday 11:00 a.m. to 5:00 p.m. On Friday and Saturday evenings, programs must end by 10:00 p.m. with a departure time no later than 11:00 p.m. Sunday through Thursday evenings; programs must end by 8:00 p.m. with a departure time no later than 9:00 p.m.

Monroe Street Pool regular hours of operation are Monday through Friday 6:00 a.m. to 7:00 p.m., Saturday 8:00 a.m. to 4:00 p.m., and Sunday 12:00 noon to 4:00 p.m. Please call (760) 602-4685 to confirm pool availability due to classes, programs and rentals.

Senior Center regular hours of operation are Monday through Thursday, 8:00 a.m. to 5:30 p.m. and Friday 8:00 a.m. to 5:00 p.m. Rental hours are after 5:00 p.m. Monday through Friday and after 8:00 a.m. on Saturday and Sunday. On Friday and Saturday nights, facility rentals must end by 12:00 a.m., with a departure time no later than 1:00 a.m. Monday through Thursday and on Sunday, facility rentals must end by 10:00 p.m. with a departure time not later than 11:00 p.m.

Applications will be approved for specific rooms, park areas, athletic fields, and pool lanes depending on group size, type of activity and availability. No activity shall be scheduled for more than maximum room capacity.

Facilities (with the exception of parks and the Monroe Street Pool) will be closed on all City observed Holidays. The Monroe Street Pool will be closed only on selected City observed holidays (Thanksgiving, Christmas, and New Years Day).

City of Carlsbad Special Event Permit

Planned activities may require a City of Carlsbad Special Event Permit and an application must be submitted to the Carlsbad Police Department. Events that have an expected attendance exceeding 1,000 persons and/or require modification to street, parking lot or sidewalk traffic flow may be required to obtain a Special Event Permit. Permit submittals are due no less than ninety (90) days prior to the event. The City Special Events Committee reviews permit requests and may set specific conditions or restrictions for the event.

Application Denial / Applicant Recourse

The Department may refuse an application, or deny to issue or cancel any rental permit. Written notices of denial or cancellation, with appropriate explanation, will be provided by the Department Director or designee. Grounds for the denial of an application may include but are not limited to:

Unsatisfactory prior use by applicant or organization
Hazardous condition exists
Application submitted less than 30 calendar days in advance
Non-payment of application fee, rental fees, or required cleaning/damage deposit by due date
Higher priority activity taking place
Groups that have previously not given timely cancellation notice of activity
Applicant is under 18 years of age
Special Event Permit application (when required) was submitted less than 90 calendar days in advance
Refusal to consent to Special Event Committee's specific conditions or restrictions for the event
Failure to obtain a Special Events Permit
Failure to submit timely and acceptable insurance documents

Appeal Procedures for Application Denial or revoked permit

Any person, organization or group believing to have been aggrieved by decisions relating to any action taken by Department staff may appeal in writing with supporting documentation and within 10 calendar days of date the action was taken by staff to the Department Services Manager. The Department Services Manager shall review the appeal and submission and obtain staff reports. Thereafter, a written decision will be mailed to the appealing party within 15 calendar days.

That decision may be appealed in writing and within 10 calendar days from the date of the Department Services Manager's decision to the Department Director. The Department Director shall review the matter, together with all supporting documents, and issue a written decision within 15 calendar days following the receipt of a written request for an appeal. That written decision shall be mailed to the appealing party. The Department Director's decision is final.

Emergency Termination Authority

In an emergency or when facts justify immediate action to be taken, the City Manager, Police Chief or their designees may summarily revoke an approved permit without providing (i) an opportunity to cure or (ii) prior notice for a violation of the Facility Use Regulations or any federal, state or local law. In the event a permit is summarily revoked, all persons shall be required to leave the premises of the park or facility immediately, unless otherwise directed by the City Manager, Police Chief or designee.

Subletting of Parks and Facilities

Parks and facilities, including athletic fields, may not be sublet or rental time given to a group other than the approved applicant without prior written authorization of the Recreation Director or designee.

Applicant Notice of Cancellation

In the event of a cancellation by the applicant less than 30 calendar days in advance (for pool rental cancellation, notice must be given 10 working days in advance), the applicant will forfeit all rental fees paid.

Picnic reservations that are rained out may be rescheduled or refunded with no processing charge.

Upon notice of cancellation, any financial obligations incurred by the City to accommodate the applicant or event will be invoiced and the applicant must pay the outstanding balance within seven calendar days of the date of the invoice.

A "no show" fee will be assessed to category B users that schedule a meeting room (rooms identified at no charge) and provide less than twenty-four (24) hours notice of cancellation.

Reservation Requirements and Confirmation

All checks and money orders for deposits and rental fees are to be made payable to the "CITY OF CARLSBAD". A signed copy of your approved permit by the Department Director or designee will be proof of a confirmed reservation. Any financial investment or preparation for an event prior to permit approval is solely at the applicant's risk.

For permits, the Department Director or designee may impose additional requirements on the applicant as a condition of approval. These additional requirements may include, but are not limited to, additional security guards, increased cleaning/damage deposit, additional City staff, additional insurance or specialized insurance, Special Events Permit application, proof of additional permits or licenses (e.g. Health Department or Alcoholic Beverage Control). Any costs incurred for additional imposed requirements shall be the responsibility of the applicant.

Applicant Responsibilities

All groups must be under the direction of their own leadership. There must be at least one adult present and responsible for each twenty minors and the minimum number of adults must be present at all times. Minors are defined as those under the age of 18, except in the case where alcohol is served, when minors are defined as those under the age of 21.

At the Monroe Street Pool, there must be at least one adult present and responsible for each twenty minors on deck. For every eight children (age eight or younger) in the pool, there must be one adult in the pool and capable of swimming. Exceptions may be made with written permission by the Department Director or designee.

No activity will be permitted which is in violation of local, state or federal statutes.

Applicants must adhere to all City ordinances, fire codes, policies and administrative orders during their use of the park or facility.

Amplified Sound

Applicant or designated event contact shall control any amplified sound system, including radios, so as not to disturb other groups, activities, or the surrounding neighborhood.

Cancellation of the event may occur if the noise level is not controlled or the police are required to respond. In the event that the police are called, the applicant or designated event contact will be the person initially contacted and requested to lower the amplified sound.

If the applicant or designated event contact is not present at the event when the police arrive, the Police Chief or designee may elect to revoke the permit and terminate the event. If the police are dispatched a second time, the Police Chief or designee may revoke the permit and terminate the event immediately.

Alcoholic Beverages

Applicants seeking to sell alcoholic beverages must obtain "Daily On-Sale General License" from the State Alcohol Beverage Control Board.

Private security guard service will be arranged by the Department but paid by the applicant. Guards will act as security forces and not as identification or age checkers. Additional guards may be required.

Alcohol consumption is strictly limited to the event time and area defined on the approved Permit and must comply with the terms of the Alcohol Beverage Control Board Daily On-Sale General License.

Alcoholic beverages shall not be purchased or brought into the Park or Facility by anyone other than the person responsible for the activity or a licensed caterer. Alcoholic beverages are not to be consumed outside of the area designated in the permit or the permitted park or facility.

If minors are in possession of alcoholic beverages, or if any event participant(s) appear to be under the influence of alcohol or controlled substance(s) or in possession of illegal drugs, the permit may be revoked and the event will be terminated immediately.

For the health, safety or welfare of the public, alcoholic beverage service may be terminated at any time by City staff, security, or law enforcement.

Alcohol will not be allowed to be served or permitted at any celebration for a minor under the age of 21.
The applicant shall provide evidence of commercial general liability insurance in a form acceptable to the Risk Manager (and additional coverage(s) as appropriate for the activities of the Park or Facility use), naming the City of Carlsbad as an additional insured, and with a coverage amount to be determined by the Risk Manager according to the size and risk factors of the event.

Commercial general liability insurance including liquor liability coverage with a minimum limit of $2 million per occurrence is required when an event includes alcohol. The liquor liability coverage must be the same as the Commercial general liability insurance, i.e., a lower sub-limit will not be accepted.

A City Special Event Permit may be required (per Carlsbad Municipal Code 8.17) in addition to the permit.

When serving alcohol the applicant must be twenty one (21) years of age.

City and Parks and Recreation Department Access to Park or Facility

The City Manager, Police Chief, Parks and Recreation Director or designee has the right to full unrestricted access

for all activities in order to ensure that all rules and regulations are being observed.

The City Manager, Police Chief, Parks and Recreation Director or designee has the right to terminate the event or activity for the safety and welfare of the citizens or City property (see Emergency Termination Authority).

Appropriate Classification

Organization membership rosters may be used to assist in determining Carlsbad residency and the appropriate classification category for the use of parks and facilities. Once the determination has been made and approved by the Department Director or designee, the determination is final for that season and the membership rosters will be returned to the organization.

Rental Charge

All park and facility rentals will be charged for the total hours used, including set-up and clean-up time.

Insurance Requirements

The applicant shall provide evidence of commercial general liability insurance in a form acceptable to the Risk Manager (and additional coverage(s) as appropriate for the activities of the Park or Facility use), naming the City of Carlsbad as an additional insured, and with a coverage amount to be determined by the Risk Manager according to the size and risk factors of the event.

Commercial general liability insurance including athletic participant coverage (where applicable) with a minimum limit of $1 million per occurrence is required. The athletic participant coverage limit must be the same as the commercial general liability, i.e., a lower sub-limit will not be accepted.

Commercial general liability insurance including liquor liability coverage with a minimum limit of $2 million per occurrence is required when an event includes alcohol. The liquor liability coverage must be the same as the commercial general liability, i.e., a lower sub-limit will not be accepted.

The Risk Manager may impose a higher amount for insurance depending upon additional risk factors. This coverage must be primary, without contribution from the City.

An insurance checklist providing details to assist applicants with insurance requirements and documents is provided with Facility Use Applications.

Non-Refundable Application Fee

A non-refundable application fee or rental fee payment in full is required and is due at time of application submittal.

The application fee will be applied to the total cost of the rental and will not be refunded if the reservation is canceled. If the total rental fee is less than the amount of the application fee, the difference will be refunded after the rental has occurred.

Exception: category B users – where no fee is required

For user initiated cancellations, where rental fees were paid by personal check, a check processing fee will be charged in addition to the non-refundable application fee.

Refundable Cleaning/Damage Deposit

A refundable cleaning/damage deposit may be required.

The amount of cleaning/damage deposit will be determined by risk factors. Risk factors may include but are not limited to: amplified sound, alcohol, total attendance, and alteration of traffic flow.

Payment for Event

The full rental fee and cleaning/damage deposit is due 30 calendar days before scheduled use. Groups using facilities on a weekly, semi-monthly or monthly schedule must pay on or before the first meeting of the month. For the Monroe Street Pool, full payment of rental fees and cleaning damage deposit must be made for all fees 10 calendar days in advance.

Additional Site Specific Procedures and Policies

An employee of the Parks and Recreation Department shall be present during all hours of use. Applicants must strictly adhere to all City ordinances, fire codes, policies and administrative orders during their use of the park or facility.

Permit applicants that have been approved in writing by the Department Director or designee may be issued a key for access to off-site locations. The applicant is then responsible to secure the facility when leaving. Applicant shall surrender the key upon demand by the Department. No duplication or sharing of keys is allowed.

Cleaning/Damage Deposit Refunds

On the day of the event, the applicant or event contact must initially inspect the premises with a staff person and fill out a "Condition of Facility Report." This report is a checklist that identifies any facility conditions that need to be addressed or noted before the facility is used. It also helps insure the facility is returned to the same condition it was in before the use occurred.

Applicant or event contact is responsible for the following clean up at the end of their event:

Cleaning of all equipment used, including counter areas, all tabletops, any floor or carpet areas soiled or dampened, and kitchen and all amenities (i.e. refrigerator, stove, oven, sink, etc.)

Putting all trash and recyclables in proper receptacles

Removal of all equipment supplies, personal articles, displays, etc., immediately following clean up

At the end of the rental and clean-up period, the applicant or event contact will inspect the premises with a Department staff person and complete the Condition of Facility Report. Proper clean up shall be determined by the Department, based upon the Conditions of Facility Report.

Cleaning/damage deposit shall be refunded if proper clean up is completed and no breakage or damage has occurred.

The cleaning/damage deposit may be used to cover any replacement, repairs, damages or loss to park, facility or equipment. The applicant shall be required to pay the full cost of materials, labor, replacement, repairs or damages to restore the park, facility, or equipment to pre-event condition.

If damage occurs and the repair costs are less than the cleaning/damage deposit amount the difference shall be refunded. If the cleaning/damage amount is greater than the cleaning/damage deposit amount, applicant shall be invoiced and pay the outstanding balance within seven calendar days of the date of the invoice.

Department equipment (tables, chairs, public address system, and kitchen facilities where appropriate) is available for use in the facilities, but may not be removed to any other location without proper written authorization by the Department Director or designee. No alterations to or use of: duct, masking, or electrical tape, nails, staples, etc. are permitted in any facility without written permission of the Department Director or designee.

General Park Rules

The following is a brief summary of selected acts that are prohibited in Carlsbad's parks and beaches. For a complete listing refer to chapters 11.32.030, 11.32.40, and 11.32.110 of the Carlsbad Municipal Code.

Dogs, cats, any other animal, fowl, or reptile of any kind are prohibited except as otherwise permitted by the City Manager or his/her designee with a valid special event permit or park and facility use permit.

Overnight parking (11:00 p.m. to 5:00 a.m.) is prohibited daily, except as otherwise permitted by the City Manager or his/her designee.

Groups of 25 or more persons are prohibited from using a park or facility without first obtaining an approved park and facility use permit.

Waterslides, slip and slides, dunk tanks, merry-go-rounds and climbing walls are prohibited except as otherwise permitted by the City Manager or his/her designee.

Stagecoach and Calavera Community Centers/Gymnasiums

Gymnasium use will not be approved or allowed when other facilities are deemed more suitable for requested use.

No food, beverages, or hard sole shoes allowed.

Floor cover will be in place for all events other than sports.

A three hour minimum rental is required except with written permission of the Director or designee.

Scout House

Scout groups in Carlsbad have first priority for use of the Scout House, at no charge. The Scout troops must submit an application to the Department. An approved permit is valid only from September through June. If summer use is needed, a separate application must be submitted.

Senior Center

Limited seating re-configuration for dining room rentals will be considered. Set up for head tables and buffet lines are acceptable.

The use of confetti, birdseed, rice, etc. (for throwing) is prohibited. Also, the use of hay and straw will not be allowed.

Displayed decorations or pictures are not to be removed from dining room. Removal of any decorations without prior approval by Senior Center staff will result in forfeiture of part or all of cleaning/damage deposit.

A three hour minimum rental is required except with written permission of the Director or designee.

Carrillo Ranch

Leo Carrillo Ranch is a historic site and must be respected for its continued preservation.

Rental equipment is the applicant's responsibility. Equipment must be dropped off and picked up within the hours specified on the approved permit.

Decorative lights may be gently placed on top of shrubs but not placed in trees or on any portions of the historic Adobe. Table decorations and freestanding decorations will be allowed. Candles must be contained within glass votives.

Leo Carrillo Ranch is a 27-acre historical park with irregular earthen and paved surfaces, including without limitations, stairs and trails. It is recommended that visitors wear appropriate shoes for the uneven terrain within this historic park.

Rice, birdseed, confetti or anything of this nature is not allowed.

Children must be under adult supervision at all times.

Horses, ponies and horse drawn carriages are permitted in designated areas as specifically authorized in writing by the Department Director or designee.

Six hour minimum rental period is required, except with permission of Department Director or designee.

Parks

Designated group picnic areas and open space can be reserved by individuals, organizations or businesses.

Hourly fees charged will be based on group size, classification category and amount of time requested.

Organized events at parks will be charged an open space fee.

Park areas not reserved will be available for public use on a first-come, first-served basis.

Liability insurance or security guards may be necessary depending on: a) risk factor level, b) serving of alcohol, and c) nature of use, such as music, dancing, and inflatable party jump.

No vehicles or trailers are permitted on grass, natural turf, or synthetic turf areas.

Car shows are not allowed on grass, natural turf, or synthetic turf areas.

Car shows will be allowed in authorized parking spaces at the park as designated by the Department Director or Designee.

Only those businesses that have an approved permit and current City of Carlsbad business license may operate their business in any park.

Any "Inflatable Party Jumps" (also known as Jump Houses, Bouncy Houses) set up in a park or facility must:

- Have an approved permit from the Department
- Be provided by a vendor from the approved list of vendors on file with the City of Carlsbad
- Pay the Permit fee for each Inflatable Party Jump
- Only be set up in designated areas approved by Department staff
- Use "quiet rated" gas generators where an electrical outlet is not available
- Place generators on a plywood board that is larger than the footprint of the generator
- Be no larger than 15 x 15 feet in diameter, except with the written permission of the Department Director or designee
- A limited number of Inflatable Party Jumps will be approved per facility. Non-permitted Inflatable Party Jumps must be taken down immediately.

A three hour minimum Park Rental is required except with the written permission of the Department Director or designee.

Tennis Courts

City-owned tennis courts may not be reserved and are available on a first come, first served basis with the exception of category A users and organized tournament play at Carlsbad High School tennis courts.

Commercial lessons are prohibited

Tournament play is not allowed at Poinsettia, Calavera, Stagecoach, La Costa Canyon and Laguna Rivera tennis courts.

Athletic Fields

The City of Carlsbad is an A category user group and therefore has first priority in reserving use of athletic fields.

Community sports organizations that qualify as category B are invited to the field allocation meetings prior to their regular season. These meetings are held typically around October/November and May/June each year.

All sports organizations not previously recognized as category B must comply with the Department's "Non-Profit User Criteria." This proof of non-profit status needs to be verified by the Department designee a minimum of 90 calendar days prior to the athletic field allocation meeting.

All new and existing Resident Non-Profit Sports Organizations ("RNPSO") must complete the RNPSO Athletic Field Use Application for field use 75 calendar days prior to the field allocation meeting.

A minimum of 215 registered participants (70% of which must be Carlsbad residents) per sport by one governing organization is required to constitute a league. The Department Director or designee will determine field allocations if league representatives are unable to reach an agreement.

Thirty calendar days prior to ball field allocation meetings, community sports organizations are required to submit their projected athletic field needs for their upcoming season. Projected athletic field needs should include pre-season, opening day, practices, regular season games, and proposed tournaments.

New sports organizations need to submit field use requests ninety (90) days prior to the field allocation meeting. Projected field needs should include pre-season, opening day, practices, regular season games, and proposed tournaments.

Baseball/softball organizations have priority in the spring season, January 15 – July 15, and Soccer/Pop Warner football will have priority in the fall, July 16 – January 14.

The Department recognizes that many of the RNPSOs have both an organized "competitive" and "recreational" level of play within their sports sections. In order to establish and maintain a category B status all RNPSOs must have a minimum of 50% of its members and league play devoted to a recreational level of play and be coached by volunteers. Organizations that don't meet this percentage of recreational level of play will be assigned a lower priority category status.

All resident non-profit sports organizations are required to submit their membership rosters ninety (90) calendar days prior to the field allocation meeting in order to prove residency status. Department staff uses the previous year's final resident membership figures submitted by each organization to assist in determining the current year's allocation of fields. Organization membership rosters may be used to assist in determining Carlsbad residency and the appropriate classification category for the use of parks and facilities. Once the determination has been made and approved by the Department Director or designee, the determination is final for that season and the membership rosters will be returned to the organization. If a category B organization does not meet and maintain the 70% residency requirement for participants, the group will be assigned a lower category status and charged applicable fees for athletic field use.

Approved proof of liability insurance is required 30 calendar days prior to actual use of athletic fields.

Requests to use a snack bar facility need to be submitted at the semi-annual athletic field allocation meetings. If the operation of the snack bar is subcontracted by the league to an outside business or individual, then written permission from the league, a City of Carlsbad business license and appropriate liability insurance is required.

Approved proof of liability insurance is required prior to actual use of athletic fields.

An additional fee will be assessed each non-resident player on teams and/or organizations in categories B and C that reserve ball fields in excess of 30 calendar days per season.

Resident non-profit sports organizations have first priority for reserving athletic fields and use of the batting cage where applicable.

Three hour minimum athletic field rental is required, except with the written permission of the Department Director or designee.

Resident Non Profit Sports Organization Tournament

A resident organization tournament is defined by the Department as a culminating event in which multiple teams compete, and advance as they win their scheduled contests. There are tournaments that are structured as culminating events to the end of a regular season as a means of establishing a "champion" of a specific league. In this example, the same participants who participated throughout a season are matched against each other in a playoff format. There are no athletes or teams participating in this tournament that did not participate in a Carlsbad league during league play and there are no additional entry fees charged for playing in the tournament.

Resident Non Profit Sports Organization Host – Invitational Tournament

An invitational tournament is interpreted by the Department as a tournament that includes athletes/teams of multiple organizations (resident or nonresident). The host resident organization will charge entry fees to participating teams in the tournament. These tournaments are often used as fundraisers or special events.

Prior to approving a Permit, the applicant will be required to provide evidence of insurance covering tournament play.

Athletic Camps / Clinics

An application and permit is required for any proposed camp or clinic. Applications for athletic field use in the summer months will be accepted from December 1st through December 31st. The summer months are defined as June 15th through August 31st. During summer months, fields may be reserved from 8 am to 3:30 pm. Permit approval is contingent on appropriate insurance being approved by Risk Manager and rental fees and cleaning/damage deposit being paid.

For winter, spring, and fall athletic camps or clinics, applications will be accepted six (6) months in advance of the requested date of the athletic camp or clinic.

Department staff will review requests and determine field assignments. If scheduling conflicts occur, staff will contact organizations involved to negotiate a potential solution.

Athletic field assignments are not official until a permit has been approved and issued by the Director or designee and is returned to applicant.

Non-Profit User Criteria

1. In order to qualify as category B nonprofit user group, the organization must meet all of the following criteria:

   The organization must be registered as a not-for-profit corporation with the State of California and be a Carlsbad Chapter

   In addition to the State Non-Profit Corporation status, the organization must provide the Department Articles of Incorporation or Constitution and By-Laws that clearly state that the objective of the organization is of a non-profit, non-commercial nature

   Classification assignment for sports organizations utilizing athletic fields will be based on player rosters, including player addresses, and the organization must have 70% of the players residing in Carlsbad to qualify for category B

   Verification of Carlsbad residency is required

2. Non-profit sports organizations requesting athletic field use are required to submit player rosters a minimum of ninety (90) calendar days prior to the field allocation meeting. The rosters must be verified by one governing association (main chapter parent organization), which will be used to determine classification status. These rosters must come from the governing organization and be signed by the league's board of officers. Player addresses with a post office box number will not be accepted.

3. Department staff will return rosters once classification is determined. Once the classification determination has been made by staff and approved by the Department Director, the decision is final.

4. The organization must submit the following documents:

   The documents identified in subsection 1 above

   Financial verification of organization's tax exemption from income tax returns/filings. (Department of the Treasury form 990, Application for Recognition Form 1023, and 501(c) approved determination letter from the IRS is required)

   A signed statement verifying item in subsection 1 above. Sports organizations see subsections 3 and 4 above.

Park and Facility Rental Sportsmanship Program Criteria

In order to promote the importance of good sportsmanship and ensure that Carlsbad Parks and Recreation programs and facilities are, and will remain, safe places to gather, all sports organizations that request to use parks and facilities are required to provide their membership with appropriate sportsmanship training.

Prior to application approval, Department staff will review the sportsmanship training programs used by the applicant organizations. All organizations not promoting a sportsmanship program as part of its organizational activities must sign and agree to abide by the City of Carlsbad Parks and Recreation Department Code of Conduct prior to obtaining authorization to utilize parks or facilities.

If organizations wanting to rent Carlsbad parks or facilities do not have active sportsmanship programs, selected representatives of the organization will be required to attend a presentation on Carlsbad's Teaching Respect, Unity, and Sportsmanship through Teamwork (TRUST) program. TRUST promotes the philosophy of good sportsmanship which is actively engaged by the City of Carlsbad in all of its recreation programs.

FACILITY ROOM CAPACITY

By Location

No activity shall be scheduled for more than room capacity.

Calavera Hills Community Center

Activity Room	85
Meeting Room (s)	35
Gym	200

Stagecoach Community Center

Activity Room	85
Meeting Room (s)	30
Gym	200

Harding Community Center

Auditorium	180 for dining, 250 theater style
Recreation Hall	85 for dining, 118 theater style

Magee Park

Heritage Hall	50 for dining, 75 theater style
Granary	25

Senior Center

Auditorium	140 for assembly
Dining Room	135-150 for dining
Art Room	20 for meeting
Art Studio	27 for meeting, 50 for assembly
Dance Studio	24 for meeting, 50 for assembly
Activity Room	40 for meeting, 60 for assembly

CLASSIFICATION OF APPLICANTS

Types

Each application will be reviewed by Parks and Recreation Staff and classified into a group depending on the type of organization and the intended use. The Parks and Recreation Department activities have first priority for the use of the facilities. The categories are listed in order or priority with category A first, category B second, etc. The City attempts to accommodate all groups; however, there is a limited number of facilities. Unfortunately, the demand exceeds the supply. For that reason, a priority classification system for use was established.

- **A** Carlsbad Parks and Recreation activities; Co-sponsored activities; other City departments
  Examples: Friends of the Library, Carlsbad Book Fair, Recreation and Lap Swim, Swim Lessons, Masters Swim Program
- **B** Carlsbad resident not-for-profit, civic, social organizations (non-paid management - no voting board member can be paid); any organization sponsoring a public forum or candidates night; public education
  Examples: Carlsbad Rotary, La Costa Youth Organization, Carlsbad Softball Association, Carlsbad Youth Baseball, Boy Scouts, Carlsbad Homeowner's Associations, Carlsbad Unified School District
- **C** Carlsbad resident not-for-profit, civic, social organizations (paid management); private educational Institutions *Examples: Boy's and Girl's Club, Property Management Associations*
- **D** Non-resident not-for-profit, educational, civic and social organizations; resident private parties; and locally organized groups whose normal place of meeting is located in the City of Carlsbad.
  Examples: North County AA, YMCA, resident political groups, Mira Costa
- **E** Carlsbad resident commercial, business, profit making organization, non-resident private party activities
  Examples: Carlsbad Inn, non-resident parties, weddings or receptions
- **F** Non-resident commercial, business, political, and profit making
  Examples: Trade shows, company training, meetings, seminars, scuba shops, commercials or photo shoots
- **G** Senior Athletics: Any senior athletic group that is 55+. Athletic Field Use Only.
  Examples: North County Senior Softball League

FACILITY HOURLY RATES

FACILITIES: Hourly Rental	A	B	C	D	E	F
	CATEGORIES					
Harding Community Center						
Auditorium	N/C	$20	$30	$50	$65	$85
Recreation Hall	N/C	$20	$30	$50	$65	$85
Community Room	N/C	N/C	$15	$20	$30	$45
Kitchen	N/C	$10	$15	$20	$25	$35
Stagecoach/Calavera Hills Community Centers						
Gymnasium	N/C	$40	$50	$60	$80	$105
½ Gym Rental	N/C	$20	$25	$30	$40	$50
Activity Room	N/C	$20	$30	$40	$55	$75
Multi-Purpose Room	N/C	N/C	$25	$30	$40	$60
Safety Center						
Fox Meeting Room	N/C	$20	$30	$40	$55	$75
Palowski Meeting Room	N/C	$20	$30	$40	$55	$75
Magee Park						
Heritage Hall (kitchen included)	N/C	$15	$20	$45	$65	$75
Granary	N/C	N/C	$13	$15	$25	$30
Senior Center						
Auditorium	N/C	$30	$40	$55	$70	$95
Dining Room	N/C	$30	$40	$55	$70	$85
Kitchen Warming	N/C	$5	$10	$15	$20	$25
Kitchen Full Service	N/C	$15	$20	$30	$35	$40
Art Room	N/C	$15	$20	$25	$30	$35
Dance Studio	N/C	$20	$25	$30	$35	$40
Activity Room	N/C	$30	$40	$55	$70	$95
Aviara Park						
Meeting Room	N/C	N/C	$10	$15	$20	$25
Carrillo Ranch						
Full Site Rental	N/C	$99	$127	$155	$185	$215
Cabana & Pool Area	N/C	$86	$100	$118	$143	$167
Patio Area	N/C	$33	$50	$67	$86	$99
Barn Theatre	N/C	$30	$47	$64	$83	$96
Barbeque *access one time fee*	N/C	$55	$65	$83	$105	$132
Propane Patio Heater	$ 85 per heater per event					

1. An extra staffing fee of $17 per hour is required for all recreation usages other than regular operation hours when staff is needed to support the rental.
2. At the Monroe Street Pool, if clean-up or more than two lifeguards are required, a staffing fee of $24 per hour per staff is charged.
3. Cancellations received at least 30 days out will be charged a $50 cancellation fee. Less than 30 days applicant will forfeit all rental fees paid.
4. A $25 non-refundable insurance processing fee will be charged if insurance is necessary.
5. A $25 non-refundable security guard processing fee will be charged if a security guard is necessary.
6. A $25 "no show" fee will be assessed to category B users that schedule a meeting room (rooms identified as no charge) and give less than 24 hours notice of cancellation.
7. A $50 non-refundable security deposit or payment in full is required per rental (facility or park).
8. A $500 non-refundable security deposit or payment in full is required per rental (Leo Carrillo Ranch).

OUTDOOR HOURLY RATES

Picnic Rental Prices according to following group sizes: up to 100/ over 100

PARKS / PICNICS	A	B	C	D	E	F
Covered Picnic Area (Holiday Park & Magee Park L. John Simons Twin Inn Gazebo*, Stagecoach, La Costa Canyon, Calavera Hills, Aviara, Pine Ave. Park & amphitheater)	N/C	$9/14	$15/20	$19/35	$25/40	$40/60
Uncovered Picnic Area (Poinsettia, Hidden Canyon, Laguna Rivera, Magee)	N/C	$7/10	$11/16	$13/28	$18/33	$28/48
Open Space (Holiday Park, Stagecoach, Calavera Hills, Aviara, Pine Ave., Poinsettia, Hidden Canyon, La Costa Canyon upper area, Laguna, Rivera, Magee)	N/C	$7/10	$11/16	$13/28	$18/33	$28/48

ATHLETIC FIELDS	A	B	C	D	E	F	G
Natural Turf Field							
Day Use	N/C	N/C	N/C	$25	$30	$35	$5
Lights (Night) Use	N/C	$9	$20	$30	$35	$40	N/A
Synthetic Turf Field *($1000 deposit required per field)*							
Day Use	N/C	N/C	$25	$45	$55	$65	$5
Lights (Night) Use	N/C	$9	$35	$55	$65	$75	N/A
Snack Bars	N/C	N/C	$5	$8	$10	$12	N/A

CLINICS / CAMPS	A	B	C	D	E	F
Day Use	N/C	$8	$13	$18	$23	$28
Lights (Night) Use	N/C	$13	$18	$23	$28	$33
Snack Bar	N/C	N/C	$5	$8	$10	$12

TOURNAMENTS	A	B	C	D	E	F
Day Use	N/C	N/C	$10	$15	$20	$25
Lights (Night) Use	N/C	$10	$15	$20	$25	$30
Snack Bar	N/C	N/C	$5	$8	$10	$12

MONROE STREET POOL	A	B	C	D	E	F
Per Lane / Hour	N/C	$8	$8.50	$9	$11	$12
Pool	N/C	$80	$85	$90	$110	$120

TENNIS COURT (Daily fee per court)	A	B	C	D	E	F
Carlsbad High School	N/C	N/C	$20	$30	$40	$60

1. Day Use for the softball fields and tennis courts is from 8:00 a.m. until sunset.
2. $5 fee will be assessed each non-resident player on teams and/or organizations in categories B and C that reserve athletic fields in excess of 30 calendar days per season.
3. There will be a $10 fee for residents and a $20 fee for non-residents when a rental includes an inflatable party jump.
4 Senior Athletics/Category G: $5/hour limited field use Tuesday through Thursday from 9:00 a.m. to 12:00 p.m. on fields designated by the Recreation Director or his/her designee. User group shall provide minor athletic field maintenance such as dragging the infields, provide chalk, line the fields and provide bases, etc.
5. Cleaning Damage deposit - all up to $5,000 (Categories B-F)

** Magee Park: In consideration of their dedicated effort to restore the L. John Simons Twin Inns Gazebo, the Carlsbad Hi-Noon Rotary will be eligible for two events at Magee Park within a fiscal year at no charge*