

EXHIBIT A

CITY OF ROCKLIN PARKS AND RECREATION DEPARTMENT

CITY OF ROCKLIN FIELD USE POLICY

The City of Rocklin ("City") Field Use Policy (and the procedures adopted hereunder) has been established to ensure that City-owned, maintained and managed athletic field facilities are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community, and that permitted users are fully informed as to the City's guidelines that govern their use of the athletic field facilities.

Purpose:

To strive to provide all Rocklin residents with an opportunity to participate in their activity of choice.

- To establish policies and procedures governing the use of City athletic playing fields managed by the City of Rocklin.
- To ensure Rocklin residents and Rocklin Memorandum of Understanding (MOU) user groups have priority access to parks and playing fields.
- To provide for a variety of activities reflecting the athletic preferences of Rocklin residents.
- To collect fees for the use of fields, in support of their maintenance, capital improvement, and administrative costs.
- To ensure decisions regarding the use of City parks and athletic complexes are in the best interests of the neighborhoods, sports organizations and residents of Rocklin.
- To ensure appropriate sports are permitted on appropriate fields.
- To ensure field schedules are formulated with proper consideration for annual maintenance and upkeep.
- To ensure schedules do not conflict between MOU groups as well as renters.

A field use permit or City agreement is required for exclusive field use or for any on-going organized seasonal use of athletic fields maintained or managed by the City. The use of an athletic field requires an advance reservation or MOU and may be subject to fees and maintenance deposit requirements.

General Policies:

- A. The Director of Parks and Recreation, or their designee, shall set fees for the rental of City Athletic Field Facilities at a level that is competitive with and responsive to market conditions. Nonresidents may be subject to additional nonresident fees as deemed appropriate by the Director of Parks and Recreation, or their designee.

- B. The Director of Parks and Recreation or their designee, may from time to time establish reasonable rules, procedures, policies or regulations governing the use and enjoyment of a City athletic field facility to maximize the use and enjoyment of City athletic field facilities by the public (e.g., rental applications, field use agreement conditions of use, etc.).
- C. The Director of Parks and Recreation or their designee has, upon finding a need, the authority to make exceptions to the Field Use Policy, on a case-by-case basis, at their discretion to further a public purpose and the strategic goals of the City. Upon finding a need, the Director or their designee, may approve to waive the standard rental fee or charge up to 100%. Fees may be waived only for the following circumstances:
 - 1. City sponsored or co-sponsored organizations, activities/events.

I. Field Use Permitting:

City of Rocklin programs have priority on all Rocklin fields. Long-term field usage requests are considered in the fall for the next calendar year's schedule. Field space and usage is awarded on a priority basis. User groups that currently have MOUs for specific field use with the City will have priority reservation status for those fields and will take precedence over other field use organizations and individuals. A meeting will be held with each MOU User Group to review their field requests. All other field use requests will be entered after priority bookings for MOU user groups have been accepted, or by January 1st, whichever comes first.

II. Applying for an Athletic Field Use Permit:

An applicant must submit a field request form to the Parks and Recreation Department. Field request forms can be obtained at the Parks and Recreation Office, or by requesting a form by contacting 916-625-5200. Applications will be accepted after September 1st for any requests for the following calendar year.

III. Exceptions to Priority Use Permitting:

City of Rocklin programs have annual priority on City of Rocklin fields.

IV. Priority User Guidelines:

The following are the field use guidelines for priority booking at the start of each seasonal period. Priority will be given in the order below:

- 1. City sponsored or co-sponsored organizations, programs, activities/events.
- 2. Rocklin non-profit* organizations with the required residency of 95%.
- 3. Rocklin Residents
- 4. Non-profit groups with *less* than the required residency.
- 5. Other groups not meeting the above standards.

**To qualify for non-profit rates, organizations must provide a copy of their letter of non-profit status from the California Secretary of State's Office, their non-profit ID number indicated thereon, payment with an organization's check or charge card is required.*

V. Field Allocations:

Fields will be permitted for the activities that the field(s) are intended for, designed for, classified as, or for activities conducted in a manner that will not compromise public safety or field quality and integrity. Organizations or leagues that qualify for priority booking will be allocated fields as follows:

- Each team will receive four (4) hours of total field use each week (2 practice slots/1 game slot).
- Fields will be allocated to appropriate activities.
- The City will determine field availability, allocations, and slots. All field assignments will be at the City's discretion.

Tournaments:

Organizations who receive priority booking may schedule two (2) tournaments per calendar year as part of this agreement, subject to availability of fields and any necessary City staff required for the tournament. Those tournaments will be given priority of field use as schedules permit. All other tournament requests must go through the approval process; a Park and Field Use Application and Agreement is required.

Field Allocations:

Once priority leagues have been assigned fields, staff shall create a field allocation grid of the remaining inventory. Staff will determine and allocate remaining inventory on a first come first serve basis.

Maintenance:

Based on field availability and league scheduling, the City will work with the leagues to close fields for maintenance. Field closures will be rotated annually to allow all fields in the complex a maintenance cycle. Field closures will be at the discretion of the City.

VI. Residency:

A resident is a person residing within the city limits of the City of Rocklin. Children attending RUSD schools are considered residents for reservation purposes. In the event proof of residency cannot be established, the person will be classified as a non-resident and fees and reservation privileges will be adjusted accordingly.

VII. Residency Verification:

The Parks and Recreation Department requires a master league roster complete with players' first and last names alphabetized, address, phone number, team, and proof of residency. Proof of residency may include:

- Utility Bill
- Copy of Current Driver's License with Rocklin Address
- Copy of Current School I.D. Card

The City has the right to perform audits to ascertain the residency status of all participants and percentages of all groups and organizations claiming priority user status and all groups, organizations, and leagues using or desiring to utilize such priority user status shall comply with all City requests. Any group, organization, or league found to be misrepresenting its residency status may have their permit revoked for the season, without any form of reimbursement from the City, and will be excluded from priority scheduling the following season.

VIII. Applications and Conditions of Use:

All users must submit the appropriate current Field Rental Application and Conditions of Use prior to reservations being made.

IX. Rental Fees and Maintenance Deposits:

1. Rental fees, charges and maintenance deposits shall be paid pursuant to the “Athletic Fields and Facilities Rental Fee Schedule”, for any group that does not have an agreement that supersedes this policy.
2. All fees are due and payable according to the terms and conditions of the Park and Field Use Agreement Conditions of Use.
3. The fees, charges and maintenance deposits are established by the Director of Parks and Recreation and are reviewed on an annual basis.
4. MOU User Groups are responsible for all field lighting utility costs incurred during their assigned field times and are payable to the City on a quarterly basis. The City will provide billing information at the end of each quarter.

X. Indemnification and Insurance:

Indemnification

1. The permit holder shall be required to agree to the City’s indemnification, defense, and hold harmless terms.

Insurance

2. Permit holder shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the permit holder’s operation and use of rented fields or facilities and the activities of the permit holder, their guests, agents, representatives, employees, or subcontractors. The cost of such insurance shall be borne by the permit holder. Minimum limits include, but are not limited to:
 - a. **Commercial General Liability (CGL):** Coverage shall be at least as broad as Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this product/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

- b. **Additional Insured Status:** The insurance policies are to contain, or be endorsed to contain, the following provisions:
The City of Rocklin, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Renter including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Renter's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).
- c. Any other insurance terms or coverage deemed necessary by City.

XI. Permit Rules & Regulations:

The following applies to all permit holders:

1. Permits cannot be transferred or assigned to any other person, group or organization for any reason.
2. Users must pick up, remove, and legally dispose of any trash generated by their activity.
3. The misuse of City facilities or the failure to conform to facility regulations, established policies and procedures or any other Federal, State, or local law, rule regulation or ordinance shall be sufficient grounds for the immediate revocation of the permit and/or the denial of any future applications. No refund will be granted.
4. Permit holders shall restrict their use to only those fields or courts specifically reserved and paid for, as designated in their permit. Other fields or courts may be scheduled by other groups and may not be available. Permit holders must be in possession of their Field Use Permit in case there is a need to address the question of who has priority use or reservation for the field or court in question. If the permit holder cannot use a field or court due to unauthorized use by another party, the permit holder should contact the Parks and Recreation Department at 916-625-5200.
5. Complaints from surrounding neighborhood residents as to the permittee's activity noise level, litter and debris, and/or disregard of parking regulations may, at City's sole discretion, lead to the cancellation of the permit or reservation without refund, the forfeiture of the maintenance deposit, and the denial of field use in the future.

XII. General Rules & Regulations:

All Rocklin Municipal Codes/Regulations apply to all City fields.

1. The City reserves the right to cancel an approved reservation due to maintenance needs, overuse of facility, unsafe conditions, or due to a conflict with a City event. In these cases, good faith attempts will be made to provide a minimum of fifteen (15) days advance notice and to provide an alternate location for the group's scheduled practice, game or activity. In the event of an emergency, when only short or no notice can be provided, groups shall cooperate with the request not use the facility or risk the loss of their current permit and denial of future use. If there are no alternate

- facilities available, the City is not obligated to provide an alternate facility. In case of such event, a full refund will be given.
2. No person shall use an athletic field that is posted as being closed, whether the closure is for excess rainfall, field maintenance, or other reasons.
 3. All motor vehicles must park in marked stalls in the parking lots or legally on side streets, or be subject to citation. No unauthorized vehicles shall enter park premises, drive on turf, grounds, playfields, or paved walkways.
 4. Athletic fields may be lined prior to a group use. Water-soluble spray paint is the only permitted means of lining a field. Fields cannot be lined by means of Round Up, Dolomite or other herbicide, which can permanently burn lines into the field.
 5. Vending at a field is permitted only if the vendor is associated with the activity, has all appropriate permits/licenses, and has received prior approval from the Director of Parks and Recreation or their designee.
 6. Soccer goals must be anchored at all times when they are located on the playing fields. When goals are not being utilized for play, they must be secured off the playing fields in a manner that will not permit tipping or create any hazardous condition that could cause injury to any person. The City of Rocklin is not liable for accidents, injuries or loss of or damage to individuals or property.
 7. The City of Rocklin encourages partnerships and volunteerism to improve field quality and maintenance; however, in the absence of a written agreement, donations and/or contributions of time does not give any organization priority at any facility. Groups wishing to alter facilities must submit these improvement requests in advance to the City. No groups will be allowed to alter any facility without first obtaining the City's approval.

XIII. Field Preservation:

The City will aim to uniformly maintain fields at the highest possible quality. User group cooperation is needed to preserve City fields by following these guidelines:

1. Field use, especially sports practices, shall be conducted in a manner that play will take place on different sections of the turf, thus reducing excessive turf wear and damage to any one area.
2. User groups shall rotate use of areas (i.e. use middle of turf area for drills one day and sides of the field the following day), and when possible, stay off the fringe or bare areas to limit erosion and further damage.
3. User groups shall not use the fields during or after heavy rain, or when wet or muddy. Participants shall always verify field conditions prior to use.
4. Soccer practices shall not be held on the infield area of a softball or baseball diamond.
5. Softball, baseball, and T-ball practices shall be held only on designated ball fields in order to prevent injuries to other parkusers.
6. User groups shall remove all equipment at the conclusion of use each day. No equipment shall be left unattended on City property without the prior approval of the Parks and Recreation Department staff.
7. User groups shall not overcrowd fields by scheduling multiple games in areas reserved. Participants shall allow a safe distance between fields for safe passage of spectators

- and participants.
8. Water-soluble spray paint is the only approved method of applying lines to the fields. Burning of lines with chemicals or cutting lines into turf areas is not allowed.
 9. User groups shall report hazards on City property to the Parks and Recreation office at 916-625-5200.
 10. User groups shall report emergencies (e.g., broken water lines, gushing sprinkler heads, etc.) promptly to the Parks and Recreation office at 916-625-5200 who will summon the appropriate personnel. When a user makes the call, the user shall be prepared to provide their identity, location, and the specific nature of the emergency.
 11. User groups shall not drive or park cars, motorcycles, or other motorized vehicles on sidewalks or turf areas.

XIV. Wet Field and Field Closures Policy:

The Director of Parks and Recreation, or their designee, shall have the authority to close any or all City fields whenever weather or field conditions dictate, or for any reason as determined by City. During inclement weather or hazardous conditions, City Parks and Recreation staff will assess the playability of all City fields *to determine if use will occur*. Field use or playability will be determined by safety conditions and/or hazards that could be detrimental to the welfare of players, existing and forecasted weather conditions for the day, and/or potential damage to the field if they were to be used for games or practices.

Field slots may be rescheduled for field closures due to rain or hazardous conditions. If rescheduling is not possible, a refund will be given. Athletic use of wet or saturated fields may cause extensive damage resulting in field closure and costly renovations. Groups shall abide by the Field Closure Policy and preserve the life and condition of the fields by not playing on them in wet conditions.

It is the user group's responsibility to verify field closures. Groups cannot play on fields that have been closed. Field closure information is available at www.rocklin.ca.us/fieldstatus or by contacting the Parks and Recreation Office at 916-625-5200, Monday – Friday, 8:00 a.m.–4:30 p.m.