



The City of Burlingame Field Use Policy



Introduction

The City of Burlingame Parks and Recreation Department Field Use Policy has been established to ensure city-owned, maintained and managed park and athletic field facilities, including the fields owned by the Burlingame Elementary School District, are utilized to their maximum capacity for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community while ensuring the safety and quality of the fields, and that permitted users are fully informed as to the City's guidelines that govern their use of the park and athletic field facilities to preserve the fields in a good condition for all residents and future users. The goals of the policy are:

1. To serve Burlingame residents.
2. To focus on organizations that have shown longevity in serving the Burlingame community.
3. Priority to programs where everyone plays.
4. Due to limited resources, focus on policies that benefit the most residents.
5. To protect and preserve the fields.
6. To establish policies and procedures governing the use of city parks and fields and Burlingame School District playing fields managed by the City of Burlingame.
7. To collect fees for the use of fields, in support of their ongoing maintenance.
8. To ensure that decisions regarding the use of City parks and athletic complexes and district sites are used in the best interests of the neighborhoods, sports organizations and residents of Burlingame.
9. To ensure that appropriate sports are permitted on appropriate fields.

It is the responsibility of each user organization to assist the City of Burlingame in the process of ensuring fields are allocated in a fair and equitable manner. In order to do this, each user organization needs to commit to the process and be flexible and able to modify their requests as needed to maximize field usage.

The Role of Parks and Recreation Department is to monitor the use of the fields and ensure that all user organizations adhere to the requirements of the City of Burlingame. The city has the need/responsibility to offer programs and realize revenues to offset administrative and parks maintenance costs. The City reserves the right to alter and or expand its program offerings during the year.

Seasonal Use Dates Defined

Fall:	The first day of school (mid-August) through December 31
Winter/Spring:	January 1 through the last day of school (mid-June)
Summer:	Mid June through mid-August

Validated User Organization

1. User organizations, once validated by the Park and Recreation Commission, can request field space for seasonal sports leagues and tournaments prior to general rental of fields.
2. Organizations offering programs competitive with City offerings and/or existing Validated User groups may be prohibited.
3. Validated organizations must be standalone organizations. Partnering or merging with other organizations without approval from the Burlingame Parks and Recreation Commission may cause the loss of validation status.
4. For validation purposes Mercy High School, Our Lady of Angles, St Catherine of Sienna and Burlingame High School will be recognized as Tier 1 user organizations.
5. In order to be a Tier 1 validated user organization, the following criteria must be met:
 - a. Be a registered 501(c)3 non-profit, non-select youth organization located in the City of Burlingame.
 - b. Be comprised of a minimum of 85% Burlingame residents.
 - c. Offer teams for a minimum of three (3) age groups and open to all residents.
 - d. Complete a Youth Field User Organization Validation Application and approval from the Parks and Recreation Commission every three (3) years.
 - e. Have a governing board with at least 75% residents.
 - f. Operate as a Burlingame youth organization for at least five (5) consecutive years.
 - g. Provide a non-select program.
6. In order to be a Tier 2 validated user organization, the following criteria must be met:
 - a. Be a registered 501(c)3 non-profit, youth organization located in the City of Burlingame.
 - b. Be comprised of a minimum of 51% Burlingame residents (“emerging” or “underserved” sports can petition the Commission to be included in the allocation process).
 - c. Offer teams for a minimum of three (3) age groups and open to all residents.
 - d. Complete a Youth Field User Organization Validation Application and approval from the Parks and Recreation Commission every year
 - e. Have a governing board with at least 75% residents.
 - f. Operate as a Burlingame youth organization for at least five (5) consecutive years.
 - g. Enrollment cannot exceed 500 participants.

Allocation Priority

1. Burlingame Parks and Recreation Department
2. All programs and activities offered/sponsored by a school district that has a joint use agreement with the City of Burlingame.
3. All validated user organizations with priority being given to sports in their primary season as determined by the City of Burlingame’s prevailing practice and in Tier order.
 - a. All validated user groups will receive the percentage of available slots in relation to the number of residents participating during that season. City staff has pre-designated time slots to help maximize the use of the fields. If a validated organization does not submit their request by the posted deadline, the organization will lose their priority.
4. Non-profit Burlingame organizations.
5. For-profit Burlingame groups.
6. Other field rentals.

The Process

1. The allocation of fields will follow the guidelines of this document. Fields will be allocated and permitted three times a year.
2. The Burlingame Parks and Recreation Department reserves the right to make adjustments in the field allocation process as needed to address needs or resolve conflicts.
3. The process for the allocation of fields begins with an e-mail being sent to all validated user groups from city staff. This e-mail will include each validated user groups primary season, timeline for selecting available field slots and a link to the master field slot matrix schedule.
4. Once the e-mail is received, all organizations will have a specified timeline to choose available field slots according to allocation priority.
 - a. Tier 1 primary season
 - b. Tier 2 primary season
 - c. Tier 1 secondary season
 - d. Tier 2 secondary season
5. After the specified time to choose available field slots has past, the Department staff will begin the field allocation process of assigning fields, dates and times to the validated user groups in order of approved allocation priority. The last step in the allocation process requires the validated user group to input their approved allotment of time through the on-line field scheduling software.
6. Once completed, the City will conduct a joint user organization meeting to discuss field allocations and issues common to the user organizations.
7. Approximately one month after initial field allocation, youth user groups will have a follow up meeting to present their detailed practice/game schedule so organizations can work together to maximize the use of all fields.
8. Field time not needed by a validated user group must be turned in by the deadline set by the Field Use Coordinator.
9. All user organizations will submit a detailed practice/game schedule, including team name, age group and gender and number of teams, to the Parks and Recreation Department prior to start of practices to help staff monitor the use of fields.
10. Field Permits will be issued to each user organization with approved allocation times. Permits invoices and insurance certificates can be accessed through the city on-line field scheduling software.

NOTE:

Due to initial field allocations taking place prior to organization's finalized overall participant numbers, an organization's field allocation may be modified if their overall residency numbers change.

Residency

A resident shall be defined as anyone who has a permanent residential address within Burlingame or attends Mercy, Our Lady of Angels, St. Catherine of Sienna or Burlingame High School for the purposes of validation and allocation only. Players of the above organizations are required to pay the per player fees based on the residency of their players, except Burlingame High School. As directed by City Council, BHS will pay field fees to the City the same as the fees set by the San Mateo Union High School District for an equivalent high school field rental. Any person owning and paying taxes on real property in Burlingame, but who is not living in the City, and any person having only a

Burlingame business address are NOT considered a resident for field use application purposes. Organizations are required to prove residency by submitting the name and address of all participants and board members each season.

Fees 2018-2019 – See Master Fee Schedule for current year’s fees

The fees and charges set forth here are not negotiable and set by City Council; City staff does not have the authority to waive or reduce fees. All fees are approved through the City Master Fee Schedule annually.

As part of the youth non-profit allocation process all user groups are required to pay the per player/per hour fee for all participants in their organization. Per player fees are invoiced prior to the start of practices. The hourly fees will be invoiced at the end of the season.

1. Burlingame Parks and Recreation Department
 - a. No Charge
2. All programs and activities offered/sponsored by a school district that has a joint use agreement with the City of Burlingame.
 - a. No Charge
3. Tier 1 Validated user organizations.
 - a. \$16/player/season for residents; \$85/player/season/nonresidents plus a \$3.00 per hour use of field time.
4. Tier 2 Validated user organizations.
 - a. \$16/player/season for residents; \$85/player/season/nonresidents plus a \$9.00 per hour use of field time.
5. Outside field rentals.
 - a. Refer to Facility Rental Schedule
6. Deposits
 - a. A refundable deposit of \$500.00 is required for all validated user organizations. The deposit will remain with the City until the organization is no longer a part of the Burlingame youth user organizations.
 - b. The City reserves the right to deduct from the deposit all additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of your use.
 - c. Refunds of deposit may be fully or partially withheld for any of the following reasons:
 - i. Damage to or misuse of the facility.
 - ii. Inadequate cleanup by organization, requiring additional staff time after your use.
 - iii. If additional fees due exceed the amount of the deposit, organization will be billed for the balance.
7. Other Fees and Penalties
 - a. The violation for subletting is as follows.
 1. 1st offense is a written warning and hearing before Commission.
 2. 2nd offense is up to a \$1,000 fee, hearing before Commission and probationary status of the organization.
 3. 3rd offense is up to a \$2,500 fee, hearing before Commission and loss of field time for the upcoming season.
 - b. The violation for leaving soccer goals on fields is as follows.

1. 1st offense is a written warning.
2. 2nd offense is \$100 per goal fee and a hearing before Commission.
3. 3rd offense is \$200 per goal fee and lose of use of goals for practice for the remainder of the season.

Validated user organizations per player numbers are due January 15th for the Spring Season and August 15th for Fall Season. User organizations will be invoiced by the City after the numbers are submitted. User organizations per hour fees and lights fees will be invoiced at the end of the season by City staff. An end of season confirmation of final numbers will need to be submitted to the City to confirm enrollment and reconcile final numbers.

Two or More Equally Eligible Organizations Requesting the Same Field

In the event that two or more field requests with equivalent residency overlap, the organizations shall first work together to resolve the issue through compromise. If the issue cannot be resolved by the organizations, the City's Field Coordinator will use good judgment in determining the field allocation for the season.

Additional Considerations

1. The City reserves the right to cancel an allocation to accommodate the needs of any City sponsored/co-sponsored tournaments and/or special events.
2. All field users must have a copy of their Field Use Permit available for inspection.
3. Requests for additional use, programs or facilities not covered by the Field Use Policy should be addressed in writing to the city.

Cancellation Policy

Organizations wanting to cancel or change a permit must submit it in writing by the first of each month. Permit modifications will only be accepted by the main or alternate contact listed on the application for Field Use Policy.

Unused Time

If you are not using time you have been allocated inform the City Field Use Coordinator so it can reallocated to other groups. The date by which unused time is turned back into the City will be determined by the City Field Use Coordinator at the time of time of submitting the Validated User Group form.

Time Reserved for Rainouts

Time allocated for rainouts needs to be identified to the City Field Use Coordinator. This time may be offered for rental to a non-validated group with the condition the time may be revoked to be used by a validated user in the event of a rainout.

Annual Meeting

An annual user group meeting to discuss all field issues will be held in November each year. A representative from all validated user organizations is required to be in attendance.

Insurance

General liability insurance coverage, in the amount of \$2 million that covers the participant, must be acquired in order to receive a permit. The City of Burlingame requires all certificates of insurance to be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Burlingame must be listed as the certificate holder as well as an additional insured with respects to

General Liability. An endorsement naming the “City of Burlingame”, its officials, agents, employees and volunteers” must accompany the certificate of insurance.

If an organization is using any school district facility they must also be listed as additional insured with respects to General Liability.

Field Use Guidelines

The City Field Use Coordinator will use the following guidelines and field density matrix (Appendix B) to ensure that the available fields are used to their maximum capacity without causing overuse in order to guarantee good field quality and safe conditions.

	Youth Baseball/ Softball Practice	Youth Baseball/ Softball Game	Youth Soccer Practice	Youth Soccer Game	Youth Lacrosse Practice	Youth Lacrosse Game	Adult Soccer Game	Adult Soccer Practice
Bayside Fields 1125 Airport Blvd								
Diamond #1 & #2	X	X	X	X	X			
Diamond #3, #4 & #5	X	X						
Diamond #3 & #4			X	X	X	X	X	X
Murray Field 250 Anza Blvd			X	X	X	X	X	X
Washington Park 850 Burlingame Ave								
Main Diamond	X	X	X	X				
Small Diamond	X	X	X	X				
Franklin Field 2385 Trousdale Dr.	X	X	X	X	X	X		
Osberg Field 1715 Quesada Way	X	X	X	X	X	X		
Cuernavaca Park 3075 Hunt @ Alcazar	X	X	X	X				
Ray Park 1525 Balboa Ave	X	X	X	X				
Village Park 1535 California Dr.			X	X	X			

Field Status Line

The City reserves the right to close any field for safety reasons. Factors such as the moisture content of soil, potential for inclement weather, safe use and avoidance of injuries, as well as damage to the field if played upon are all taken into consideration in determining the status of play. In the event of such a closure the department will update the Field Condition Hotline at **650-558-7319**. This line is updated daily after 2:00pm for the current field conditions. There is no charge to the permitted organizations if the City closes fields for safety concerns.

Field Closure

An annual rest and renovation period is scheduled at all sites to maintain field sustainability. The City makes every effort to accommodate organizations, however, the health and safety of the user and the condition and playability of the fields takes precedence. During this time the City will work on park improvements, including fertilizing, aerating, over seeding and general rest.

Any coach, team or league that uses a closed field may be subject to a reduction or cancellation of their current use and loss of validation status.

Tournaments

Applicants must complete a tournament request form for all tournaments. These applications must be completed and submitted with your season field request. Cancellation of a tournament request can be subject to fees if City is given less than 30 days notice. Final tournament schedules are due two weeks before the tournament.

Field Rules & Regulations

1. No two non-resident teams may use Burlingame fields during league season without prior approval of the Parks and Recreation Department.
2. Park hours are from sunrise to one-half hour after sunset. Lighted fields are until 10:30pm. No person shall remain in a City park during non-operating hours. This schedule also applies to any/all school fields allocated by the city.
3. The City of Burlingame has an agreement with the Burlingame Elementary School District which allows the city to schedule all athletic events on Franklin and Osberg. These turf fields have specific rules that must be followed at all times. The rules are posted at the end of this document as **Attachment A**.
4. Games and practices are not to start before 8:00am or extend past 10:30pm (unless otherwise stated). Organizations are responsible for making necessary changes/alterations to their rules and regulations regarding game times to reflect park/school hours.
5. It is the responsibility of the organization's president and the individual in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. They are also responsible for ensuring that coaches receive and understand that a permit must be on site during field use.
6. Fields must not be used when wet; permits are invalid on rainy days or after the ground is considered too saturated for play. In the event of closure, the Department will attempt to contact each user organizations and will post a notice on the Field Condition Line: 650-558-7319.
7. Practices and games must be suspended in the event of thunder and/or lightning is observed or heard. Follow the guidelines set by the organization's governing policies.
8. No alcoholic beverages are allowed; violation will result in forfeiture of the permit and no fees will be returned.
9. No smoking is allowed any City parks or fields.
10. No organization shall enter an area posted as "closed to the public" or "field closed". No persons shall remove or alter such postings.
11. Selling food or other items is not allowed without City approval and must be noted on the permit. If approved by the City to sell food through a concession stand an organization must have a valid health permit for the County of San Mateo. For more information on food service requirements please contact the San Mateo County Health Department at 650-372-6200.
12. No organization or individual is permitted to alter a field in any way (i.e. remove or change pitching rubbers, bases, fences, goals, etc.) without approval from the City of Burlingame Parks and Recreation Department.
13. No group or individual is permitted to maintain a storage unit (or similar object) on or around a field without prior approval from the City.

Subletting

Subletting is any organization found to be transferring, giving away, sharing or reserving field space for another organization without written approval/permission from the parks and recreation staff. If an organization no longer needs time that is allocated to them, City staff needs to be informed so the time can be reallocated to another organization or for rental. See Other Fees and Penalties.

Restrooms

Some public parks have public restrooms which may be utilized. If a user organization chooses to use portable restrooms, arrangements must be made with the City or School District. User organizations must contact the City of Burlingame at least one week prior to the event for location approval. In addition, user organizations must arrange for and pay all fees directly with the restroom vendor.

Organization Leadership and/or other Changes

Organizations are required to notify City staff immediately when there are changes to the leadership and/or other changes in the organization and when significant issues or challenges are occurring within the organization. These would include substantial enrollment changes, fluctuations in percentage of resident's and replacement of voting board members in an organization.

Soccer Goal Policy

To prevent soccer goals from overturning and causing serious injury the City of Burlingame requires that all soccer goals on natural grass fields must be firmly secured to the ground during a practice or game. Goals at Franklin and Osberg must be anchored to the turf using sandbags provided by the district. At the end of youth sports event all goals must be put away and locked to the appropriate fence. All goals will be locked by combination lock or issued department keys. Failure to secure goals to their appropriate area can result in the loss of field space for an organization and loss of the organization's deposit. See Other Fees and Penalties.

Vehicular Access

Motorized vehicles on park property, lawns, turf, restricted roadway, bicycle/pedestrian pathway or athletic fields are prohibited. Roadways and parking areas are clearly marked and established. Driving beyond the designated boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense. Golf Carts, scooters, and Cushman's are allowed on the field and pathways only when the fields are open.

Good Neighbor Policy

The Purpose of this policy is to ensure that decisions regarding the use of City fields, parks and athletics complexes and District sites are used in the best interests of the neighborhoods, sports organizations and citizens of Burlingame. The City has established the following rules and regulations to govern the use of the City's and the District facilities for the safe and pleasant enjoyment of participants and neighbors. Every person is expected to abide by these rules or be subject to forfeiture of the privilege of future use of the facilities and/or a fine.

1. All litter and debris that may occur as a result of your event must be picked up and deposited into trash receptacles, where provided, or removed from the premises.
2. All organizations are responsible for the condition in which they leave the facility. Any excessive clean-up required by the City or District crews following your use will be cause for forfeiture of field allocation and/or a fine.
3. No amplified music, use of musical instruments, radios, or Public Address system testing or use allowed before 9:00am or after 8:00pm and is allowed by permit only.

4. Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of your field permit and possible denial of future facility requests.
5. **No person shall park a motor vehicle in such a place or manner as would block or obstruct any gate, entrance or exit or resident driveway.**

Failure to Comply with Field Use Policies

Organizations that violate any of the policies set by the City or the Parks and Recreation Commission may be subject to a reduction or cancellation of their current use and/or loss of their validation status for upcoming seasons.

Appeals Process

The Parks and Recreation Department staff will make interpretation of the language in the Field Use Policy. In the case of a dispute over the meaning, interpretation or intent of any portion of this Field Use Policy, validated user organizations may appeal in writing the decisions of the Parks and Recreation Department to the Parks and Recreation Commission.

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