

CITY OF UPLAND

Athletic Facilities Policy & Procedures



City of Upland
Recreation and Community Services
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Effective November 2025

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PURPOSE OF POLICY:

The City of Upland has experienced tremendous growth in sports, including new athletic organizations and emerging sports. This growth is anticipated to continue. The increased demand for the use of City amenities makes it necessary to establish an equitable and fair method for allocating field use among present and future sports organizations. The policy set forth in this handbook will outline the allocation and rental policies for the permitted use of sports fields in the City.

This policy has been established to ensure that the fields are used for recreational, educational, and community service functions that meet the needs of the community, as well as to set clear policies, procedures, regulations, and rental rates for such uses. Furthermore, to ensure that the needs of community-based organizations and groups are being met, the criteria for establishing priorities for field use and the permitting process are outlined in this manual.

DEFINITIONS:

Organization/User Group: An organized entity or group that has been established to provide recreation or competitive sports programs, activities, practices or games for youth and/or adult participants.

UYNP: Upland-based Resident Youth Non-Profit Organization.

League: A youth non-profit organization consisting of at least four (4) teams. The league must have multiple teams in same age bracket.

New User: This is an organization which has not requested field use and/or been permitted fields in the twelve-month period preceding its submission of an Athletic Facility Use Request Form. New users must adhere to the deadlines established herein in order to be eligible for field allocations. An organization, which changes its name but otherwise remains the same, shall not be considered a “new user.” Splinter, spin-off or subsidiary organizations will be considered “new users” if they have less than fifty percent of the original organization’s participants.

A current organization that merges with another current organization shall not be considered a “new user,” provided the presidents of both merging organizations sign the allocation request form for the season in which the allocation is to take effect. New divisions of current organizations must indicate such on their Athletic Facility Use Request Form. Upland Recreation and Community Services staff will dictate the maximum amount of teams or participants for all new users. Leagues anticipating a split to form a new league or individuals planning to organize a new sports program, must notify the City six (6) months prior to the estimated starting date. This will provide the time necessary to study the impact of a new program on existing fields.

Primary User: This is an Upland Recreation and Community Services qualified Group 1A/1B organization and as such, has first priority for field use during the season in which they are classified as a primary user.

Secondary User: This is an Upland Recreation and Community Services qualified Group 2A/2B organization. A Group 3 & 4 user may also be considered a secondary user if they are requesting field space in a season other than that in which they are designated as a primary user for the season. A secondary user may obtain field use allocations only if: a) a field is not used by a primary user; and, b) all primary users have received all field time requested and there is unused field time not allocated to primary users.

Resident: In determining 75% residency, any participant that lives in Upland, or attends a school in Upland, will be considered an Upland resident for priority status evaluation and allocation of athletic facilities. For the purpose of this document, “resident” shall be defined as an individual living within the incorporated boundaries of the City of Upland or who attends a school in the City of Upland. UYNP groups must have 75% or more of the participants living within the incorporated area of the City of Upland or attending school in Upland to receive priority field consideration and a discounted rate for applicable fees.

Non-Resident: For the purpose of this document, “non-resident” shall be defined as any individual living outside the incorporated boundaries of the City of Upland. Non-resident groups having less than 75% of the participants per team living within the incorporated area of the City of Upland shall be classified as “non-resident”. An organization or company located outside the incorporated boundaries of the City of Upland shall be classified as “non-resident”. Participants unable to furnish proof of residency shall be classified as “non-resident”.

Travel Team: A “Travel Team” is defined as an organized group of youth athletes, that competes in athletic events, tournaments, or leagues primarily outside the City of Upland’s recreational league structure. Travel teams are typically formed for competitive play, requiring player tryouts, regular practices, and scheduled participation in out-of-area competitions.

Participant: In a youth league, “participant” shall include only those players up to and including seventeen (17) years old that are fully registered with a user organization. In an adult league, “participant” shall include only those players eighteen (18) years of age or older.

Recreational League: In a recreational league, rules require that everyone must play. Registration is open to everyone.

Competitive League: In a competitive league, there is no minimum play rule, and they have a selective registration process.

Field: Any open space located at a park that may be utilized for athletic purposes.

Code of Conduct: Approved classification Group 1A/1B organizations must file a City approved Code of Conduct for participants, parents, and coaches with the Upland Recreation and Community Services, as part of their permit requirements and application process. The Code of Conduct will outline the principles of sportsmanship, fair play and other ethical issues that relate to team sports.

PRIORITY GROUP CLASSIFICATIONS:

GROUP 1A:

- City-sponsored or co-sponsored events and activities.
- Upland Unified School District or Upland-based Resident Youth Non-profit Organizations that do not charge for participation, conducting activities open to the general public and offered to all youth in the community (recreational leagues)

GROUP 1B:

- Educational Institutions
- Upland-based Resident Youth Non-profit Organizations that charge for participation, conducting activities open to the general public and offered to all youth in the community (recreational leagues)

GROUP 2A:

- Travel teams or Non-profit youth organizations comprised of at least 75% overall Upland residents

GROUP 2B :

- Travel teams or Non-profit youth organizations comprised of 74% or less overall Upland residents

GROUP 3:

- City of Upland resident private event rentals, for profit reservations

GROUP 4:

- Nonresident private rental, for profit reservations

GROUP 1A/1B CRITERIA:

Criteria for Upland Youth Non-Profit Organization (UYNP) Only:

- Organization must have a Charter
- Organization must have a Board of Directors
- Organization must have a current Determination Letter of Exempt Status, U.S. Treasury 501c3 or certify affiliation with a national non-profit organization
- Organization must have an active Determination Letter of Exempt Status, State Franchise Tax Board
- Registration must be open to any Upland resident and not based on skill level. Every player must play
- Organization must be managed by volunteers
- Rosters with proof of residency may be required and subject to request of Upland Recreation and Community Services

Criteria for Upland Youth Non-Profit Organization and Upland Unified School District:

- Organization must have Articles of Incorporation and/or Bylaws. Must have an affiliation with a national governing body. The national body must have governance over the association
- Organization must coordinate league within City limits, schedule games based on registration for play in Upland, and maintain a 75% overall residency of participants
- Organization must submit game schedules prior to the start of season
- Organization must uphold parents, coaches and participants to an approved “Code of Conduct,” as initiated in their Bylaws and rules and regulations. NOTE: Failure to submit and uphold all members of an organization to an approved “Code of Conduct” may result in an organization’s forfeiture of all field allocations
- Organization must conduct all sport related activity on issued field space and within time allocated based on permits

GROUP 1A/1B PAPERWORK REQUIRED:

- Athletic Use Facility Request Form
- Athletic Facility Use Rules and Regulations
- Valid Certificate of Insurance and Endorsements
- Extended Athletic Facility Use Agreement
- Key Control Policy
- Combination Lock Policy

GROUP 2A/2B PAPERWORK REQUIRED:

- User Group/Organization Fact Sheet
- Athletic Facility Use Request Form
- Organization must have a current Determination Letter of Exempt Status, U.S. Treasury 501c3 or certify affiliation with a national non-profit organization
- Organization must have an active Determination Letter of Exempt Status, State Franchise Tax Board
- Articles of Incorporation and/or Bylaws
- Valid Certificate of Insurance and Endorsements
- Valid Determination Letter of Exempt Status, U.S. Treasury
- Valid Determination Letter of Exempt Status, State Franchise Tax Board
- Athletic Facilities Use Rules and Regulations
- Sample Code of Conduct
- Master Calendar of Events (Ex: Opening Day)
- Complete Team Rosters*
- Extended or Temporary Facility Use Agreement
- Key Control Policy
- Combination Lock

An Athletic Facility Use Request Form and required paperwork must be received on or before December 15 for spring/summer sports and by July 15 for fall/winter sports. Final rosters and master schedule must be submitted by January 15 for spring/summer sports and by August 15 for fall/winter sports. It is the responsibility of the UYNP to provide accurate dates, including holidays.

* Complete team rosters including participant's name, address, city, zip code, and phone number. Included with the rosters should be a utility bill for each individual participant. Examples: gas, electric, phone, cable, and/or water bill. Not accepted: school I.D., driver's licenses or birth certificates. The City of Upland reserves the right to audit or verify any information submitted on rosters at any time to verify participation or residency. Incomplete rosters or rosters with less than the age division or minimum player rule per team will not be accepted.

Failure to submit the above-mentioned information by the specified deadlines may result in loss of priority status and possible loss of some or all requested fields.

GROUP 3 & 4 PAPERWORK REQUIRED:

- Athletic Facilities Use Rules and Regulations
- Valid Certificate of Insurance and Endorsements
- Temporary Athletic Facility Use Agreement
- Key Control Policy
- Combination Lock Policy

Fields available on a first-come basis, based on availability after Group 1A/1B has been allocated.

Occasional or one-time-only user requests must be submitted on appropriate forms seven (7) days prior to the requested facility use date. Late notice requests may be accepted and approved based on availability and processing of documents.

LEAGUE ALLOCATION PERIOD:

SPRING/SUMMER:

January 1st-July 31st

UYNP Baseball and Softball Organizations

UYNP Soccer Organizations

FALL/WINTER:

August 1st-December 31st

UYNP Baseball and Softball Organizations

UYNP Soccer Organizations

UYNP Football Organizations

APPLICATION PROCESS:

The allocation process begins with the annual Athletic Facility Allocation Meeting. Typically held in November and May, this is where current primary users discuss policies, procedures, residency requirements, field application, permits, rentals, list of required documents and other pre-requisites. Organizations who do not send a representative may lose their priority rating for scheduled use of facilities.

Athletic Facility Use Request Forms to reserve the use of athletic fields are made through the Upland Recreation and Community Services. Priority will be given to qualified groups submitting an application prior to the deadline. Applications must be submitted a minimum of thirty (30) days prior to intended use.

All applications are subject to review by the Upland Recreation and Community Services Division and may be rejected based on date submitted, field availability and/or outstanding balance due on account.

Upon approval, applicant is financially responsible for any charges/fees applicable for use of facility.

Upland Recreation and Community Services reserves the right to cancel Athletic Facility Use Permits without notice due to unforeseen circumstances and/or renovation schedules.

Each UYNP organization filing an Athletic Facility Use Request Form will be required to submit all documentation to Upland Recreation and Community Services no later than thirty (30) days prior to start of season. Failure to submit the required documentation by the specified deadlines may result in the following penalties: 1. New users may be denied all use for the upcoming allocation period. 2. Returning users may not receive some or any fields requested.

ATHLETIC FACILITIES ALLOCATION PROCESS:

Allocations will not be finalized until all required documentation has been submitted.

- Permits are created based on the following criteria: season, sport, number of teams per organization, group classification, age division and league seniority.
- User group meetings are scheduled to review allocated field space with all assigned users on each field to resolve any schedule conflicts.
- Permits and user agreements are emailed to the User Group.
- Permits will not be issued by the Upland Recreation and Community Services until all conditions are met and all necessary documentation has been completed and received by the Upland Recreation and Community Services.
- The City has the final say in which field(s) an organization is assigned. Priority does not guarantee that your organization will receive all the fields or times requested. Every attempt will be made to meet schedule requests. However, youth organizations should not assume field availability for new/or expanding programs.
- All conflicts will be resolved according to priority of usage.

TOURNAMENTS:

- All UYNP, resident, and non-resident youth organizations conducting tournaments must pay applicable fees determined by the City of Upland's User Fee Schedule and submit Special Event Permit as referenced on page 11 of the Athletic Facilities Policy Procedure.
- Any UYNP conducting non-league or charter-sanctioned games, practices, tournaments, or sport related activities must pay applicable fees determined by the City of Upland's User Fee Schedule.
- The User Group is responsible for cleaning facility following the event. Under the permit, the User Group assumes financial responsibility for any damages, and/or field repairs due to the misuse associated with the use of facilities.

ATHLETIC FACILITIES USAGE AGREEMENT:

All Group Users will be required to sign an Athletic Facilities Usage Agreement annually or bi-annually. The Agreement spells out specific usage requirements including, insurance requirements, maintenance responsibilities, and City contact information. Organizations requesting field usage for 59 days or less will be required to complete and sign a Temporary Athletic Facilities Use Agreement, Appendix D. Organizations requesting field usage for 60 days or more will be required to complete and sign an Extended Facilities Use Agreement, Appendix F.

GROUPS 2A/2B, 3 & 4 SPORTS FIELD DEPOSIT:

All Competitive Sports Leagues are required to pay a refundable deposit per the Master Fee Schedule by credit card. Provided there is no violation of the Athletic Facility Policy & Procedures Manual, rental hours are not exceeded, excessive cleaning is not required, or damage to the facility, deposits will be refunded within 1 week after the completion of use of City fields.

USER GROUPS FEE SCHEDULE:

The City charges fees to offset public expenses to operate, maintain, supervise and administer the use of park and athletic facilities. Fees for use of athletic facilities and/or light fees shall be in accordance with current Schedule of Fees, set by resolution and approved by City Council. User fees shall be a set percentage of the fees applied to non-Upland resident teams. Proof of Upland Residency will be in accordance to terms set in the Field Use Agreement signed by the non-profit organization and the City of Upland.

Sports Field Fees

User groups will be charged fees based on the City Council approved Master Fee Schedule (MFS). Fees may be broken down as follows:

Groups 1A– Per Hour/Per Field

Users will not pay for hourly field use but will pay for hourly light usage as applicable.

Groups 1B, 2A – Per Hour/Per Field

Users will pay per hour for use of fields.

Groups 2B, 3, 4 – Per Hour/Per Field

Youth Group Field Use	See MFS
Adult Group Field Use	See MFS
Premier Fields (Memorial North and South, Greenbelt North)	See MFS

Light Fees

Groups 1A/1B, 2A– Per Field/Per Hour

Softball & Little League Fields	See MFS
Cabrillo Soccer Complex – North & South	See MFS

Groups 2B, 3, 4 Per Hour/Per Field

Cabrillo Park Soccer Complex	See MFS
Memorial Park Baseball Fields	See MFS
Softball and Little League Fields	See MFS
Premier Field Fee	See MFS

Other Fees

Maintenance Fee (Per Field)	See MFS
Maintenance Worker	See MFS
Park Monitor	See MFS
Key Deposit (Refundable)	See MFS
Athletic Field Damage Deposit (Refundable)	See MFS
Cancelation Fee	See MFS
Vandalism Fee	See MFS

PAYMENT:

All user groups will pay fees per the Master Fee Schedule.

User Group 1A/1B will be required to make payment in full within (30) thirty days of receipt of invoice.

User Groups 2A/2B 3 & 4 will be financially responsible for any charges/fees applicable for use of facility. Fees must be paid in full at the time of reservation OR a minimum of thirty (30) days prior to field rental date. User Group may adjust permits to increase usage but are not permitted to reduce use without notification of at least (3) business days in advance.

Outstanding balances may not be carried over into the next allocation period. Payments may be made to Upland Recreation and Community Services.

Failure to pay the outstanding balance on or before the end of the allocation period will result in

the group forfeiting priority on traditional fields and non-issuance of permits for upcoming allocation periods.

CHANGES & CANCELATIONS:

Any UYNP organization that has been allocated space and does not intend to use it regularly, must notify the Upland Recreation and Community Services in writing at least two (2) weeks prior to their intent to release their allocation. Any applicable fees will be collected with less than two-weeks' notice. Released fields will be evaluated and re-allocated per the allocation guidelines. Any fields released by an organization will not be re-instated but may be requested for the following allocation period.

Groups 2A/2B, 3 & 4

- Cancellation and change notifications must be received at least three (3) business days prior to event. A partial refund or credit will be given for cancellations or changes made at least three (3) business days prior to event. The applicant will forfeit all payments/deposits and will be held financially responsible for all outstanding fees associated with the permit for events cancelled within three (3) business days before an event.
- Please contact Upland Recreation and Community Services via telephone or e-mail to report your field cancellation, Monday through Thursday, 7:00 a.m. - 6:00 p.m. via phone at (909) 204-4593 or via email at athleticfacilities@uplandca.gov. Cancellation notifications must be received by email or phone call. Text messages will not be accepted.

Rainout Cancellation and Refund Policy

- In the event of a rainout or inclement weather that renders the field(s) unusable, user groups must notify the City of Upland Recreation and Community Services Division via email within 72 hours from the scheduled reservation date and time in order to be eligible for a refund.
- All rainout notifications must be submitted in writing to: athleticfacilities@uplandca.gov.
- Failure to notify the department within the 72-hour window will result in forfeiture of any reservation refund.
- Please include the following information in your email: Organization or Group Name, Date and Time frame of the cancelled reservation, Field(s) Reserved, Contact Name and Phone Number.
- Refunds will only be issued for cancellations due to weather-related field closures or unsafe playing conditions as determined by the City or the user group based on reasonable safety concerns.

EFFECTIVE USE OF FIELDS AND ACCOUNTABILITY:

The User Group's President, board members, or designated representative as listed on the application shall remain on the premises for the entire duration of the reservation. Failure to observe this condition may be grounds for the immediate cancellation of the reservation.

User Group may not sublease, lend, share, or give away fields that have been reserved under their name. Any infractions found may result in immediate loss of field use. This may jeopardize future use of fields and leagues opportunities to submit future applications.

FIELD LIGHTS:

- Most field lights are scheduled through the web-based application, www.lightsonsites.com. All User Groups will be required to create an account, with a credit card to be utilized for payment.
- Lights can be scheduled through Upland Recreation and Community Services without payment but are not able to be turned on without payment.
- Fields not connected to www.lightsonsites.com will receive invoices from the City for light use.
- It is the responsibility of the User Group to turn lights on and off accordingly.
- Organizations found with lights on and no activity on the field will be billed accordingly.

INDEMNITY AND INSURANCE REQUIREMENTS:

- Without limiting its indemnification of the City, the User Group shall obtain, provide, and maintain, at its own expense during the term of the agreement, a policy or policies of liability insurance.
- The City of Upland requires User Groups to provide General Liability Insurance with minimums of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate. The City reserves the sole and absolute discretion to require higher limits if deemed necessary to adequately protect the City's interests. The coverage shall include bodily injury, personal injury, and property injury. All User Groups must enter into a hold harmless agreement with the City which will, in part, indemnify City, its officers, employees and agents, from any liability arising from User Group's activity.
- The insurance coverage shall be primary insurance and/or primary source of recovery as respects to City, its elected officials, employees and volunteers with respect to all claims, losses, or liability.
- The insurance coverage shall include a Waiver of Subrogation endorsement in favor of the City, its Board, officers, agents, volunteers and employees or a blanket waiver of subrogation.
- The insurance coverage should include the following address: City of Upland, 460 N. Euclid Avenue, Upland, CA 91786.

SPECIAL EVENT PERMITS:

- An activity in which an event is outside of the normal scope of the Organization's purpose may be required to obtain a Special Event Permit.
- All Special Event Permits must be submitted in person at least (45) forty-five days in advance from the Recreation and Community Services Division.

SOUND MANAGEMENT GUIDELINES

In accordance with City of Upland Municipal Code Chapter 9.40 (Unnecessary Noise) to ensure a respectful and safe environment for both participants and the surrounding community, the following rules regarding noise and sound amplification apply to all athletic facilities within the City of Upland:

- **Amplified Sound (9.40.040)**

The use of sound amplification equipment (e.g., microphones, PA systems, loudspeakers) outdoors is prohibited unless specifically authorized and compliant with the City's Noise Standards. Sound levels must not exceed the Base Ambient Noise Levels (BANL) defined by the City:

- Residential Zones:

- 10:00 p.m. – 7:00 a.m.: Maximum 45 dB(A)
- 7:00 a.m. – 10:00 p.m.: Maximum 55 dB(A)

Any sound exceeding these limits may result in the immediate suspension of field use, citation, or other enforcement actions.

- **Radios, Televisions, and Stereos**

The use of radios, televisions, portable speakers, or other sound-emitting devices must be kept at a reasonable volume. Sound must not be audible at a distance of 200 feet or more from the source or within any nearby residence or business. Users may be required to lower the volume or cease use if complaints are received.

All users and event organizers must be mindful of nearby residential areas. Excessive noise, particularly during early morning or late evening hours, may result in complaints and the loss of field privileges. The City of Upland is committed to balancing active recreation with the peace and comfort of local neighborhoods. Compliance with these noise guidelines is mandatory.

ATHLETIC FIELD LINING/MARKING/MAINTENANCE:

- The lining of natural grass fields shall be the responsibility of all user organizations, and the layout of each field shall be agreed upon by the user organization and the City of Upland.
- Burning of lines and lining the fields with chalk is not permitted on any field.
- Upland Recreation and Community Services must approve fields needing to be lined outside of traditional dimensions.
- Users are responsible for dragging within the infield, staying at least three feet from the grass edges, rake dirt toward the center, not into grass, and patch and fill mound and batter's box.
- Group 3 & 4 Users, the City shall be responsible for the maintenance of the field after each use. The User Group will pay the hourly fee in accordance with the rate established in the City Council-approved Master Fee Schedule. Any User Group failing to comply with the guidelines listed above shall pay for all damages to athletic facilities resulting in termination of use of athletic field.

KEY RENTAL:

To ensure the proper use and security of City of Upland athletic fields, any individual or organization requiring gated field access must adhere to the following key reservation requirements:

- **Key Control Policy or Combination Lock Policy Forms:** A completed form is required for all individuals or organizations requesting access to athletic field gates or facilities. Forms can be obtained by setting up an appointment with the Recreation Coordinator during business hours.
- **Deposit:** A refundable deposit based on the Master Fee Schedule is required for key control policy only at the time of reservation. This deposit must be paid by cash or check. No other forms of payment will be accepted.
- **Key Issuance:** Keys will only be issued upon receipt of a completed Key Control Policy Form and deposit. Only the individual listed on the form will be authorized to pick up the key.
- **Key Return:** The key must be returned by the date and time specified at the time of reservation. Failure to return the key on time may result in forfeiture of the deposit and potential loss of future field access privileges.
- **Lost or Damaged Keys:** Lost or damaged keys will result in forfeiture of the deposit. Additional fees may be assessed for re-keying locks if necessary.

Use of Key:

The key is to be used solely for the purpose of accessing the athletic field(s) as outlined in the approved field use permit. Unauthorized duplication or use of the key is strictly prohibited.

By signing the Key Control Policy form, Appendix G or the Combination Lock Policy, Appendix H, the reserving party agrees to abide by all terms outlined above. Failure to comply may result in denial of future reservation privileges and/or forfeiture of deposits.

VANDALISM

- In California, vandalism is defined under Penal Code 594 (PC 594) as maliciously defacing, damaging, or destroying another person's property. Vandalism can be charged as an infraction, misdemeanor, or felony, depending on the amount of damage caused.
- Organizations found vandalizing City of Upland athletic facilities or equipment will be subject to vandalism fees and other fees deemed necessary, as listed in the fee schedule.
- Examples of vandalism are cutting locks, graffiti, broken benches, bleachers or picnic tables, etc.

MAINTENANCE/REPAIR AND SPECIAL PROJECT REQUESTS:

- In the event maintenance or repair at a City park is necessary, Organization Leads may submit a Maintenance/Repair Request form for consideration. Forms should be submitted (electronically or in person) to the Recreation Coordinator for review and subsequently recorded and routed to the Public Works Department for further assessment. All required documents are necessary at the time of submission for a request to be considered.
 - Approved maintenance or repairs must be valued at greater than \$2,500 to be eligible for a fee credit.
 - For any major park or facility repair/replacement proposed on behalf of the City for the purpose of increased safety/security or reduction of liability and approved by the City in advance, said group may request a credit of up to 100% of the total contribution against future athletic facility user fees for a period of up to 5 years. Credits are subject to formal approval by the City and shall not apply to facility lights fees.
 - For any park or facility major repair/replacement proposed on behalf of the City for the benefit of the user group and approved by the City in advance, said group may request a credit of up to 50% of the total contribution against future athletic facility user fees for a period of up to 5 years. Credits are subject to formal approval by the City and shall not apply to facility lights fees.
- In the event a new amenity at a City park is desired, Organization Leads must complete a Special Project Permit Process & Application form for consideration. Forms should be submitted (electronically or in person) to the Recreation Coordinator for review and subsequently recorded and routed to the Recreation and Community Services Manager for approval before being routed to the Public Works and Development Services Departments for further assessment. All required documents are necessary at the time of submission for requests to be considered.
 - Approved new amenities must be valued at greater than \$2,500 to be eligible for a fee credit.
 - For any new amenity proposed and approved by the City in advance, said group may request a credit of up to 50% of the total contribution against future athletic facility user fees for a period of up to 5 years. Credits are subject to formal approval by the City and shall not apply to facility lights fees.

THREE STRIKES POLICY:

The purpose of this policy is to implement a systematic method of enforcing the City of Upland's Municipal Code and the Athletic Facilities Policy & Procedures Manual. Strikes issued should serve as a warning sign to potential issues that may immediately jeopardize all permits held by the organization. Upland Recreation and Community Services reserves the right to cancel or suspend approved for games, practices, and other usages based on user groups violation of the City Municipal Code or established Athletic Facilities Policy & Procedures Manual. Non-Adherence to City policy and City ordinances may result in the retention of a portion of or all of the deposit and/or result in the cancellation of current and/or future use.

The following are examples that may result in strikes being issued:

- Illegal use of fields without a permit.
- Illegal use of park space not designated for intended athletic sport related use.
- Vending on City premises without permit or written consent from Upland Recreation and Community Services.
- Organizations found to be practicing or playing games prior to or outside of their permitted time and/or date.
- Organizations found to be practicing or playing games in locations other than those authorized by the City of Upland.
- Organizations found to be sub-letting or swapping field permits with any other organizations.
- Organizations found to be practicing or playing games on fields which have been previously closed due to inclement weather or any other purpose.
- Organizations failing to meet monthly financial obligations.
- Organizations conducting adult practice and/or games on fields allocated to youth.
- Organizations not utilizing permitted fields.
- Organizations utilizing athletic facility lights outside of reserved time frame.
- League representative disrespecting a field monitor or organization representative.

Strike One:

- Consists of documented activity in direct violation of the City Municipal Code or Athletic Facilities Policy. A letter will be written to the user group president and field allocation representative documenting the violation. The letter will be placed in the group's file. This may be appealed to the Upland Recreation and Community Services designee. Staff costs will be absorbed by the organization as stated by the City of Upland Schedule of Fees.

Strike Two:

- Occurs after a second documented violation within a current allocation period. The group will be informed in writing that a Community Services staff member will be assigned to their permitted activity at the respective park where the violation occurred. The staff member will monitor activity at the site and report any further violations to the City. This may be appealed to the Upland Recreation and Community Services designee. Staff costs will be absorbed by the organization as stated by the City of Upland Schedule of Fees.

Strike Three:

- The third documented violation within the current allocation period. All permits held by said organization/entity for the remainder of the allocation period and future allocation will be revoked. This may be appealed to the Upland Recreation and Community Services designee. Staff costs will be absorbed by the organization as stated by the City of Upland Schedule of Fees.

Notwithstanding the above, the City has the discretion to revoke the right to use any field or facility to any User Group immediately without following the three strikes procedure set forth above if the violation of state law, the Municipal Code, this policy or other policies, rules or regulations warrant such immediate revocation as determined by the City in its sole discretion.

FIELD CLOSURES:

- The City of Upland reserves the right to suspend facility availability during periods of inclement weather, poor playing conditions, damage (which would cause hazardous safety considerations), and for necessary maintenance.
- When thunder is heard and lightning is seen during field use, User Group must suspend play and take shelter immediately. Once play has been suspended, User Group shall wait at least (30) thirty minutes after the last thunder is heard, or lightning flash is witnessed prior to return to play.
- User Groups may reserve the right to cancel practices or games if they feel that the fields are unplayable due to weather conditions. User Groups are required to make every effort to contact Upland Recreation and Community Services staff to report the cancelation. Lights may be canceled, and fees may be adjusted.

RESERVABLE FACILITIES:

Cabrillo Soccer Fields Fields 1-6	11 th Street Between Mountain Avenue & Benson Avenue
Citrus Park Major & Minor	8 th Street between Mountain Avenue & Benson Avenue
Greenbelt Park North, South, West	15 th Street between Mountain Avenue & Benson Avenue
Memorial Park North, South, Rotary	Foothill Boulevard between Grove Avenue & Campus Avenue
Olivedale Park Field	8 th Street Between Campus Avenue & Sultana Avenue
San Antonio Park Major & Minor	24 th Street and Mountain Avenue
Sierra Vista Park* South & East	15 th Street & 2 nd Avenue

*Lights unavailable

- Use of facilities will be limited to weekdays, 7:00 a.m.-10:00 p.m. and Saturdays & Sundays, 7:00 a.m.-10:00 p.m. Any activity outside of these hours must have the approval of the City Manager.