

CITY OF DUARTE

**SPORTS FACILITIES
USAGE POLICIES AND PROCEDURES**

1. An application for permission to use the sports facilities must be submitted by all organizations, teams or individuals for all uses. Application forms are available at the Parks and Recreation Department.
2. Applications shall be issued only to responsible adults who shall be in attendance at the function for which application is made.
3. All applications for use of facilities must be submitted at least eight (8) working days and not more than ninety (90) days prior to the time of use.
4. All persons, groups or organizations using a public facility must abide by all Municipal, State and Federal laws.
5. All persons or organizations using a facility will be expected to abide by Municipal Code Title 9, Chapter 9.20 regarding Conduct in Parks.
6. All persons, groups or organizations using a public facility must abide by the City's Administrative Policies and Procedures on points not covered in these policies.
7. City recreation programs and City government functions shall have first priority on use of all facilities. Furthermore, previously scheduled uses may be cancelled for city functions.
8. The serving, selling, and consumption of alcoholic beverages is forbidden on all park facilities.
9. The City will not be held responsible for loss, damage, or theft of equipment, or personal articles owned, leased, or rented by people utilizing the facilities.
10. Fees:
 - A. A deposit is required upon approval of the facility use request application.
 - B. Final approval is granted upon payment of the balance of fees. Facilities are subject to automatic cancellation if balance of fees are not paid eight (8) working days prior to use.
 - C. Cleaning/damage/equipment deposit is refundable by a city warrant subject to condition of facility, and will be returned by mail approximately 20 days after date of use.
 - D. Double time daily rate will be deducted from equipment deposit in the case of equipment not returned on the required date.
 - E. All late fees (those paid within eight (8) working days of scheduled use) must be paid in cash or with a cashier's check.
 - F. Users not paying balance of fees in eight (8) full working days prior to scheduled use will be assessed a 10% charge of the unpaid balance for each day the balance of fees is late.
 - G. Reservations may be cancelled by applicant and all fees returned up to 60 calendar days prior to the event. The deposit will be retained if reservations are cancelled 60-14 calendar days prior to event. All fees will be retained if reservations are cancelled less than 14 calendar days prior to event.
 - H. To qualify for the Duarte Youth Non-Profit Group ("C") rate the group must be composed of at least 51% Duarte residents and have a 501C3 status. For this purpose, a resident is defined as a person whose residence has a Duarte mailing address.

Violation of any rule or regulation can result in the suspension of facility use privileges by an individual or group.

DUARTE SPORTS FACILITIES

FEE SCHEDULE

DUARTE SPORTS PARK FIELDS

	<u>Base Rate</u> <u>"A"</u>	<u>Duarte Resident</u> <u>"B"</u>	<u>Duarte Youth Non-Profit Group</u> <u>"C"</u>
Lights	\$50.00/hr	\$25.00/hr	\$12.50/hr
Without Lights	\$20.00/hr	\$10.00/hr	FREE

ROYAL OAKS PARK & DUARTE PARK TENNIS COURTS & BASKETBALL COURTS

	<u>Base Rate</u> <u>"A"</u>	<u>Duarte Resident</u> <u>"B"</u>	<u>Duarte Youth Non-Profit Group</u> <u>"C"</u>
Tennis Courts and/or Basketball Courts With or Without Lights	\$34.00/hr/ct	\$ 17.00/hr/ct	FREE

HOCKEY RINK

<u>Base Rate</u> <u>"A"</u>	<u>Duarte Resident</u> <u>"B"</u>
\$22.00/hr	\$12.00/hr

SKATE PARK

<u>Base Rate</u> <u>"A"</u>	<u>Duarte Resident</u> <u>"B"</u>
\$50.00/hr	\$25.00/hr

BEARDSLEE PARK

	<u>Base Rate</u> <u>"A"</u>	<u>Duarte Resident</u> <u>"B"</u>	<u>Duarte Youth Non-Profit Group</u> <u>"C"</u>
Soccer Field	\$15.00/hr	\$ 7.50/hr	FREE

MISCELLANEOUS CHARGES FOR ALL FACILITIES

	<u>Base Rate</u> <u>"A"</u>	<u>Duarte Resident</u> <u>"B"</u>	<u>Duarte Youth Non-Profit Group</u> <u>"C"</u>
Field Preparation	\$25.00	\$25.00	\$25.00
Equipment Rental	\$25.00/day	\$25.00/day	\$25.00/day
Equipment Deposit	\$100.00	\$100.00	\$100.00
Man-on-Duty	\$34.00/hr	\$17.00/hr	\$12.00/hr
Cleaning/Damage Deposit	\$50.00	\$50.00	\$50.00
Rental of Park Restrooms	\$34.00/hr	\$17.00/hr	