



CITY OF  
**LOS ALAMITOS**

## *Athletic Field/ Gymnasium Use*

Please fill out a FACILITY USE application if you wish to utilize:

- Laurel Park (10862 Bloomfield Avenue)
- Little Cottonwood Park (4000 Farquhar Avenue)
- McAuliffe Field (4112 Cerritos Avenue)
- Oak Field (10821 Oak Street)
- Oak Gymnasium (10821 Oak Street)
- Orville Lewis Jr. Park (3662 Kempton Drive)

### CHECKLIST

- FACILITY USE application (minimum of two weeks prior to first date)
- Need to provide a Certificate of Liability Insurance and a Specific Endorsement naming The City of Los Alamitos and Los Alamitos Unified School District (when applicable) as additionally insured.
- Full payment (cash, check, Visa, or MasterCard) by the deadline given.
- You have reviewed the Policy and Procedures—Rules and Guidelines Please visit [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org) to view.

**\*\*Additional requirements might be required\*\***

Los Alamitos Recreation & Community Services  
10911 Oak Street  
Los Alamitos, CA 90720

Phone: (562) 430-1073  
Fax: (562) 594-9657  
[www.cityoflosalamitos.org](http://www.cityoflosalamitos.org)

**Parks  
Make  
Life  
Better!**

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/01/2013

PRODUCER

INSURANCE BROKER OR COMPANY NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

COMPANY NAME AND CONTACT INFORMATION, INCLUDING A VALID EMAIL ADDRESS

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A:  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
X	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY	GL8050623	08/01/12	08/01/13	EACH OCCURRENCE \$ 1,000,000
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC				MED EXP (Any one person) \$ 10,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS - COM/OP AGG \$ 2,000,000
X	AUTOMOBILE LIABILITY ANY AUTO	TP988035201	08/01/12	08/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	AIR OWNED AUTOS				BODILY INJURY (Per person) \$
	SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	HIRED AUTOS				PROPERTY DAMAGE (Per accident) \$
X	NON-OWNED AUTOS				AUTO ONLY - EA ACCIDENT \$
	GARAGE LIABILITY ANY AUTO				OTHER THAN AUTO ONLY EA ACC AGG \$
X	EXCESS/UMBRELLA LIABILITY OCCUR CLAIMS MADE	006502599	08/01/12	08/01/13	EACH OCCURRENCE \$ 2,000,000
	DEDUCTIBLE				AGGREGATE \$ 2,000,000
	RETENTION				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Yes / No	FACRUB3175M68411	08/01/12	08/01/13	WC STATUTORY LIMITS OTHER \$
	OTHER				E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
					DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

## CERTIFICATE HOLDER

City of Los Alamitos  
City Clerk's Office  
3191 Katella Ave.  
Los Alamitos, CA 90720

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER SHALL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER.

AUTHORIZED REPRESENTATIVE

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 12 05 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL  
AGENCY OR SUBDIVISION OR POLITICAL  
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

The City of Los Alamitos and its officers, employees,  
agents and volunteers

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard"

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name of Additional Insured Person(s) or Organization(s)

Los Alamitos Unified School District,  
its Board, Board Members, Officers, Agents and Employees are named  
as additional insured.  
10293 Bloomfield Street  
Los Alamitos Ca 90720

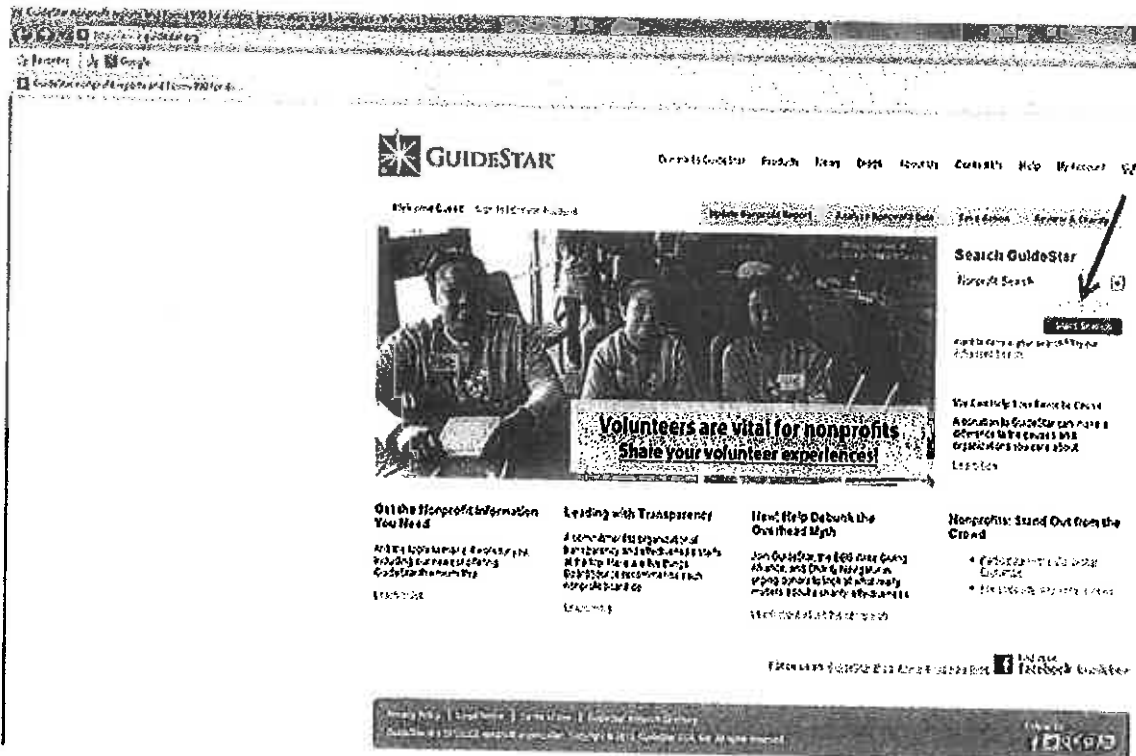
Section II – WHO IS AN INSURED is amended to include as an insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf;

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

How to find out if an organization is a non-profit organization.

<http://www.guidestar.org/> has a directory that lists all the non-profit organizations within the United States.

You can look this up by the "Search GuideStar" on the right hand side of the page and put in either the Organization Name, EIN number, City, or State and can search all non-profits. You don't have to sign in or create an account in order to access this information



If you have any questions please feel free to contact me.

Melissa Magnifico  
Account Manager  
P&C  
Keenan

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901 Calle Amanecer, Suite 200 | San Clemente, CA 92673



## FACILITY USE POLICY AND PROCEDURES – RULES AND GUIDELINES



Permitted use of the Los Alamitos Unified School District and the City of Los Alamitos allocated facilities.

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Los Alamitos Unified School District  
Facilities, Maintenance and Operations  
10652 Reagan Street, Los Alamitos

City of Los Alamitos  
Recreation & Community Services  
10911 Oak Street, Los Alamitos

Cindy Miranda, Administrative Assistant  
P: (562) 799-4592 x81110  
F: (562) 799-4599  
E: cmiranda@losal.org

Ron Noda, Recreation Manager  
P: (562) 430-1073 x520  
F: (562) 594-9657  
E: Rnoda@cityoflosalamitos.org

Jurisdiction

District Office field  
Hopkinson Elementary  
Lee Elementary  
Los Alamitos Elementary  
Los Alamitos High School  
McAuliffe buildings  
McGaugh Elementary  
Oak buildings  
Rossmoor Elementary  
Weaver Elementary

Jurisdiction

Laurel Park  
Little Cottonwood Park  
Orville Lewis Park  
McAuliffe field  
Oak field  
Oak gymnasium

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### PROCESS FOR OBTAINING PERMITS

**Allocation Priority**

Field use is determined by the priority of user Groups as defined on page 10.

**Application**

Groups wishing to utilize a field must acquire a permit from either the Los Alamitos Unified School District (LAUSD) or the City of Los Alamitos.

Public use should not interfere with LAUSD or City use. School premises shall not be available on such occasions or during such hours, which conflict with the functions of the school. Facilities are available during school vacation periods if the use does not conflict with cleaning and renovating schedules. All requests for the use of the LAUSD premises shall be denied where the proposed use is inconsistent with the property and regular use of the facilities to where the purpose of the meeting is immoral, obnoxious or injurious.

No application will be denied because of sex or sexual preference, race, color, creed, or national origin.

The specific form must be submitted a minimum of two to four (2-4) weeks prior to the first requested use date and will be accepted up to three (3) months in advance. Submission of the specific form does not constitute approval. Approval is given only after LAUSD/City approval, fees are paid in full, certificate of insurance liability and endorsement are on file, and all other document requirements are met.

LAUSD form:     Application and Agreement for Use of School Facilities  
City form:        Facility Request

LAUSD Applications can be obtained at the school where the facilities to be used are located or at the Auxiliary Offices located at 10652 Reagan Street.

Requests will not be approved for a period exceeding three (3) months, with the exception of organizations that are in Group 1 and 2, which will be permitted by term of season.

#### Processing Fee

A \$40.00 non-refundable processing fee will be assessed to each permit issued.

#### Insurance

All users of the facilities must provide proof of General Liability Insurance in the minimum amount of one million dollars (\$1,000,000) with a general aggregate in the minimum amount of \$2,000,000; however, certain activities may require additional amounts or other types of insurance. A specific endorsement naming the City of Los Alamitos (10911 Oak Street, Los Alamitos, CA 90720) and the Los Alamitos Unified School District (10293 Bloomfield Street, Los Alamitos, CA 90720) adding both entities as additionally insured must also be submitted. Depending on the event, additional insurance coverage (additional amount, auto insurance, worker's compensation) will be required.

The LAUSD, the City of Los Alamitos, its agents, officers, and employees shall not be held liable for any loss, damage or expense that may arise from use of school property.

If LAUSD or City approve user's request to allow vendors that sell food or other items, then all vendors must submit certificate of insurance and specific endorsement naming both the LAUSD and the City as additionally insured. Food vendors must also be approved by the Orange County Health Department and follow Orange County Health Department guidelines. Vendors must possess a valid City of Los Alamitos Business License.

### REQUIRED PAPERWORK DEADLINE

#### Group 2 Required Documents

A minimum of two (2) weeks prior to the start of their field use, Los Alamitos Youth Sports Organizations must submit payment and all required paperwork. Staff will contact the organization and inquire about their ability and/or desire to pay their fees and submit their requirements. If the issue is not resolved in a timely manner, the cancellation of current and/or prohibition of future athletic facility use will occur.

### PAYMENT DEADLINE

All fees and requirements must be received a minimum of 72 hours before the start of facility use. If fees and requirements are not received in a timely manner, cancellation of current and/or prohibition of future athletic facility use will occur. Postmarks will not be accepted.

Payment can be delivered or mailed.

*LAUSD: Accounts Payable, LAUSD, 10293 Bloomfield Street, Los Alamitos 90720*

*City: Accounts Payable, City of Los Alamitos, 10911 Oak Street, Los Alamitos 90720*

## CANCELLATION AFTER YOU HAVE OBTAINED A PERMIT

### Reservation Cancellation (Refund Policy)

Permit(s) and/or field dates may be cancelled at any time by LAUSD and/or City.

Permit(s) and/or dates cancelled by the user must be submitted in writing a minimum of ten (10) working days prior to the scheduled use to be fully refunded/credited (minus the \$40.00 permit fee if a permit is cancelled). No refunds or credit will be issued if cancelled with fewer than ten (10) days notice.

### Inclement Weather

Dates that are cancelled due to inclement weather or unsuitable field conditions may be rescheduled (based on availability) or may be refunded in full.

In the event of inclement weather, wet fields may be closed to use. Whenever possible, closed field signs will be posted and the group or organization will be notified via email. In inclement weather and/or wet field, user groups must make reasonable judgment regarding the playability of athletic facilities. If play does take place on an athletic facility that is unsuitable for use, the LAUSD and the City will invoice the user group for damage to the field.

## ATHLETIC FACILITY RULES AND REGULATIONS

All permits will be issued for specific areas and for specific hours. It shall be the responsibility of the organization to see that unauthorized portions of the facility are not disturbed and that the premises are vacated as scheduled.

LAUSD and/or City will determine what use requires that an employee be on duty at all times. The LAUSD/City employee shall supervise the user(s) of the facility and shall report any harmful use to their supervisors.

Group or organization's copy of the facility permit must be available during use and presented to any LAUSD or City representative upon request. It is the responsibility of the person in charge of the group or organization identified on the permit to enforce the rules and regulations regarding the conduct of the group or organization while on the permitted athletic facilities.

### *These rules include but are not limited to:*

- All user groups are responsible for practicing on their allocated athletic facility as stated by their permit(s).
  - Use will begin no earlier than 7:30 a.m.
  - Use will end no later than dusk on unlighted fields.
  - Use on lighted fields at McGaugh will end no later than 9:30 p.m.
  - Use on lighted fields at Oak, McAuliffe, Los Alamitos Elementary, and Laurel Park will end no later than 11:00 p.m.
  - Special approval from the LAUSD/City must be granted if athletic facility use exceeds the times listed.
1. Use begins and ends at the times stated on the permit including set-up and clean-up. User of the athletic facility are not allowed onto the premises prior to the start time on the permit and are required to have the athletic facilities clean, free of trash and equipment, and be off the athletic facilities at the ending time indicated on the permit. Additional fees will be invoiced if staff is brought in to clean trash and/or remove equipment.
  2. Groups are required to vacate the fields safely and quietly, especially during evening hours.
  3. Any user group that has been allocated space and does not intend to use it regularly shall notify the LAUSD and/or City so athletic facilities may be reallocated. If athletic facilities are not used in a proper



manner or are not being used as requested, permit(s) may be rescinded and reallocated to other groups according to priority.

4. Parking is allowed in designated paved areas only.
5. Vendors and vendors that sell food or other items are not allowed without LAUSD or City approval. If allowed, all vendors must submit certificate of insurance and specific endorsement naming both the LAUSD and City as additionally insured. Food vendors must also be approved by the Orange County Health Department and follow Orange County Health Department guidelines. Vendors must possess a valid City of Los Alamitos Business License.
6. Alcoholic beverages are not allowed on any athletic facility, schools, parking lot, or adjacent areas.
7. Amplified sound is not allowed on any field without LAUSD or City approval. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
8. Property boundary walls and fences are not to be used as backstops at any time.
9. Portable goals, backstops, and/or markers are allowed but must be removed daily.
10. Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission.
11. Smoking is prohibited at all sites.
12. Vehicles are prohibited on the athletic facilities.
13. Barbeques are prohibited at all sites.
14. Animals are prohibited at all sites.
15. Field lining/Marking: Burning lines is absolutely prohibited. Any group burning lines or vandalizing the facilities will be responsible for the full cost of rehabilitation of the damaged area(s). Lining of fields with chalk or paint is not permitted without written permission on a yearly basis granted by the LAUSD or City.

Non-adherence to any of these rules or any City Ordinance may result in additional fees and/or result in the cancellation of current and/or prohibition of future use.

#### **VIOLATION - FIELD USE WITHOUT A PERMIT**

A violation is any size group or organization using a field without the proper permit for that athletic facility.

- Date, time, field location, and team name and/or coach's name will be documented. If a coach is unwilling to supply team and/or coach information, a picture will be taken.
- Any group or organization failing to have a permit will result in two (2) warnings followed by the assessment of arbitration fees.
- The user group or organization will receive a written warning for the first and second violations.  
*Note: Warning is for the entire group or organization and not for each team or site. User groups will receive two (2) warnings total, not two (2) per site.*
- All subsequent violations will incur a one hundred dollar (\$100) arbitration fee per occurrence.
- Fees will be invoiced to the user group directly, not to the coaches.
- User groups will not be issued any new permits until all penalty fees are paid.
- Excessive violations may result in loss of field allocation consideration for future permits. Excessive violations are considered more than ten (10) violations in a six (6) month period.

## ATHLETIC FACILITY MAINTENANCE

### Closures

Athletic facilities may be closed at the discretion of the LAUSD and/or City. Annual rest and renovation of the fields will be a priority. Athletic facilities may be closed for any of the following:

- LAUSD and City engages in maintenance work involving any of the athletic facilities.
- When the health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, smog alerts, pesticide spraying, and natural disasters.

An annual calendar for regular field maintenance will be developed each year for rest and renovation. Additional maintenance may be required as needed.

## FACILITIES

	District Office 10293 Bloomfield St	Hopkinson Elem. 12582 Kensington Rd	Laurel Park 10862 Bloomfield St	Lee Elem. 11481 Foster Rd	Little Cottonwood Park 4000 Farquhar Ave	Los Alamitos Elem. 10862 Bloomfield St	Los Alamitos High 3591 Cerritos Ave	McAuliffe Middle 4112 Cerritos Ave	McCaugh Elem. 1698 Boisa Ave	Oak Middle 10821 Oak St	Orville Lewis Park 3663 Kempton Dr	Rossmore Elem. 3272 Shakespeare Dr	Weaver Elem. 11872 Wembley Rd
amphitheater										X			
auditorium									X				
basketball courts	X	X		X	X	X	X	X	X	X	X	X	X
blacktop	X	X		X		X	X	X	X	X		X	X
Board Room	X												
classroom/s	X	X		X		X	X	X	X	X		X	X
conference room	X	X		X				X	X	X		X	X
field, small										X			
field, medium				X	X	X			X	X			
field, large	X						X	X		X			
field, small baseball/softball - grass infield/youth		X		X	X			X	X		X	X	X
field, large baseball/softball - full infield/adult			X				X		X	X			
gymnasium							X		X	X			
gymnasium, mini								X					
ktchen		X		X		X	X	X	X	X		X	X
lecture hall							X						
locker room, boys							X	X		X			
locker room, girls							X	X		X			
lunch area/benches		X		X		X	X	X	X	X		X	X
media center		X		X		X	X	X	X	X		X	X
multi-purpose room								X		X			
Performing Arts Center							X						
Band Room 519							X						
Chorus Room 518							X						
Drama Room 513							X						
Food/lounge Room 500							X						
parking lot	X	X	X	X	X	X	X	X	X	X		X	X
pool							X		X				
quad	X					X	X	X		X		X	X
restrooms	X	X	X	X	X	X	X	X	X	X		X	X
shelter picnic area					X						X		
tennis courts			X				X	X	X				
track with large field							X	X		X			
wrestling room							X						

<b>FIELD FEES</b>				
	Acres	GROUP 1	GROUP 2	GROUP 3
		per field, per hour		
Small field	< 0.5	No charge	\$2.25	\$3.00
Medium field	0.5 - 1.5	No charge	\$4.50	\$6.00
Large field	> 1.5	No charge	\$9.00	\$12.00
Baseball / Softball, small	Grass infield -- Youth dimensions	No charge	\$4.50	\$6.00
Baseball / Softball, large	Full infield -- Adult dimensions	No charge	\$9.00	\$12.00

Rental rates are subject to change at the will of the Board of Education and the City Council of Los Alamitos and will adjust automatically and annually on July 1 based on the Los Angeles-Anaheim CPI, All Urban Consumers.

**ADDITIONAL FEES FOR TOURNAMENTS, CLINICS, SPECIAL EVENTS, AND HIGH IMPACT USERS**

**Per Head Fee**

Groups and organizations that utilize four (4) or more dates within a season will be assessed the per head fee based on the number of total participants in the group or organization. A per head fee multiplied by the "Activity Weighting Scale" below will be assessed per season beginning January 1, 2014 and increase annually on January 1 through 2018. The per head fee is based on the date of use, not the date of the application.

<b>EFFECTIVE JANUARY 1,</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b> & thereafter
<b>Activity Weighting Scale (PR2)</b>	<b>Factor</b>	<b>x \$2.00</b>	<b>x \$4.00</b>	<b>x \$6.00</b>	<b>x \$8.00</b>	<b>x \$10.00</b>
Walking	1.00	\$2.00	\$4.00	\$6.00	\$8.00	\$10.00
Baseball/Softball	1.25	\$2.50	\$5.00	\$7.50	\$10.00	\$12.50
P.E.	1.50	\$3.00	\$6.00	\$9.00	\$12.00	\$15.00
Parked Cars	1.50	\$3.00	\$6.00	\$9.00	\$12.00	\$15.00
Marching Band	1.75	\$3.50	\$7.00	\$10.50	\$14.00	\$17.50
Soccer/Football	2.00	\$4.00	\$8.00	\$12.00	\$16.00	\$20.00
Adult Soccer/Adult Football	2.00	\$4.00	\$8.00	\$12.00	\$16.00	\$20.00
Lacrosse/Field Hockey	2.25	\$4.50	\$9.00	\$13.50	\$18.00	\$22.50
Rugby	2.50	\$5.00	\$10.00	\$15.00	\$20.00	\$25.00
Sports Clinic/Tournaments	2.50	\$5.00	\$10.00	\$15.00	\$20.00	\$25.00

*Note: The per head fee applies to groups that submit applications in the fall for use beginning in January.*

Total Examples: Soccer has 100 participants in 2014 @ \$4.00 each the total per head charge is \$400.

Soccer has 100 participants in 2018 @ \$20.00 each the total per head charge is \$2,000.

Baseball has a summer camp in 2014 with 50 participants @ \$2.50 each the total per head charge is \$125

Baseball has a summer camp in 2018 with 50 participants @ \$12.50 each the total per head charge is \$625.

FIELD FEES: Oak & McAuliffe Field**				
	ACRES	GROUP 1	GROUP 2	GROUP 3
<b>*Small Field</b>	0.5 or less	No Charge	\$7.37	\$7.37
<b>Baseball/Softball Medium Field</b>	0.5 – 1.5, Youth Dimensions	No Charge	\$14.73	\$14.73
<b>Baseball/Softball Large Field</b>	1.5 and up, Adult Dimensions	No Charge	\$29.46	\$29.46
<b>LAHS Track &amp; Field</b>	NA	No Charge	\$75.64	\$75.64

\*All field rentals are to be based on a 0.5 acre field.

\*\*Fees to be updated annually to reflect the actual operational and capital costs the District/City incurs.

**\*\*\*New fees above effective January 1, 2019\*\*\***

It is the Los Alamitos Unified School District Board of Education's and Los Alamitos City Council's Intention that policies and regulations will be completed regarding the collection, retention and usage of the Per Head Fee into a Capital Improvement Program (CIP) Fund that will be utilized for the upgrade of fields. It is also their intention to develop a formalized process that includes representatives of the Community Sports Board, City and District to make recommendations on the priority use of CIP Funds. The Board of Education and the City Council will consider the recommendations when making decisions.

#### **SECURITY**

Any event where the number of guests exceeds three hundred-fifty (350), the presence of security officers (non-volunteers) is required. The ratio for security officer to number of guests is 350:1. The security firm must be licensed, bonded and provide insurance as stated on page 2 under Insurance.

Events with less than three hundred-fifty (350) may also be required to contract for security service at the discretion of the LAUSD or City.

It is the patron's responsibility to contract independently for such services and to provide a security plan to LAUSD and/or City.

#### **PORT-A-POTTY UNITS/RESTROOM**

Any event where the number of guests exceeds one hundred and seventy-five (175), additional portable restrooms are required. The ratio for port-a-potty units to the number of guests is 175:1. It is the patron's responsibility to contract independently for such services. Services shall be obtained from the LAUSD/City's list of approved rental companies. Coordination of delivery and placement of the items must be approved a minimum of five (5) working days prior to the event.

If applicable, custodial/staff services for the opening, closing, and maintenance of the restroom facilities will be invoiced.

#### **TRASH**

It is the user group's responsibility for picking up trash and debris and depositing it into the proper trash bins. The facilities and any adjoining areas affected by a group's use must also be picked up and cleared of all trash.

Any event where the number of guests exceeds one hundred and seventy-five (175), extra trash receptacles are required as deemed by the LAUSD or City; and, it is the patron's responsibility to contract independently for such services. Services shall be obtained from the LAUSD/City's list of approved trash company. Coordination of delivery and placement of the items must be approved a minimum of five (5) working days prior to the event.

A clean-up fee will be invoiced to any groups that do not comply.

#### **VENDORS – FOOD**

Food vendors and/or food trucks must receive prior approval from LAUSD and/or the City. All food vendors and/or food trucks must be approved by the Orange County Health Department and follow Orange County Health Department guidelines. Placement of food vendors and/or food trucks must be approved by LAUSD and/or the City a minimum of five (5) working days prior to the event. No food trucks and/or vehicles that support the food vendor will be allowed onto the fields at any time. A fee of \$100 per food vendor will be charged. One food vendor/food truck that fits inside a 10' x 20' space will be excluded from the \$100 fee if they submit all of their proceeds to a non-profit. Any type of infraction that the food vendor/food truck violates will incur a \$100 fine per occurrence. Vendors must possess a valid City of Los Alamitos Business License.

**VENDORS – MERCHANDISE**

A fee of \$50 for commercial vendor, \$25 for information vendors will be invoiced. Placement of vendors must be approved by LAUSD and/or the City a minimum of five (5) working days prior to the event. No vehicles that support the vendor will be allowed onto the fields at any time. Any type of infraction that the vendor violates will incur a \$100 fine per occurrence. Vendors must possess a valid City of Los Alamitos Business License.

**BOUNCE HOUSES/INFLATABLE**

Bounce houses and/or inflatable must receive prior approval from LAUSD and/or the City. Electricity will not be provided. Coordination of delivery and placement of the items must be approved a minimum of five (5) working days prior to the event. The bounce house and/or inflatable vendor must provide insurance to LAUSD and/or the City as stated on page 2 under Insurance. Any type of infraction that the vendor violates will incur a \$100 fine per occurrence.

**LIGHT USAGE**

Any permitted event that takes place in the evening, between dusk and dawn where permanent lights are installed, they will be required to use the lights when renting the field for the safety of the participants. An additional hourly light fee will be assessed when the lights are operational. The light fees are as follows:

- Small Field: ..... \$5/hr
- Medium Field:..... \$8/hr
- Large Field: ..... \$11/hr
- Softball (Large): ..... \$11/hr
- Outdoor Basketball Courts (Oak): ..... \$5/hr

**LIGHT TOWERS**

Portable light towers will be allowed with prior approval from either LAUSD and/or the City. LAUSD and/or the City will not be responsible for any damage or theft of portable lights. If the portable lights cause damage to the facility, the organization that brought out the light towers will be invoiced. Coordination of delivery, placement, and removal of light towers must be approved a minimum of five (5) working days prior to the event. Light tower use must follow the rules on light usage on page 3.

**ADDITIONAL STAFF**

Additional staffing may be required from LAUSD and/or the City.

- Custodian - \$58 per hour
- Other Staff – costs to be provided at time when staff requirements are determined.

## DEFINITION OF GROUPS

### GROUP 1 - CIVIC

LAUSD, City of Los Alamitos, and the Los Alamitos Youth Center, Inc (Oak Gym only).  
Priority of field use is based on the respective Memorandum of Understanding for each site.  
Fees for utility costs associated with athletic field lighting will be charged to this group.  
Additional fees may apply.

### GROUP 2 - LOS ALAMITOS COMMUNITY YOUTH SPORTS BOARD ORGANIZATIONS, COMMUNITY BASED GROUPS, AND COMMUNITY BASED NON-PROFIT GROUPS \*

1. Los Alamitos Community Youth Sports Board Organization during their primary, recognized season:

January 15 - May 31	◆ Lacrosse
February 1 - June 15	◆ Baseball/Softball
August 1 - November 28	◆ Football
August 1 - January 31	◆ Soccer

Community youth sports organizations that have the greatest number of participants.  
Number of fields will be based on a percentage of total participants requesting fields.

#### Requirements

- Must attend Sports Board meetings.
  - Must have open registration, regardless of skill, and employ a minimum playing time standard of at least 50% or more of the game.
  - Contains at least 70% residents (participants who attend a LAUSD school but do not reside in the LAUSD boundaries are eligible).
  - Submit roster each season to confirm 70% residency.
  - Submit practice and game schedule to verify use of athletic facilities and number of participants.
  - Submit evidence that the group is a recognized 501(c) 3 organization as defined by the Federal Internal Revenue Code.
  - Submit evidence that the group has its Articles of Incorporation endorsed and filed with the California Secretary of State.
  - Submit Constitution, By-laws, or Mission Statement which clearly states the objectives of the organization is a non-profit, non-commercial nature.
  - Must be current on all payments and submit required paperwork by deadline.
2. Community Based Resident - Group and organizations within the LAUSD boundaries that contains at least 60% residents (participants who attend a LAUSD school but do not reside in the LAUSD boundaries are eligible).
  3. Community Based Non-Profit – Local non-profits that are based within the LAUSD boundaries and must submit proof of non-profit status and City residency. *Example: PTA, Friends of, Boy/Girl Scouts, Rotary*
  4. Educational groups or foundations that support students of LAUSD. *Example: L.A.E.F.*

### GROUP 3 - TOURNAMENTS, CAMPS, CLINICS, CLUB/TRAVEL TEAMS, NON-COMMUNITY BASED NON-PROFIT, AND COMMERCIAL, RELIGIOUS ORGANIZATIONS \*

1. Group and/or organization that operate an academic or sports camp during summer/spring/winter or after school, and conducting of religious services.
2. Group 1 or 2 organizations that hold tournaments, camps, and/or clinics
3. Club/Travel team organizations that utilize the facility for practices.
4. Youth, adult individuals, non-community based non-profits, or groups based outside of the LAUSD boundaries. Also include groups that do not meet the residency percentage for Group 2 status.
5. Business, profit-making organizations, politically affiliated organizations, for-profit sports leagues, and for-profit special events.

*\* Additional fees will be applied due to impact of facility and/or surrounding neighborhood.*



## Facilities Fee Schedule

Effective January 1, 2014

	<u>Group 1</u> per hour rate	<u>Group 2</u> per hour rate	<u>Group 3</u> per hour rate
Amphitheater	\$0.00	\$16.00	\$34.00
Auditorium (McGaugh)	\$0.00	\$48.50	\$103.00
Black Top Area (Including Basketball Courts - Every 6 Courts)	\$0.00	\$6.50	\$14.50
Board Room at District Office	\$0.00	\$11.00	\$24.00
Classrooms (1-4)	\$0.00	\$6.00	\$12.50
Conference Room	\$0.00	\$6.00	\$12.50
Field Small	\$0.00	\$2.25	\$3.00
Field Small Baseball / Softball (Grass Infield - Youth dimensions)	\$0.00	\$4.50	\$6.00
Field Medium	\$0.00	\$4.50	\$6.00
Field Large	\$0.00	\$9.00	\$12.00
Field Large Baseball / Softball (Full Infield - Adult Dimensions)	\$0.00	\$9.00	\$12.00
Gymnasium, LAHS	\$0.00	\$67.00	\$143.00
Gymnasium, mini at McAuliffe	\$0.00	\$24.00	\$52.00
Gymnasium, Oak	\$0.00	\$42.00	\$90.00
Kitchen - Production (LAHS, McAuliffe, Oak, LAE)	\$0.00	\$10.50	\$22.50
Kitchen - Standard (McGaugh, Lee, Hopkinson, Weaver, Rossmoor)	\$0.00	\$4.00	\$9.00
Lecture Hall / Rooms 153 and 154 at LAHS	\$0.00	\$11.50	\$25.00
Locker Room	\$0.00	\$29.00	\$62.00
Lunch Area/benches	\$0.00	\$6.50	\$14.50
Media Center	\$0.00	\$16.00	\$33.50
Multi-Purpose Room (McAuliffe, Oak)	\$0.00	\$29.00	\$62.00
Parking Lot (up to 100 Stalls)	\$0.00	\$6.50	\$14.50
Performing Arts Center	\$0.00	\$61.00	\$130.50
Restrooms	\$0.00	\$6.50	\$14.50
Track and Field - Natural	\$0.00	\$9.00	\$12.00
Pool - LAHS	\$0.00	\$47.50	\$60.50
Quad at the District Office	\$0.00	\$2.25	\$3.00
Room 500 at LAHS	\$0.00	\$11.00	\$24.00
Rooms 513, 518, 519 at LAHS	\$0.00	\$10.00	\$21.00
Tennis Courts - High School	\$0.00	\$9.00	\$20.00
Tennis Courts - McAuliffe	\$0.00	\$6.50	\$14.50
Wrestling Room	\$0.00	\$14.00	\$30.00

## Other Fees & Charges

Effective January 1, 2014

### Staff

	Per Hour 2 hr Minimum	Minimum Charge	After 8 Hours Per Hour
Custodian	\$58.00	\$116.00	\$116.00
Kitchen	\$58.00	\$116.00	\$116.00
Other or additional Personnel	\$58.00	\$116.00	\$116.00

### Performing Arts Center (PAC)

STAFF	Per Hour 4 hr Minimum	Minimum Charge	NOTE
Theater Technician	\$58.50	\$234.00	<i>Per hour charge at x1.5 or x2.0 may apply. Actual charges will be determined at time of booking.</i>
Board Operator	\$8.30	\$33.20	
Stagehand/s (minimum of 2)	\$8.30	\$66.40	
Spot Operator	\$8.30	\$33.20	
Custodian	\$58.00	\$232.00	

### EQUIPMENT

Follow spot	\$45.00	per day
Microphone(s)	\$10.00	each per day
Music stands & chairs	\$1.00	per seat per day
Sound system	\$50.00	per day
Stage lighting	\$125.00	per day

### Field Lighting (Oak & McAuliffe & Laurel Park)

Small field	\$5.00	per hour
Medium field	\$8.00	per hour
Large field	\$11.00	per hour
Softball - large	\$11.00	per hour
Outdoor Basketball Courts (Oak)	\$5.00	per hour

### Miscellaneous

Processing fee	\$40.00	one time, non refundable
Field Use Per Head fee	See Page 7 & 8	x factor as noted on Pages 7 & 8
Commercial Vendor	\$50.00	per vendor
Food Vendor (If non-profit permittee does not receive all proceeds)	\$100.00	per vendor
Information Vendor	\$25.00	per vendor

### Fines & Charges

Bounce House/Inflatable infraction	\$100.00	per inflatable
Carpet Cleaning	\$250.00	per room
Commercial Vendor Infraction	\$100.00	per vendor
Field use without a permit	\$100.00	per occurrence
Food Vendor Infraction	\$100.00	per vendor