



**CITY OF MANHATTAN BEACH  
PARKS AND RECREATION COMMISSION**

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**March 26, 2018  
Manhattan Beach City Hall  
1400 Highland Ave.  
Manhattan Beach, CA 90266  
6:00 PM**

**A G E N D A**

- A. CALL TO ORDER**
- B. PLEDGE TO THE FLAG**
- C. ROLL CALL**
  - Commissioner Karger
  - Commissioner Greenberg
  - Commissioner Weiner
  - Commissioner Allen
  - Commissioner Allard
  - Commissioner Turkmany
  - Commissioner Tuffli
- D. APPROVAL OF MINUTES**
  - March 5, 2018
- E. CEREMONIAL**
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**
- G. GENERAL BUSINESS**
  - Salute to the Troops July 1, 2018 planning discussion
  - Donation Policy discussion
  - Field and Facility Policy discussion
- H. COMMISSION ITEMS**
  - Field Policy update
- I. STAFF ITEMS**
- J. ADJOURNMENT**

**CITY OF MANHATTAN BEACH**  
**MINUTES OF THE PARKS AND RECREATION COMMISSION**  
Manhattan Beach City Hall  
1400 Highland Ave.  
Manhattan Beach, CA 90266  
March 5, 2018  
6:00 PM

CONTENTS

**A. CALL TO ORDER**

The meeting was called to order at 6:02 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Karger, Turkmany, Allen, Allard, Weiner, Greenberg  
Absent: Commissioner Tuffli

**D. APPROVAL OF MINUTES**

Commissioner Greenberg requested P. 2, paragraph 3, be corrected to: “Commissioner Turkmany moved to approve to recommend the special event...”

Commissioner Allard moved to approve the March 5, 2018 minutes with the correction. Commissioner Greenberg seconded the motion. The motion passed.

Ayes: Commissioners Karger, Turkmany, Allen, Allard, Weiner and Greenberg  
Noes: None  
Abstain: None  
Absent: Commissioner Tuffli

**E. CEREMONIAL**

None

**F. AUDIENCE PARTICIPATION (3-Minute Limit)**

Commissioner Karger opened the floor to audience participation.

Joe Bennett, resident – Mr. Bennett’s wife grew up in Manhattan Beach and his daughter played Little League with the boys and played soccer with AYSO and has enjoyed what Parks and Rec has offered. Mr. Bennett is in charge of facilities for Manhattan Beach Little League (MBLL). He reported that he had a chance to read a draft of the field allocation policy. He feels that some of the solutions seem to be designed to accommodate certain groups rather than update the stated priorities of the policy. A requirement for resident organizations was reduced from 70% to 60%, which seems to be in direct opposition with the stated priority of insuring that residents have priority and access to facilities. In the case of MBLL, there is a high percentage of residents but the group is now on the same level as others with lower percentage. In addition, MBLL contributes about \$22,000 this year and countless hours of volunteer time for field maintenance. Speaking as a parent, he feels that Manhattan Beach bears much of the burden for the combined leagues with Hermosa. He feels that the policy does not address the inequity or provide solutions on how to get Hermosa to the table.

Commissioner Weiner responded that the policy is a work in progress. Commissioner Greenberg stated that Mr. Bennett’s comments bring to light the complexity of the issue that

the policy is dealing with. He clarified that the rationale for reducing the residency requirement was based on the way the current 70% threshold is being implemented. The intention is to bring consistency to the reporting where there was no consistency before among the different organizations.

Gary McAuley, resident 3<sup>rd</sup> St. – Tree and Bench donation policy – Mr. McAuley understands the desire to memorialize, however, he does not want to fill up the town with endless plaques dedicated to the departed. He stated that there are occasions when memorials are appropriate. With Memorial Day approaching he is thinking about those from Manhattan Beach who died during wars, with no monument to the fallen. He stated that there is no master list of fallen residents until Vietnam. He offered that one memorial for all of the fallen service men might be appropriate.

The floor was closed to public comment.

#### **G. GENERAL BUSINESS –**

##### **Salute to the Troops –**

Commissioner Weiner reported work is slow going. He suggested breaking down into subcommittees and reviewed responsibilities and the event timeline.

Commissioner Allard contacted the USO and a Marine Group out of Bell. There is a Navy recruiting station next to the In-N-Out Burger on Sepulveda. Commissioner Allard will follow up with them.

Commissioner Weiner reported that there is an Alzheimers group that may be interested in having a booth.

Linda Robb to follow up with Tiger Squadron for insurance for flyover.

Martin to work with sound company for filler music.

If Navy Seals have a local presence and can bring anything for kids to explore, it would be appreciated.

There was discussion about a letter writing booth run by the high school club Any Soldier.

Commissioner Weiner would like for each branch to be honored with their branch song.

It was decided that Commissioners Allard, Karger and Weiner will comprise the Organizing Subcommittee and Commissioners Allen, Turkmany and Greenberg will comprise the Operational Subcommittee.

#### **H. COMMISSION ITEMS –**

Field Policy update – Director Leyman stated that each of the ad-hoc committee members have brought great value to the group and have created a very solid draft. He thanked Commissioners Weiner, Greenberg and Allen for all of their hours and work.

Commissioner Greenberg related some of the issues that were reviewed by the ad-hoc committee to revise the Field Allocation policy and Fees. There are a number of criteria that drive the prioritization for field allocation. Revising the user fees is more complicated than the allocation policy. Currently some recreational groups pay a flat fee per participant per season, regardless of how much time they use. The policy is looking toward moving to an hourly fee. This is intended to change behavior as there is a perception that the fields are underutilized, partly due to groups not using space during their allocated times because there is no penalty.

Commissioner Weiner reported that there have been 10 iterations so far and that a draft will be reviewed by the commission. The policy will be presented at the April 3<sup>rd</sup> City Council

meeting. The ad-hoc committee met with the user groups separately and jointly.

Commissioner Allen stated that the user groups are most concerned with the allocations. The allocations will not change dramatically but the fees will. He stated that the user groups want to know what the fees will be used for and whether they will go into the general fund or to the facilities.

Director Leyman stated that the commission can make recommendations as to where the money should go. The commission's job is to report what they have heard and what they think is equitable.

Commissioner Allen stated that if they had a better idea of what the funds were being used for, there might be a different starting point.

Commissioner Greenberg stated that the market rates were determined but will not necessarily be applied to the user groups. It may be applied to the third party rate for a one-off user. Even so, the new rates are significantly different from the current rates.

Commissioner Allard stated that it sounds like the user groups would like to volunteer and maintain fields. Commissioner Allen stated that user groups would love to be responsible for a particular field but there are several user groups using the same fields. Commissioner Weiner stated that the user groups would like their volunteerism monetized and receive a credit for it. Commissioner Weiner stated that there should be a reasonable expectation for cost of living increase. Commissioner Allen stated that if the user groups knew that every dollar they were paying was going back in to the fields, there would be less angst.

Director Leyman stated that the process has been contentious but at the end of the day, everyone realized that it is about the kids and their experiences and that the groups will come together to make it work.

Commissioner Allen stated that the allocation policy is not as much of an issue as the fee schedule.

Commissioner Allard asked the commission to save May 28<sup>th</sup> for the Pinewood Derby. Started in 1928 in Manhattan Beach. Fundraiser for the Scout House and Senior center. Racers will be sold through the City and there will be much community involvement. City Council will enter cars, and she hopes that her fellow commissioners will participate as well.

Commissioner Turkmany announced the Leadership Manhattan Beach 20<sup>th</sup> Anniversary Black and White Gala on March 24<sup>th</sup>.

Commissioner Weiner asked if the memorial benches are the commission's responsibility. Director Leyman explained that the Parks and Recreation Commission will review the Tree and Bench donation policy and the Strand Alcove Bench donation program will be reviewed by the Cultural Arts Commission.

- I. **STAFF ITEMS** – Director Leyman gave the following program and event updates: Spring Registration has begun. Annie Lewis' tennis classes filled up in 3 minutes and Aqualetics has a few hundred registrations. The Little League parade was cancelled due to the rain so the Summer Camp Expo was cancelled as well. Staff was present for pictures at Joslyn and passed out summer camp information.

Commissioner Greenberg asked about the convenience fee for registering online. Director Leyman stated that the 5% is an ActiveNet charge that is passed along to the customer. Commissioner Greenberg stated that in his opinion, customers should not be penalized for

registering online. Both Commissioners Allen and Greenberg recommended building in the convenience fee to the class price.

*Tree and bench donation program* – Director Leyman reported that the Tree and Bench donation policy will be delayed pending the City Council workplan discussion. Once the City Council gives direction, the policy will be brought to the Commission for review.

*Facility Policy* – Staff is updating the facility policy and will be bringing the new policy to the March 26<sup>th</sup> meeting for review. The policy will address issues such as how reservations should work; should the PD/Fire Conference room be available to the public; Reservable spaces, such as whether or not Bruce’s beach and parkettes should be reservable. Director Leyman asked the commissioners to review the distributed policy and provide input at the next meeting.

Director Leyman distributed the Spring Manhappenings catalog. Commissioner Turkmany mentioned that the commissions are not listed in the Manhappenings. Commissioner Greenberg asked what percentage of households register for classes as he is concerned about the environmental impact of printing the magazine 4 times a year and mailing to all households. He stated that perhaps we should consider an opt-in/opt-out program. Commissioner Greenberg would like to include questions about the Manhappenings on the Parks Master Plan survey.

**J. ADJOURNMENT**

Commissioner Allard moved to adjourn. Commissioner Greenberg seconded the motion. The motion passed. The meeting was adjourned at 7:46 pm.

Ayes: Commissioners Karger, Turkmany, Allen, Allard, Weiner and Greenberg  
Noes: None  
Abstain: None  
Absent: Commissioner Tuffli

**TO:**

Members of the Parks and Recreation Commission

**FROM:**

Mark Leyman, Parks and Recreation Director  
Lind Robb, Management Analyst

**SUBJECT:**

City of Manhattan Beach Donation Policy

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**RECOMMENDATION:**

Staff recommends that the Parks and Recreation Commission discuss and provide recommendations for a donation policy for the City of Manhattan Beach.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with this item at this time.

**BACKGROUND:**

The City Council held a work plan meeting on March 9, 2018. One of the work plan items was the Strand Alcove Donation Policy and the Tree and Bench Donation Policy (Attachment 1, 2). The City Council directed staff to develop a more comprehensive donation policy to include additional items such as naming rights and sponsorships.

**DISCUSSION:**

The current donation policy for the City of Manhattan Beach include the Strand Alcove Bench Program and the Tree and Bench Donation program.

**Strand Alcove Bench Program**

The Strand Alcove Bench Program was originally proposed as part of the City's 2005 Work Plan and fully implemented in 2007 (Attachment 1). It is a donor-based model designed to create an artistic feel along the Strand and provide bench seating at 46 individual locations that:

- Are of high artistic quality and consistent with the City's cultural identity of surf, sand and sea;
- Provide a comfortable space to rest and enjoy the ocean and surrounding views;
- Are appropriate to the site; and
- Are durable, safe, vandal-resistant, environmentally sound, and require minimum maintenance.

There are four pre-approved bench designs available to choose from: The Wave I and II, The Loop, and The Puddle. In addition to these four designs, artists have the ability to propose a custom bench design concept. Any newly proposed designs may be presented to the Cultural Arts Commission before being presented to the City Council for final consideration and approval. There was one additional design originally approved, but the negative public reaction to the two Shell Bench designs installed in 2015 resulted in its removal from the approved design list.

Once a bench design is selected and the Strand alcove location is approved by the City, the donor works directly with the artist on the actual production of the bench. The donor is advised that the contract to fabricate and pay for the bench is strictly between the artist and the donor. After fabrication, the bench is delivered to the City Yard for installation by Public Works at its designated alcove on the Strand. After installation, a plaque is purchased and installed by the City, and a certificate of appreciation and a letter affirming the donation is sent to the donor.

The existing City/donor agreement and criteria for a Strand alcove bench donation does not address the term of donation, maintenance, removal, and responsibility for damage or repair. The City currently provides all maintenance and repair work that may be necessary.

To date, 39 benches have been installed along the Strand with seven locations remaining in the total inventory. All remaining locations are on the north end of the Strand between Rosecrans north to Gull Street. With the current rate of donations, the alcoves will be filled in 2-3 years.

Overall, the response from the community regarding the availability of the program has been positive. However, there are some program challenges in implementation and long term responsibility, which include:

- The program does not address some specific aspects of the donation, such as term of the installation, who is responsible for maintenance, who is responsible for damage and repairs, and who pays for the cost of removal at the end of the term.
- Although the City is not involved in the production/fabrication aspects of the bench, due to the complexity and nature of the project, staff works closely with the donor to facilitate the success of the donation. This can be time consuming.
- Donors complain about the restrictive plaque wording. The approved language for plaques is: Donated by \_\_\_\_\_ and Artist \_\_\_\_\_. The wording is also inconsistent with the Tree and Bench Donation program, which has additional recognition wording options.

### **Tree and Bench Donation Program**

The Tree and Bench Donation Program was approved by the City Council on October 15, 2002 (Attachment 2). It was created to establish a process by which community members could make commemorative donations of pre-approved trees, benches and picnic pads that fall outside the realm of commissioned art works such as the Strand alcove benches. The Tree and Bench Donation Program does not include installations along the Strand or at the Manhattan Beach Pier.

Once the Parks and Recreation Department receives an application to donate a park bench, picnic pad or tree, the Public Works Department is contacted to determine which location options are available. The donor is given the location information, confirms the installation details and submits a payment (monetary donation). Once the bench, picnic pad and/or tree has been installed, the donor receives a plaque for a bench donation or a certificate for a tree donation. The

cost/donation is \$1,342 for a park bench, \$1,246 for a picnic bench and \$6,946 for a picnic bench plus picnic pad. The cost/donation for a tree is \$295.

Since 2002, an average of two trees and one bench are donated each year. Although the program has only had a minimal number of donors, the response from the community has been positive regarding the availability of the program.

The primary challenge of this program is inventorying available locations for benches, picnic pads and tree plantings that meet the donor's needs/desires. There are additional impacts to the City in maintaining the benches and trees once installed.

To donate a tree within the City, donors typically submit an application to celebrate a special event or individual's life. The program does not permit a plaque to be posted at the installation location, although it does acknowledge the person or event with a certificate signed by the Mayor and City Council. Wording on the certificate may include the following phrases:

- Dedicated to \_\_\_\_\_
- In Memory of \_\_\_\_\_
- In Honor of \_\_\_\_\_

To donate a park bench or picnic pad, donors submit an application to purchase a pre-approved bench with a small plaque placed on the front of the bench back. The plaque includes 50 characters and may include the following phrases:

- Dedicated to \_\_\_\_\_
- Donated by \_\_\_\_\_
- Commemorating \_\_\_\_\_
- In Recognition of \_\_\_\_\_

Parks and Recreation administers the program and Public Works is responsible for the inventory and installation of the trees and benches.

The City Council placed both the Strand Alcove Bench Donation and Tree and Bench Donation programs on hold while the Parks and Recreation Department evaluates and clarifies uncertainties in the programs including: term, maintenance responsibilities, repair, and allowable language on the plaques themselves. In addition to these clarifications, the City Council directed staff at their work plan to evaluate a more comprehensive donation policy to include sponsorships, naming rights, cash donations, etc.

### **Donation Policy Options**

Staff requests input from the Parks and Recreation Commission to develop additional donor options. These include: cash donations, trees, benches, park, public improvement and street amenities, naming rights and sponsorships. Attached are sample donation policies for Commission review and consideration (Attachment 3, 4, 5).



Attachments:

1. Strand Alcove Bench Donation Policy
2. Tree and Bench Donation Policy
3. City of Newport Beach Donation Policy
4. City of Longview Donation Policy
5. City of Yankton Parks Amenity Sponsorship Program



### Site Location

The Manhattan Beach Strand is 2½ miles in length from 1st Street to 45th Street. The concrete walk-way runs parallel to the bike path and ocean on the west. On the east are residential homes. Each Bench/Alcove will be treated as a whole unit. The alcove dimensions are approximately 5' by 15' in size. The concrete curb surrounding the alcove is 10" high. There is no access to water or electricity. Alcove sites are assigned to donors on a first come, first serve basis. Alcove sites are reserved directly with the City's Cultural Arts Manager.

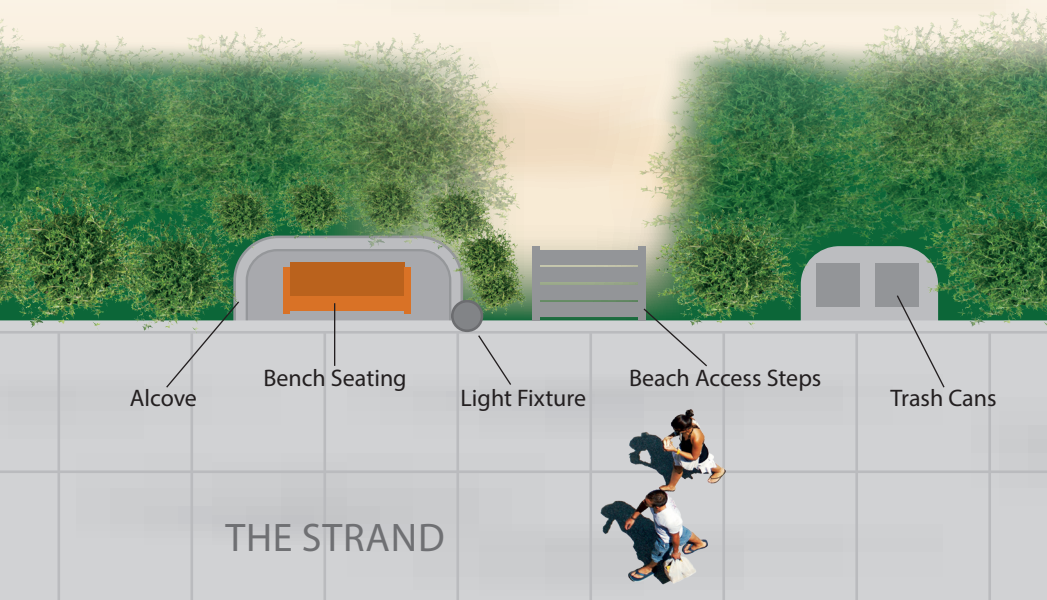


City of Manhattan Beach  
 Parks and Recreation Department  
 1400 Highland Avenue  
 Manhattan Beach, CA 90266



# INTRODUCTION

The Cultural Arts Commission and City of Manhattan Beach invite donors to be part of the Manhattan Beach Strand Enhancement Project. The City intends to increase the public's enjoyment and civic pride through the addition of functional, yet artistic Bench/Alcove areas along the Strand. The following information explains the process for individuals interested in participating. 44 alcoves each containing an area for seating have been created adjacent to the Strand. Rather than continuing to maintain the standard benches, there is a desire to make these Bench/Alcoves an artistically pleasing and restful place to enjoy the beach and surrounding area. For project information, contact the City of Manhattan Beach Parks and Recreation Department Cultural Arts Manager (310) 802-5406.



## Project Goal

The goal of this project is to create an artistic walk along the Strand and provide seating areas which:

- Are of high artistic quality and in keeping with the City's cultural identity of surf, sand and sea;
- Provide a comfortable space to rest and enjoy the ocean and surrounding views;
- Are appropriate to the site;
- Contain seating areas which are durable, safe, vandal resistant, environmentally sound, and require minimum maintenance.

# THE PROCESS

## The Options For Donating A Bench Along The Strand Are:

- Select from Pre-approved Designs: Potential donors can review pre-approved Bench/Alcove designs from pre-qualified artists.
- Donor's Design Option: The donor is permitted to submit an artist's rendering and model to the Cultural Arts Commission for review. If approved, the artist's proposal would be sent to City Council for approval.

Design submissions to the Commission are reviewed twice annually; in February and July. Benches formerly donated at the 16th and 17th Streets are examples of acceptable style benches. Designs that focus on memorializing the lives of individuals will not be considered.

## Design Guidelines

- Americans with Disabilities Act (ADA) compliant, allowing a 48" entryway for wheelchair access
- Surface mounted (i.e. bolted in place)
- Materials should be environmentally sound
- Back rests and arm rests are optional
- Colors selected for the benches are to be lighter muted hues

## Artist and Donor Recognition

Recognition of the artist and donor for each Bench/Alcove area may be placed in a discreet location and the size of the letters will be no larger than one inch high. Wording as follows:

- Donated by \_\_\_\_\_ - Artist: \_\_\_\_\_

## City Acknowledgment

A letter and Certificate of Appreciation signed by the Mayor and City Council will be issued.

**Overhead dimensional drawing of alcove area**

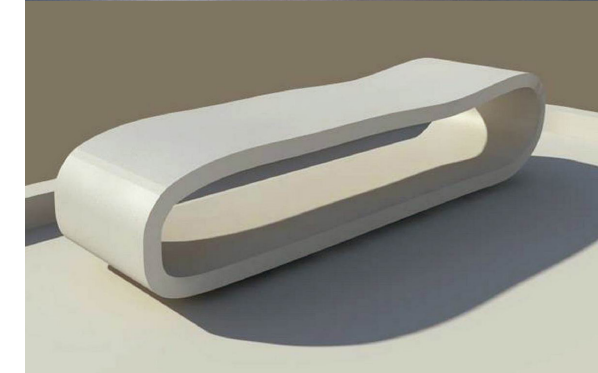
### To Begin the Process

Please contact the Parks and Recreation Department's Cultural Arts Manager at (310) 802-5406

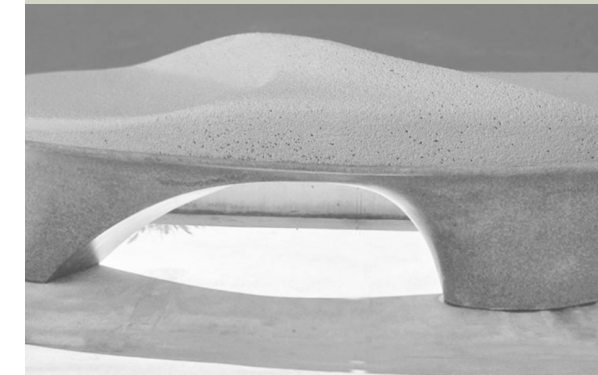
# PRE-APPROVED DESIGNS



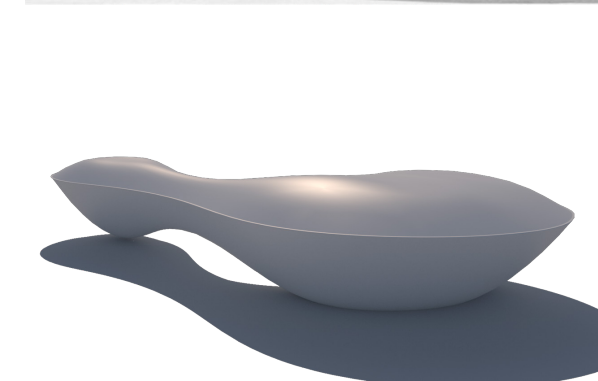
**THE WAVE**  
by Stacy Dukes



**THE LOOP**  
by Sparano + Mooney  
Architecture  
Artist Rendering



**WAVE II**  
by Stacy Dukes  
Artist Rendering



**PUDDLE**  
by Ball & Nogues Studio  
Artist Rendering



## BENCH DONATIONS

Anyone wishing to commemorate an event or recognize a loved one may purchase a pre-approved bench in a range of prices. To make a commemorative bench request, the Donor must complete an application form and submit it to the Recreation Services Manager, along with a check in the amount designated.

## BENCH RECOGNITION PLAQUES

While the City respects the desire of individuals to remember their loved ones, it also recognizes the desire of other community members not to be burdened with a constant reminder of death in public places.

Recognition plaques and signage may be discretely placed on benches or other large donations. Information on the plaque may include the following:

1. Date
2. If the donation is commemorating an event or the life of an individual, the plaque may say: "Dedicated to John Doe 2002" or "Donated By" or "Commemorating the 50th Anniversary of..." or "In Recognition of"
3. The size of the standard bronze plaque may not exceed 14 inches by 2 inches by 1/4 inch.
4. Three lines of copy with 40 spaces per line. Spaces between words are included in this figure.

Placement of all bronze plaques shall be discrete and consistent on all benches. The City is not responsible for replacing markers and or plaques if they are damaged or vandalized. The City reserves the right to remove any and all equipment and recognition markers at any time.

## TREE DONATIONS

**Commemorative Living Tree Donation:** Anyone wishing to commemorate an event or recognize a loved one may purchase a pre-approved tree from the enclosed list by filling out the attached application form and returning it along with a check in the amount designated.

A letter and Certificate of Appreciation signed by the Mayor and City Council identifying the individual to be recognized and the site location will be sent to the Donor.

Note: Site approval is subject to the Departments or Commissions with jurisdiction over the site. Recognition Plaques are not provided by the City and are not permitted at tree sites.

**CITY OF MANHATTAN BEACH**  
Parks and Recreation Department  
1400 Highland Avenue  
Manhattan Beach, California 90266



**Parks  
Make  
Life  
Better!**

## City of Manhattan Beach Tree & Bench Donation Program

## DONATING A TREE OR BENCH

To The City of Manhattan Beach

Donations are important to the vitality of the City and its mission to preserve, enhance and strengthen the quality of life in the community. The following information explains the process for celebrating and commemorating the events or lives of individuals who have lived in this community through donations.

Anyone wishing to commemorate an anniversary, celebrate a new birth, or honor the memory of a loved one may request that trees, benches, playground equipment, etc. be placed through a donation within the City. These requests must be approved by the Departments and/or Commissions that have jurisdiction over the site. The Departments/Commissions is responsible to make sure that special requests are consistent with park plans, function, operations and current aesthetic needs.

Individuals or groups wishing to donate commissioned art works should refer to the Public Art Master Plan. These donations are not covered in this brochure and require a different procedure.

### Criteria for Acceptance of Special Donations, Benches or Trees.

The Recreation Services Manager will oversee the acceptance of gifts in accordance with the City's Donation Policy. If the donation creates any of the following conditions, a Staff Report must be submitted to the Parks and Recreation Director asking for acceptance:

1. Does it create an immediate or initial City expenditure of \$500 or more which has not been included in the approved City budget? This pertains both to a direct outlay of City funds or to the use of City staff, resources and materials.
2. Does it create an annual City maintenance obligation of \$1000 or more which has not been included in the approved City budget?
3. Does it materially affect or change any aspect of City operations?
4. Unless otherwise stated in a contract, the Donor shall give up ownership rights; right to alter, move or remove said donations without reservation, and maintenance obligation rights.

### Requests for a Specific Site

In order to maintain a balance in the placement of benches and trees in areas where people congregate, wait, and rest or engage in social activity, all requests for a specific site must be approved by the Departments and/or Commissions that have jurisdiction over the site. The request must also be consistent with the Public Art Master Plan, Parks Master Plan and the General Development Plan. Specific locations that may be requested include public facilities, parks and thoroughfares.





Park Bench



Park Bench



Detail of plaque on Park Bench



Picnic Bench sans picnic pad

Examples of Park Bench and Picnic Bench

| TYPE OF BENCH  | PRICE * |
|--|---------|
| Park Bench   | \$1,342 |
| Picnic Bench   | \$1,246 |
| Picnic Bench plus Picnic Pad<br>(Purchase of picnic pad (\$5,700) may be required for certain locations) | \$6,946 |

\*Price includes materials & labor.

**Recognition Plaque:**

The plaque includes 50 characters (this includes spaces between words), please select from the following sentences.

Date: 00/00/08

"Dedicated to John Doe 2008" or

"Donated By..." or

"Commemorating the 50th Anniversary of..." or

"In Recognition of..."

**Please fill in plaque information, 50 characters or less**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please process the above application. I understand that the City of Manhattan Beach reserves the right to remove the bench or plaque at anytime and that the selected site must be approved by the City Department or Commission that has jurisdiction over the site. If the City is unable to fill my request, I understand that I will receive a full refund.

I have enclosed a check in the amount of: \$ \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**COMMEMORATIVE BENCH APPLICATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Person Being Honored: \_\_\_\_\_

Event and Date: \_\_\_\_\_

Site Request: (please select a first and second choice)

**PARKS:**

- 1) Eighth Street Parquette
- 2) Larsson Street Parquette
- 3) Live Oak Park
- 4) Veterans Parkway
- 5) Manhattan Village
- 6) Manhattan Heights
- 7) Marine Avenue Park
- 8) Polliwog Park
- 9) Sand Dune Park
- 10) Other Choice

First choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

**PLEASE NOTE:**

- 1) All locations are subject to the approval of the Parks and Recreation Department that has jurisdiction over the site.
- 2) The City will not be responsible to replace bench, markers and or plaques if they are damaged or vandalized.
- 3) Bench installation/location is based upon availability.

**Send check and application to:**

City of Manhattan Beach  
Parks & Recreation Department  
1400 Highland Avenue  
Manhattan Beach, CA 90266

For more information:  
Idris Jassim Al-Oboudi  
Recreation Services Manager  
(310) 802-5404



**TREE DONATION APPLICATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Person Being Honored: \_\_\_\_\_

Event and Date: \_\_\_\_\_

Recognition Plaques are not permitted at tree sites

**Certificate:** Circle or add specific wording. Limited to 50 characters.

"Dedicated to" "In Memory of" "In Honor of"

\_\_\_\_\_

\_\_\_\_\_

Site Request: (please select a first and second choice)

**PARKS:**

- 1) Larsson Street Parquette
- 2) Live Oak Park
- 3) Veterans Parkway
- 4) Manhattan Village
- 5) Marine Avenue Park
- 6) Polliwog Park
- 7) Sand Dune Park
- 8) Other Choice

*Please note the following locations are unavailable: 8<sup>th</sup> Street Parkette, Manhattan Heights Park, Bruce's Beach*

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(Fee includes planting cost). If you have a special preference, please select it from the list of **Approved Trees\***.

|                       |       |
|-----------------------|-------|
|                       | 24"   |
| Drought Tolerant Tree | \$295 |

I understand that the City reserves the right to remove the tree at anytime it deems necessary.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**Send Check and Application to:**

City of Manhattan Beach  
Parks & Recreation Department  
1400 Highland Avenue  
Manhattan Beach, CA 90266

For more information:  
Idris Jassim Al-Oboudi  
Recreation Services Manager  
(310) 802-5404



**Please circle selected tree from the list.**

24 INCH BOXED SIZE  
Drought Tolerant

Agonis Flexuosa - Peppermint Tree

Arbutus Unedo - Strawberry Tree

Arbutus Marina

Barachychiton Acerifolius - Australian Flame Tree

Barachychiton Populneus - Australian Bottle Tree

Brahea Armata - Mexican Blue Palm

Callistermon Citrinus - Lemon Bottlebrush

Chiranthodendron Penadactylon - Monkey Hand Tree

Eucalyptus Ficifolia - Red Flowering Gum

Ficus Macropylla - Moreton Bay Fig

Ficus Rubiginosa - Rusty Leaf Fig

Melaleuca Nesophylla - Pink Melaleuca

Melaleuca Quinquenervia - Cajeput Tree

Metrosideros Excelsus - NZ Christmas Tree

Leptospermum Laevigatum - Australlian Tea Tree

Lophostemon Confertus (Tristina Conferta)

Olea Europaea - Olive

Pinus Torreyana - Torrey Pine

Prunus Lyonii - Catalina Cherry

Other drought species may be considered after review and dependent upon availability.

## PARKS, FACILITIES, AND RECREATION PROGRAM DONATIONS

### *Purpose*

The City Council recognizes the need to promote community involvement and active participation in quality of life components throughout the community, and the need to establish a fair, equitable, and uniform procedure for which gifts may be donated to the City. This policy establishes criteria for donations to assure area compatibility, attractiveness, usefulness, and the capability to be maintained. Each donation considered for inclusion in the City park public improvement and street system will be subject to established limitations and guidelines for the particular area.

### *Policy*

#### A. Acceptance of donations of cash or tangible items

1. Based on the value of the donation, appropriate City staff will review the acceptability of any donation and determine if the benefits to be derived warrant acceptance of the donation.
2. Criteria for evaluation includes consideration of any immediate or initial expenditure required in order to accept the donation, the potential and extent of the City's obligation to maintain the donation, and the community benefit to be derived from the donation.
3. The cost of a tangible donation shall include a 10% maintenance fee paid for in full by the donor. This maintenance fee is in addition to any other fees or charges.

#### B. Types of Donations

Donations may be received in the form of cash, real, or personal property.

Restricted donations are those donations that the donor specifies for a particular City location or purpose. Unrestricted donations are those donations that are given to the City for unspecified use.

##### 1. Cash Gifts

- a. Donation of cash or items valued at or below the amount set in City Council Policy F-3 may be accepted by the City Manager. However, any donation considered a park facility improvement that would result in an installation of a permanent fixture in the parks must be in compliance with subsection 4 of this policy, *Park, Public Improvement, and Street Amenities*.

- b. Donations above the amount set in City Council Policy F-3 for the City Manager may be accepted by the Parks, Beaches and Recreation Commission.
- c. Gifts of funds may be designated for restricted or unrestricted use. Gifts of cash or items that have a restriction must first be approved by the City Council.
- d. Gifts of funds accepted by the City imply no other obligation besides using donated funds for the specified purpose.

2. Trees

Tree donations add beauty to City parks and facilities. Trees may be donated and installed at parks and parkway locations recommended by the Municipal Operations Director and approved by the Parks, Beaches and Recreation Commission. The minimum size of tree donations must be 36" boxed containers unless waived by the Commission. Tree donations are limited to specific species listed on the Parkway Tree Designation List and/or matching the landscape in park locations.

3. Benches

Bench donations may be donated and installed in different areas of placement including parks, streets, along the beachfront, within villages, commercial districts, neighborhoods, on a specific island, etc. The Parks, Beaches, and Recreation Commission, with the assistance of Municipal Operations staff, shall designate the type, style, design, and placement of City-owned benches on City property.

- a. An inventory of designated benches and available bench locations will be maintained in the City Donation Catalog.
- b. Donation requests must be submitted to the Municipal Operations Department and meet the following requirements:
  - i. Bench donations along a city street, beachfront or other public right of way will require the approval of the Municipal Operations Director.
  - ii. Bench donations within a commercial district will require notification of, and an endorsement from, the local business association, if applicable.

- iii. Bench donations for parks and facilities within a residential community will require notification of residents and an established homeowners association or common interest development, when applicable, within 300 feet of placement.

4. Park, Public Improvement, and Street Amenities

Other amenities such as drinking fountains, tables, and other equipment that will improve public places in parks, in and/or around public buildings, streets, walkways, and trails may be donated to the City.

- a. Other amenities that may be donated will be identified in the City Donation Catalog.
- b. Donation of public amenities valued at or below the amount set forth in City Council Policy F-3 may be accepted by the City Manager.
- c. Donation of public amenities valued at the amount set forth in City Council Policy F-3 and above may be accepted or declined by the Parks, Beaches and Recreation Commission.
- d. Donations to be installed on public sidewalks shall meet the criteria described in Policy L-15 Encroachments on Public Sidewalks and approved by the Public Works Director and Municipal Operations Director.

C. Naming Rights

Donors may receive naming rights on capital improvement projects for which any donation matches or exceeds 75% of the total budgeted cost for the area benefiting from the donation. All such donations will be submitted to the City Council for acceptance of the donation and the name to be applied to the project in keeping with City Council Policy B-9 – *Naming of City Parks & Facilities*.

D. Sponsorships

Special Events are recognized as fundraising activities. Where donations or sponsorship of a special event will require some form of recognition, and, in order to provide recreational opportunities, corporate or organizational sponsors may be recognized by use of logos and name on event banners and signage. Signs and literature at all such special events would be at the discretion of the appropriate Department Director. The size, scale and location of corporate logos and names should not dominate the event facilities or area. Corporate logos and/or names should not be displayed in a manner that would, in any way, suggest the



endorsement of the Department or the City. All signs must comply with the City's existing sign code and Council Policies B-3 and B-8.

E. Right to Decline

The City of Newport Beach reserves the right to decline any donation if, upon review, acceptance of the donation is determined to be not in the best interest of the City.

F. Special Privileges

Making a donation or co-sponsoring a special event does not entitle a sponsor/donor to any special privileges other than those stated in this policy such as recognition, plaques or displays at events, unless otherwise agreed upon and approved by the Department Director or the City Council when appropriate.

G. Reserved

H. Acknowledgements

1. Letter of acceptance of donation will be sent to donor.
2. In some cases, recognition of donations may be given at Commission or Council Meetings.
3. Plaques are reserved for donations meeting the following criteria:
  - a. Donors providing donations valued at \$1,000 to less than \$4,000 may elect to provide a dedicatory plaque not exceeding 2" x 6" with a name designated by the donor preceded by one of the following: "Donated by", "Donated for", "In recognition of", "In Loving Memory" or "In Memory of".
  - b. Donors providing donations valued at \$4,000 or greater may elect to provide a dedicatory plaque not exceeding 5"x7" with name, date and dedication wording not exceeding 25 words. Plaque content must be approved by the Parks, Beaches & Recreation Commission.
  - c. Donors providing donations valued at least \$1,000 that recognize individuals or organizations that have provided distinguished long term and/or significant service to the City may include a dedicatory plaque not exceeding 5"x7" with name, date and dedication wording not exceeding 25 words. Individuals can include City employees with 25 or more years of distinguished service, as determined by the PB&R Commission.

- d. Plaques are at the expense of the donor, the City will assume ownership and maintenance of the donated item and plaque however, the City does not assume replacement costs due to vandalism or theft. Plaques will remain on a donated item during its useful life. The City reserves the right to remove and/or relocate the donated item.
- e. Plaque information will be entered on the Gift Donation Catalog application form and ordered by the City.

*History*

Adopted I-15 - 7-22-1991 ("Park Improvement Donation")

Amended I-15 - 1-24-1994 (changed to G-5)

Amended G-5 - 6-27-1994

Amended G-5 - 6-24-1996

Adopted B-17 - 5-9-2006 ("Park, Facilities, & Recreation Donations", incorporation G-5)

Amended B-17 - 2-24-2009

Amended B-17 - 6-26-2012

Amended B-17 - 8-8-2017



PARKS & RECREATION

# Donation Program

Information & Application





## DONATIONS & GIFTS

Donations are important to the vitality of the City of Longview and its mission to preserve, enhance and strengthen the quality of life in the community.

Add to the beauty of a park, make a difference in a child's life, or honor someone or something special by making a gift to the City of Longview Parks and Recreation Donation Program.

The City of Longview Parks and Recreation Department welcomes and encourages donations from private individuals and entities that support the programs and services the Department and its Advisory Board provide to the public.

There are many variations on how to make an official donation as there are needs to be met.

Donations and gifts to the City of Longview Parks and Recreation Department may be made in any amount to aid or benefit the services and facilities provided by the department. Gifts may be designated for a specific program, park, or purpose. Gifts may also be unrestricted in which case they will be dispersed to the area of greatest need at the sole discretion of the Department and the Advisory Board.

This document provides the application form and basic information to get started. Persons or organizations wishing to donate should also review the Parks and Recreation Donations, Gifts, and Memorials Policy, Procedures, and Guidelines, which will govern all donations and use this form to submit their request. \*\* Note: This policy does not cover signage, display boards, banners, or public artworks. All art donations should be submitted through the Parks and Recreation Department and are

subject to review from the Longview Visual Arts Commission.

### TAX DEDUCTIONS:

Although the Department is a municipal government entity and not part of a non-profit organization, gifts and donations given to the City of Longview can be tax deductible if made solely for "public purposes" such as parks and recreation. The IRS Code, at 26 U.S.C.170(c)(1) defines a "charitable contribution" (which is tax deductible) to include "a contribution or gift to or for the use of a State, a possession of the United States, or any political subdivision of any of the foregoing, or the United States or the District of Columbia, but only if the contribution or gift is made for exclusively public purposes."

### PROCEDURE

The City and its citizens value parks and public lands. Therefore any request to enhance a park or add a monument, marker, plaque or memorial will be carefully assessed to ensure what is being proposed protects the integrity of the City's Parks.

#### Donors:

Those wishing to donate must complete a written proposal to the Department for consideration. Donors are encouraged to speak with Department staff to discuss potential areas of need within the parks and recreation system.

#### Proposals:

The proposal should include information necessary for the Department to determine whether the proposed donation complies with the City of Longview Donation/Gift/Memorial Acceptance Policy. The proposal must address such things as whether the gift is restricted or unrestricted as well as anticipated location, cost, life cycle, specifications, recognition, wordage, maintenance etc. prior to acceptance.

Donation proposal submittal:

Mail to: Parks & Recreation  
Attention: Director  
2920 Douglas Street  
Longview, WA 98632

Email to: [rec@mylongview.com](mailto:rec@mylongview.com)  
[parks@mylongview.com](mailto:parks@mylongview.com)

**Review:**

The Department will review and determine the appropriateness of the proposal as measured by the policy and the guidelines in Appendix A. If the donation falls outside of the approved policy, the proposal will be presented for further discussion and decision to the Parks and Recreation Advisory Board. Donors are invited to attend the board meeting to discuss the proposal or answer questions.

**Decision:**

Department staff will notify the Donor, in writing, within 30 business days of the review decision, identifying any final conditions of approval.

**Implementation:**

With a positive review decision, Department staff will initiate and finalize the Donation and Gift Agreement between the City and the Donor. Approval must be received and agreement signed before ordering and installation of donation or memorial may proceed. The City shall be responsible for the coordination of installation, maintenance, and protection of the donation, within reason.

**City Acceptance:**

Once the donation is accepted, constructed, and/or installed on City property it will be deemed as donated to the City and the City will take ownership until such time that it is removed from City property. The City is in no

way obligated to replace the gift or park improvement if it is stolen, vandalized, worn out, irreparably damaged, or destroyed.

**Removal and/or Relocation:**

This section applies to both existing and new donations. The City or Department reserves the right to remove and/or relocate donations or monuments when (a) they interfere with the site safety, maintenance, or construction activities, (b) become unsightly due to vandalism or lack of maintenance and repair, or (c) if the law changes such that the monument, donation, plaque, or its message would be treated solely as the speech of a private person rather than the governmental speech of the City. The City will notify the Donors, heirs, or alternate contact of any action related to the relocation or disposition of the donation. In certain situations, such as safety or emergency, the notification may be made after the action is taken. In the event a memorial is to be discontinued, a concerted effort will be made to return the plaque to the Donor or heirs at no charge.

**Donor Future Responsibility:**

If the donation, gift, and/or memorial meet the intended life cycle or becomes damaged or destroyed, the Department will make a reasonable effort to contact the Donor, heir, or alternate contact specified on the Donation and Gift Agreement. In advance of the expiration of a memorial or notification of damage or destruction, Donors will be contacted first to allow for renewal or replacement at their own expense. If a Donor, heir, or alternate is unable to be reached after six (6) months of initial attempted contact, the location, gift, memorial, or donation may be opened to allow for an additional or new Donor. In the event a memorial is to be discontinued, the plaque will be offered to the Donor or heirs at no charge.

## TYPES OF DONATIONS

- Monetary Donations
  - Unrestricted
  - Restricted
- Securities, Stocks, & Bonds
- Real Estate for Resale
- Real Estate for Park Property
- Endowment Funds
  - Funds in Perpetuity
  - Quasi-Funds
- Commemorative Trees & Shrubs
- Small Park Amenities
  - Benches
  - Lights
  - Water Fountains, etc.
- Large Park Amenities
  - Playgrounds
  - Sport Courts/Fields
  - Picnic Shelters

## DONOR DIRECTED IDEAS

### *Youth Out of School Sponsorship*

Since 1993, Parks and Recreation has provided afterschool programs at elementary schools within the Longview School District. Your donation could sponsor a child or many children to be able to attend a safe, healthy, active program for children to be engaged afterschool.

### *Youth Scholarship*

The City of Longview offers assistance to eligible residents through the Recreation Scholarship Fund. Eligibility in our Scholarship Programs entitles youth, who might otherwise not be able to attend, the opportunity to enroll in our enrichment classes at a 50% - 100% discount. Families who meet income level restrictions can apply for financial aid for our classes taught by our Recreation Staff.

### *Commemorative Benches*

The Commemorative Bench Program is a unique and lasting way to remember those

who have passes, honor those who have made great achievements, or celebrate those who have reached a milestone in their lives.

### *Commemorative Tree & Shrub*

The City of Longview takes pride in its trees as we have been a Tree City USA since 1983. A vibrant, beautiful tree benefits everyone now and for future generations and is perhaps the most fitting memorial of all. Planting a tree is an act of direct benefit to all. It can inspire energy, faith, devotion, and courage and carry forward the name of those memorialized in a living, vital way that grows grander with the years.

### *Park Renovations*

Does your organization or family want to make a large impact on the quality of life for the citizens of Longview? Consider installing a picnic shelter at a park near your home, adding lights to a youth sports facility, resurfacing a tennis court, or helping to build an artificial turf field.

### *Small Park Amenity*

The park system is in need of small enhancements or replacements. Donations of small park amenities such as dog watering stations, swings, slides, and picnic tables are always appreciated and vitally important to our parks.

It is the City's policy to encourage and facilitate public and private contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the parks and recreation system.

All donations will adhere to the donation policy, procedures, and guidelines and be consistent with the Department mission, policies, park property restrictions, park master plans, and the most current Parks and Recreation Comprehensive Plan approved by City Staff and the Advisory Board.

**POLICY**

It is the policy of the Longview Parks and Recreation Department:

1. To encourage and facilitate public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the parks and recreation system.
2. To accept only those gifts, park improvements, and Donor recognitions that are consistent with the gift and donation guidelines as well as Department mission, policies, park property restrictions, park master plans, and the most current comprehensive parks and recreation plan approved by the Department staff and the Advisory Board.
3. To accept only those gifts, park improvements and Donor recognitions given with no contingencies and the full understanding that they become the property of the City and are subject to the laws, ordinances, resolutions, policies and procedures that govern the Department.
4. To enter into a written Donation and Gift Agreement with the Donor, where appropriate and advisable, that specifies the terms of any restricted gift, which may include provisions regarding maintenance, life span, and Donor recognition.
5. To control and manage the placement, spacing, location, and number of memorials.
6. To accept only gifts with the knowledge that the Department is in no way obligated to replace the gift or park improvement if it is stolen, vandalized, worn out, irreparably damaged, or destroyed.
7. To accept only gifts which are of high quality to ensure a long life and are resistant to the elements, deterioration, and to acts of vandalism.
8. To maintain the donation or memorial in accordance with the written agreement between the Donor and the Department and if no such agreement exists the donation or memorial shall be maintained for a time period reflecting the reasonably expected lifespan.
9. To make a reasonable effort to contact the Donor or heirs in advance of the expiration of a memorial so that Donors may request a renewal at their expense. In the event of replacement or upgrading, the original memorial plaque may be reused or replaced with a new plaque at the Donor's direction and cost. In the event a memorial is to be discontinued, the plaque will be offered to the Donor or heirs at no charge.
10. To calculate, review, and evaluate the expected life cycle, repair and replacement costs, estimated employee labor and all types of maintenance costs as well as only accept those gifts that do not cause undue financial burden on Department staff and/or resources.
11. To require, if it is determined the donation will cause the Department to incur a financial burden, the Donor cover the full cost for the purchase, installation, and maintenance during the expected life cycle. This may require, but is not limited to, a separate fee schedule agreement which the Department will enter into with the Donor to ensure the installation or on-going maintenance costs do not have a negative impact on the resources available for maintenance of other park facilities.



12. To strongly discourage gift, park improvement and Donor recognition proposals that are memorial or headstone in nature. While the Department respects the desire of individuals to memorialize their loved ones, it also recognizes the desire of other community members not to be burdened with a constant reminder of death in public places. Therefore, care must be taken to recognize and remember loved ones in a discreet manner.
13. To review requests for plaques which accompany donations. For memorials, gifts, and recognition of individuals, plaque text shall be limited to the name of donor and/or person being honored, and year of donation. Recommended wording for a plaque is shown below:

Donated by the friends and family of  
(Name)  
(Year)

The use of words "In memory of" or use of birth and death dates are not permitted. The words "In honor of" may be used. Educational and/or historical information related to the park or the amenity can be included in the plaque if it will enhance the value to the public. These forms of recognition are the responsibility of the donor to supply and LP&R staff will be responsible for installation. Consistency and standards in size, as related to "like" projects shall be maintained.

14. To reject any gift that could possibly infer in any way the Department or City's endorsement of the Donor's goods or services or any proprietary interest of the Donor.
15. To decline to accept a donation if such donation is not consistent with the policies, plans, mission, or ordinances of the Department or the City or acceptance of same is contrary to law.
16. To ensure that all Donor recognition objects are consistent with design guidelines approved at the discretion of the Director and/or approval from the Advisory Board.
17. To make it known that the Donor is responsible for any fees for independent legal counsel retained by Donor for completing a gift to the Department; any appraisal and appraisal report fees; the cost of all environmental assessments, audits and reviews; all title searches, reports, insurance or binders in the case of real estate; and all other third-party costs and fees associated with the transfer of the gift.
18. To ensure that donations for properties located on the National Register of Historic Sites meet the requirements for those properties. This may include obtaining approval from the Historic Preservation Commission.
19. To provide written acknowledgement of all gifts made to the Department and comply with the current IRS requirement in acknowledgement of the gifts.

*"People who really want to make a difference in the world usually do it, in one way or another. And I've noticed something about people who make a difference in the world: They hold the unshakable conviction that individuals are extremely important, that every life matters. They get excited over one smile. They are willing to feed one stomach, educate one mind, and treat one wound. They aren't determined to revolutionize the world all at once; they're satisfied with small changes. Over time though, the small changes add up. Sometimes they even transform cities and nations, and yes, the world." - Beth Clark*



# DONATION PROGRAM APPLICATION

I wish to make the following donation to support City of Longview Parks and Recreation. I understand that final decisions on the acceptance, use, or placement of all donations will be made in accordance with the Parks and Recreation Donation, Gift, and Memorial Policy.

## LONGVIEW PARKS AND RECREATION DONATION PROPOSAL

|  |  |  |  |
|--|--|--|--|
| Donor Name:  |  | Date:  |  |
| Address:   |  | City/State:  |  |
| Organization (if applicable):  |  | Email:   |  |
| Item or Project to be Donated:   |  |  |  |
| Reason for Making Donation:  |  |  |  |
| Approximate Cost or Worth: \$  |  |  |  |
| Donor Cost Responsibility: \$  |  | Expected City Cost Responsibility: \$  |  |
| How will the City be expected to maintain donation in the future/estimated cost of maintenance:  |  |  |  |
| Desired location, if applicable (be specific):   |  |  |  |
| *Please note: The City may not be able to place the item in desired location, let us know if there is an alternate location in addition to first priority. |  |  |  |
| Expected Completion Date:  |  | Do you wish to be present when installed? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Recognition Plaque Wording (if applicable):  |  |  |  |
| Donor Signature:   |  | Date:  |  |
| <b>FOR PARKS AND RECREATION OFFICIAL USE</b>   |  |  |  |
| Date Approved:   |  | Approved By:   |  |
| Parks & Recreation Board Approval <input type="checkbox"/> Yes <input type="checkbox"/> No   |  | Meeting Date Approved:   |  |
| Donor Notified of Disposition:   |  |  |  |
| <input type="checkbox"/> By Phone  |  | <input type="checkbox"/> By Letter   |  |
| <input type="checkbox"/> In Person   |  | Date:  |  |
| Date Completed:  |  | Completed By:  |  |

### ***Parks Sponsorship Program***

The Parks staff will determine the final location where the sponsored item is needed. A small recognition plate on the item will be allowed. Ribbons, stuffed animals, flowers, etc. are not permitted. Purchase and installation of the recognition plate will be handled by the City. A recognition plate will be in place until the original item is no longer functional.

If you would like to find out more information please contact the Parks and Recreation Department at: (605) 668-5231.

### **SPONSORSHIP FORM**

Name .....  
Address .....  
City .....  
State ..... Zip .....  
Telephone .....

Sponsored Item.....

Examples of recognition plaque wording:  
Donated by John Smith  
In celebration of the birth of John Smith

Your plaque wording:

“.....  
.....  
.....”

Preferred Park 1).....

### **SPONSORSHIP CERTIFICATE**

Do you wish to receive a Sponsorship Certificate?

\_\_\_ YES \_\_\_ NO

If YES, please indicate below any special wording you would like:

.....  
.....  
.....  
.....

Name(s) of person(s) sponsoring item:

.....  
.....

Please return completed form to:

**City of Yankton  
Department of Parks and Recreation  
416 Walnut  
PO Box 176  
Yankton, SD 57078**

# **City of Yankton Parks Amenity Sponsorship Program**

Celebrate a birth,  
a wedding, an anniversary,  
or honor the memory of a  
loved one through the  
sponsorship program.



## *Sponsorship Program*

The City of Yankton would like to provide citizens the opportunity to assist in enhancing our parks, green spaces, and trails. In return, the sponsorship is a wonderful testimonial to celebrate a special event, special person, organization, or pay tribute to a life well lived.

This program is designed to increase public enjoyment and participation in the parks system.



## *Items Available for Sponsorship*

New amenities can be purchased or a recognition plate can be added to an existing amenity.

- Trash can holder \$600
- Bench (play areas) \$800
- Bench (decorative) \$1,000
- Drinking fountain \$1,200
- Picnic table (concrete) \$1,400
- Play equipment \$1,500 or more
- Basketball hoop/support \$2,500
- Light pole \$4,000
- Open air shelter \$4,000 or more

*The City's Parks Department oversees the maintenance and replacement of the community parks' amenities throughout the four seasons.*



## ***CITY OF YANKTON PARKS & GREENSPACES***

Augusta Park  
Auld-Brokaw Trail  
Aviation Park  
Crockett Park  
Fox Run Golf Course  
Fox Run Park  
Marne Creek West Greenway  
Memorial Park  
Meridian Bridge & Plaza  
Morgen Park  
Ridgeway Park  
Riverside Park  
Rotary Nature Park  
Sertoma Park  
Tripp Park  
Westside Park

**TO:**

Members of the Parks and Recreation Commission

**FROM:**

Mark Leyman, Parks and Recreation Director  
Jessica Vincent, Recreation Manager  
Archie Sherman, Recreation Supervisor  
Michael Hudak, Recreation Supervisor  
Stephanie Kou, Recreation Supervisor

**SUBJECT:**

City of Manhattan Beach Facility Reservation Policy; City of Manhattan Beach  
Field Allocation & Use Policy

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**RECOMMENDATION:**

Staff recommends that the Parks and Recreation Commission discuss and provide recommendations for the:

- a. City of Manhattan Beach Facility Reservation Policy
- b. City of Manhattan Beach Field Allocation & Use Policy

**FISCAL IMPLICATIONS:**

Under current City field use fees; staff estimates the proposed rates will result in approximately \$90,000 additional revenue.

**BACKGROUND:**

During the City Council Budget Study Session on May 4, 2017, City Council directed staff to conduct a comprehensive field fee study. The current fee structures for facility, parks and field fees was last updated July 1, 2008. Over the past ten years, market rates and maintenance costs have risen. However, the fees charged by the City have remained unchanged.

**DISCUSSION:**

An Ad-Hoc Committee with three Parks and Recreation Commission Members in addition to Staff met to discuss options to increase field revenues to market rates and further review the field maintenance costs. In addition, the Committee focused on the need to update the policies and procedures to meet the challenge of accommodating field use requests for the growing youth sports. Youth Sport Organizations were given the updated proposed use and allocation policy and procedures in February and invited to comment at the Parks & Recreation Commission Meeting.

In order to set a procedure for allocating fields in a fair and equitable manner and charge appropriately, the proposal contains the following points:

- Ensuring City residents have priority and access to City facilities
- Priority to “in season” sports as defined by each youth sport organization
- Allocations based on priority and availability
- Clearly define classifications
- Strict deadlines for field requests & relinquishing fields
- Developing an appeal process

- Setting an hourly rate for field reservations based on desirability of the field

The City has historically provided a program of co-sponsorship of non-profit youth sport groups, to maximize recreational opportunities for the youth of the City and use the limited availability of available fields. Currently the City partners with seven youth sport groups. Major changes to the current policy include:

In addition, the Parks and Recreation Department allocates Mira Costa Pool Use, City and MBUSD fields, with the exception of Mira Costa fields for City sponsored youth and adult sport programs, seven youth sport groups, requests from local programs and requests from groups having picnics, informal games and tournaments. The Department also administers the facility and park rental program.

The facility use policy and procedures are being updated to reflect current practices and provide a draft for Commission input. The attached working document that has not been formally adopted. The policy provides use regulations, application and scheduling procedures to accommodate groups that would like to use City facilities.

Attachments:

1. City of Manhattan Beach Facility Use Policies & Procedures
2. City of Manhattan Beach Field Use & Allocation Policy & Procedures
3. City of Manhattan Beach Field Fees



**City of Manhattan Beach**  
**Parks & Recreation Department**  
P:(310) 802-5448 F:(310) 802-5401 E:mbparksandrec@citymb.info

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Facility Use Policies and Procedures

**PURPOSE**

The Facility Use Policies and Procedures (Policy) governs use of public facilities such as community center rooms, picnic shelters, swimming pools, basketball courts and sports fields that are available to the public for civic, social, educational, athletic, cultural activities and limited commercial use. The purpose of this policy is to provide use regulations and application and scheduling procedures to accommodate groups that would like to use City facilities.

**PROCEDURES**

- A. Applications to use the City facilities must be made on forms provided by the Parks & Recreation Department (referred to as Department). Applicants must provide all information as may be required by the Department to assure compliance with the requirements and regulations of this Policy.
- B. Applicants will be required to pay a security deposit in an amount that will promote use of the facilities in an orderly manner without damage to the facilities. Security deposits will be refunded upon inspection of facilities and confirmation that no property damage has occurred or additional cleanup is required.
- C. Approval or denial of a reservation request will be provided within five working days of receipt of a completed application.
- D. Residents may submit an application for use of Department facilities up to 90 days in advance, but no later than 10 business days before the event with the exception of park reservations. Non-residents may submit applications up to 60 days in advance. Requests received outside these timeframes may be granted if time and conditions allow.
- E. Applications are not considered approved until the applicant has received a permit from the Department
- F. A permit shall not be transferred, assigned or sublet. All permits will be issued for specific facilities and for specific hours, and the premises must be vacated as scheduled.

- G. Reservations in excess of 100 attendees require the Director of Parks and Recreation's approval. Applicant may be required to complete the special event permit process.
- H. The reservation request and rental agreement must be completed and signed by an adult age 18 and over who will attend, supervise and be responsible for the entire event or activities. Proof of residency is required at the time of application in order to receive the resident rate. Proof of non-profit status is required at the time of application in order to receive the non-profit rate.
- I. A permit which authorizes the rental of facilities may be revoked for violation of any rental policies.
- J. The City is not liable for any and all accidental injury to any and all persons or loss or damage to group or individual property. When it is deemed to be in the best interest of the general public, the City will require the permittee to furnish a Certificate of Insurance naming the City of Manhattan Beach as additional insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence of commercial general liability insurance. Liability insurance coverage may be purchased independently or added as a rider to a homeowner's policy and evidence of required insurance must be provided at time of reservation.
- K. Applicants will be required to acknowledge that neither the City nor the Department assumes any liability for injury or loss of personal property.
- L. The Department will not be held financially or legally responsible for consequences experienced by users due to circumstances beyond the Department's control, including, but not limited to: inclement weather, natural disasters and naturally-occurring health hazards. In these circumstances, the event may be rescheduled (pending availability) or fees and deposits will be refunded.

**FEES AND DEPOSITS**

Fees may be charged for the use of City facilities and shall be established and periodically adjusted. Fees are imposed to cover overhead, processing, deposits, maintenance and replacement costs for application and scheduling and maintenance of the facilities.

Commented [SK1]: Not sure how to word the 10% increase every 5 years.

- A. All fees and deposits must be paid at the time of application submittal.
- B. A nonrefundable application fee will be applied to all reservation request.
- C. Deposits: A security deposit will be required for all room rentals. All or a portion of the deposit may be retained by the Department after inspection of the facility.
  - a. INSPECTION AND CLEAN-UP AFTER EVENT



- i. At the time of arrival on the day of the event, the applicant and/or event contact must inspect the premises with staff and sign the Reservation Inspection Form. This report consists of a checklist to ensure clarity regarding the arrival time and the initial condition of the reserved site.
- b. All equipment, supplies, personal articles, displays, etc., must be removed prior to check-out and sign-off of Reservation Inspection Form. All items left at the facility will be discarded.
- c. The applicant and/or event contact is responsible for payment of any costs incurred by the Department due to any damage of the facility, amenities or equipment resulting from applicant's reservation/use of the facility, amenity or equipment.

**CANCELLATIONS AND CHANGES**

Cancellations and changes must be made in writing by the applicant and must be received no less than five (5) business days prior to the event, by Department during regular City Hall business hours. Cancellations or changes submitted to the sites **will not** be honored. Submit written requests by email to [reservations@citymb.info](mailto:reservations@citymb.info).

- A. All cancellations must be made no less than 10 business days prior to the event. Cancellations are categorized as discontinuing a reservation and not rescheduling.
  - a. Cancellation of reservations made fewer than 10 business days prior to the event date are subject to forfeiture of all fees paid
- B. A fee, billed to the nearest half hour, will be assessed if any member of the applicant's party arrives early or leaves past the reserved time. Fees are charged at the applicable hourly room/area rate. Groups will be billed per room/area used.
- C. Refunds or credits are not available for early departure from a scheduled reservation or for unused time or facility.
- D. Applicant failure to arrive at a scheduled event, and/or failure to provide written cancellation notification to the Facility Reservations office during City Hall business hours, will be considered a No Show and all deposits and fees will be forfeited.
- E. Space viability subject to change.
- D. Failure to comply with any section of the Policy requirements and/or falsification of information is subject to the forfeiture of all deposits and fees paid. Additional fees and penalties will result from misrepresenting a reservation request.

**REGULATIONS AND RESTRICTIONS**

All uses of Department facilities will be subject to the following regulations and restrictions:

A. Marketing:

- a. For any event that will be advertised to the public, a copy of the advertisement is required with the following disclaimer printed on the flyer or electronic communication: *This event is a private reservation and is not endorsed or sponsored by the City of Manhattan Beach.* A copy of flyer and/or electronic communication must be submitted to the Department for approval prior to distribution to the public.
- b. Distribution and/or posting of signs, flyers, cards, posters, handbills or advertisements is prohibited in or on City parks or park facilities without prior approval of the Parks and Recreation Department. Distribution of flyers or advertisements on vehicle windows in City parking lots is prohibited. (MC?).
- c. Day of Event Signs – Applicants requesting to display signs at City parks and facilities during reservations are subject to the sign requirements outlined in the Manhattan Beach Municipal Code (MC??). Requests must be approved during the application process. Signage must be directed to the participants in the reserved area and not to street travel. Signs may be approved for posting at the beginning of the reservation and must be removed at the end of the reservation

B. Use of Alcohol:

- a. Alcoholic beverages are prohibited and shall not be permitted in or on any municipal facilities operated by the Department.

C. Smoking is prohibited in Manhattan Beach.

D. The Department reserves the right to require additional program, facility or maintenance staff due to the size or nature of the event. Additional staff time is billed to the applicant per hour, per staff member at the current City fully-burdened rates. Some events may require maintenance staff at the applicant's expense. Staffing requirements will be determined at the time of permit approval and may be modified at the pre-event site walk through meeting.

- a. Any group of 50 or more using a City facility must obtain a reservation permit and must reserve an area for such use.
- b. Lifeguard Service and Requirements. Lifeguard Service is defined as on-deck supervision of water activities by City lifeguards. These services are required for all water activities at the aquatic facilities, and fees are charged to the organization utilizing the service.

E. The City reserves the right to require police/security guards present at events reserved through the Department, including but not limited to:

a. Events with an attendance of 50+ youth

- F. For all indoor facility rentals involving youth, 17 years and under, there shall be at least one (1) adult for every 20 minors, or increments thereof, in attendance, who shall remain in the facility for the duration of the activity. Minors must be supervised at all times.
- G. All clean-up must be accomplished prior to the finish time indicated on the final permit. At the end of the clean-up period, the applicant and/or event contact is responsible for inspecting the premises with a staff person and signing off on the Reservation Inspection Form. This process is intended to confirm the departure time at the end of the event. If the applicant and/or event contact fails to sign the Reservation Inspection Form, or fails to accomplish site clean-up by permit end time, the full deposit may be forfeited and the Department reserves the right to reject any future applications. Facilities and equipment are to be left in the same condition as they were prior to the rental. The permittee is responsible to pay for any damage to property or loss of property. A fee equal to total replacement cost will be charged. It shall be the responsibility of the permittee to see that unauthorized portions of the facility are not used. Continued or repeated use of City facilities will be contingent upon care of the facility, property and equipment, and observance of all approved rules and regulations.
- H. Applicants must assist with trash pick-up throughout events and place trash in the proper receptacles. Bags of trash may not be left on sidewalks or outside trash dumpsters.
- I. No gambling of any kind shall be conducted on, or in, City facilities, and the permittee shall insure that no disorderly or illegal conduct shall be allowed in any facility.
- J. The use of public address equipment will be limited to that provided by the facility, unless written approval has been secured by the Director.
- K. Private groups wishing to collect fees, donations or admission charges, or those using the facility to market a product, give a presentation, or advertise their business, will be considered commercial users.
- L. The posted occupancy of City facilities shall not be exceeded.
- M. Storage space will not be granted at any time.
- N. Facilities are not available for reservations on the following holidays: Christmas Eve, Christmas Day, Independence Day, Labor Day, Memorial Day, New Year's Eve, New Year's Day, and Thanksgiving.

- O. All persons using the facilities shall observe and obey regulations of this policy, the rules of the Department and all applicable City, State and Federal laws, rules and regulations.
- P. Vehicles are not permitted on park grass or fields. Parking is permitted in designated spaces. Overnight parking is not allowed.
- Q. Policies and guidelines regarding caterers shall be adhered to. Individuals or businesses displaying or selling items, or providing a service (for example magician, caterers, etc.) must have a reservation permit or be under an applicant who has a reservation permit. Vendor must be licensed to conduct business activity in Manhattan Beach and must provide proof of a current City Business License or purchase one. Contact the Finance Cashier division at (310) 802-5550 for information regarding securing a Business License. The event applicant is responsible for submitting proof of Business License(s) at least two Business days prior to event date. Due to the nature of the service or items being displayed or sold, proof of liability insurance and health permits may be required.
- R. Animals are not permitted within City Facilities with the exception of service animals. However, this provision shall not apply to activities or programs of Parks & Recreation Department. Refer to #6.
- S. No candles or open flames in or outside facilities.
- T. Fog machines (ice or oil) are not allowed.
- U. Kitchen use must be requested on the application and must accompany reservation of another room in the facility only. Warming of prepared food is allowed in all kitchens. Refer to the rental fee list for applicable rates.
- V. Additional equipment may be available for rent at various facilities in conjunction with a reservation. Equipment rentals cannot be guaranteed and are arranged at the time of reservation process.
- W. Golfing, chipping or putting is prohibited at all City parks and facilities.
- X. Unusual equipment, such as dunk tanks, carnival rides or inflatable equipment is prohibited at all City parks and facilities.
- Y. Outside grilling and cooking is permitted using City stationary barbecues only.
- Z. Applicants or event contacts must be present at all times and may not rope off area or walkways and leave area unattended. Applicants or event contacts may bring one (1) six (6) foot table and a maximum of 10 lawn/beach chairs to reservation area.

- AA. Decorations must be removed after the event or the deposit will be forfeited. Hanging any items from or posting any items on trees, structures or other surfaces is prohibited.
- BB. Cycles, skates, skateboards, rollerblades, scooters or like equipment is prohibited at all City parks and facilities.
- CC. The Department reserves the right to cancel or reject current and future reservations due to the misrepresentation, misuse of facilities, flagrant violation of policies and regulations, or mistreatment of staff.

### **RATE CATEGORIES**

The following categories are utilized only for the purpose of determining reservation priority, fees and charges. Category status is determined based upon the type of event and individual or group who is reserving. Category status is determined when the reservation application is approved. Category assignments do not supersede any contractual arrangements between the City and any organization or business.

Misrepresentation of any event category will result in loss of all deposits and/or fees paid and may jeopardize future reservations.

#### CATEGORY I

City of Manhattan Beach sponsored or conducted activities, official City functions, and Manhattan Beach Unified School District activities

Examples: Parks and Recreation Department events and classes

#### CATEGORY II

Resident Youth service organizations

Examples: Boy/Girl Scouts, AYSO meetings, Little League meetings

All organizations must submit the following items annually for review by the Department to maintain category status:

- The name of one (1) authorized applicant for the organization
- A copy of the organization's current certificate of insurance and a separate endorsement page listing the City of Manhattan Beach as additionally insured
- List of officers, including names, titles, addresses and telephone numbers on organization letterhead paper
- For membership based organizations, a roster of current and active membership, including complete addresses with zip codes
- For non-membership based organizations, a copy of current bylaws highlighting where it states "this corporation has no members" and letter on

agency letterhead demonstrating their primary mission is fundraising for or service to Manhattan Beach residents.

By submission of an application, the applicant agrees to the Department's reserved right to modify applicant's reservation to accommodate broader access to the Manhattan Beach Community. Reservations will only be modified a minimum of 30 days prior to the reservation date and only if alternate accommodations are identified. The City reserves the right to require additional information as necessary.

#### RESIDENT

Manhattan Beach resident private activities.

Examples: Private Parties (i.e. baby shower, meetings, and weddings)

All applicants must submit the following items annually for review by the Department to receive resident rates:

- All residents must show proof of residency

#### NONRESIDENT

Non-Manhattan Beach resident private activities

Examples: Private Parties (i.e. baby shower, meetings, and weddings)

#### Commercial

Manhattan Beach resident and nonresident for profit use

APPROVALS

Parks and Recreation Department Date:

Draft

City of Manhattan Beach  
Parks & Recreation Department

# Field Allocation & Use Policy

Modified March 21, 2018

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**1. INTRODUCTION & PURPOSE:** It is the intent of the City of Manhattan Beach Parks & Recreation Department to allocate field use to qualified athletic teams and organizations on the basis of fairness and impartiality. This document sets forth the policy for the City to prioritize and allocate available fields under its ownership and/or control, in concurrence with the seasonal and usage priorities.

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It is necessary to formulate this policy for the following reasons:

~~4.~~ The demand for field usage exceeds the City's ability to permit unlimited and/or unscheduled use by all participants

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~~1.~~

~~2.~~ User groups need a procedure to secure field space for the planning of games, practices, and/or events

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~~3.~~~~2.~~

~~4.~~~~3.~~ To ensure City residents have priority and access to City facilities

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~~5.~~~~4.~~ Allocating field space to field user groups assists the City in the fulfillment of the Parks & Recreation Department's mission to plan, coordinate and direct community recreational activities

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~~6.~~~~5.~~ Maintenance and renovation must be scheduled and implemented to maintain the community's high standards of aesthetics, ability and safety, and sustain the playability of the City's facilities.

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~~2.~~ **PHILOSOPHY:** The City of Manhattan Beach promotes the use of facilities to all residents and recognizes the importance of partnering with local sport organizations to provide athletic opportunities that teach children values and assist in the development of skills in a safe, positive and fun environment. All local Youth Sport Organizations are welcome to submit an application to be included in the Field Allocation process. As a participating organization, it is important for each group to maintain cooperation, and communicate with each other and City staff in a timely and respectful manner and practice good sportsmanship during athletic events.

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**3. CODE OF CONDUCT:** In the spirit of providing a positive sports experience, City Council adopted Resolution No. 6167 "Our Promise to Kids" (Appendix A). Administrators, coaches, officials, parents and players of each organization will be held accountable for their behavior to create a positive, supportive sports experience. The following guidelines are designed to provide safe and enjoyable environment for all participants:

- Be respectful to all field users and City staff
- Provide positive, supportive comments and encouragement only
- Refrain from the use of alcohol or tobacco
- Refrain from swearing or yelling in anger
- Take direction from City staff, including Park Patrol and Park Maintenance Staff
- Refrain from damaging City equipment, supplies, fields and facilities

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Failure to follow these rules may result in denial of program participation privileges.

**4. DEFINITIONS** This section defines the terms used throughout this Policy.

~~A.~~ a. City: The City of Manhattan Beach and/or the City Parks & Recreation Department when appropriate.

a.

~~B.~~ b. Director: The City of Manhattan Beach Parks & Recreation Director or his/her designee.

~~C.~~ c. Resident: Participants residing in Manhattan Beach as per the Utility Bill or Renters Agreement.

~~D.~~ d. Organizations: Those Organizations who have provided a completed Field Use Application and have been approved to be included in the Field Allocations.

~~E.~~ e. Participant: Those players who are fully registered with the Organization. Non-players such as coaches, officials, and staff shall not be considered Participants.

~~F.~~ f. Open Registration: Open enrollment accepting all Manhattan Beach participants on a first-come, first-registered basis regardless of skill level.

~~G.~~ g. Minimum Play Time: A “minimum play rule” for participants with each player given such minimum playing time regardless of skill level. Organization’s application of the “minimum play rule” is subject to annual review and approval by the City, such approval to be determined at the discretion of the Director.

~~H.~~ h. Volunteer Based: Organization is volunteer-organized and administered (with the exception of referees and umpires). Paid trainers may be employed for clinics that are open to the entire Organization membership. Trainers may not be used by individual players or teams.

~~I.~~ i. Draft: Where teams are through an individual selection process from the organization’s recreational team roster for all divisions consisting of children seven years and older.

~~J.~~ j. Region: Organization plays at least 50% of games within Organizations defined Region. Organizations only play teams within Organization.

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K-k. Non-Profit: A Non-profit Organization is a charitable organization under Internal Revenue Code Section 501c(3), with a State of California Tax Identification Number and proof of tax exemption.

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L-l. City Field Standards: Reseeded and closed for a minimum of 8 weeks annually, mowed minimum 1x per week, watered daily, infield groomed minimum 3x per week.

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## 5. USER GROUP GENERAL REQUIREMENTS

A-a. Organization shall provide City with proof of current Commercial General Liability insurance with a limit of not less than \$1,000,000 per occurrence, naming the City as additional insured (Appendix E).

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B-b. Organization shall rank sports seasons priority on an annual basis and submit rankings to City by January 31.

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C-c. Organization shall submit City Field Allocation Request Form (Appendix C) and all supplemental information outlined in the application process on a quarterly basis

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D-d. Organization shall only provide services not offered by City programs. Camps, clinics, and tournaments subject to approval by Director.

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E-e. Each organization must have two designated organization contacts for the City. All communications between the City and the organization shall go through these two contacts. Organizations shall designate which single representative shall represent them on City facility usage requests for all teams and which single representative shall represent them regarding other City communications. One of these representatives must be the organization's President or Regional Commissioner.

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F-f. Organization shall immediately inform City staff of changes in liaison or main contact person's name, email address and telephone number.

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G-g. Organization shall obtain City's prior written permission for any change in the published schedule of seasonal field allocations, including decreases in use, and shall report said schedule changes to Director.

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H-h. Organization shall provide its own publicity, registration and coaches training consistent with Resolution No. 6167 "Our Promise to Kids". Any deviation requires the City's prior written approval.

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H.i. Organization shall screen all personnel and volunteers for prior criminal records and provide proof of screening to City.

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H.j. Organization shall provide at least one responsible adult at every activity scheduled at City facilities.

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K.k. Organization shall clean area following games or practices of all litter, debris etc.

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L.l. Organization shall apply to Parks & Recreation Commission for approval to make any additions or changes to fields or amenities.

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M.m. Organization shall pay all associated fees within 30 days of billing.

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**6. SEASONS:** For the purpose of this policy, seasons shall have scheduled priority and must be indicated in writing by each Organization. Organizations are not required to schedule use throughout the entire season.

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- Fall shall begin the last Monday in August
  - Winter shall begin the third Monday in December
  - Spring shall begin the last Monday in February
  - Summer shall begin the third Monday in June
- \*Seasons subject to slight change based on Leap Years*

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**6.7. FIELD ALLOCATION REQUESTS** Each Organization shall submit a Field Allocation Request Form (Appendix C) and participant roster by the dates assigned in Appendix A. Organizations missing these deadlines will be allocated any remaining fields on an "as available" basis only.

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The City keeps all personal information confidential and will not publish or distribute it in any manner. General (non-personal) information is subject to disclosure under the Public Records Act. Applications will be considered incomplete and will not be reviewed if the required documents are not up to date and/or the following information is not submitted:

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- A. A. Field Allocation Request Form, including:
- Start and end dates and times for each field requested
  - Whether field is for practice or game
  - Ranking of preference of requested field

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- B. B. An official Participant roster or league enrollment data (digital format if possible) from the previous season, or from the initial season if being submitted by a new Organization. Organizations agree to allow the City to verify the accuracy of data submitted. Data shall include each participant's:

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- First and last name
- Home address

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- Gender
- Age Division

C. Organizations are limited to three (3) clinics and camps per year during downtime only (totaling 15 calendar days); camps and clinics shall be available to participants of the Organization only. Camps and clinics must be pre-approved, in writing, by Director and shall pay 30% of total gross receipts to the City within 30 business days upon completion of the program. Failure to do so may result in a loss of field space for the following season.

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D. Tournaments shall be limited to three (3) per year, per organization. Request for a tournament shall be submitted to the City at least six months prior to the tournament date(s) and shall only be approved if City facilities are available. Tournaments must be pre-approved, in writing, by Director and shall pay 30% of total gross receipts to the City within 30 business days upon completion of the program. Failure to do so may result in a loss of field space for the following season.

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**7.8. FIELD ALLOCATION PRIORITY:** Field allocations will be reviewed and fields will be drafted quarterly during Field Allocation Meetings.

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A. Fields are assigned in the following priority:

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i.1. Maintenance of fields and facilities.

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ii.2. Seasonality of sports as determined by each Organization's priority.

iii.3. Fields/facilities for organized game use.

iv.4. Fields/facilities for practices.

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B. Field priority will first be granted to City sponsored or co-sponsored organizations, events or activities, and Manhattan Beach Unified School District events or activities.

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C. Field priority will be granted based on primary seasons as defined by each organization.

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D. Priority within each classification will be based on the highest number of City of Manhattan Beach residents.

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E. Residents will be based on official rosters submitted by each organization. Residency is determined by the address listed on the utility bill of participant, parent or guardian.

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F. User classifications and priorities are as follows:

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i **Class A:** Approved youth non-profit organizations in which at least 60% of their participants are residents, holds Open Registration, Employs Minimum Play Rule, is 100% Volunteer Based and provides Draft for participants seven years and older, and plays at least 50% of games teams within defined Region.the organization.

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ii **Class B:** Approved youth organizations in which at least 60% of their participants are residents and meet all, but one of the following criteria: Open Registration, Employs Minimum Play Rule, 100% Volunteer Based, 100% Draft for all participants seven years and older, Non-Profit and plays teams at least 50% of games within defined Region.within the organization.

iii **Class C:** Approved youth organizations in which at least 60% of their participants are residents and meet all, but two of the following criteria: Open Registration, Employs Minimum Play Rule, 100% Volunteer Based, 100% Draft for all participants seven years and older, and at least 50% of games within defined Region.plays teams within the organization.

iv **Class D:** Approved youth organizations in which at least 60% of their participants are residents. Players are selected based on ability and/or play competitively against similar teams from other jurisdictional areas (including Independent Travel Teams).

v **Class E:** Approved youth organizations with less than 60% of their participants are residents.

vi **Class F:** Individual residents, businesses and adult sport organizations.

vii **Class G:** Commercial businesses and all other.

**A-9. FIELD ALLOCATION PROCEDURE** Youth Sport Organizations classified as Class A, Class B, Class C, and Class D will be included in the Field Allocations Process. Staff will allocate fields in five rounds and each round will consist of allocating 20% of available field space per organization as per the pro-rata formula. Priority will be granted to Organizations with the highest Classification, who have identified Season 1. Allocations are based on residents only. Once all field time is allocated to Organizations seasons identified as Season 1, Season 2, Season 3 and Season 4 will be allocated. All additional field space available field time will be allocated during the Field Allocation Meeting Allocations are based on residents only. For Winter and Summer seasons, staff will review Field Allocation Request Forms, allocate fields equitably based on the priorities listed in this Staff expect optimum cooperation between all user groups. Any appeals of decisions or allocations may be made to the Parks & Recreation Commission within 10 days after the allocation meeting.

A. Pro-Rata Field ~~Time~~ Allocation: Field allocation is based on the total number of resident participants per organization, divided by 12, which, for the purposes of the allocations equals the number of teams for each organization, rounding up to the next highest whole number. The target allocation for each Organization is 1.5 practice hours and 1 hour per game per team per week based on Residents.

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Example:

Organization Red has 350 participants; 250 are Residents;  $250/12 = 21$  teams (rounded up). Target weekly allocation = 31.5 practice hours; 21 game hours.

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**A.B.** Organizations anticipating a split to form a new organization, or individuals planning to organize a new sports program must submit a request at least one year prior to the estimated starting date of the new or expanded league. The Parks & Recreation Department shall approve new organizations. The Parks & Recreation Department reserves the right to deny the use of any City facility to any organization or group if the City determines that a new or expanded program shall negatively impact the allocation of any City facility. The City cannot guarantee the use of any City facility.

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**B.C.** All Stars –50% or less of the Organizations All Starts may be played on City fields.

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**2.10. NOTICE OF NON-USE OF FIELDS** It is City policy that user Organizations turn in unused fields for reallocation. An Organization that has been allocated field space and does not intend to use it on a regular basis shall notify the City so that the field may be re-allocated to groups based on their priority rankings or otherwise used. Failure to do so may result in forfeiture of fields for the remainder of the season.

A. Notice of non-use shall be received by March 15 for Spring, July 15 for Summer, September 15 for Fall, and January 15 for Winter so the field may be reallocated.

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B. Organizations shall submit practice and game schedules to City by March 15 for Spring, July 15 for Summer, September 15 for Fall, and January 15 for Winter so the field may be reallocated.

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C. All fields that are turned back in to the City for reasons of non-use will be allocated to the remaining qualified Organizations based on priority rankings and pro-rata formula.

D. Unless written notice is received by City staff, an Organization will be billed for all allocations, lights and porta potties. Field use fees will not be retroactively adjusted.

**A.E.** Exceptions to this policy will be made on a case-by-case basis, only with prior written notification to City staff regarding special circumstances.

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**9.11. NOTICE OF EXCHANGE OF FIELDS** An Organization shall not give or exchange its field allocation or any part thereof, with another Organization without prior written approval of the City. Any such modification request shall be filed with the City and verified in writing by all parties wishing to receive/exchange the field allocation. This allows for accurate billing of use and an accurate record of exchange for tracking purposes. Organizations who switch times/fields without going through the proper

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process may lose their entire allocation as a result. "Subletting" is strictly prohibited. If space becomes available, an organization may claim the time and will be billed for that usage. The Organization may transfer assigned usage of a different allocation at no additional costs.

**40.12. FIELD USE FEES** Field use fees and field light fees are assessed to defray the direct costs of lighting, maintenance, and securing the fields. Light fees are reviewed and developed within the City Cost Recovery User Fees assessment conducted every five years (Resolution 15-0014). User fees for maintenance will primarily be allocated to recover fields from damages incurred, following each group's field use. Every effort will be made to spend all collected funds within the fiscal year. There may be instances when a small percentage of funds collected from an Organization will not be expended on their allocated fields. The City will follow its bidding and purchasing process in expending the collected funds. Collected fees will be expended on projects above and beyond the City's ongoing maintenance program. Examples of typical projects include sodding, over-seeding, deep-tine aeration, supplemental amendment and fertilizer applications, fencing, and infield renovations. The City will partner with Organizations to determine projects.

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**44.13. FIELD MAINTENANCE AND MODIFICATIONS**

A. The City will maintain parks, facilities, and fields for public use according to the City's standard and will install any required permanent equipment such as pitching rubbers, base anchors.

- B.** User groups/Organizations maintenance responsibilities shall include:
  - a.** Light field preparation, setting of temporary bases or goals, lining fields and similar maintenance.
  - b.** Ensuring that the facility is free of trash or debris caused by its usage, including checking restrooms and parking areas

C. Organizations shall pay for any desired or additional maintenance such as field preparation, lining of the fields, setting of bases and goals or a higher standard of maintenance than the City's standard.

D. Bases shall not be removed nor shall base plugs be used without prior written City approval.

E. Organizations shall meet with Parks & Recreation staff at least once annually to discuss any repairs, improvements or renovations of those fields used during their seasons. No work may be initiated unless approved in writing by the City. No permanent structures or equipment shall be erected on City facilities unless approved in writing by the City and dedicated for community use.

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F. Organizations are responsible for any damage or repairs needed due to implementation of repairs, improvements or renovations. Organizations are responsible for insurance, worker's compensation and any contracts required by the City for work being performed on City property. Any failure to complete the repairs, improvements or renovations properly that results in costs to the City shall be reimbursed to the City by the Organization.

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G. Motorized vehicles are not permitted on City facilities for the preparation of athletic fields or other activities without prior written City approval.

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A-H. User groups shall immediately report any and all damage or acts of vandalism to the City.

B-I. In the event of inclement weather, staff will inspect facilities and make a determination of facility status (open or closed). A field use hotline (310-802-5454) is available 24 hours a day and will be updated by 2pm on weekdays and 8am and 11am on weekends. Organizations may opt in to receive email notifications through the City website.

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**12.14. ATHLETIC FIELD LINING/MARKING**

A. Lining of City fields with chalk or paint is not permitted without prior written permission by the City.

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B. Burning lines on any City park and/or field is not permitted without prior written permission by the City.

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A-C. Any Organization failing to comply with these guidelines is subject to the following:

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- Payment for all damages occurring to the field, and
- Termination of any /all field use permit(s) for one year

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**13.15. RULES AND REGULATIONS OF FIELD USE**

A. Organizations shall designate an adult 18 or older, to be present during any and all practice and/or game time(s) at each City field/facility used.

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B. Games and practices may begin no earlier than 3pm on weekdays, and games no earlier than 8:30am (arrival and warm-ups no earlier than 8am) on weekends. No games and/or practices may be scheduled on City holidays without prior approval from the Director.

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- C. Organizations shall end games and practice according to their permitted use and shall vacate area immediately to allow the following group to begin use as scheduled.
- D. Games and practices may end no later than 8pm, unless approved in advance by the Director.
- E. Use of portable lights is prohibited.
- F. Use of metal cleats is prohibited.
- G. Alcoholic beverages and smoking are prohibited.
- H. At the conclusion of games, practices, and activities, Organizations shall leave the park/facility quickly, quietly and clean, and clear of debris. Failure to do so will result in assessment of a maintenance cleaning fee.

**14.16. TRAFFIC AND PARKING** Organizations shall give priority to traffic safety and the reduction of parking issues such as parking in, or blocking neighbors' driveways, public alleys, and sidewalks. Organization shall educate participants and guests about neighborhood parking restrictions and encourage safe and responsible driving.

**3-17. STORAGE** Storage units may be placed on City facilities with City's prior written permission only and are the sole responsibility of the Organization placing the storage unit. Storage units shall be secured and maintained in good and clean condition at all times and any vandalism or breakage shall be repaired immediately.

- A. The City assumes no liability or responsibility for any equipment or storage units or the contents thereof.
- B. The Organization placing the storage unit shall provide keys to City staff for all storage units, locked closets and fenced areas.
- C. No equipment may be left out on fields or outside bins unless approved in advance by the City.
- D. Organizations shall provide City with an inventory of all items stored in said containers. Storage of flammable and/or toxic substances is strictly prohibited.

**A-E.** Any Organization failing to comply with these guidelines is subject to the following:

- Payment for all damages occurring to the facility
- 15.0 Termination of any /all field use permit(s) for one year

**4-18. CONCESSIONS** Any flammable or toxic substances are strictly prohibited in any enclosed or indoor areas. Fuels, paints, cleaning supplies and other chemicals or regulated substances shall be stored appropriately. The user group must abide by all Fire code and Building code regulations and be available for inspections by City staff.

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Organization's are responsible to maintain a clean and safe environment at all times. This includes proper storage of all food and the prevention of any insect or rodent infestation.

A. Organizations must abide by all health and safety standards and regulations and be available for inspections by the Health Department and/or City staff.

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B. The City, accompanied by the scheduled user group, will conduct an inspection of the facilities prior to usage.

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C. Unless otherwise permitted and organization has received prior written permission, the exchange of money is to take place at the designated park concession stand only.

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A-D. Organizations shall be responsible for cleaning of the concession stand (sweeping, trash removal, wiping counters) throughout the duration of their permit.

D-E. User group's future concession stand permits will be forfeited if stored material, with the exception of City owned capital equipment, is not removed within fourteen (14) days of completion of the season or activity. The facilities must be free of any perishable items. All permitted user group equipment disconnected from electrical outlets and tanks containing helium or propane must be properly secured. All permitted user group equipment not removed from the facility at the end of the season will be removed by the City at the expense of the Organization.

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E-F. Adult supervision must be maintained at all times for children under the age of 18 working or volunteering in the concession stand.

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F-G. Damage to the Concession Stand or City owned capital equipment, due to misuse, or the facility being left unlocked by the permitted user, will result in the user being billed for all damages and must be paid prior to any future permits being issued for fields or building.

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B-H. Organizations may not alter or change locks on any City facilities without express written approval from the Director. If approved, Organization shall provide three (3) copies to the City.

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**46.19. BANNERS** Although there is no cost, there is a limit to the number and times a banner can be displayed at the locations specified below for registration banners.

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A. Determine location according to the following list:

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- Live Oak Field: (2 spots on fence along Valley Drive)
- Dorsey Field: (2 spots on fence along Valley Drive)
- Manhattan Heights Park (2 spots on fence along Manhattan Beach Blvd)

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- Marine Sports Complex (2 spots on fence facing parking lot)
- Marine Turf Field (1 spot on fence facing )
- Manhattan Village Field (1 spots on fence facing parking lot)

- B. Apply for a 14 consecutive day period in writing to Parks & Recreation Department.
- C. Maximum of 30 days per calendar year per event per location.
- D. Apply maximum of 60 days in advance only.
- E. Permitted banners will be listed on a master list. Those not permitted will be cut down by Park Staff.

**17.20. SPONSOR BANNERS** Banners shall not be permitted on outfield fences unless pre-approved, in writing, by the Director. Organization shall pay 30% of total proceeds for outfield banners to City within 30 business days of completion of the season. Permitted banners can be hung during priority 1 season as defined by the user. Banners remaining after the season will be cut down by Park Staff.

**18.21. VIOLATIONS** The following penalties shall be imposed when Organizations fail to comply with the requirements set forth above. Penalties will be by season unless otherwise stated in written warnings.

*Strike One*

A letter will be written to the user group's president documenting the violation. A field report of the violation will be included if applicable.

*Strike Two*

A letter will be written to the user group's president documenting the violation and the group will be assessed a \$100 fee.

*Strike Three*

A letter will written to the user groups president documenting the violation, the group may lose field space the following season.

**19.22. APPEAL PROCESS** Appeals shall be submitted to the Director within 10 days of penalty. Appeals shall be agendized and discussed during the Parks & Recreation Commission meeting. The Commission's decision is final. The Parks & Recreation Commission ultimately determines continued usage.

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## APPENDIX A

RESOLUTION NO. 6167

"OUR PROMISE TO KIDS" YOUTH SPORTS AND FITNESS INITIATIVE RESOLUTION FOR THE CITY OF MANHATTAN BEACH, CALIFORNIA

WHEREAS, the City Council of Manhattan Beach recognizes the need to inspire changes in youth sports and fitness initiatives to make the experience safe, healthy, positive and fun for everyone involved; and

WHEREAS, the Department of Parks and Recreation believes in its Vision of Creating Community and Quality of Life Through People, Parks and Programs; and

WHEREAS, the Department of Parks and Recreation is committed to accomplishing its mission to; promote health and wellness; foster human development; facilitate community problem solving; strengthen safety and security; provide recreational experiences; increase cultural unity; strengthen community image and sense of place; support economic development; and protect environmental resources;

WHEREAS, THE City of Manhattan Beach has the lowest level of childhood obesity among 128 cities and communities throughout Los Angeles County; and

WHEREAS, the Department of Parks and Recreation believes in the benefits and attraction of youth sports as a means to teach the children of this City values and skills that will be of benefit to them throughout life; and

WHEREAS, we believe that in order to realize the true value of youth sports participation and to provide a safe, healthy, positive and fun environment for youth and their families to participate, we must raise the standards among the users of our City's youth sports facilities; and

WHEREAS, the Recommendations for Communities that were derived from the National Summit for Raising Community Standards in Children's Sports outlines a comprehensive community strategy to assist us in meeting these objectives; and

WHEREAS, we believe that the City of Manhattan Beach should appoint qualified professional youth sports staff who have been trained and certified to oversee all organized youth sports programs to ensure a high standard among the users of the community's facilities; and

WHEREAS, we believe that league organizers and administrators should be educated on how to provide a safe, positive and fun youth sports environment before being granted permits to use facilities; and

WHEREAS, we believe volunteer coaches and parents should receive orientation and education as to their individual roles and responsibilities in our City's effort to raise the standard of youth sports programs and that volunteer coaches and parents be accountable for their behaviors; and

WHEREAS, it is necessary and desirable to establish requirements and procedures for youth sports organizations utilizing public facilities; and

WHEREAS, we believe young children must be given the opportunity to develop motor skills and sports specific knowledge with their parents in a structured program before they enter organized sports.

NOW, THEREFORE BE IT RESOLVED, THAT, I, Richard Montgomery, MAYOR OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, on behalf of the City Council and the residents do hereby recognize and encourage official implementation of "OUR PROMISE TO KIDS" to improve the culture of youth sports for all participants in the City of Manhattan Beach

BE IT FURTHER RESOLVED that copies of this resolution be sent to appropriate organizations within the City of Manhattan Beach that might have a collaborative interest in this strategy such as with AYSO, Manhattan

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**APPENDIX**



**Field Reservation Application  
Manhattan Beach Parks & Recreation Department**

1400 Highland Avenue, Manhattan Beach, CA 90266  
 Fax: (310) 802-5401 Email: [reservations@citymb.info](mailto:reservations@citymb.info)  
**Allow 5 working days for processing**

**C**

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|   |                   |  |  |           |
|---|-------------------|--|--|-----------|
| <b>Applicant Information</b>  |                   |  |  | Facility: |
| Name of Representative  |                   | <input type="checkbox"/> Organization<br><input type="checkbox"/> Individual                             | <input type="checkbox"/> Adult<br><input type="checkbox"/> Youth |           |
| Street Address  |                   | City   | State    Zip Code  |           |
| Primary Phone   | Alternative Phone | Email  |  | Date:     |
| <b>Reservation Information</b>  |                   |  |  |           |
| Percentage of Manhattan Beach residents in organization:    % (must attach a copy of roster)  |                   |  |  |           |
| Youth Ages:   | Number of teams:  | Number of total participants:  |  |           |
| League Registration fee:    (Include all costs i.e. officials, etc)   |                   |  |  |           |
| Will your organization be offering camps, clinics, academies or tournaments? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>(If yes, you must submit a separate permit)  |                   |  |  |           |
| Camp / Clinic / Academy / Tournament Registration Fee:<br><ul style="list-style-type: none"> <li>Organized camps / Leagues are not eligible for hourly rates.</li> <li>Professional coaches hired by the league must submit 15% of their gross receipts to the City.</li> <li>Please contact the Sports Manager at 310-802-5405 if you are interested in using the fields for your camp or league.</li> </ul> |                   |  |  |           |
| Additional information for consideration:   |                   |  |  |           |
| <b>Payment Information (All fees, including deposit, will be processed at time of approval)</b>   |                   |  |  |           |
| <input type="checkbox"/> CASH <input type="checkbox"/> CHECK: C#  |                   |  |  |           |
| <input type="checkbox"/> CREDIT CARD: CC# _____ SC: _____ EXP: _____  |                   |  |  |           |
| Cardholder's Signature: _____ Print: _____  |                   |  |  |           |
| <b>Applicant Statement</b>  |                   |  |  |           |
| <b>I, the undersigned, understand all park policies and procedures and general regulations provided to me and will comply with them</b>   |                   |  |  |           |
| Applicant Signature _____   |                   | Date _____   |  |           |
| <b>OFFICE USE ONLY</b><br><input type="checkbox"/> Insurance<br><input type="checkbox"/> Security   |                   | FINAL APPROVAL: <input type="checkbox"/> Y <input type="checkbox"/> N<br>Signature: _____<br>Date: _____ |  |           |

| City Of Manhattan Beach Field Allocation Request Form   |     |     |     |                    |     |     |     |      |
|---|-----|-----|-----|--------------------|-----|-----|-----|------|
| Name of Organization  |     |     |     |                    |     |     |     |      |
| Tentative Start Date  |     |     |     | Tentative End Date |     |     |     |      |
| <p style="text-align: center; color: red;">Instructions: For each field you are requesting. List the times of use in the boxes underneath each of the days below. CIRCLE ALL TIMES REQUESTED THAT ARE GAME DAYS. (Practice times not circled)<br/>                     Be sure to rank your field preference in the Rank Column, one (1) being your first priority. It is recommended that your request back up fields, in case your first choice is not available.</p> |     |     |     |                    |     |     |     |      |
| Location  | Mon | Tue | Wed | Thu                | Fri | Sat | Sun | Rank |
| Dorsey Field  |     |     |     |                    |     |     |     |      |
| Live Oak Park Field   |     |     |     |                    |     |     |     |      |
| Manhattan Heights Field   |     |     |     |                    |     |     |     |      |
| Marine Avenue Baseball  |     |     |     |                    |     |     |     |      |
| Marine Avenue Turf Field  |     |     |     |                    |     |     |     |      |
| Complex East Field  |     |     |     |                    |     |     |     |      |
| Complex West Field  |     |     |     |                    |     |     |     |      |
| Complex Center Field  |     |     |     |                    |     |     |     |      |
| Manhattan Village Turf Field  |     |     |     |                    |     |     |     |      |
| Premier Baseball Field  |     |     |     |                    |     |     |     |      |
| Begg Soccer Field   |     |     |     |                    |     |     |     |      |
| Begg Baseball Field   |     |     |     |                    |     |     |     |      |
| MBMS Field  |     |     |     |                    |     |     |     |      |
| Meadows School Field  |     |     |     |                    |     |     |     |      |
| Pacific School Field  |     |     |     |                    |     |     |     |      |
| Center Field  |     |     |     |                    |     |     |     |      |
| Robinson Field  |     |     |     |                    |     |     |     |      |
| Grandview School Field  |     |     |     |                    |     |     |     |      |
| Grandview School Turf Field   |     |     |     |                    |     |     |     |      |
| Pennekamp School Field  |     |     |     |                    |     |     |     |      |
| Mira Costa Field "A & B"  |     |     |     |                    |     |     |     |      |
| Mira Costa Field "C & D"  |     |     |     |                    |     |     |     |      |
|   |     |     |     |                    |     |     |     |      |



**APPENDIX E**

**NOTE: Circled items MUST be filled out completely.**

| ACORD CERTIFICATE OF LIABILITY INSURANCE  |   |   |   | DATE ISSUED/RENEWED           |   |
|---|---|---|---|-------------------------------|---|
| <b>INSURANCE BROKER OR COMPANY NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS</b>  |   | 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. |   |                               |   |
| <b>INSURED</b><br>COMPANY NAME AND CONTACT INFORMATION, INCLUDING A VALID EMAIL ADDRESS   |   | <b>INSURERS AFFORDING COVERAGE</b>  | <b>NAIC #</b>   |                               |   |
|   |   | INSURER A:  |   |                               |   |
|   |   | INSURER B:  |   |                               |   |
|   |   | INSURER C:  |   |                               |   |
|   |   | INSURER D:  |   |                               |   |
| <b>COVERAGES</b><br>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. |   |   |   |                               |   |
| FORM NO./TYPE   | TYPE OF INSURANCE   | POLICY NUMBER   | POLICY EXPIRES  | POLICY EXPIRES (RENEWAL DATE) | LIMIT   |
|   | <input type="checkbox"/> GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> OPEN ACCIDENT LIMIT APPLIES PER POLICY <input type="checkbox"/> PER <input checked="" type="checkbox"/> PER <input type="checkbox"/> PER | GL8050623   | 08/01/12  | 08/01/13                      | EACH OCCURRENCE 1,000,000<br>DAMAGE TO RENTED PREMISES (EA maximum) 200,000<br>MED EXP (Any one person) 5,000<br>PERSONAL & ADV INJURY 1,000,000<br>GENERAL AGGREGATE 2,000,000<br>PRODUCTS - COMP/PROP AGG 2,000,000 |
|   | <input type="checkbox"/> AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTO<br><input type="checkbox"/> NON-OWNED AUTO<br><input type="checkbox"/> HIRED AUTO<br><input type="checkbox"/> NON-OWNED AUTO  | TP988035201   | 08/01/12  | 08/01/13                      | COMBINED SINGLE LIMIT (EA maximum) \$<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)   |
|   | <input type="checkbox"/> BARNHILL LIABILITY<br><input type="checkbox"/> ANY AUTO  |   |   |                               | AUTO ONLY - EA ACCIDENT \$<br>OTHER THAN AUTO ONLY EA ACC \$<br>AND \$  |
|   | <input checked="" type="checkbox"/> RECREATIONAL LIABILITY<br><input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br><input type="checkbox"/> DEDUCTIBLE<br><input type="checkbox"/> RETENTION \$   | 008602599   | 08/01/12  | 08/01/13                      | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$<br>\$  |
|   | <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY<br>ANY PROVISIONS OR PARTS OF ANY EXCLUSIVE CONTRACTS ARE EXCLUDED<br>If yes, describe the order of priority provisions below Yes / No  | FACRUB3175M88411  | 08/01/12  |                               | <input type="checkbox"/> MEDICAL <input type="checkbox"/> OTHER BENEFITS<br>E1. EACH ACCIDENT \$<br>E2. DISEASE - EA EMPLOYEE \$<br>DISEASE - POLICY LIMIT \$   |
| OTHER:  |   |   |   |                               |   |
| DESCRIPTION OF OPERATIONS (LOCATION) / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  |   |   |   |                               |   |
| <b>CERTIFICATE HOLDER</b><br>City of Manhattan Beach<br>1400 Highland Avenue<br>Manhattan Beach, CA 90266   |   |   | <b>CANCELLATION</b><br>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. |                               |   |
| ATTENTION: _____  |   |   | AUTHORIZED REPRESENTATIVE: _____  |                               |   |

Must use this address

Sign Here

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POLICY NUMBER: \_\_\_\_\_

**MUST match with General Liability Policy Number on Certificate of Liability Insurance**

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

**MUST include this section verbatim**

|  |
|--|
| <p><del>State Or Governmental Agency Or Subdivision Or Political Subdivision:</del></p> <p>The City of Manhattan Beach</p> <p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p> |
|--|

**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".

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**MULTI-USE FIELDS**

| <b>TIER</b> | <b>FIELD</b>                         | <b>RATE</b> | <b>CLASS A (15%)</b> | <b>CLASS B (40%)</b> | <b>CLASS C (50%)</b> | <b>CLASS D (65%)</b> | <b>CLASS E (75%)</b> | <b>CLASS F (85%)</b> |
|-------------|--------------------------------------|-------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Tier 1      | Village & Marine                     | \$ 175.00   | \$ 26.25             | \$ 70.00             | \$ 87.50             | \$ 113.75            | \$ 131.25            | \$ 148.75            |
| Tier 2      | Center, MBMS, Sports Complex         | \$ 75.00    | \$ 11.25             | \$ 30.00             | \$ 37.50             | \$ 48.75             | \$ 56.25             | \$ 63.75             |
| Tier 3      | Pacific, Robinson, Begg, Heights     | \$ 65.00    | \$ 9.75              | \$ 26.00             | \$ 32.50             | \$ 42.25             | \$ 48.75             | \$ 55.25             |
| Tier 4      | Pennekamp, Grandiew, Meadows, Dorsey | \$ 50.00    | \$ 7.50              | \$ 20.00             | \$ 25.00             | \$ 32.50             | \$ 37.50             | \$ 42.50             |

**BASEBALL FIELDS**

| <b>TIER</b> | <b>FIELD</b>   | <b>RATE</b> | <b>15%</b> | <b>CLASS B (40%)</b> | <b>CLASS C (50%)</b> | <b>CLASS D (65%)</b> | <b>CLASS E (75%)</b> | <b>CLASS F (85%)</b> |
|-------------|--|-------------|------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Tier 1      | Big Marine, Dorsey                                     | \$ 75.00    | \$ 11.25   | \$ 30.00             | \$ 37.50             | \$ 48.75             | \$ 56.25             | \$ 63.75             |
| Tier 2      | Premier, Live Oak, Heights, Sports Complex Field, MCHS | \$ 65.00    | \$ 9.75    | \$ 26.00             | \$ 32.50             | \$ 42.25             | \$ 48.75             | \$ 55.25             |
| Tier 3      | School Fields  | \$ 50.00    | \$ 7.50    | \$ 20.00             | \$ 25.00             | \$ 32.50             | \$ 37.50             | \$ 42.50             |