

CITY OF LINCOLN FIELD REQUEST & ALLOCATION PACKET



**CITY OF LINCOLN PUBLIC SERVICES DEPARTMENT
RECREATION DIVISION**

2010 FIRST STREET
LINCOLN, CA 95648

Office: 916-434-3220 / Fax: 916-434-8057



Included you will find the paperwork necessary to reserve City athletic fields for 2024. Thank you in advance for taking the time to complete the annual paperwork. It is important for the Recreation Department to have this updated paperwork on file so that we may have a better understanding of your needs as well as current contact information. In addition to the Organization Information Form and the Athletic Facility User Request Form, it is required that we have a current copy of your Certificate of Insurance that names the City of Lincoln as additionally insured. If your policy has already expired or will expire at the beginning of 2024, please make sure a current certificate is received in our office ASAP. For organizations with less than 100 participants who wish to petition for resident status, it will also be necessary to include with your paperwork a current roster of participants. A template for how it should be submitted and the information required is included. Or simply complete the roster provided. The rosters will be verified with various national governing bodies and used to verify residency percentages in order to determine allocation priorities and rental fees.

NOTE: All requested documents and forms must be current and on file and fees up to date before any field use by your organization will be approved and scheduled in the facility calendar for 2024.

TABLE OF CONTENTS

Sports Field Locations	3
Field Allocation Priorities	3
Fee Schedule	4
Field Use Guidelines, Rules & Regulations	5
Inclement Weather Policy	6
Facility Maintenance Protocol	7
City Contacts	7
Form Descriptions & Submittal Instructions	8
- Organization Information Form	9
- Field Use Application & Agreement	10
- Team Roster Form	11

SPORTS FIELD LOCATIONS

The City of Lincoln operates, maintains and schedules the use of sports fields at the following parks:

- Aitken Park (soccer only)
- Foskett Regional Park
- Joiner Park
- McBean Park
- Nathan Dubin Park (soccer only)
- Peter Singer Park
- Twelve Bridges Park
- Wilson Park (softball only)

FIELD ALLOCATION PRIORITIES

Organization/Team Priority:

- 1) City sponsored or co-sponsored events; City youth/adult athletic programs and/or leagues; WPUSD programs and leagues (joint use facilities only).
- 2) Non-profit youth organizations with more than 100 participants and at least 90% Lincoln residents.
- 3) Non-profit youth organizations that are ongoing/recurring users from the previous year.
- 4) Non-profit youth organizations with 50% or more Lincoln residents.
- 5) Non-profit youth organizations with less than 50% Lincoln residents.
- 6) Adult users.

Sport Season Priority (for multi-use fields):

- 1) Traditional sports seasons have priority use over select/shoulder seasons.
- 2) Spring sports (baseball, softball) have priority use March 1 – July 15.
- 3) Fall sports (soccer, football) have priority use July 16 – November 30.
- 4) December – February are turf recovery periods, during which time only limited field use will occur.

Multi-Use Field Locations Include the Following:

- Joiner Park (lower)
- McBean Park (open space)
- Peter Singer Park
- Twelve Bridges Park

FEE SCHEDULE

New Fees Effective May 1, 2024

FIELD USE

Deposit	-	\$250/field
Local Youth Organization	-	\$15/player per season

User Type	Hourly Rate
Resident Soccer	\$30
Non-Resident Soccer	\$35
Tournament Soccer	\$32.50
Resident Softball	\$25
Non-Resident Softball	\$30
Tournament Softball	\$27.50

LIGHT USE

User Type	Hourly Rate
All Users	\$30

- **Local Youth Organization**
 - Organization with over 100 participants and 90% or more Lincoln residents
- **Resident**
 - Organization/Team with a player roster of 50% or more Lincoln residents
- **Non-Resident**
 - Organization/Team with a player roster of less than 50% Lincoln residents
- **Lincoln Resident**
 - Individual who resides within the City of Lincoln's Sphere of Influence

Proof of Residency

Organizations with over 100 participants, such as Lincoln Little League, Lincoln Girls Softball Association, Lincoln Youth Soccer Club and Lincoln Youth Football & Cheer, may be required to provide a roster of league participants that lists all participant names and addresses. If requested, this information will be used to determine the residency percentage and participation numbers of your organization for payment of the field use fee of \$15/player per season.

Organizations with less than 100 participants, if petitioning for resident status, must provide a roster that includes the following: name of the participant, guardian name, city of residence, and school. A template of how this should look is included for your convenience. Organizations/teams who fail to submit the required information will be placed at the bottom of the priority list and charged the full rental rates until the information is received and a residency percentage can be determined.

FIELD USE GUIDELINES, RULES & REGULATIONS

- All users are expected to leave the facility clean and orderly by removing all trash, debris, personal belongings, etc. from all areas of the facility after each use. If the facility is found damaged or left in disarray, the City will retain a portion of the damage deposit and bill the renter any additional fees necessary to cover all city incurred costs associated with the facility repairs and/or extra cleaning.
- Vehicles are not to be driven in parks, except in designated parking lots, unless given prior approval.
- Smoking is prohibited.
- Glass containers are prohibited.
- Shelled seeds or nuts are prohibited.
- The sale of, possession of, and/or consumption of alcohol is by permit only.
- Fence climbing is prohibited.
- Animals are not allowed on playing surfaces.
- Renter is responsible for all guest behavior. Violence, vulgarity, behavior deemed inappropriate and unsupervised children are not permitted.
- City staff reserves the right to deny applications or cancel existing reservations based on maintenance needs and/or field conditions.
- Any false information regarding details of your rental may lead to immediate termination of your rental, the possible loss of fees, and denial of your request for future use.

Baseball/Softball Specific:

- Every effort will be made to give the renter access to bases, but it is not guaranteed with the rental.
- Field prep, such as a fresh infield drag and field lining, is not included with your rental but may be arranged in some cases by contacting the Recreation Department at 916-434-3220.
- When hand drags and rakes are provided, the renter is responsible for raking and dragging high traffic areas at the end of each use.
- When bases are provided, the renter is responsible for putting away bases, replacing bases plugs, and securing the equipment locker before vacating the facility.

Soccer Specific:

- Every effort will be made to give the renter access to goals, but it is not guaranteed with the rental.
- Nets are not included with the rental.
- In some cases, field striping may be arranged for an additional fee. In most cases, field striping is the responsibility of the renter; however, it must be done in coordination with the City.

INCLEMENT WEATHER POLICY

City athletic fields have been designed and are maintained for the enjoyment and use of Lincoln residents. The purpose of this policy is to guide the use of City athletic fields, to prevent injuries and damage to the playing surface brought upon by inclement weather and/or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sports complexes. User groups are asked to help us by accepting and adhering to these rules. Groups who use the City athletic facilities are expected to assist in protecting their participants and fields during periods of rain, inclement weather, or any other time playability is in question.

Policy

The City of Lincoln reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to the fields. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts or pesticide application.

Procedure for Determining Field Playability & Informing the Public

When there is inclement weather on a normal business day, the City's Public Works maintenance staff will assess the playability of the field to determine field playability. The designated City representative shall have the authority to close the field and this decision is not negotiable. If a field closure can be determined by 3pm, then City staff will notify affected user groups of field closures via email/text. If status cannot be determined before 3pm or if it's not a normal business day, then fields shall be inspected by the user group at time of use to determine playability. In this case, the user group must employ the playability criteria used by City staff.

Baseball and Softball Infields

Infields will be deemed unsafe and unplayable when any of the following conditions are present:

- There is standing water within the base paths, batters box or pitching area.
- Your feet slip as you walk through any area of the infield.
- The depth of your footprint is greater than 1/4 inch on any area of the infield.

Soccer Fields and Baseball/Softball Outfields

Turf areas will be deemed unsafe and unplayable when any of the following are present:

- There is standing water within the majority of a single playing position.
- Your feet suction to the ground as you walk within the majority of a single playing position.
- Your footprints fill with water in the majority of a single playing position.
- Grass can be easily dislodged from the fields during play.



FACILITY MAINTENANCE PROTOCOL

Please report any damage or unsafe conditions to the City of Lincoln by following the Facility Maintenance Protocol below.

- Facility Maintenance Needs **“DURING” working hours** (M-F, 8am – 5pm)
 - If you have a concern &/or need regarding maintenance of a facility/park/field during regular work hours, please direct your call to the Public Services office at **916-434-2450** or email to public.services@lincolncalifornia.gov. If emailing your request, please allow the next regular business day for response.
- Facility Maintenance Needs **“AFTER” working hours** (M-F, 5pm – 8am, and weekends)
 - If you have an immediate need regarding maintenance or repair at a facility/park/field after regular work hours, please direct your call to the Lincoln Police Department at **916-645-4040** to have the appropriate on-call staff person dispatched. If your need is not immediate, you may email Public Services at public.services@lincolncalifornia.gov. If emailing your request, please allow the next regular business day for a response.

CITY CONTACTS

SCHEDULING of FIELD USE & LIGHTS

- Doug Brown, Recreation Manager
 - Office: 916-434-3222
 - Cell: 916-826-5659
 - Email: doug.brown@lincolncalifornia.gov

MAINTENANCE

- Scott Boynton, Maintenance Services Manager
 - Office: 916-434-3245
 - Cell: 916-871-4309
 - Email: scott.boynton@lincolncalifornia.gov

FAILURE TO COMPLY WITH THE GUIDELINES OF ANY POLICY, RULE, REGULATION OR PROCEDURE HEREIN MAY RESULT IN FORFEITURE OF YOUR DAMAGE DEPOSIT, AN ADDITIONAL FINE TO COVER COSTS, CANCELLATION OF YOUR EXISTING PERMIT(S), AND/OR LOSS OF ALL FUTURE RENTAL/ALLOCATION PRIVILEGES.

IT IS THE RESPONSIBILITY OF EACH USER GROUP TO ENSURE THAT ALL COACHES/PARENTS/PARTICIPANTS UNDERSTAND, ABIDE BY, AND ENFORCE THESE POLICIES & PROCEDURES.

FORMS

Organization Information Form: We ask that you take this time to update your organization information with us by completing the attached Organization Information Form. The information you provide will help us pass on correct information regarding your organization to the public and will also help us when we need to contact you ourselves.

Facility Use Application & Agreement: Please complete the attached Field Use Application & Agreement Form. This form needs to include the date your organization will begin using fields for practices and/or games and the date your need for fields will end. Please complete one form for each facility your organization is requesting use of and whenever a gap in use exists beyond two weeks. This also may be accomplished by providing as an attachment a detailed list of fields with dates & times you are requesting.

If your organization needs use of a field on an unscheduled day after schedules have been distributed, please complete a separate Athletic Facility User Request Form for each event at each facility you are requesting use of. Because most days and times will already be scheduled, it may be best to contact the Recreation Department in advance to check availability. To avoid any confusion, we will only accept requests from one or two authorized individuals in each organization as listed on the Organization Information Form.

Team Roster Form: The Team Roster Form will be used to validate residency and only needs to be completed if your team/organization has a residency percentage of 50% or more. Teams/Organizations with less than 50% residency do not need to turn this in.

Certificate of Insurance (COI) – A current COI with a minimum coverage of \$1,000,000 General Liability needs to be on file. Additional Insured endorsement should read as follows:

City of Lincoln
600 6th Street
Lincoln, CA 95648

To Return Forms

- Email to doug.brown@lincolnca.gov
- Drop off or mail to:

City of Lincoln Recreation
Attn: Field Rentals
2010 First Street
Lincoln, CA 95648



ORGANIZATION INFORMATION FORM - 2024

Organization Name: _____ Web Address: _____

Mailing Address: _____

Primary Contact: _____ Title: _____

Cell Phone: _____ Email: _____

If applicable, list up to two other individuals who are authorized to submit facility requests for the organization

NAME	PHONE	EMAIL

Sport/Activity Type: _____

Governing Body Affiliations (USA Softball, PGF, USSSA, US Soccer, etc): _____

Number of participants from previous year: _____ Number of Lincoln Residents: _____

NOTE: In order to determine or verify the resident status of your organization, your organization may be asked, at any time, to provide such documentation requested by the City, including rosters, player addresses, picture ID, utility bill, etc.

Insurance Provider: _____

Expiration Date of Current Policy: _____

Board Member Information (if applicable)

TITLE	NAME	PHONE
President		
Vice President		
Secretary		
Treasurer		

Forms may be dropped off or mailed to the address above, faxed, or emailed to douglas.brown@lincolnca.gov

