



ATHLETIC FACILITY USE ALLOCATION GUIDE

Effective January 1, 2022

City of Santa Ana
Parks, Recreation and Community
Services Agency
20 Civic Center Plaza
Santa Ana, CA 92702
(714) 571 - 4225
www.santa-ana.org/parks



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LETTER FROM THE EXECUTIVE DIRECTOR

The Santa Ana Parks, Recreation and Community Services Agency (PRCSA) proudly provides a variety of services to the community including recreational programs and facilities, parks, trails and operation of the Santa Ana Zoo. The core services the agency provides is essential in making the lives of residents and communities better now and in the future by providing access to nature, outdoor space to play and exercise, facilities for self-directed and organized recreation, positive alternatives for youth, and activities that encourage social connections, human development, and lifelong learning.

The intent of this Athletic Facility Use Allocation Guide (Guide) is to provide an effective framework for the administration of reservation permits that provide equitable and reasonable access to City public athletic facilities. This Guide corresponds with the Athletic Facility Policy (Policy) outlining procedures and requirements associated with the management of athletic field use in the City of Santa Ana.

On behalf of the PRCSA, I thank you for your commitment and contributions to the overall health and wellness of your community by supporting sound and positive use of athletic fields within the City. Thank you again for your vision of “Community Commitment” and please know we will continue to be dedicated partners in that vision.

ATHLETIC FACILITY USER CLASSIFICATIONS

City athletic facilities shall be available for use by the public for recreational, educational, civic, and commercial purposes. Athletic facilities are playing areas used for softball/baseball, football, soccer, or other similar sports. Athletic facility users are classified into the below groups for purposes of assessing fees and determining priority of use as described below.

Priority 1

City-sponsored athletic activities serving Santa Ana residents.

Priority 2

Resident: Non-Profit Organization for Recreational Use. Santa Ana based youth sports organizations with participation equal to, or exceeding 90 percent Santa Ana residents for recreation-based programs, and 70 percent for competitive level club programs. Santa Ana schools/colleges, incorporated nonprofit, civic, social, and cultural/religious organizations with at least 51 percent Santa Ana residents. To qualify, organizations must meet and fulfill all team and organization requirements of the City's Allocation Procedure for Sports Facilities.

Priority 3

Resident: Group, Private Party or Business athletic activities and events for Recreational Use.

Priority 4

Resident: Private Party or Business for Profit Making. Santa Ana businesses and profit-making organizations.

Priority 5

Non-Resident: Group or Private Party for Recreational Use. Non-Santa Ana businesses and profit-making organizations/companies.

Priority 6

Non-Resident: Private Party or Business for Profit Making. Non Santa Ana businesses and profit-making organizations.

Following the allocation of facilities for Priority 1 and 2 groups, reservation requests will be accepted and processed on a first-come, first-served basis. The City will determine which days, times, and facilities are available for reservation based on other scheduled use, field/court capacity, and maintenance requirements.

YOUTH SPORTS COALITION MEMBER PROCESS

To serve local youth sports organizations (Priority 2) needs equitably, the PRCSA is implementing a NEW City of Santa Ana Youth Sports Coalition (YSC) to ensure the process is effective and efficient. To qualify, organizations must meet and fulfill all team and organization requirements of the City's Allocation Procedure for Sports Facilities.

A. YSC Organization Criteria

1. The organization is a functioning entity with its own governing body (Board of Directors or Trustees) with rules and regulations (By-laws).
2. Organizations must be recognized as non-profit or tax-exempt and be in good standing with the Internal Revenue Service (IRS). A copy of the IRS tax exemption letter certifying its current non-profit or tax-exempt status is required.
3. No less than 90 percent of the organization's participants must be Santa Ana residents for recreation-based programs in the following zip codes: 92701; 92702; 92703; 92704; 92705; 92706 92707; 92708. No less than 70 percent for competitive level club programs. Santa Ana schools/colleges, incorporated nonprofit, civic, social, and cultural/religious organizations with at least 51 percent Santa Ana residents. Addresses listed on the player documentation verifies the Santa Ana residency requirement.
4. Organizations must be established and affiliated with a nationally, state and/or regionally recognized sports organization.
5. The organization's primary function is to provide an opportunity for youth to be involved in sports primarily at a recreational level. Recreation is participation being open to all participants regardless of talent level and all participants provided playing time.
6. Each member organization is responsible for appointing a single representative. It is the responsibility of the organization's representative to attend all meetings scheduled by the PRCSA pertaining to use of athletic fields through the YSC process.

B. YSC Application Submittal

Athletic facility-use application requests are due to the PRCSA 30-days prior to the scheduled October (January-June field use) and March (July-December field use) YSC meetings. Athletic facility-use applications must include:

1. [Completed and signed Athletic Facility Use Application \(Exhibit 2\)](#)

2. The City of Santa Ana named as additionally insured on the Certificate of Liability Insurance and on the Additional Insured Endorsement page.
3. A copy of the organization's indemnity waiver including the City of Santa Ana listed in the hold harmless section.
4. Proof of an IRS tax-exempt non-profit status.
5. Verification of an organization's player residency is due no later than 30 calendar days prior to the YSC field allocation meeting. Player documentation must be verified by one governing association (main chapter parent organization), which will be used to determine priority classification status and be signed by the league's board of officers. Player addresses with a post office box number will not be accepted. PRCSA staff will verify player documentation and all determinations made by the PRCSA are final.

C. YSC Facility Allocation

Facility Allocation determined by sports played annually during January through June and July through December as well as historical use.



RESERVATION CALENDAR

A. Field/Court Allocations

Athletics facilities will be provided in seasonal allocations to meet community needs for City programs and local youth sports organizations (Priority 1 and 2). Seasonal allocation schedule requests will be reviewed by PRCSA prior to the YSC regular meetings in October and March. The City will make the final field allocation determinations dependent upon which days, times, and fields are available for reservation based on other scheduled use, field capacity, and maintenance requirements.

B. Tournament Permit Requests

Requests of Priority 1 and 2 organizations, for national championship caliber events must be submitted a minimum of 12 months in advance. Other tournament requests may be considered and approved during the seasonal allocation process. Limit of one Tournament Permit to be issued per organization per year.

C. Other Permit Requests

Following the allocation of facilities for Priority 1 and 2 organizations, reservation requests will be accepted and processed on a first-come, first-served basis. The City will determine which days, times, and fields are available for reservation based on other scheduled use, field capacity, and maintenance requirements.

Requests to reserve a field or court must be received a minimum of 30 days prior to the scheduled activity/event. Requests received with less than 30 days' notice will be accommodated as time and conditions allow. Upon receipt and review of all required documentation, City staff will confirm approval of the reservation in writing.



ATHLETIC FACILITY APPLICANT GUIDELINES

A. Athletic Facility Use Applications

1. Applications for facility use, other than Priority 1 and 2 user groups, accepted on a first-come-first service basis. Requests will be accepted beginning in December annually.
2. A higher priority group does not have the right to bump a lower priority group previously scheduled. Events will be scheduled upon approval of a completed athletic facility use application, submission of all required documents, payment of permit fees and a signed permit.
3. Users shall observe, obey & comply with applicable athletic facility rules, as well as, City, County, State and Federal laws, rules and regulations.
4. The City is under no obligation to provide equipment or on-site storage to user groups. All equipment used at a facility is subject to approval and must be included in the permit application.
5. The City will maintain all athletic facilities in a manner that is conducive to the safe play of athletic field/court sports. Report items found to be damaged, non-working or unsafe immediately to the City. Field users cannot use field grooming machines and/or other motorized equipment on fields without permission from the City.

B. Banners and Temporary Signs

Events may require or include different types of signage. Please include a signage and/or traffic control plan for events including parking signs, detour signs, or other traffic signs.

Events including promotional signs/banners and other signage items shall not be placed on City facilities or premises without prior written approval from the City and must include a sign/banner permit and site plan. Additional information about Santa Ana Municipal Code 41-871 & 41-872 parameters are provided [here](#).

Sponsorship signs/banner throughout the park are only allowed on the day of the event and must be removed at the end of the day/event.

C. Enforcement of Park Rules

1. All permit holders must abide by posted facility rules.
2. Except for emergencies or by special authorization of the City, specific vehicles for facility maintenance are allowed in designated areas only.

3. All vehicles must be off-site at closing time.

D. Facility User Responsibilities and Expectations

1. Use the facility in the intended manner for the sport specific practices and games.
2. Be responsible for performing their own field preparation, e.g. dragging infields, painting lines, etc.
3. Maintain bases, cones, portable goals, and/or all other special equipment needed for activity and put away in a safe manner.
4. Place approved practice/game equipment on the athletic facility as specified within the facility permit.
5. Leave the facility in a clean, neat condition. If it is necessary for the City to provide cleaning services following the reserved activity, the permit holder will be assessed an additional fee and the City will review whether to permit future use by the permit holder. A cleanup deposit may be required if deemed necessary.
6. Provide all referees, umpires or other officials needed for their approved activity.
7. Organizations are required to adhere to their respective approved permit and not allow another organization and/or group to use the facility under their permitted time. The City reserves the right to revoke a permit if permittee subleases their permit.
8. Provide competent, adult supervision, by the individual or organization using the park facility or equipment.
9. Responsible for the damage to the facility or equipment. It is the responsibility of the permit holder to have the damage repaired at their expense within five calendar days. If the damage interrupts service or causes an immediate hazardous condition, the City may repair the damage and charge the organization for the cost of the repair, revoke the organization's use permit, or both. If deemed necessary, a damage deposit may be required.
10. Do not drive or park private vehicles on turf surfaces, sidewalks, service driveways, or emergency zones. Only parking lots are to be used for loading and unloading.

11. Comply with planned/unplanned facility closures. The City reserves the right to close or suspend activities on its athletic facility due to inclement weather, unsafe playing/field conditions or lack of compliance with City policies regarding field use. (Reference p. 16-17 for anticipated facility closures for maintenance)
12. Remove any equipment and supplies used in athletic activities from the facility after each use; remove goal nets after each season. Storage of these items is the responsibility of each user group or individual. In order to store equipment at the facility users must obtain permission by the City.

E. Reservation Cancellations and Amendments

Upon notice of cancellation, any financial obligations incurred by the City to accommodate the applicant, or reservation will be invoiced, and the applicant must pay the outstanding balance within seven calendar days of the date of the invoice.

All cancellations incur a Processing Fee for each occurrence as outlined by the Miscellaneous Fee Schedule.

Failure by the applicant or authorized event contact person to arrive at a scheduled event, and/or failure to provide written cancellation notice will be considered a “No Show.” Applicants with three or more “No Shows” may lose reservation privileges and remaining reservations will be cancelled for the calendar year.

F. Facility Use Application Denial

The City reserves the right to refuse, deny or cancel any application or facility use permit. The City will provide written notification to the applicant, including an explanation for denial. Grounds for denial of an application may include but are not limited to the following:

1. Unsatisfactory prior use by applicant or organization including but not limited to the following:
 - a. Group played despite closure
 - b. Damage to field
 - c. Subletting fields
 - d. Past due balances
2. Existing hazardous conditions.
3. Facility use application submitted less than 30 calendar days in advance.
4. Non-payment of application fee, rental fees, or required cleaning/damage deposit by due date.

5. Higher priority activity taking place such as baseball in the spring or soccer in the fall.
6. Groups that have previously not given timely cancellation notice.
7. Applicant is under 18 years of age.
8. Special Event Permit application, e.g. opening ceremonies, not submitted 90 calendar days in advance.
9. Refusal to consent to specific conditions or restrictions for the reservation.
10. Failure to obtain a permit when required.
11. Failure to submit timely and acceptable insurance documents.

FEES, PAYMENTS AND DEPOSITS

1. Fees and Payments

The reservation fees referenced in this Policy are listed in the City Council approved Miscellaneous Fees Schedule (Exhibit 4). Payment in full for athletic facility permit is due 15 days prior to the reservation and failure to pay is grounds for cancellation of permit.

2. Deposits

Applicants must pay a deposit at the time of application. Deposits will be refunded following the event assuming all conditions set forth in the permit are fulfilled. Reservation deposits will not be refunded until after the final reservation date.

INSURANCE AND INDEMNIFICATION REQUIREMENTS

The City requires applicants to provide liability insurance for an activity/event. Insurance requirements are determined based on the City’s risk assessment of the activity/event. Insurance requirements vary by the type of event, facility, and number of anticipated guests, and are subject to change without notice. Insurance requirements must be fulfilled prior to approval of the application and proof of insurance is required 30 calendar days or more prior to the event.

1. Applicants must provide proof of liability insurance naming the City of Santa Ana as an additional insured on the Certificate of Insurance and provide a separate Additional Insured Endorsement page or copy of the Blanket Endorsement no later than 30 days prior to the start of each season. The required endorsement amounts are:

General Liability Insurance	\$1 million
Each Occurrence	\$1 million

Applicants may be required to have additional liability insurance as determined by the City’s Risk Management Department

2. The policy shall also contain the statement that the City will be notified 30 calendar days prior to termination, cancellation, suspension, or expiration of the policy.
3. Applicants and user Groups must agree to hold the City harmless and to indemnify the City. Approved events will require authorized applicant or event organizer to sign a Hold Harmless Agreement.
4. Applications must include a copy of the player waiver for City review and approval. All players are required to sign a copy of the player/participant waiver holding the City harmless.

SPECIAL EVENT PERMIT INSTRUCTIONS

Tournaments, special ceremonies, and clinics are considered special events. Applicants wishing to operate an event of this nature are required to complete a Special Event Permit application. Applications are due 30 days prior for recurring events, 90 days prior for first time events and 12 months for tournaments. The Special Event Planning Guide and Permit Applications may be found on the City's website www.santa-ana.org/parks/event-planning or by clicking [here](#).

A. Sports Organization Tournaments

A resident organization tournament is a culminating event in which multiple teams compete, and advance as they win their scheduled contests. There are tournaments structured as culminating events to the end of a regular season as a means of establishing a "champion" of a specific league. In this example, the same participants who participated throughout a season matched against each other in a playoff format. Athletes or teams participating in this tournament must have participated in a Santa Ana league prior to the tournament and there are no additional entry fees charged for playing in the tournament. Athletes or teams that did not participate in a Santa Ana league during league play will not participate in this tournament.

B. Sports Organization Host – Invitational Tournament

An invitational tournament includes athletes/teams of multiple organizations (resident or nonresident). The host resident organization charges entry fees to participating teams in the tournament for fundraisers and/or special events.

C. Opening Day Ceremony

Opening Day Ceremonies are the first day of a league's season where multiple teams participate in a planned ceremony outside of regular games, creating additional impacts to the facility and surrounding neighborhood.

D. Camp/Clinic Permit Requirements

As space allows requests for camps and clinics will be considered following the completion of the allocation schedule. Clinics and camps may not exceed 50 participants per field. Exceptions granted upon written approval by the PRCSA. YSC organizations may host one (1) clinic or camp per calendar year.

E. Permit Requirements

As determined by the City, public and private events such as opening day ceremonies and national athletic events may require all of the following:

1. Special Event Permit

2. Additional liability insurance as determined by the City's Risk Management
3. Hold Harmless Agreement and Certificate of Worker's Compensation
4. Security services
5. Fees for additional services (e.g. event staff, custodial, parking management, and portable restrooms)
6. Additional event plans (e.g. event marketing, parking, security crowd-control, ticketing, waste management/recycling)
7. List of vendors, including names, addresses, contact information and business license
8. Installation of temporary structures (e.g. bleachers, stages, fences, tents)
9. Additional requirements and City department approvals as identified by the City
10. City may require additional program, facility, or maintenance personnel due to the size or nature of the event. Full costs associated with the assigned city staff apply.
11. Additionally, Police Services may be required depending on size of the event. Respective police services fees will apply



ATHLETIC FACILITY INFORMATION

PRCSA manages the following field sites for field use allocations:

PRCSA SITE	FIELD INVENTORY/SIZE
Adams Park 2302 S. Raitt St.	Baseball Field (60' Bases) with Lights OR use as an Overlay Soccer or Football Field (115' x 204')
Angels Park 300 N. Flower St.	Multipurpose Field (168' X 174') with No Lights
Bomo Korral Park 900 W. MacArthur Blvd	Multipurpose Field (206' X 306') with No Lights
Cabrillo Park 1820 E. Fruit	Baseball Field (90' Bases) with Lights OR use as an Overlay Multipurpose Field (283' x 159')
Centennial Park 3000 W. Edinger	<p>Field #1 DYSC: Soccer Field (195' x 342') with No Lights</p> <p>Field #2 DYSC: Soccer or Football Field (194' x 360' Synthetic Turf) with Lights.</p> <p>Field #3 DYSC: Soccer Field (195' x 350') with Lights.</p> <p>Field #4 DYSC: Soccer Field (195' x 327' Synthetic Turf) with Lights.</p> <p>Field #5: Softball Field (60' Bases) with No Lights OR use as an Overlay Multipurpose Field (221' x 303').</p> <p>Field #6: Softball Field (60' Bases) with No Lights OR use as an Overlay Multipurpose Field (185' x 280').</p>
Cesar Chavez Campesino Park 3311 W. 5th St.	Multi-Purpose Field (200' x 256') with No Lights
Delhi Park 2314 S. Halladay	<p>Field #1: Baseball Field (60' Bases) with Lights. Multipurpose Field (90' x 203')</p> <p>Field #2: Multipurpose Field (130' x 212') with No Lights.</p> <p>Field #3: Multipurpose Field (170 x 330') with No Lights</p>
El Salvador Park 1825 W. Civic Ctr. Dr.	<p>Field #1: Baseball Field (60' Bases) with Lights OR use as an Overlay Multipurpose Field (122' x 194').</p> <p>Field #2: Baseball Field (60' Bases) with Lights OR use as an Overlay Multipurpose Field (150' x 222').</p> <p>Field #3: T-Ball Field with No Lights.</p> <p>Field #4: T- Ball Field with No Lights.</p>

Facilities with Operational Hours 8 am – 10pm

Facilities with Operational Hours 8 am – Dusk

<u>Hector Godinez High School</u> <u>(Joint Use Site)</u>	Multipurpose Field for Football (150' x 325') or Soccer (149' x 225') with Lights. Field #1: Baseball Field (90' Bases/371' CF) with Lights. Field #2: Baseball Field (90' Bases/358' CF) with Lights. Running Track
<u>Heritage Park</u> <u>4812 W. Camille</u>	Baseball Field (60' Bases) with Lights OR use as an Overlay Multipurpose Field (140' x 220').
<u>Jerome Park</u> <u>726 S. Center St.</u>	Field #1: Baseball Field (90' Bases) with Lights OR use as an Overlay Multipurpose Field (140' x 220'). Field #2: Baseball Field (60' Bases) with No Lights OR use as an Overlay Multipurpose Field (105' x 165'). Field #3: Baseball Field (60' Bases) with No Lights OR use as an Overlay Multipurpose Field (105' x 165'). Light installation in progress on Fields #2 and Field #3. Field #4 (@ Monte Vista Elementary School): Baseball Field (60' Bases) with Lights OR use as an Overlay Multipurpose Field (130' x 240').
<u>Lillie King Park</u> <u>500 W. Alton</u>	Multipurpose Field (202' x 336') with No Lights.
<u>Madison Park</u> <u>1528 S. Standard</u>	Field #1: Baseball Field (60' Bases) with Lights. Field #2: Baseball Field (70' Bases) with Lights. Field #3: T-Ball Field with No Lights.
<u>Memorial Park</u> <u>2102 S. Flower</u>	Field #1: Baseball Field (90' Bases) with Lights. Field #2: Baseball Field (60' Bases) with Lights. Field #3: Baseball Field (60' Bases) with Lights. Field #4: Baseball Field (70' Bases) with Lights OR use as an Overlay Multipurpose Field (160' x 360').
<u>Morrison Park</u> <u>2801 N. Westwood</u>	Baseball Field (60' Bases) with No Lights.
<u>Monroe Elementary</u> <u>(Joint Use)</u>	Baseball Field (60' Bases) with Lights OR use as an Overlay Multipurpose Field (159' x 185').
<u>Portola Park</u> <u>1700 E. Santa Clara</u>	Baseball or Softball Field (60' Bases) with No Lights.
<u>Riverview Park</u> <u>1817 W. 21st St.</u>	Field #1: Baseball Field (60' Bases) with /Lights Field #2: Baseball Field (60' Bases) with /Lights Field #3: Baseball Field (60' Bases) with /Lights Field #4: T-Ball Field with No Lights
<u>Rosita Park</u> <u>706 N. Newhope</u>	Baseball Field (60' Bases) with Lights OR use as an Overlay Multipurpose Field (160' x 210')
<u>Santa Ana Stadium</u>	Football (160' x 360') or Soccer Field (196' x 360') Synthetic Turf with Lights.
<u>Santa Anita Park</u> <u>300 S. Figueroa</u>	Soccer (195' x 300') Synthetic Turf or Flag Football Field (120' x 300') with Lights.
<u>Santiago Park</u> <u>2535 N. Main</u>	Baseball Field (60' Bases) with Lights.

Facilities with Operational Hours 8 am – 10pm

Facilities with Operational Hours 8 am – Dusk

Thornton Park 1801 W. Segerstrom	Field #1: Softball Field (60' Bases) with /Lights Field #2: Softball Field (60' Bases) with /Lights Field #3: Softball/T-Ball Field with No Lights.
Willard Intermediate Sports Field (Joint Use)	Football (160' x 360') Synthetic Turf\ OR Soccer (149' x 225') Field with Lights. Running Track
Windsor Park 2915 W. La Verne	Baseball Field (60' Bases) OR use as an Overlay Multipurpose Field (155' x 185') with No Lights.

Facilities with Operational Hours 8 am – 10pm

Facilities with Operational Hours 8 am – Dusk

The permit process for athletic facility use begins with submittal of the permit application to the PRCSA. All attachments and supporting documentation required with the original application. Acceptance of the permit application or the initiation of the review process does not deem the permit application to be complete, nor submission of a permit application be construed as final approval of the application.

Throughout the permit review process, additional information and/or documents may be requested by the PRCSA for clarification. Delays in providing the additional required information may affect the ability to complete the permit application review in a timely manner. PRCSA staff endeavors to keep applicants apprised of any issues regarding the permit application throughout the review process.



ATHLETIC FACILITY CLOSURES

To effectively provide and sufficiently maintain City athletic facilities, scheduled rotating facility closures occur during the year for turf recovery, facility maintenance and overall improvements. Understanding that our valued sports organizations have a desire for optimum use of city athletic facilities, the city may reserve the right to set aside additional closure time if deemed necessary. Facility closures occur approximately 60-90 days per year for needed turf renovation, repairs and maintenance. The facility closure schedule is as follows but is subject to change:

PRCSA SITE	FIELD TYPE	RENOVATION CLOSURE
Adams Park Centennial Park	Baseball Field DYSC Field #1, Multi-Purpose Field #5 & #6	October through December
Morrison Park Rosita Park	Baseball Field Multi-Purpose Field	
Angels Park Bomo Korral Park	Multipurpose Field Multipurpose Field	February through March
Cabrillo Park	Baseball Field	October through January
Centennial Park Heritage Park Thornton Park Thornton Park Windsor Park	DYSC Field #3 Baseball Field Softball Field #2 Softball Field #3 Multipurpose Field	February through April
Cesar Chavez (Campesino) Park	Multi-Purpose Field	November through December
Delhi Park	Baseball Field Soccer North Field Soccer South Field	July through September
El Salvador Park	Baseball North Field Baseball South Field Baseball T-ball Field #1 Baseball T-ball Field #2	September through November
Jerome Park	Baseball Field #1 Baseball Field #2 Baseball Field #3	September through November-Lighting Installation October through January-Field Renovation

Hector Godinez High School SAUSD	Multipurpose Field (Football/Soccer)	April through July
Hector Godinez High School	Baseball North Field	November through January
Hector Godinez High School	Baseball South Field	December through February – SAUSD Fields
Lillie King Park	Multi-Purpose	February through April-Field Renovation
Madison Park	Baseball North	SAUSD - T.B.D.
Madison Park	Baseball South Baseball T-ball Field	September through November
Memorial Park	Baseball Field #1 Baseball Field #2 Baseball Field #3 Baseball Field #4	November through January
Portola Park	Football Field Baseball/Softball Field	
Monroe Elementary	Baseball Field	SAUSD - T.B.D.
Riverview Park	Baseball Field #1 Baseball Field #2 Baseball Field #3 Baseball T-ball Field #4	August through November-Fields #1 and #2 Sports Lighting Installation October through December-Backstop installations
Santiago Park	Baseball Field	April through June
Thornton Park	Softball Field #1	July through September

Rain Out Information

To ensure the safety of all users and the quality of the playing areas during periods of inclement weather, City staff will complete facility inspections to determine if facilities will be available for use. The athletic facility condition line is 714-571-4201 and is updated by 3:00 pm on weekdays and 8:00 am on weekends during inclement weather.

USER CHECKLIST FOR FACILITY USE APPLICATION

Please include the following documents with your application:

- Insurance Certificate
- Additional Insured Endorsement page or Blanket Endorsement
- Player/Participant Waiver
- Facility Modification Form; if applicable
- Proof of Non-Profit Status
- Proof of Residency

FACILITY MODIFICATION APPLICATION INSTRUCTIONS



A Facility Modification Application (Exhibit 3) is required when a youth sports organization proposes to make any change to a field or playing surface. Submittal must include detailed plans of the work requested, as well as proposed materials used. An approved Facility Modification Application required by the PRCSA prior to the start of work.

Acceptable modifications include, but are not limited to, adding infield mix, artificial turf, scoreboards, field netting, batting cage, pitching mounds, base anchors, and other apparatus or equipment.



EXHIBIT 1
PARKS, RECREATION AND COMMUNITY SERVICES AGENCY
ATHLETIC FACILITY RESERVATION POLICY

Approved by City Council 10/05/2021

	PARKS, RECREATION AND COMMUNITY SERVICES AGENCY Athletics Facility Reservation Policy
City Council Resolution Number: <u>21-056</u>	 Executive Director
City Council Approved: <u>10/05/2021</u>	

1.0 POLICY STATEMENT

The Parks, Recreation and Community Services Agency (PRCSA) is responsible for managing the City's athletics facilities for public enjoyment. This Athletics Facility Reservation Policy (Policy) is established to ensure the use of City facilities 1) aligns with the City's core mission, vision, and values; 2) provides equitable and fair access to all users; 3) remains equitable and fairly priced; 4) operates in a fiscally responsible manner; and 5) supports a healthy, safe, vibrant, and sustainable community.

2.0 POLICY PURPOSE AND INTENT

The purpose of the Policy is to provide an effective framework for the administration of reservation permits that provide equitable and reasonable access to City public athletic facilities. The intent of this Policy is to guide access, reservations, and use of the City's athletic facilities by residents, community organizations, businesses, and nonresidents. This Policy governs all City of Santa Ana fields, courts, and their supporting amenities.

3.0 POLICY ESTABLISHMENT AND PERMIT FEES

The PRCSA shall implement and administer the Policy. All fees charged for use of the athletics facilities shall be pursuant to the City's Miscellaneous Fee Schedule as adopted by the City Council.

4.0 RESERVATION PERMIT PRIORITIES

The resident and nonresident permit priorities below define the scheduling priority and corresponding fees.

Priority 1
City-sponsored athletic activities serving Santa Ana residents.

Priority 2
Resident: Non-Profit Organization for Recreational Use. Santa Ana based youth sports organizations with participation equal to, or exceeding 90 percent Santa Ana residents for recreation-based programs, and 70 percent for competitive level club programs. Santa Ana schools/colleges, incorporated nonprofit, civic, social, and cultural/religious organizations with at least 51 percent Santa Ana residents. To qualify, organizations must meet and fulfill all learn and organization requirements of the City's Allocation Procedure for Sports Facilities.

Priority 3

Resident: Group, Private Party or Business athletic activities and events for Recreational Use.

Priority 4

Resident: Private Party or Business for Profit Making. Santa Ana businesses and profit-making organizations.

Priority 5

Non-Resident: Group or Private Party for Recreational Use. Non-Santa Ana businesses and profit-making organizations/companies.

Priority 6

Non-Resident: Private Party or Business for Profit Making. Non Santa Ana businesses and profit-making organizations.

5.0 YOUTH SPORTS COALITION

Scheduling for City athletic field use occurs through the City of Santa Ana Youth Sports Coalition (YSC) program. The PRCSA manages the YSC consisting of qualified local, non-profit youth organizations. These groups must maintain an official tax exempt, non-profit status with the Internal Revenue Service (IRS). Additionally, a minimum of 90% of their participants must be Santa Ana residents. YSC organizations meet twice annually, in October for sports played during January through June and in March for sports played during July through December, for approval of field allocation usage.

5.1 Youth Sports Coalition Member Process

The Athletic Facility Use Allocation Program outlines the specific YSC eligibility requirements for youth sports member organizations. Youth sports organizations qualifying under this program must attend biannual YSC meetings facilitated by the PRCSA.

5.2 Youth Sports Coalition Organization Criteria

- 5.2.1 The qualified local non-profit youth organization is a functioning entity with its own governing body with rules and regulations.
- 5.2.2 Organizations must be recognized as non-profit or tax-exempt and be in good standing with the IRS. Copy of the IRS tax exemption letter certifying its current non-profit or tax-exempt status is required.
- 5.2.3 No less than 90 percent of the organization's participants must be Santa Ana residents in the following zip codes: 92701; 92702; 92703; 92704; 92705; 92706 92707; 92708. Addresses listed on the player documentation needed to verify the Santa Ana residency requirement.
- 5.2.4 Organizations must be established and affiliated with a nationally, state and/or regionally recognized sports organization.
- 5.2.5 The organization's primary function is to provide an opportunity for youth to be involved in sports primarily at a recreational level.

Recreation level is participation being open to all participants regardless of talent level and all participants provided playing time.

- 5.2.6 Each member organization is responsible for appointing a single representative. It is the responsibility of the organization's representative to attend all meetings scheduled by the PRCSA pertaining to use of athletic fields through the YSC process.

5.3 Youth Sports Coalition Application Submittal

Athletic facility-use application requests are due to the PRCSA 30-days prior to the scheduled fall and spring YSC meetings. Athletic facility-use applications must include:

- 5.3.1 Completed and signed Athletic Facility Permit Application
- 5.3.2 The City of Santa Ana named as additionally insured on the Certificate of Liability Insurance and on the Additional Insured Endorsement page.
- 5.3.3 A copy of the organizations indemnity waiver including the City of Santa Ana listed in the hold harmless section.
- 5.3.4 Proof of an IRS tax-exempt non-profit status.
- 5.3.5 Player residency documentation and or rosters must be certified by one governing association (main chapter parent organization), which will be used to determine classification status and be signed by the league's board of officers. Player addresses with a post office box number are not accepted. PRCSA staff will verify player documentation/residency. All determinations made by the PRCSA are final.

6.0 **ADULT SPORTS FACILITY USERS**

Adult sports facility reservation requests will be accepted and processed on a first-come, first-served basis following the allocation of fields and courts for Priority 1 and 2 organizations. The City will determine which days, times, and fields are available for reservation based on other scheduled use, field capacity, and maintenance requirements.

6.1 Requests to reserve a field or court must be received a minimum of 30 days prior to the scheduled activity/event. Athletic field-use applications must include:

- 6.1.1 Completed and signed Athletic Facility Permit Application
- 6.1.2 The City of Santa Ana named as additionally insured on the Certificate of Liability Insurance and on the Additional Insured Endorsement page.
- 6.1.3 A copy of the organizations indemnity waiver including the City of Santa Ana listed in the hold harmless section.

- 8.1.4 No less than 70 percent of the organization's participants must be Santa Ana residents in the following zip codes: 92701; 92702; 92703; 92704; 92705; 92706 92707; 92708. Addresses listed on the player documentation needed to verify the Santa Ana residency requirement.
- 8.1.5 Verification of an organization's player residency is due no later than 30 calendar days prior to the scheduled activity/event reservation request. Player addresses with a post office box number are not accepted. PRCSA staff will verify player documentation. All determinations made by the PRCSA are final.

7.0 RESERVATION CALENDAR

7.1 Field/Court Allocations

Athletic facilities will be provided in seasonal allocations to meet community needs for City programs and local youth sports organizations (Priority 1 and 2). Seasonal allocation schedule requests will be reviewed by PRCSA prior to the YSC regular meetings in October and March. The City will make the final field allocation determinations dependent upon which days, times, and fields are available for reservation based on other scheduled use, field capacity, and maintenance requirements.

7.2 Tournament Permit Requests

Requests of Priority 1 and 2 organizations, for national championship caliber events must be submitted a minimum of 12 months in advance. Other tournament requests may be considered and approved during the seasonal allocation process. Limit of one Tournament Permit to be issued per organization per year.

7.3 Other Permit Requests

Following the allocation of facilities for Priority 1 and 2 organizations, reservation requests will be accepted and processed on a first-come, first-served basis. The City will determine which days, times, and fields are available for reservation based on other scheduled use, field capacity, and maintenance requirements.

7.4 Requests to reserve a field or court must be received a minimum of 30 days prior to the scheduled activity/event. Requests received with less than 30 days' notice will be accommodated as time and conditions allow. Upon receipt and review of all required documentation, City staff will confirm approval of the reservation in writing.

8.0 PERMIT REQUIREMENTS

8.1 As determined by the City, public and private events such as opening day ceremonies and national athletic events may require all of the following:

- 8.1.1 Special Event Permit
- 8.1.2 Additional liability insurance as determined by the City's Risk Management
- 8.1.3 Hold Harmless Agreement and Certificate of Worker's Compensation
- 8.1.4 Security services

- 8.1.5 Fees for additional services (e.g. event staff, custodial, parking management, and portable restrooms)
- 8.1.6 Additional event plans (e.g. event marketing, parking, security, crowd-control, ticketing, waste management/recycling)
- 8.1.7 List of vendors, including names, addresses, contact information and business license
- 8.1.8 Installation of temporary structures (e.g. bleachers, stages, fences, tents)
- 8.1.9 Additional requirements and City department approvals as identified by the City
- 8.1.10 City may require additional program, facility, or maintenance personnel due to the size or nature of the event. Full costs associated with the assigned city staff apply.
- 8.1.11 Additionally, Police Services may be required depending on size of the event. Respective police services fees will apply.

8.2 Camp/Clinic Permit Requirements

As space allows requests for camps and clinics will be considered following the completion of the allocation schedule. Clinics and camps may not exceed 50 participants per field. Exceptions granted upon written approval by the PRCSA. YSC organizations may host one (1) clinic or camp per calendar year.

9.0 FEES, PAYMENTS, DEPOSITS, AND INSURANCE

9.1 Fees and Payments

The reservation fees referenced in this Policy for use of the athletics facilities shall be pursuant to the City's Miscellaneous Fee Schedule as adopted by the City Council. Payment in full for athletic field permit is due 15 days prior to the reservation and failure to pay is grounds for cancellation of permit.

9.2 Deposits

Applicants must pay a deposit at the time of application. Deposits will be refunded following the event assuming all conditions set forth in the permit are fulfilled. Reservation deposits will not be refunded until after the final reservation date.

9.3 Insurance

The City requires applicants to provide liability insurance for an activity/event. Insurance requirements are determined based on the City's risk assessment of the activity/event. Insurance requirements vary by the type of event, facility, and number of anticipated guests, and are subject to change without notice. Insurance requirements must be fulfilled prior to approval of the application and proof of insurance is required 30 calendar days or more prior to the event.

10.0 RESERVATION CANCELLATIONS AND AMENDMENTS

10.1 Permit Cancellations

Facility cancellations and refunds will be processed as follows:

All cancellations incur a Processing Fee for each occurrence as outlined by the Miscellaneous Fee Schedule.

Failure by the applicant or authorized event contact person to arrive at a scheduled event, and/or failure to provide written cancellation notice will be considered a "No Show." Applicants with three or more "No Shows" may lose reservation privileges and remaining reservations will be cancelled for the calendar year.

10.2 Permit Amendments

Permit changes include, but are not limited to the following: date, time, fields, courts, number of teams/attendees, and amenities. One change permitted at no charge if requested 5 days or more prior to reservation. A Processing Fee will be charged for each subsequent change. Dependent on when request is submitted, other fees will apply for cancellations or modifications to the original reservation. On the day of the event, additional fees will be invoiced to the nearest half-hour when any member of applicant's party arrives prior to, or departs after the approved reservation time. Except for tournaments, no refunds or credits will be issued for early departure from an approved reservation permit.

11.0 FACILITY AND SITE REQUIREMENTS

11.1 Drop-In Activities

Permits are required for use of City facilities (except in areas where drop-in use is permitted), and for all gatherings with 40 or more people (SAMC Section 31-3.) Unreserved outdoor athletics facilities are available for drop-in use by private parties on a first-come, first-served basis. Permits have priority over drop-in/walk-on activities. Organized use of fields or courts, such as officiated games, organized team practices, or activities offered or associated with for-profit or nonprofit organizations is prohibited without an approved permit. Drop-in use may be limited to accommodate maintenance needs of the turf on all fields. Stadium fields and litged sports fields are not available for drop-in activities.

11.2 Permits Nontransferable

Permit requests must be submitted on approved City application forms. Applicants must be at least 18 years of age, and when applicable the applicant must provide evidence authorizing them to reserve facilities on behalf of an organization. Permits are nontransferable.

11.3 Unless stated otherwise, permit periods are in 30-minute increments. The date and hours for the permit shall include the entire activity/event, including time for set-up and clean up after the activity/event.

- 11.4 Applicants are responsible for following all athletic facility rules, regulations, and requirements of the permit. Failure to comply may result in the forfeit of up to 100 percent of deposit and fees. The City reserves the right to reject future applications.
- 11.5 The City reserves the right to modify, relocate, or cancel permits to accommodate unanticipated community needs, maintenance needs, inclement weather, or unforeseen circumstances. As space permits, accommodations will be provided at an alternate facility or park site. When alternate facilities are not available or are not acceptable to the applicant, an alternate date or refund will be provided.
- 11.6 A permit may be cancelled by the City when an organization is out of compliance with any City policy. A confirmed permit may be cancelled before or during an event due to unsafe conditions, and/or actions of participants. When appropriate, a mutually agreeable alternate date or a prorated refund will be provided.
- 11.7 Permits will be cancelled due to the misrepresentation or falsification of information, and/or failure to comply with City Policy and procedural requirements. Such cancellations may be subject to forfeit of all fees and deposits paid.
- 11.8 To ensure public safety, the City may access all activities/events in order to confirm rules, regulations, and to ensure applicable laws are being followed.
- 11.9 Emergency Response
Applicants will be held responsible for all charges related to a police or fire department response associated with the actions and behavior of participants during the permitted event.
- 11.10 Inspection and Conditions of Facilities
Reserved facilities must be left in the same condition as received by the applicant. Any damage or defacement of City athletic facilities, equipment, and/or park amenities will be deducted from the deposit and/or invoiced to the applicant to replace/repair the damage as determined by the City. The City reserves the right to bill the applicant for damages incurred above the deposit amount.
- 11.11 Reservation Walkthrough
First time applicant and/or event contact person must arrange and attend a walk-through meeting at the reserved site at least 30 days prior to the reservation. Failure to complete a site walk-through may result in permit cancellation and forfeiture of fees and deposits.
- 11.12 Concession Stands
Requests for use of concession stands are due at the time of application. Concession stands typically are equipped with refrigerators, freezers, and ice machines. As available, this equipment is included with the Concession Stand permit. While the City provides ongoing maintenance of this equipment, the City will not be responsible should the equipment be unavailable due to maintenance issues. All supply and utensil needs for the operation of concession stands is the responsibility of the applicant. If the applicant is planning to operate a Temporary Food Facility (TFF) during a reservation, they are required to apply, meet requirements and obtain a TFF permit prior to selling or giving away food or beverage at an event. The California Health and Safety Code requires a TFF Permit of any person or organization providing

food at a community event. All food vendors, including permitted restaurants, are required to apply for and obtain a TFF Permit when participating in a community event.

11.13 Public Address and Amplified Sound Systems

Use of public address and amplified sound systems permitted in designated locations in accordance with the terms of the permit. Requests for public address systems will be approved during the application process.

11.14 Security Services

Santa Ana Police Department (SAPD) may deem an activity warrants the presence of one or more security personnel and the cost of such service shall be borne by the applicant. Licensed security personnel in uniform are required and subject to approval by the City. Proof of obtaining security personnel is due to the SAPD two weeks prior to the event.

11.15 Custodial Services

Clean up after a reservation must be completed by the end of the approved permit time or additional charges may be assessed.

11.16 Additional Permits and Licenses

Applicants are responsible for obtaining all necessary permits and licenses required by the City or other regulatory agencies including, but not limited to Special Event Permit, Business License, Alcohol and Beverage Control (ABC) Permit, Orange County Health Department Temporary Food Facility (TFF) Inspection Permit, Orange County Fire Authority Permit, Film Permit, and Vendor Permit.

12.0 ADDITIONAL CITY POLICIES AND AGREEMENTS

This Policy may be subject to other City Council approved policies and agreements that establish separate user reservation relationships and associated fees for specific programs and/or entities.

EXHIBIT 2
PARKS, RECREATION AND COMMUNITY SERVICES AGENCY
ATHLETIC FACILITY USE APPLICATION



City of Santa Ana
Parks, Recreation and Community Services Department
Athletic Field Use Application

ORGANIZATION NAME:

APPLICANT NAME:

ADDRESS:

CITY: **STATE:** **ZIP:**

TELEPHONE: **EMAIL:**

CELL PHONE:

Please make your selection from the following lists:

Other, fill in Other, fill in Adult

Athletic Field Location:

1st Choice 2nd: 3rd:

TIME(S)	DATE(S) TO DATE(S)	FIELD(S)	DAY(S)

APPLICANT SIGNATURE:

Date signed:

EXHIBIT 3
PARKS, RECREATION AND COMMUNITY SERVICES AGENCY
FACILITY MODIFICATION APPLICATION

GROUP NAME: _____ EMAIL: _____
CONTACT NAME: _____ CELL PHONE: _____
ADDRESS: _____ CITY/ZIP: _____

Describe requested modification/improvement including materials and attach a copy of the plan or diagram.

USER GROUP SIGNATURE: _____ DATE: _____

OFFICE REVIEW:
Park and Facilities Division Comments:
Recreation and Community Services Comments:
Executive Director Comments:

EXHIBIT 4
PARKS, RECREATION AND COMMUNITY SERVICES AGENCY
YOUTH SPORTS ATHLETIC FACILITY USE FEES

Miscellaneous Fees-Parks Recreation & Community Services-Athletic Facilities

ATHLETIC FIELDS AND FACILITIES			
Multi-Purpose Field Fees			
Adult Non-Resident/ Profit	Per Hour		30.00
Adult Non-Resident/ Non-Profit	Per Hour		25.00
Adult Resident/ Profit	Per Hour		18.00
Adult Resident/ Non-Profit	Per Hour		15.00
Youth Non-Resident/ Profit	Per Hour		11.00
Youth Non-Resident/Non-Profit	Per Hour		7.00
Youth Resident/ Profit	Per Hour		4.00
Youth Resident/ Non-Profit	Per Hour		2.00
Multi-Purpose Court Fees			
Adult Non-Resident/ Profit	Per Hour		15.00
Adult Non-Resident/ Non-Profit	Per Hour		13.00
Adult Resident/ Profit	Per Hour		9.00
Adult Resident/ Non-Profit	Per Hour		8.00
Youth Non-Resident/ Profit	Per Hour		6.00
Youth Non-Resident/Non-Profit	Per Hour		4.00
Youth Resident/ Profit	Per Hour		2.00
Youth Resident/ Non-Profit	Per Hour		1.00
DYSC Reservation Fee- No Admission			
Adult Non-Resident/ Profit	Per Hour		81.00
Adult Non-Resident/ Non-Profit	Per Hour		71.00
Adult Resident/ Profit	Per Hour		50.00
Adult Resident/ Non-Profit	Per Hour		40.00
Youth Non-Resident/ Profit	Per Hour		29.00
Youth Non-Resident/Non-Profit	Per Hour		19.00
Youth Resident/ Profit	Per Hour		10.00
Youth Resident/ Non-Profit	Per Hour		5.00
DYSC Reservation Fee- Admission			
Adult Non-Resident/ Profit	Per Hour		117.00
Adult Non-Resident/ Non-Profit	Per Hour		102.00
Adult Resident/ Profit	Per Hour		73.00
Adult Resident/ Non-Profit	Per Hour		58.00

https://www.santa-ana.org/sites/default/files/finance/budget/2021-2022/Adopted%20Documents/FINAL_Misc%20Fees%20Schedule_6.23.21.pdf

Miscellaneous Fees-Parks Recreation & Community Services-Athletic Facilities-Cont.

	Youth Non-Resident/ Profit	Per Hour	N/A
	Youth Non-Resident/Non-Profit	Per Hour	N/A
	Youth Resident/ Profit	Per Hour	N/A
	Youth Resident/ Non-Profit	Per Hour	N/A
	DYSC Synthetic Turf Youth Field		
	Adult Non-Resident/ Profit	Per Hour	N/A
	Adult Non-Resident/ Non-Profit	Per Hour	N/A
	Adult Resident/ Profit	Per Hour	N/A
	Adult Resident/ Non-Profit	Per Hour	N/A
32-7007	Youth Non-Resident/ Profit	Per Hour	50.00
	Youth Non-Resident/Non-Profit	Per Hour	34.00
	Youth Resident/ Profit	Per Hour	16.00
	Youth Resident/ Non-Profit	Per Hour	8.00
	Willard Intermediate Sports Field		
	Non-Resident/Profit	Per Hour	16.00
	Non-Resident/Non-Profit	Per Hour	8.00
	Resident/Profit	Per Hour	16.00
	Resident/Non-Profit	Per Hour	8.00
	Youth Non-Resident/ Profit	Per Hour	13.00
	Youth Non-Resident/Non-Profit	Per Hour	9.00
	Youth Resident/ Profit	Per Hour	5.00
	Youth Resident/ Non-Profit	Per Hour	2.00
	Hector Godinez Field Lights		
	Football Field	Per Hour	14.00
	Baseball Field	Per Hour	19.00
	Soccer Field	Per Hour	14.00
	Classroom	Per Hour	3.00
	Gymnasium	Per Hour	25.00
	Performing Arts Center	Per Hour	61.00
	Black Box	Per Hour	13.00
	Outdoor Basketball	Per Hour	5.00
	Hector Godinez Reservation Surcharge <i>Per Joint Use Agreement with the Santa Ana Unified School District</i>	Per Reservation	10.00
	Hector Godinez Participant Fee <i>Per Joint Use Agreement with the Santa Ana Unified School District</i>	Per Participant	1.00
	SANTA ANA STADIUM		
	Stadium Sporting Event (12-14 Hours) Fee		
	Adult Non-Resident/ Profit	Per Day	1,689.00
	Adult Non-Resident/ Non-Profit	Per Day	1,478.00
	Adult Resident/ Profit	Per Day	1,056.00
	Adult Resident/ Non-Profit	Per Day	844.00
	Youth Non-Resident/ Profit	Per Day	614.00
	Youth Non-Resident/Non-Profit	Per Day	409.00

Miscellaneous Fees-Parks Recreation & Community Services-Athletic Facilities-Cont.

Youth Resident/ Profit	Per Day	204.00
Youth Resident/ Non-Profit	Per Day	98.00
Stadium Sporting Events Fee		
Adult Non-Resident/ Profit	Per Hour	140.00
Adult Non-Resident/ Non-Profit	Per Hour	123.00
Adult Resident/ Profit	Per Hour	88.00
Adult Resident/ Non-Profit	Per Hour	70.00
Youth Non-Resident/ Profit	Per Hour	50.00
Youth Non-Resident/Non-Profit	Per Hour	34.00
Youth Resident/ Profit	Per Hour	16.00
Youth Resident/ Non-Profit	Per Hour	8.00
Local high schools and colleges + Security		
Flat Fee	Per Day	1,746.00
Playoff Games + Security		
Colleges, Universities, League or Conference Playoff Games for NCAA, ETC.		
Flat Fee plus security	Per Day	2,162.00
Stadium Concession Building (see SECTION I)		
Commercial Events/Admin. 7500 and over		
Both Grandstands	Per Day	14,096.00
West Grandstand Only	Per Day	7,047.00
West Grandstand and Field Level Seating	Per Day	10,572.00
Both Grandstands and Field Level Seating	Per Day	21,144.00
Commercial Events/Extra Day		
Move-in, if available: Flat Fee	Per Day	1,388.00
Commercial Events/Non-Spectator		
One to two days	Per Day	1,832.00
Three or more consecutive days	Per Day	1,465.00
All-inclusive rental includes basic staffing, lighting, and rental fees		
Events/Solicit Donations		
No admission charge	Per Day	4,948.00
Santa Ana Stadium - Television Rights		
	Per Event	1,221.00
Santa Ana Stadium Graphics Operator		
	Per Hour	100.00
Santa Ana Stadium Advertising Fee (per advertiser)		
Group 1	Per Day	
Group 2	Per Day	52.00
Group 3	Per Day	66.00
Group 4	Per Day	79.00
Group 5	Per Day	106.00
See SECTION I, All Departments, Building Rental Fees, for group descriptions		

https://www.santa-ana.org/sites/default/files/finance/budget/2021-2022/Adopted%20Documents/FINAL_Misc%20Fees%20Schedule_6.23.21.pdf