

Fred Kelly Stadium

Policies and Procedures for Facility Use

History:

On June 11, 2005 the Orange Unified School District (O.U.S.D.) re-dedicated and opened Fred Kelly Stadium after an extensive facility renovation that included installation of a new state-of-the-art synthetic turf football/soccer field and track. Funding contributions in the way of a \$600,000 settlement paid to O.U.S.D. by the City of Orange and a \$500,000 fundraising effort by the Community Foundation of Orange (of which the City contributed \$75,000) helped pay for this \$1.3 million renovation.

Purpose:

This document sets forth the policy for the City of Orange to facilitate the allocation of Fred Kelly Stadium under its joint use agreement with Orange Unified School District to Approved City of Orange Youth Groups. The District shall have priority use of the Facility for school events and events scheduled under the Civic Center Act. The City may permit Facility usage on available weekends and during non-school hours when O.U.S.D. has not scheduled the Facility. O.U.S.D. currently allows open access to the track for community use prior to 9:00 a.m. on days District personnel are on site. On mornings when District personnel are not on site (*i.e.*, on holidays, weekends and when District personnel assigned to the track are on vacation or ill) the City has the option to provide supervision for the community open access to the track.

The Allocation and Facility Use Policy for Fred Kelly Stadium is designed to advance the following public purposes:

- To develop a procedure for securing fields for games, practices and other events to approved youth organizations.
- To avoid disputes among approved youth organizations related to field usage, as the demand exceeds the ability to permit unlimited and/or unscheduled use by all participants.
- To ensure that City residents have priority usage and access to City facilities, since City residents shoulder the primary financial burden of the cost of constructing and maintaining City facilities.
- To maintain quality facilities for use by the public, by ensuring maintenance and renovation can be scheduled and implemented properly.

Policy:

- O.U.S.D. activities have first priority
- O.U.S.D. will develop a calendar of district usage/activities twice a year (May & November).
- Once the semi-annual district schedule has been finalized and approved, O.U.S.D. will submit the district schedule to the City. The City can then allocate any available usage to approved youth organizations.
- If O.U.S.D. needs to utilize the facility on a date and time that has been previously allocated to the City, O.U.S.D. should provide not less than fourteen (14) days advance notice of its use to the City and its use will take precedence.
- O.U.S.D. will schedule all other permitted use not covered in the agreement.
- The City will schedule any dates not being utilized by O.U.S.D. to approved City of Orange non-profit youth organizations, according to the City of Orange Community Services Department Field Allocation and Facility Use Policy & Procedures (attachment A). Requested facility usage will be submitted at the City's semi-annual field allocation meetings.

- The City of Orange Community Services Department Field Allocation and Facility Use Policy & Procedures, Three Strike Policy will apply to Fred Kelly Stadium users. Youth groups who violate this policy will be subject to disciplinary action.

User Guidelines

- The fees for approved City of Orange youth organizations, based on a two hour minimum are as follows:
 - \$20/hour without lights (cost includes one supervising City staff member).
 - \$45/hour with lights (cost includes one supervising City staff member).
 - \$300 deposit on file.
- The permitted organization is responsible for providing approved field supplies i.e.: goal nets, corner flags, etc... All equipment must be approved by the City prior to use.
- The permitted organization will need to designate two (2) volunteer facility supervisors each time the facility is utilized, for the first fifty (50) field participants (not including spectators) and one (1) volunteer for every additional twenty-five (25) field participants. The facility supervisor will assist in the enforcement of O.U.S.D. Use of Facility Rules and Regulations.
 - Facility supervisor responsibilities:
 - Facility supervisor(s) must report misuse immediately.
 - Facility supervisor(s) must wear approved visible vest.
 - One Facility supervisor must walk the field before and after facility use with City staff.
 - Facility supervisor(s) must be 16 years or older.
- All users must abide by O.U.S.D.'s Use of Facilities Rules and Regulations, listed below.
- Only coaches and players are allowed on the field and artificial surface areas. Spectators are confined to the "home" side bleacher/restroom area.
- If the City desires to use the scoreboard and/or message board or the built-in sound system, the City (or the City's permitted user) will need to provide the appropriate hardware.
- User groups will be responsible for the replacement or repair of any damage done to the Facility while under their control, excluding normal wear and tear.
- User groups are responsible for facility clean-up, including:
 - Field
 - Track
 - Cement areas
 - Spectator seating
 - Restroom area (Custodians will clean-up after normal use. If the clean-up requires more than a routine cleaning, the user groups will be charged staff costs for cleaning time).

O.U.S.D. Use of Facility Rules and Regulations

The following rules must be adhered to (no exceptions):

1. No vehicle traffic (including scissor lifts) on the turf or track.
2. No pets.
3. No paint or permanent markings.
4. Proper spikes/cleats must be used (track - spikes not greater than 1/4" steel; field – standard rubber football/soccer cleats or turf shoes). **Cleats/spikes cannot be worn when walking across the track.** Participants should wear street shoes when crossing the track and change into spikes/cleats once on the field. Same procedure for exiting.
5. No bikes, skateboards, rollerblades or skates.
6. Only water is allowed on the field/track area.
7. No other food or drinks allowed. Including peanuts, sunflower seeds, candy and/or gum.
8. No cans or bottles (glass or plastic).

9. No open flames.

O.U.S.D. Use of Facility Rules and Regulations Cont.

10. No use without District or City supervision.

11. All trash needs to be disposed in trash cans provided.

12. No high heel shoes. Athletic shoes only.

13. Wheelchairs need to be in designated areas.