

CITY OF WALNUT
PARKS AND RECREATION COMMISSION AGENDA
WALNUT CITY HALL
21201 LA PUENTE ROAD, WALNUT
JUNE 20, 2017

1. CALL TO ORDER 7:00 P.M.
2. FLAG SALUTE COMMISSIONER HAN
3. ROLL CALL COMMISSIONERS HAN, PEDERSEN, POLLALIS, QUEJADO & SWARTZ
4. MINUTES REGULAR MINUTES OF MAY 16, 2017

5. ORAL COMMUNICATIONS

Any person may present public testimony at this time. If any person wishes to address the Parks and Recreation Commission on any item on the agenda or on any other matter, please present your testimony at this time, and please limit your comments to three minutes. The Commission may choose to remove the item for discussion.

The Chairperson may impose reasonable limitations on public comments to assure an orderly and timely meeting. When addressing the Commission, please write your name and address on the sheet provided on the podium.

6. WRITTEN COMMUNICATIONS

7. CONSENT CALENDAR

A. Parks and Maintenance Report for May 2017

Recommendation: Receive and file.

B. Administratively Approved Park Use Requests for May 2017

Recommendation: Receive and file.

C. Status of Recreation Programs for May 2017

Recommendation: Receive and file.

D. Athletic Field and Park Use Policy Amendment

Recommendation: It is recommended by staff that the Parks and Recreation Commission approve the Athletic Field and Park Use Allocation Policy as revised.

8. ITEMS REMOVED FROM CONSENT CALENDAR

9. DISCUSSION

A. Walnut Ranch Park Expansion Operational Cost Study- GreenPlay LLC.

Recommendation: Receive an update from GreenPlay LLC on the status of the Walnut Ranch Park Expansion Operational Cost Study and provide comments if necessary.

10. COMMISSION ITEMS

A. Aquatic Subcommittee Report (verbal)

11. STAFF ITEMS

A. Upcoming Recreation Programs/Events

B. 4th of July Celebration

C. Parks and Recreation Month

D. Parks and Recreation Commission Meeting at Creekside Park/Concerts in the Park

E. City Owned Open Space Areas

F. Post and Rail

12. ANNOUNCEMENTS

13. ADJOURNMENT

May 16, 2017

Minutes of the Regular Meeting
of the Parks and Recreation Commission
of the City of Walnut

A regular meeting of the City of Walnut Parks and Recreation Commission was held on Tuesday, May 16, 2017 at Walnut City Hall Council Chamber, 21201 La Puente Rd., Walnut, California.

CALL TO ORDER: The meeting was called to order by C/Swartz at 7:00 p.m.

FLAG SALUTE: Commissioner Swartz

ROLL CALL:

PRESENT: Commissioners Pedersen, Pollalis, Quejado, & Swartz

ABSENT: Commissioner Han

Also present at the meeting were Director of Community Services Rooney, Community Services Superintendent Jensen and Executive Assistant Vermeer.

MINUTES:

C/Pedersen made a motion, seconded by C/Pollalis and was carried 3-0 to approve the minutes of April 18, 2017

AYES: Quejado, Pollalis, Pedersen

ABSTAIN: Swartz

ORAL COMMUNICATIONS:

WRITTEN COMMUNICATIONS:

CONSENT CALENDAR:

C/Swartz made a motion, seconded by C/Pollalis and carried 4-0, to accept items 7 A-E under Consent Calendar as recommended.

ITEMS REMOVED FROM CONSENT CALENDAR

DISCUSSION:

C/Swartz made a motion, seconded by C/Pedersen and was carried 4-0, to receive and file item 9 A.

COMMISSION ITEMS:

STAFF ITEMS:

ANNOUNCEMENTS:

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:55 p.m.

ATTEST:

Chairperson

Executive Assistant



AGENDA ITEM 7A

- Consent Calendar
 Discussion

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: JUNE 20, 2017

TO: Parks and Recreation Commission

VIA: Mary Rooney, Director of Community Services

FROM: Carol Partridge, Community Services Superintendent

SUBJECT: Parks Maintenance Report for May

RECOMMENDATION:

It is recommended that the Parks and Recreation Commission receive and file the Parks and Maintenance Report for May.

BACKGROUND:

This report is prepared and provided for the Parks and Recreation Commission for review and information on the current status of the maintenance and operations of the City of Walnut's Park system.

The Maintenance Division of the Community Services Department manages general park maintenance at all City parks. General maintenance is performed largely by a landscape maintenance contractor and some by the City staff. The general maintenance includes mowing, edging, hedging, pruning of shrubs and trees, as well as the monitoring of rodents and pests. It also includes irrigation audits and playground inspections. Restroom maintenance services are provided by the custodial contractor. Park restrooms are open and maintained seven days a week, with the exception of two holidays per year (Thanksgiving Day and Christmas Day).

City parks with sports fields are maintained at an optimum level through the services of sports field specialists. City staff augments the maintenance services through regular inspections and audits of the fields.

City maintenance staff also performs special projects in all parks including graffiti removal and playground equipment repairs. In order to conform to California playground standards, staff performs playground inspections on a weekly basis.

Additional maintenance activities for the division in May included the following:

Arroyo:

- Conducted weekly inspections of park

Butterfield:

- Conducted weekly inspections of park

Country Hollow:

- Conducted weekly inspections of park

Creekside:

- Installed irrigation mainline valves to separate irrigation of ballfields from concert area during events
- Treated areas in park for fire ants

Heidelberg:

- Conducted weekly inspections of park

Lemon Creek:

- Added mulch around newly installed native plant areas on east end of Park
- Repaired all barbecues, replaced grills and trays
- Treated areas in park for fire ants

Norm Ashley:

- Conducted weekly inspections of park

Snow Creek:

- Conducted weekly inspections of park

Suzanne:

- Made repairs in mens restroom
- Treated areas in park for fire ants

Walnut Hills Park:

- Treated areas in park for fire ants

Walnut Ranch:

- Repaired irrigation pump and two mainline breaks
- Repaired storage room roll-up door

RELATION TO MISSION STATEMENT:

We will enhance civic pride by offering superior facilities to our park using residents.



AGENDA ITEM 7B

- Consent Calendar
 Discussion

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: JUNE 20, 2017

TO: Parks and Recreation Commission
VIA: Mary Rooney, Director of Community Services
FROM: Chris Vermeer, Executive Assistant
SUBJECT: Administratively Approved Park Use Requests - MAY 2017

RECOMMENDATION:

It is recommended that the Parks and Recreation Commission receive and file this informational report.

ANALYSIS:

Attached, please find a list of park use requests that were administratively approved during the month of May. In addition, staff included requests that were administratively approved since February and have been reviewed by the Commission during previous meetings.

RELATION TO MISSION STATEMENT:

We will enhance civic pride by offering superior facilities and programs to our park using residents.

Location	Date	Day	Start - End Time	Event	Attend/Qty
Creekside Picnic Area	Mar 4, 2017	Saturday	08:00 AM - 09:00 PM	Birthday	80
	Mar 5, 2017	Sunday	03:00 PM - 09:00 PM	Birthday	25
	Mar 11, 2017	Saturday	12:00 PM - 05:00 PM	Birthday	40
	Mar 12, 2017	Sunday	02:00 PM - 06:00 PM	Party	60
	Mar 18, 2017	Saturday	08:00 AM - 06:00 PM	Birthday	45
	Apr 1, 2017	Saturday	08:00 AM - 09:00 PM	Birthday	100
	Apr 8, 2017	Saturday	11:00 AM - 06:00 PM	Baby Shower	60
	Apr 15, 2017	Saturday	11:00 AM - 06:00 PM	Picnic	30
	Apr 22, 2017	Saturday	12:00 PM - 06:00 PM	Birthday	60
	Apr 23, 2017	Sunday	12:00 PM - 03:00 PM	Birthday	50
	Apr 29, 2017	Saturday	09:00 AM - 06:00 PM	Birthday	120
	Apr 30, 2017	Sunday	12:00 PM - 05:00 PM	Birthday	50
	May 6, 2017	Saturday	09:00 AM - 09:00 PM	Party	120
	May 7, 2017	Sunday	10:00 AM - 07:00 PM	Party	40
	May 13, 2017	Saturday	08:00 AM - 05:00 PM	Picnic	40
	May 20, 2017	Saturday	08:00 AM - 05:00 PM	Picnic	60
	May 21, 2017	Sunday	10:00 AM - 04:30 PM	Birthday	30
	May 26, 2017	Friday	08:30 AM - 02:30 PM	School Picnic	140
	May 27, 2017	Saturday	02:00 PM - 05:00 PM	Birthday	20
	May 30, 2017	Tuesday	08:30 AM - 02:30 PM	School Picnic	140
May 31, 2017	Wednesday	08:30 AM - 02:30 PM	School Picnic	140	
Lemon Creek Picnic Area	Mar 4, 2017	Saturday	08:00 AM - 09:00 PM	Construction	50
	Mar 5, 2017	Sunday	08:00 AM - 09:00 PM	Construction	50
	Mar 11, 2017	Saturday	08:00 AM - 09:00 PM	Construction	50
	Mar 12, 2017	Sunday	08:00 AM - 09:00 PM	Construction	50
	Mar 18, 2017	Saturday	10:00 AM - 07:00 PM	Birthday	60
	Mar 19, 2017	Sunday	08:30 AM - 04:00 PM	Standard Booking	80
	Mar 25, 2017	Saturday	10:00 AM - 06:00 PM	Birthday	100
	Apr 1, 2017	Saturday	01:00 PM - 07:00 PM	Birthday	70
	Apr 2, 2017	Sunday	11:00 AM - 06:00 PM	Birthday	70
	Apr 8, 2017	Saturday	11:00 AM - 06:00 PM	Birthday	55
	Apr 9, 2017	Sunday	12:00 PM - 06:00 PM	Birthday	50
	Apr 15, 2017	Saturday	11:00 AM - 08:00 PM	Family Gathering	60
	Apr 22, 2017	Saturday	09:30 AM - 05:00 PM	Party	45
	Apr 29, 2017	Saturday	09:00 AM - 12:00 PM	Raingutter Regata	40
	Apr 30, 2017	Sunday	02:00 PM - 07:00 PM	Birthday	65
	May 6, 2017	Saturday	09:00 AM - 06:00 PM	Reunion	149
	May 7, 2017	Sunday	08:00 AM - 05:30 PM	Party	90
	May 13, 2017	Saturday	11:00 AM - 06:00 PM	Birthday	80
	May 14, 2017	Sunday	11:00 AM - 08:00 PM	Birthday	65
	May 19, 2017	Friday	08:30 AM - 01:30 PM	End of Year Party	100
	May 20, 2017	Saturday	04:00 PM - 09:00 PM	Picnic	75
	May 21, 2017	Sunday	08:00 AM - 06:00 PM	Party	60
	May 22, 2017	Monday	12:30 PM - 02:30 PM	End of School Year Picnic	100
	May 25, 2017	Thursday	08:30 AM - 11:30 AM	End of Year Picnic	149
	May 27, 2017	Saturday	01:00 PM - 08:00 PM	Baby Shower	100
	May 28, 2017	Sunday	12:00 PM - 04:00 PM	Reunion	70
Snow Creek Picnic	Mar 4, 2017	Saturday	08:00 AM - 08:00 PM	Family Reunion	75
	Mar 17, 2017	Friday	08:00 AM - 05:00 PM	Construction	1
	Mar 18, 2017	Saturday	08:00 AM - 05:00 PM	Construction	1
	Mar 19, 2017	Sunday	08:00 AM - 05:00 PM	Construction	1
	Mar 20, 2017	Monday	08:00 AM - 05:00 PM	Construction	1
	Mar 21, 2017	Tuesday	08:00 AM - 05:00 PM	Construction	1

Location	Date	Day	Start - End Time	Event	Attend/Qty
Snow Creek Picnic	Mar 22, 2017	Wednesday	08:00 AM - 05:00 PM	Construction	1
	Mar 23, 2017	Thursday	08:00 AM - 05:00 PM	Construction	1
	Apr 1, 2017	Saturday	08:00 AM - 05:00 PM	Boy Scout	40
	Apr 2, 2017	Sunday	03:00 PM - 07:00 PM	Get Together	24
	Apr 8, 2017	Saturday	03:00 PM - 08:00 PM	Party	40
	Apr 22, 2017	Saturday	12:00 PM - 07:00 PM	Birthday	60
	May 6, 2017	Saturday	09:00 AM - 09:00 PM	Birthday	20
	May 7, 2017	Sunday	02:00 PM - 06:00 PM	Birthday	50
	May 13, 2017	Saturday	02:00 PM - 05:00 PM	Birthday	20
	May 14, 2017	Sunday	09:30 AM - 06:30 PM	Birthday	50
	May 21, 2017	Sunday	10:00 AM - 06:00 PM	Birthday	80
	May 27, 2017	Saturday	12:00 PM - 06:00 PM	Birthday	40
	May 28, 2017	Sunday	09:30 AM - 03:00 PM	Birthday	40
	Suzanne Picnic Area	Mar 4, 2017	Saturday	01:00 PM - 05:00 PM	Baby Shower
Mar 5, 2017		Sunday	12:00 PM - 04:00 PM	Birthday	70
Mar 18, 2017		Saturday	12:00 PM - 06:00 PM	Birthday	45
Mar 19, 2017		Sunday	12:00 PM - 06:00 PM	Birthday	40
Mar 25, 2017		Saturday	11:00 AM - 02:00 PM	Birthday	30
Apr 1, 2017		Saturday	11:00 AM - 06:00 PM	Baby Shower	50
Apr 2, 2017		Sunday	10:00 AM - 03:00 PM	Picnic	60
Apr 8, 2017		Saturday	01:00 PM - 05:00 PM	Birthday	75
Apr 9, 2017		Sunday	01:00 PM - 06:00 PM	Baby Shower	30
Apr 15, 2017		Saturday	08:00 AM - 06:00 PM	Picnic	100
Apr 22, 2017		Saturday	01:00 PM - 05:00 PM	Birthday	50
Apr 29, 2017		Saturday	08:00 AM - 04:00 PM	Family Gathering	70
May 6, 2017		Saturday	11:00 AM - 04:00 PM	Baby Shower	35
May 7, 2017		Sunday	11:00 AM - 05:30 PM	Party	30
May 13, 2017		Saturday	01:00 PM - 05:00 PM	Birthday	40
May 14, 2017		Sunday	11:00 AM - 06:00 PM	Picnic	20
May 20, 2017		Saturday	09:00 AM - 09:00 PM	Party	120
May 21, 2017		Sunday	10:00 AM - 06:00 PM	Picnic	100
May 23, 2017		Tuesday	08:00 AM - 02:00 PM	End of Year Picnic	149
May 27, 2017		Saturday	08:00 AM - 09:00 PM	Reunion	120



AGENDA ITEM 7C

- Consent Calendar
 Discussion
-

CITY OF WALNUT

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: JUNE 20, 2017

TO: Parks and Recreation Commission

VIA: Mary Rooney, Director of Community Services 

FROM: Alicia Jensen, Deputy Community Services Director 

SUBJECT: Review of Recreation Programs During May 2017

RECOMMENDATION:

It is recommended that the Parks and Recreation Commission receive and file this informational report.

SPORTS LEAGUES & CLASSES:

The Walnut Youth Basketball (WYB) Spring 2017 program continued with practices and games throughout May. Staff is organizing donut/pizza party for teams that are interested in having one for the last day of games on June 3. Along with the donut/pizza party, all participants will receive a trophy donated by E & E Photography as well as duffle bag with the WYB logo on it as their award for the season. The Fall season of WYB will begin registration in July with the season beginning in August.

The Spring 2017 season of the Walnut Adult Basketball League continued throughout May hosting 30 teams between the two nights. With 17 teams on Wednesday night and 13 teams on Thursday, staff has separated the teams into two divisions for each respective night to ensure a safe and competitive league. Thursday night league concluded regular league play in May and Wednesday nights will conclude their league play the first week of June.

SENIOR PROGRAMS:

Mother's Day Luncheon

On Friday, May 12, the Senior Center celebrated the Mother's Day holiday. The event was sold out with a total of 60 participants. The event was a *Super Hero Mother Day* with a menu from Tiscarenos Catering to go with theme. In addition, there were fun games, door prizes and a special gift for all of the moms in attendance. All who attended enjoyed the event and celebrated all of the wonderful mothers in the crowd.

Trust Made Easy

An introduction to Living Trust with Kerrie Arjomand of New York Life Insurance aimed to introduce seniors to: what is a living trust, managing a living trust, how to set-up a trust and the pros and cons. The seminar was held on May 9 with a total of 21 participants in attendance.

SENIOR EXCURSIONS:

The following Senior Excursions were conducted in May:

<u>Destination:</u>	<u>Date:</u>	<u>Participants:</u>
Temecula Antiques:	May 16	44 (FULL)

COMMUNITY EXCURSIONS:

The following Community Excursions were conducted in May:

<u>Destination:</u>	<u>Date:</u>	<u>Participants:</u>
Ramona Pageant & BBQ	May 7	43 (FULL)
Springtime Gardens of Pasadena	May 20	38 (FULL)

SPECIAL EVENTS:

Peddler's Market

The Peddler's Market was held on Saturday, May 6 at the Senior Center. The event is organized by staff as a fundraiser for the Walnut Family Festival. The event took place from 8:00 am to 1:00 pm with a total of 44 vendors selling various items from their garages, cupboards and storage spaces. Over 300+ visitors attended this event

Kids' Night Out

The Community Services Department hosted its monthly program, Kids' Night Out, on May 20 at the Walnut Teen Center. This program is designed for kids between the ages of 5 to 12 years. The program consisted of arts and crafts, games, pizza, popcorn, drinks and a movie called, Shaun of the Sheep. The program hours are 6:00 pm to 11:00 pm. There were 13 participants and they all sprung for fun.

TEEN CENTER:

The Teen Center school year regular hours are Monday through Friday from 2:00 pm to 7:00 pm. Teens in 6th through 12th grades enjoy activities including sports, crafts, board games, movies, air hockey, table tennis, foosball and pool. Teens are also able to access the textbooks as well as the computer lab in order to assist with their schoolwork from 3:00pm to 5:00pm Monday through Thursday. On Fridays, Teens are shown a movie on the Teen Center projector screen.

There are currently 274 teens registered as members of the Walnut Teen Center.

On May 19, the Teen Center hosted an End of the Year Bash which 20 teens enjoyed live music by a D.J., bounce houses, pizza, and other fun games.

MR: aj

City of Walnut Upcoming Special Events/Programs by Area

Summer City Recreation Registration

Walnut Resident: Began Monday, May 15

All others: Began Monday, May 22

City-Wide Special Events

Kids' Night Out:

Teen Center, 6:00 pm to 11:00 pm

Saturdays: June 17, July 15, August 12

\$17 for first child, \$13 per each additional child.

Fourth of July

Tuesday, July 4

5:30 pm to 9:00 pm (Fireworks at approx. 9:00 pm)

Suzanne Park

Concerts and Movies in the Park

Tuesdays: July 11, July 18, 25, Aug 1

Creekside Park

Concerts: 6:00 pm to 8:30 pm

Movies: 8:30 pm to 10:30 pm

Schedule:

July 11:

Cauldron/Moana (PG)

July 18:

AD & The Soul Company/Guardians of the Galaxy

(PG-13)

July 25:

Blue Breeze Band/Monster Truck (PG)

August 1 (National Night Out):

Stone Soul/Sing (PG)

Senior Special Events

Father's Day Celebration

Thursday, June 15

11:00 am to 1:00 pm

Walnut Senior Center

\$10 pp

Anchors Aweigh Dinner Dance

Friday, June 16

6:00 pm to 9:00 pm

Walnut Senior Center

\$12 pp

Teen Center Special Events

Knott's Berry Farm - \$45

Friday, June 16

10:00 am to 9:00 pm

Knott's Soak City - \$35

Friday, July 8

10:00 am to 8:00 pm

Huntington Beach - \$20

Friday, August 11

10:00 am to 9:00 pm

Summer Camps

Camp Movin' N' Grovn'

June 5 to August 11

Getting Started:

7:00 am to 9:00 am. \$25 per child per week.

In the Groove:

9:00 am to 3:00 pm. \$115 for the first child and

\$105 for each additional child in the same

immediate family.

Cool Down:

3:00 pm to 6:00 pm. \$35 per child per week.

Camp Crowdad

\$40 per child, per session

Session 1: Mon thru Thu, Jun 12 to July 6

Session 2: Mon thru Thu, Jul 10 to Aug 3

Jr. Lifeguard Camp

Monday, Wednesday, Friday

June 5 to June 30 - 9:30 am to 11:00 am

Camp fee is \$125 per camper which includes a T-shirt and CPR/First Aid certification.

Youth Lifeguard Camp

Monday through Friday

July 10 to July 14 - 9:30 am to 11:00 am

Ages of 8 and 12 to learn the basic skills required to be future lifeguard.. Fee is \$75 for a week and includes a visor.

City of Walnut Upcoming Special Events/Programs by Area

Badminton Camp

July 24 to July 26

9:00 am to 3:00 pm

Ages 5 to 15 years old. Camp fee is \$85 for the first child, \$75 for the second child and \$65 for each additional child (must be from the same immediate family).

Uptempo Basketball Academy Camps

Ages 6 to 14 years old. Camp fees are \$165.

Jun 12-Jun 16 9:00 am to 3:00 pm

Jul 10-Jul 14 9:00 am to 3:00 pm

Aug 7-Aug 11 9:00 am to 3:00 pm

Mad Science Camps

Suzanne Park

Crazy Chemical Concoctions Ages 5-12

Jun 5-8 9:00 am to 12:00 pm \$145/4 days

Jul 10-13 9:00 am to 12:00 pm \$145/4 days

ROBOTS 101 Ages 5-12

Jun 12-15 9:00 am to 12:00 pm \$155/4 days

Jul 17-20 9:00 am to 12:00 pm \$155/4 days

Into the Garden Ages 3-5

Jun 19-22 9:00 am to 12:00 pm \$145/4 days

Science Explorers Ages 5-12

Jun 26-29 9:00 am to 12:00 pm \$145/4 days

Jul 31-Aug 3 9:00 am to 12:00 pm \$145/4 days

Journey into Space Ages 5-12

Jul 24-27 9:00 am to 12:00 pm \$145/4 days

Pokemon Game Design

Ages 7 to 12 years - Walnut Teen Center

July 31-Aug 4 9:00 am to 12:00 pm \$205

Minecraft Modding Camp

Ages 9 to 14 years - Walnut Teen Center

July 31-Aug 4 1:00 pm to 4:00 pm \$293

Summer Aquatics

Walnut HS Pool

Begins Monday, June 5 and closes Friday, August 11. Lessons held Monday-Friday.

Gymnasium

Walnut Youth Basketball: Fall 2017 Season

Registration begins Saturday, July 8 from 9:00 am to 12:00 pm for Walnut residents only. Priority for Walnut residents will continue on Monday, July 10 from 9:00 am to 7:00 pm. Non-resident registration begins Monday, July 17 from 9:00 am to 7:00 pm. Registration is on a first-come, first-serve basis. The league fee is \$100 for the first child and \$90 for each additional family member. Fee includes 10 games, officials, scorekeepers, uniform and gift.

Summer Adult Basketball League

Games are played Wednesday and Thursday evenings beginning, July 5 and 6. Players must be 18 years of age or older. Registration deadline is Friday, June 23 or until the division fills up. LEAGUE FEES: Team fees are \$535 per team, \$285 for registration and \$250 for referee fees (covers officials for the ten league games).

Other

Bulky Item Pick-Up - Free Curbside Collection:

Saturday, June 10 and Saturday, June 24

Walnut Day at the LA County Fair

Thursday, September 21



AGENDA ITEM 7D

- Consent Calendar
 Discussion

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: JUNE 20, 2017

To: Parks and Recreation Commission

Via: Mary Rooney, Community Services Director *MR*

FROM: Alicia Jensen, Deputy Community Services Director *AJ*

SUBJECT: Athletic Field and Park Use Allocation Policy Amendment

RECOMMENDATION:

It is recommended by staff that the Parks and Recreation Commission approve the Athletic Field and Park Use Allocation Policy as revised.

BACKGROUND:

There have been reported occurrences of sport user groups of not adhering to vehicle use and motorized cart policies set for in the Athletic Field and Park Use Allocation Policy.

ANALYSIS:

The volunteer composition of youth sport groups can make it challenging for such organizations to consistently communicate and adhere to City rules and regulations that could have a direct impact on public safety, such as allowing minors to drive motorized golf carts or driving personal vehicles in City parks to stock snack bar supplies.

As a result, staff is proposing to amend the Athletic Field and Park Use Allocation Policy so that sport user groups are:

- 1) Required to identify authorized adult volunteers to drag ballfields,
- 2) Required to increase their role in monitoring the actions of their volunteers,
- 3) Prohibited from the use of motorized carts or personal vehicles within City parks,
- 4) Required to remove all golf carts from City parks, and
- 5) Provided with clear consequences for the violations of such rules and regulations.

The sections of the Policy which have been amended are noted with bold italics (additions) or strikethroughs (deletions). These sections are:

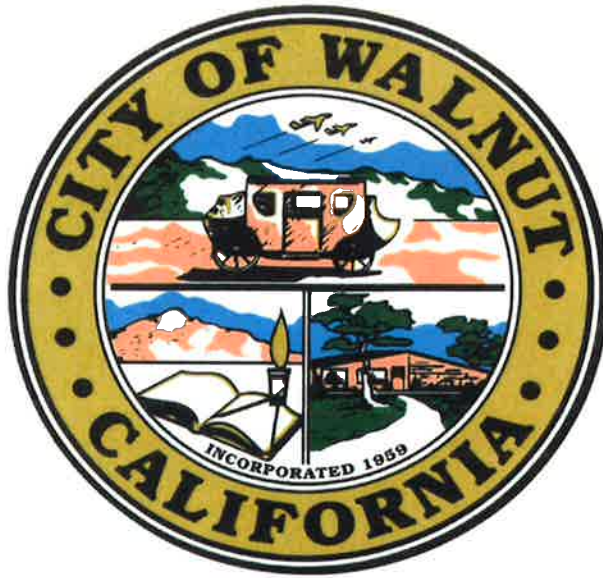
- 1) Section 3 - Application and Allocation Procedure (page 3)
- 2) Section 7.6 - Rules and Regulations of Field Use (page 8)
- 3) Section 12- Snack Bars (page 13)
- 4) Section 13. Tournaments (page 13)

In addition, staff will place signs at all applicable parks directing the general public to contact the Sheriff's Department if they witness the use of personal vehicles in a City park.

RELATION TO MISSION STATEMENT:

We will collaborate by providing clear directions for people using our services.

Attachment: Athletic Field Use and Park Allocation Policy



City of Walnut

Athletic Field and Park Use Allocation Policy

Proposed Amendment June 2017

The City Council acknowledges the recreational value of our City parks and sports facilities to residents and established sports programs servicing the City of Walnut and affirms its commitment to:

- Encourage the use of athletic fields and parks by residents and community-based organizations for recreational activities.
- Promote and support community based youth and adult sports organizations.
- Encourage the use of athletic fields and parks to promote and support sports activities.
- Support utilization of athletic fields and parks while considering the impact upon the parks and the surrounding neighborhoods.

The Parks and Recreation Commission is comprised of five Walnut residents who are appointed by the City Council. Acting as an advisory body to the City Council, the Commission oversees and promotes a wide range of programs and services at the Senior Center, Teen Center/ Gymnasium and parks for children and adults. The Commission works to ensure that the programs and facilities offered meet the needs of the community. Fees, when charged, are used to offset public expenses to operate, maintain, supervise and administer the use of the park and athletic facilities. The Commission meets at 7:00 pm on the third Tuesday of each month in the City of Walnut Council Chambers. The meetings are open and the public is encouraged to attend.

The Commission is responsible for the initiation, review and recommendation of plans for the acquisition and improvement of park lands and facilities and to recommend program improvements or additions when necessary. The Commission takes into consideration present and future needs of the Community and recommends plans to meet those needs. When making recommendations, the Commission considers the needs of the entire community.

This document sets forth the policies and procedures for the City of Walnut to facilitate the allocation of all available athletic fields and parks under its ownership.

The City of Walnut Community Services Department coordinates the use and allocation of City athletic fields and parks. The City strives to accommodate all requests athletic fields and parks space for use of City athletic fields and parks with the limited amount of available. The City coordinates athletic fields and parks use in accordance with this *Athletic Field and Park Use Allocation Policy* to ensure fair and equitable allocation to local organizations as well as Walnut residents. The continued increase in demand for use of athletic fields and parks makes it necessary to emphasize sharing in the use of such areas.

The Director of Community Services and/or his/her designated staff representative shall, at his/her sole discretion provide the interpretation of the language in the *Athletic Field and Park Use Allocation Policy*. In the event there is a need to make administrative changes to address facility use, City staff shall have authority to make the necessary revisions.

The Parks and Recreation Commission shall evaluate the effectiveness of these policies and procedures and make recommended revisions as needed.

It is further understood that the City may charge fees to recover costs associated with the operation, maintenance, supervision and/or administration of the policies and procedures which govern the Athletic Field *Use and Allocation Policy*.

The City of Walnut reserves the right to revoke or terminate a Facility Use Permit of any individual or organization for a violation of any of these policies and procedures. Termination of Facility Use Permits shall be in writing to the responsible party listed on the Application for Athletic Facility Use Form.

1. Qualifying User Groups – Descending Order of Priority

Group 1 – City of Walnut sponsored or co-sponsored events.

Group 2 – City of Walnut based non-profit youth (18 or under) organization that is fully open to the public (open registration wherein all registrants shall be placed on a team) and has a minimum of 51% of the registrants/membership of the organization residing within the incorporated City of Walnut boundaries. Those City of Walnut based non-profit youth (18 or under) organization in which the total number of members/participants is less than 51% shall be considered secondary. Priority will be given to in-season sports.

Group 3 – City of Walnut based non-profit youth (18 or under) organization whose membership is by invitation in which the total number of members/participants is 51% or more Walnut residents. Those City of Walnut based non-profit youth (18 or under) organization in which the total number of members/participants is less than 51% shall be considered secondary. Priority will be given to in-season sports.

Group 4 – Walnut resident non-commercial functions and/or activities open to the general public; and civic, service, churches or fraternal organizations who conduct community events and/or programs open to the general public. Walnut residents may request field usage for private parties on limited days based on a first-come, first-serve basis only when space is available.

Group 5 – Walnut based commercial, industrial or professional groups, using the fields for a non-profit purpose. Field usage for Group 5 classification shall be subject to rental rates and shall be granted field use on a first-come, first-serve basis only when space is available.

Athletic Fields are not available for non-resident private use.

2. Criteria to Qualify As a Resident Non-Profit Youth Organization (Group 2 and 3)

A resident organized group is defined as a group with:

1. A Board of Directors.
2. Proof of current non-profit status with the Internal Revenue Service and State of California (ID number).
3. A minimum of 51% of the registrants/membership of the organization must qualify as Walnut residents. Youth organizations with less than 51% will be granted a secondary priority status.

4. Must sign a copy of the City's *Code of Conduct* to the Community Services Department and must enforce the *Code of Conduct* for all coaches, parents and participants. The *Code of Conduct* shall outline the principles of sportsmanship, fair play, and other ethical issues that relate to team sports.

3. Applications and Allocation Procedure

Groups 2 and 3:

Upon approval of an application and participation in facility organizational meeting, signed Use Agreement(s) will be issued authorizing the requested use of the athletic fields and parks. City staff may attach such conditions to the permit as determined necessary for the protection of public health, safety, and welfare of City facilities.

Applications for semi-annual use agreements are restricted to non-profit youth sports organizations. Adult, commercial, or private groups/individuals cannot apply for semi-annual use agreements for sports fields.

Requests for seasonal use by non-profit youth sports organizations will be reviewed and assigned in June of each year for the period of August through December, and in November for the period of January through July. A facility organizational meeting will be held in May and October to assign the facilities. Each user requesting facilities during the applicable period must send a representative to the meeting. If a user group requesting use of athletic fields and parks does not send a representative, they may lose their priority rating for scheduled use of such areas.

Each organization requesting the use of City athletic fields and parks for semi-annual use will be required to submit the following information to the Community Services Department:

1. An *Application for Athletic Field Use* form to the Community Services Department by April 1 for August to December use, and by September 1 for January through July use.
2. Complete list of the current Board of Directors or designated officials including names, addresses, telephone numbers and e-mail addresses. ***Baseball and softball user groups will also be required to submit the names of adult volunteers who will be authorized to drag the infields with motorized units. The submission will include the names of the individuals, a copy of their driver's license and a copy of their valid car insurance.***
3. Proof of current non-profit status with the Internal Revenue Service and State of California (ID number).
4. An original Certificate of insurance with the limits as stated below and an additional insured endorsement naming the City of Walnut as an additional insured.

The City requires any group applying for use of City facilities to maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. The City of Walnut, its officers, officials,

agents, and employees shall be included as insured on the policy, for acts of insured, and such insurance shall be primary to any insurance of the City.

- a. Additionally, the cancellation paragraph must state: “Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named on this certificate.”
 - b. The original certificate (no copies) must be filed with the Community Services Department 30 days prior to usage of any fields or facilities, and must be dated within the last seven (7) days of receipt.
 - c. In consideration of the use of the facility, the user shall indemnify, defend, and hold harmless the City of Walnut, its officers, employees and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages including liabilities for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Users authorized activities under the terms of this agreement and occupancy of the facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Walnut, its officers, employees, or agents.
5. Master calendar of events, which includes, but is not limited to:
- c. Registration and tryout dates (date, time and locations)
 - d. Date practice begins, practice slot schedules
 - e. Opening Day schedule/Closing Ceremonies
 - f. Date/times league games (start/finish)
 - g. Tournament dates (required to host)
 - h. Dates of any other activities which may require assistance by City staff or use of City facility
 - i. Board Meeting dates (times and locations)
6. Complete team rosters that contain name, address, zip code and school they attend of each player. The team roster needs to include the age division that team represents. P.O. Boxes are not acceptable and will be considered a non-resident.
7. A \$250 refundable deposit to be submitted annually.
8. If required documentation in Section 3 is not submitted within fourteen (14) days prior to Opening Day, the user group will not be allowed use of the field.

Groups 3 and 4:

Each qualifying group or individual requesting the use of City athletic fields will be required to submit the following information to the Community Services Department (City staff may attach such conditions to the use as determined necessary for the protection of public health, safety, and welfare of City facilities):

1. An *Application for Athletic Field Use* form.
2. An original Certificate of insurance with the limits as stated below and an additional insured endorsement naming the City of Walnut as an additional insured (such one-time insurance can be purchased through the City's Risk Management Department).

The City requires any group or individual applying for use of City facilities to maintain general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. The City of Walnut, its officers, officials, agents, and employees shall be included as insured on the policy, for acts of insured, and such insurance shall be primary to any insurance of the City.

- a. Additionally, the cancellation paragraph must state: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named on this certificate."
 - b. The original certificate (no copies) must be filed with the Community Services Department 30 days prior to usage of any fields or facilities, and must be dated within the last seven (7) days of receipt.
 - c. In consideration of the use of the facility, the user shall indemnify, defend, and hold harmless the City of Walnut, its officers, employees and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages including liabilities for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Users authorized activities under the terms of this agreement and occupancy of the facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Walnut, its officers, employees, or agents.
3. If applicable, proof of current non-profit status with the Internal Revenue Service and State of California (ID number).

4. Subletting Prohibited

Applicants shall not transfer, assign, or sublet use of the permits, facility, or fields or apply for

use on behalf of another person or organization. All facility use and field allocation modifications created after the allocation meeting must be approved by City staff and a revised Facility Use Permit will then be issued. **Any infractions of this policy will result in the loss of use of all City parks, fields or facilities immediately and the organization would have to come before the Parks and Recreation Commission for any future use of any City facility.**

5. User Group Requirements (Groups 2 and 3)

Each organization is required to submit the following fourteen (14) calendar days prior to Opening Day:

1. Complete team rosters that contain name, address, zip code and school attending of each player. The team roster needs to include the age division that team represents.
2. City established player fees, payable to the City of Walnut for each participant registered for Spring/Summer and Fall/Winter seasons. Failure to submit the per participant fee by the due date may result in the loss of facility or field use until those fees have been paid.

6. Facility/Field Priority Allocation

1. Generally, priority for athletic facilities and fields allocations is given first to official games, followed by field maintenance, and then practices. However, the City may, at its sole discretion, change those priorities when deemed necessary.
2. In determining what sports are “in-season” for non-profit youth organizations, C.I.F. competition sport seasons will be used. A non-profit youth organizations user group that requests field use out of season is considered a secondary user group as prioritized in Group 2 and 3.

Usage	Fall/Winter	Spring/Summer
Recreational Non-Profit Youth Sports Organization	Basketball/Football/Soccer	Baseball/Softball
Secondary Users	Baseball/Softball/Other	Football/Soccer

7. Rules and Regulations of Facility Use

1. A user group adult representative must be present at all times during any user group’s use of City facilities.
2. Games and practices can begin no earlier than 8:00 am and must end no later than 9:45 pm on lighted facilities and dusk on non-lighted facilities, unless written permission is granted from the Community Services Department.
3. Field and Light Use
 - a. User groups using lighted facilities are responsible for ensuring the proper use of the lights. All user groups shall make sure that the lights are turned off when the fields are not being used.

- b. All athletic field lights must be turned off by 9:45 pm or earlier. If deemed to be absolutely necessary, exceptions allowing the use of field lights beyond 9:45 pm may be approved by the Director of Community Services.
- c. Groups 4 and 5 will be charged appropriate rates for use of athletic fields and lights. The hourly field and light use fees will be evaluated annually and will be adjusted accordingly.
- d. In addition to field and light fees, a security/damage deposit of \$250 will be required. If, as a result of the group's use of the facility, the City incurs expenses, the user group shall be charged for those expenses. If no expenses are incurred, the full deposit will be refunded within two to four weeks following the end of the event.
- e. Lighted athletic fields may not be reserved on Sundays, except for a maximum of two (2) scheduled tournaments per year/per non-profit youth sports organization, not to exceed three (3) Sundays per year.
- f. The City reserves the right to refuse use of lighted facilities to any group or individual who abuses the fields and/or leaves the field lights on more than twice in one calendar year.

4. Traffic and Parking

- a. User groups shall adhere to City parking regulations and shall provide "parking monitors" on special event days (i.e. Opening Days and tournaments) when large attendance is anticipated.
- b. The user group must assure that participants and spectators are considerate and respectful of the residents that live adjacent to the athletic facilities and fields by utilizing public parking areas to the greatest extent possible.
- c. During tournaments at Snow Creek Park and Suzanne Park, the user group is required to monitor the parking on adjacent streets to make sure no one is blocking private driveways. If vehicles are found to be blocking private driveways, the monitor will make a public announcement informing the driver to move the vehicle or it will be towed at their expense. The user group will encourage participants and spectators to observe the temporary *No Parking* signs.
- d. The user groups are highly encouraged to contact the Walnut Valley Unified School District to acquire use of Suzanne Middle School parking lots. They need to also contact the Church of Latter Day Saints and Church of the Nazarene for use of their parking lots.
- e. No vehicles are allowed on City parks or outside public parking areas, except those designated for parks maintenance or specifically permitted by the City. In case of medical emergencies, vehicles may be allowed on the park for rescue purposes.

5. Public Address System

- a. User groups will be permitted to use a public address system for activity related announcements only during tryouts, tournaments and for Opening/Closing Day Ceremonies. Play-by-play announcing is not permitted.
- b. Use of public address systems is permitted only between the hours of 9:00 am and 9:45 pm daily. If deemed to be absolutely necessary, exceptions allowing the use of a public address system beyond 9:45 pm may be approved by the Director of Community Services.

6. *Personal Vehicle and* Motorized Cart Use

- a. ***No unauthorized personal vehicles or M-motorized carts may be driven used on on to City parks for any reason for preparation of athletic fields. No un-insured, un-licensed driver may operate any motorized cart or vehicle on City property.***
 - b. ***For each game or activity, a volunteer will be designated as Field Safety monitor who will be responsible to ensure their group follows all City Rules and Regulations of Field Use set forth in this policy related to vehicle prohibitions.***
 - c. Each user group is allowed to drag the fields ~~once a day~~ with a motorized ***field grooming unit*** cart. The user group must water down the brick dust in order to keep the dust to a minimum. Dragging fields between games must be done by hand.
 - d. ***Prior to the start of each season, every user group that conducts field dragging will provide the City with the names of adult volunteers authorized to drag the infields. The submission will include the names of the individuals, a copy of their driver's license and a copy of their valid car insurance.***
 - e. Failure to comply with any part of the ***personal vehicle and*** motorized cart use policy ***may shall*** result in the termination of the user group's permission to use ***any or all City park, field or facility.*** ~~a vehicle for field preparation for the remainder of scheduled season.~~
7. Sports organizations shall notify the City in advance of large special events, beyond Opening Day and tournaments, to allow for coordination with appropriate groups and agencies.
8. No alcoholic beverages will be allowed in the snack bars or park grounds.
9. Sponsorship Banners
- a. Notices/banners/posters/fixtures/signs to be posted in City parks must receive prior approval from the City. All requests shall include dimensions, design and quality of the banners to be displayed for approval by the Community Services Department.

- b. All notices/banners/posters/fixtures/signs hung, if in a language other than English, must include the same in English. Such signs must be approved by the Community Services Department and must be included in the application process.
- c. A maximum of ten (10) banners may be displayed on each athletic field.
- d. Leagues may post the banners one week prior to their Opening Day and remove the banners at the conclusion of their season.
- e. Banners may be displayed in the following locations (pre-approval required):

- Creekside Park - Outfield Fencing
- Snow Creek Park - Outfield Fencing
- Walnut Ranch Park - Perimeter Field Fencing
- Suzanne Park - Location to be Determined

- f. Banners shall be of uniform dimensions, design and quality. Banners shall not exceed 8 feet in length by 4 feet in height. For the protection of the players, safety approved materials shall be used for construction and mounting of banners.
10. Organizations must submit a list of any private vendors with which they are contracting for on-site services to the City at least 30 days prior to the scheduled use. Vendors must obtain a Business License from the City of Walnut. A photocopy of the Business License for each vendor must be submitted with list of vendors

8. Field Maintenance

- 1. The user accepts the facilities applied for in an “AS IS” condition.
- 2. The City will maintain or cause to be maintained the parks for public use.
- 3. All maintenance including, but not limited to, field preparation, lining of the fields, marking of the fields, setting of base stakes, installation of goal posts is to be performed by the user assigned to the facility as per written agreement between the City and the user.
 - a. All lining/marketing of athletic fields must be done with chalk or water-based paint. Because chalking may be prohibited on some designated turf areas, the user groups must check with Community Services staff in order to know which fields prohibit use of chalk.
 - b. The burning of fields with the use of weed killer, diesel fuel or any other like method is prohibited on City athletic fields.

4. Prior to dragging the softball and baseball brick dust to prepare the fields, user groups must water down the brick dust to keep the dust to a minimum.
5. Each user group is responsible for the facility being free of any and all trash or debris upon conclusion of each facility use, regardless if the trash or debris was deposited by their group or not. The cost associated with any cleanup performed by City staff will be deducted from the group's security deposit.
6. Users are required to report any damage or acts of vandalism to the Community Services Department (909) 598-5605 Monday through Thursday from 7:00 am to 6:00 pm or Sheriff's Department (909) 595-2264 immediately. It is the policy of the City of Walnut to prosecute to the fullest extent possible any individual committing acts of vandalism. In cases of emergency, call 911.

9. Field Modifications

1. Any requests to modify or improve City park or field facilities shall be submitted for approval to the City of Walnut.
2. No permanent structures or equipment shall be placed and/or erected on City park or field facilities unless reviewed and recommended by the Parks and Recreation Commission and approved by the City Council. Any such modifications must be dedicated for community use.
3. User groups are not permitted to relocate tables or bleachers at any City facility.

10. Facility Closure and Inclement Weather Policy

1. Dormancy schedules have been established for the City's athletic fields at Creekside, Snow Creek, Suzanne and Walnut Ranch Park, to allow time for the fields to be restored following seasonal use by sports groups, subject to revision when deemed necessary by the Director of Community Services.
2. The Walnut Ranch Park soccer field facility shall remain locked and dormant during hours that the facility is not scheduled by: (a) authorized non-profit youth soccer organizations (such as AYSO) through semi-annual use agreements, (b) recreation programs or events presented by the City of Walnut, or (c) any scheduled use approved by the Community Services Department.
3. There shall be no use of City athletic fields when facilities are deemed by City staff to be unplayable due to rain and/or other conditions beyond the City control.
4. Users shall be charged for all costs for the repair and/or replacement of the turf and/or irrigation system due to a user group's failure to comply with closure of the field/facility. Repair/replacement costs shall be based on actual expenses and City overhead. Failure to comply with the rain policy may also result in the termination of the user group's Facility Use Permit.

5. Fields may be closed at the discretion of the Community Services Department. Closures shall be kept to a minimum when fields are in playable condition. Priority shall be given to maintenance needs and the dormancy and renovation periods for all fields.

11. Storage Facilities (Groups 2 and 3)

1. At the City's sole discretion, storage facility permits may be issued to user groups based on the in-season guideline. User groups may be required to share storage space with another scheduled user of the facility.
2. The City shall provide the existing structures or approve the addition of new storage facilities. It is the user group's responsibility to provide any and all other equipment. If the group wishes to add large items, they must obtain permission from the City prior to installation.
3. The City assumes no responsibility or liability for the loss or damage of any equipment and/or contents kept in the storage facilities.
4. The permit group shall leave the facility in a clean and orderly condition with equipment and contents stored for safety after each use. A clear path to electrical panels and plumbing equipment shall be maintained at all times.
5. No flammable materials, including but not limited to gasoline, diesel, oil-based paint, are permitted within the storage areas.
6. The City reserves the right to determine what equipment and contents, including the quantity thereof, are appropriate and necessary for the storage areas. In the event the City determines the equipment and/or contents contained in the storage areas are excessive or inappropriate, the City shall notify the user group to remove and/or reduce the contents immediately. Failure by the user group to do so may result in the City securing the facility until the contents are removed.
7. Upon conclusion of seasonal play, all storage facilities must be cleaned and all equipment and contents shall be removed within twenty-one (21) calendar days or a cleanup fee based on actual expenses incurred will be charged. The City, accompanied by the user group, will conduct an inspection at the end of each season before the deposit is released.

12. Snack Bars (Groups 2 and 3)

1. There are five snack bar facilities currently available on City property: Creekside Park (1); Snow Creek Park (1); Suzanne Park (2); and Walnut Ranch Park (1).
2. The City provides certain equipment and services including appliances, electricity, gas and water for operation of snack bars.
3. Group 2 approved non-profit youth sports organizations will receive primary use of the snack bars at designated sport parks. All other use will be approved by Staff in

coordination with the Group 2 user groups. The City shall reserve the right to use the snack bars for City sponsored/co-sponsored activities.

4. All user groups must abide by all Health and Safety standards and regulations and be available for inspections by the Health Department and/or staff. **User groups who utilize or run a snack bar during their respective seasons are required to assign one individual from their Board of Directors to attend a food-handling course as required by the Los Angeles Health Department.** That individual will be responsible to train all other volunteers who work in the snack bar throughout the duration of the season.
5. The City assumes no responsibility or liability for the loss or damage of any equipment and/or contents kept in the snack bars.
6. The user group agrees to abide by the rules and regulations governing the use of the snack bars as adopted by the City of Walnut. Failure to do so may result in loss of use of the snack bar. The snack bar regulations apply to all user groups as follows:
 - a. No City equipment shall be tampered with or removed from the snack bars. Any equipment in need of repair during a group's permitted use will be the responsibility of the group.
 - b. Major appliances such as refrigerators, microwaves, freezers, etc. placed in the City snack bars shall be considered City property and may not be locked or removed. If the group wishes to add any such items, they must obtain written permission from the City prior to installation.
 - c. No alcoholic beverages will be allowed in the snack bars or park grounds.
 - d. No foods or drinks in glass containers shall be sold at the snack bars.
 - e. Smoking is prohibited in the snack bars.
 - f. The permit group shall leave the facility in a clean and orderly condition with equipment and contents stored for safety after each use. A clear path to electrical panels and plumbing equipment shall be maintained at all times.
 - g. Upon conclusion of seasonal play, all snack facilities must be cleaned and all food and drink products shall be removed within twenty-one (21) calendar days or a cleanup fee based on actual expenses incurred will be charged. The City, accompanied by the user group, will conduct an inspection at the end of each season before the deposit is released.
 - h. The permit group shall accept full responsibility for conduct of those in the group using the snack bar. Youths (13 and older) may work in the snack bars under direct adult supervision and must first be in-serviced on food preparation and safety.

7. User groups are responsible to check out and return keys within twenty-one (21) calendar days after the conclusion of scheduled use to the City of Walnut. Keys may not be duplicated. The cost associated with the replacement of loss keys will be deducted from the security deposit.
8. User groups will pick up litter and debris in the vicinity of the snack bars. Large boxes and pieces of trash will be deposited in the dumpsters by user groups to allow smaller trash receptacles to be available for use by individual park users.
9. User groups **may not use personal vehicles or motorized carts** ~~are to use sidewalks and maintenance roads~~ to deliver supplies to snack bars, and are to inform vendors of the same **this regulation** ~~to do the same. Vehicles must utilize public parking areas after loading or unloading is complete.~~
11. No flammable materials, including but not limited to gasoline, diesel, oil-based paint, are permitted within the snack bars.
12. The City reserves the right to determine what equipment and contents, including the quantity thereof, are appropriate and necessary for the snack bars. In the event the City determines the equipment and/or contents contained in the snack bars are excessive or inappropriate, the City shall notify the user group to remove and/or reduce the contents immediately. Failure by the user group to do so may result in the City securing the facility until the contents are removed.

13. Tournaments (Groups 2 and 3)

1. Sports organizations with approved Facility Use Permits are limited to two tournaments per year.
2. ***All rules and regulations of field use set forth in this policy apply to tournaments.***
3. All sports organizations will be charged a flat fee of \$250 per tournament to hold such tournament in City parks. The fee must be paid at least fourteen (14) days in advance of the tournament.
4. Any expenditure incurred by the City as a result of the tournament, including the cost of any personnel and/or custodial supplies, will be withheld from the security deposit. In the case of any expenses beyond the security deposit, the sports organizations or user groups will be invoiced by the City for the difference beyond the deposit. Reimbursement for those expenses is due in full to the City within 60 days after the tournament date.
5. Tournaments referred to as “friendlies” will not be allowed without authorization.
6. Recreation vehicle parking on neighborhood streets adjacent to parks during sports tournaments is prohibited.

7. Private vendors participating in such tournaments shall be limited to a total of five (5) per tournament. Organizations must submit a list of vendors to the City at least 30 days prior to the scheduled use. Vendors must obtain a Business License from the City of Walnut. A photocopy of the Business License for each vendor must be submitted with list of vendors.

14. Discrimination Policy

The City of Walnut does not discriminate on the basis of sex, color, national origin or ancestry, age, marital status, sexual orientation, religion or disability. The equal protection clauses of the United States and California Constitutions prohibit a public agency such as the City of Walnut from engaging in racial or ethnic discrimination. Over many years this prohibition has been interpreted to include active participation or support by the City of other individuals or groups who engage in discrimination.

Based on State and Federal constitutional and case law it is the policy of the City of Walnut to prohibit and discourage discrimination in all the activities, facilities and services of the City. It is further the policy of the City to prohibit and discourage discrimination by other individuals or organizations actively supported by or participating with the City in such activities, facilities or services.

Fee Schedule:

In accordance with Facility Use and Allocation Policy and in cooperation with the City, the user agrees to compensate the City as follows:

Group 2 – Recreational groups such as AYSO, Walnut Pony Baseball, Walnut Youth Softball, National Junior Basketball and Junior All-American Football shall contribute \$4 per player for residents and \$5 per player for non-residents per season.

Group 3 – Club teams such as So Cal Mirage, Mirage and Diamond Bar United Soccer shall contribute \$10 per resident player per quarter and \$15 per non-resident player per quarter.

Player fees shall be paid to the City of Walnut *fourteen (14) calendar days prior* to Opening Day.

Requests for City staff to officiate, score keep or perform other kinds of similar tasks shall be reimbursable at \$15 per hour.

Athletic Fields and Light Use Rates for Groups 4 and 5

Group 4 – Field use is free. For events after dusk, \$10 per hour per field will be charged for light use payable at least fourteen (14) days in advance of the event.

Group 5– Requires a \$250 refundable deposit. Field use will be \$100 per field per hour, plus \$10 per hour per field for lights for events after dusk. These fees must be paid at least fourteen (14) days in advance of the event.

Tournaments (Groups 2 and 3):

All youth sports organizations will be charged a flat fee of \$250 per tournament to hold such tournament in City parks. The fee must be paid at least fourteen (14) days in advance of the tournament.