

CITY OF WALNUT
PARKS AND RECREATION COMMISSION AGENDA
WALNUT CITY HALL
21201 LA PUENTE ROAD, WALNUT
MARCH 18, 2025

1. CALL TO ORDER 7:00 P.M.
2. FLAG SALUTE COMMISSIONER MUNGUIA
3. ROLL CALL COMMISSIONERS BRION, LEPP, MUNGUIA, PEDERSEN & POLLALIS
4. MINUTES REGULAR MINUTES OF JANUARY 21 & ADJOURNED MINUTES
 FEBRUARY 18, 2025

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 January & February 2025

Recommendation: Receive and file.

B. Administratively Approved Park Use Requests January & February 2025

Recommendation: Receive and file.

C. Recreation Division Activities Summary January & February 2025

Recommendation: Receive and file.

D. Walnut High School – Suzanne Park Field Request

Recommendation: Receive and file.

8. ITEMS REMOVED FROM CONSENT CALENDAR

9. DISCUSSION

A. Athletic Field and Park Use Allocation Policy Amendment-Continuation

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

10. COMMISSION ITEMS

11. STAFF ITEMS

A. Upcoming Recreation Programs/Events – C.S.

B. Park Project Updates – P.W.

12. ANNOUNCEMENTS

13. ADJOURNMENT

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 February 18, 2025. Senior Administrative Assistant Vermeer called the meeting to order at 7:15 p.m. and called the roll:

ROLL CALL

PRESENT: Commissioners Lepp & Pedersen

ABSENT: Commissioners Brion, Mungia, & Pollalis

ADJOURNMENT

Due to the lack of quorum, the meeting was adjourned.

Senior Administrative Assistant

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, January 21, 2025.

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

FLAG SALUTE: Commissioner Lepp

ROLL CALL:

PRESENT: Commissioners Lepp, Munguia, Pedersen & Pollalis (7:13pm)

ABSENT: Commissioner Brion

Also present at the meeting were Director Public Works Barcelo, Director Community Services Bumia, Maintenance Superintendent Martinez, Senior Management Analyst Munoz and Senior Administrative Assistant Vermeer.

MINUTES:

C/Lepp made a motion, seconded by C/Pedersen and was carried 2-0 with one abstention to approve the minutes on October 15, 2024.

AYES: Lepp, Pedersen & Pollalis

ABSENT: Brion

ABSTAIN: Munguia

ORAL COMMUNICATIONS:

WRITTEN COMMUNICATIONS:

Correspondence from Magdi Basyouni regarding installation of a paddle rack dedicated to challenge play at Walnut Ranch Park pickleball courts.

CONSENT CALENDAR:

C/Lepp made a motion, seconded by C/Munguia and was carried 3-0 to approve items 7A – 7C under Consent Calendar as recommended.

AYES: Lepp, Munguia, Pedersen & Pollalis
ABSENT: Brion
ABSTAIN: None

C/Lepp made a motion, seconded by C/Munguia and was carried 3-0 to approve item 7D under Consent Calendar as recommended.

AYES: Lepp, Munguia, Pedersen & Pollalis
ABSENT: Brion
ABSTAIN: None

ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION:

DISCUSSION:

C/Pollalis made a motion, seconded by C/Munguia and was carried 4-0 to table the Athletic Field and Park Use Allocation Policy Amendment, Discussion item 9A, with additions to the February 18, 2025.

AYES: Lepp, Munguia, Pedersen & Pollalis
ABSENT: Brion
ABSTAIN: None

C/Munguia made a motion, seconded by C/Lepp and was carried 4-0 to approve to receive and file item 9B under Discussion as recommended.

AYES: Lepp, Munguia, Pedersen & Pollalis
ABSENT: Brion
ABSTAIN: None

COMMISSION ITEMS:

STAFF ITEMS:

ANNOUNCEMENTS:

ADJOURNMENT:

There being no further business to come before the Commission, the meeting adjourned at 8:23 p.m.

Chairperson

ATTEST:

Senior Administrative Assistant



AGENDA ITEM 7A

- ☒ Consent Calendar
- ☐ Discussion

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: MARCH 18, 2025

TO: Parks and Recreation Commission

VIA: Melissa Barcelo, Public Works Director *JB*

FROM: Kenny Martinez, Maintenance Superintendent *KM*

SUBJECT: Parks Maintenance Report for February 2025

RECOMMENDATION:

It is recommended that the Parks and Recreation Commission receive and file the Parks Maintenance Report for February 2025.

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 Public Works 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. 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 augment the maintenance services through regular inspections and audits of the fields.

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

Additional Park maintenance activities in February included the following:

Arroyo:

- Installed approximately 165' of temporary fence on the park's south side due to the residents' wall falling.

Ashley:

- Conducted weekly inspections of the park.

Butterfield:

- Repaired push button flush valve in the women's restroom.
- Installed a new baseball backstop in the south end of the park.
- Repaired the door locks in the men's restroom.
- Treated for gophers and fire ants throughout the park.

Country Hollow:

- Repaired the entry gate on Country Hollow DR.

Creekside:

- Repaired the door locks on the men's and women's restrooms.
- Sprayed turf for broadleaf weeds.
- Applied granular post-emergent weed control to all baseball field turf.
- Treated for fire ants throughout the park.
- Service the exhaust fan in the snack bar.

Heidelberg:

- Conducted weekly inspections of the park.

Lemon Creek:

- Repaired the men's and women's restroom door locks.

Snow Creek:

- Removed graffiti throughout the park.
- Repaired the men's and women's door locks.
- Applied granular post-emergent weed control on the baseball field.
- Service the exhaust fan in the snack bar.

Suzanne:

- Vandalism to the restrooms next to the gazebo.
- Unclogged the urinal in the restroom near the gazebo.
- Repaired the flush valve in the women's restroom.
- Sprayed turf for broadleaf weeds.
- Treated for fire ants throughout the park.

Walnut Hills:

- Conducted weekly inspections of the park.

Walnut Ranch:

- Sprayed turf for broadleaf weeds.
- Serviced the air conditioner and exhaust fan.

RELATION TO MISSION STATEMENT:

We will enhance civic pride by offering superior facilities and programs.



AGENDA ITEM **7B**

- ☒ Consent Calendar
☐ Discussion

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: MARCH 18, 2025

TO: Parks and Recreation Commission

**VIA: Melissa Barcelo, Public Works Director *MB*
Jamie Bumia, Community Services Director**

FROM: Chris Vermeer, Senior Administrative Assistant *CV*

**SUBJECT: Administratively Approved Park Use Requests – November, December,
January & February 2025**

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 months of November, December, January & February. In addition, staff included requests that were administratively approved since August 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.

Location	Date	Day	Start - End Time	Event	Attend/Qty
Creekside Picnic Area	Nov 2, 2024	Saturday	11:00 AM - 07:00 PM	Birthday	60
	Nov 3, 2024	Sunday	01:00 PM - 05:00 PM	Birthday	50
	Nov 9, 2024	Saturday	10:00 AM - 06:00 PM	Birthday	98
	Nov 16, 2024	Saturday	10:30 AM - 03:00 PM	Birthday	60
	Nov 17, 2024	Sunday	01:00 PM - 05:30 PM	End of Season Party- Soccer	50
	Dec 15, 2024	Sunday	01:00 PM - 05:00 PM	Birthday	45
	Dec 21, 2024	Saturday	10:00 AM - 08:00 PM	Birthday	70
	Jan 25, 2025	Saturday	12:30 PM - 03:30 PM	Birthday	24
	Jan 26, 2025	Sunday	10:00 AM - 06:00 PM	Birthday	40
	Feb 1, 2025	Saturday	11:00 AM - 06:00 PM	Birthday	60
	Feb 8, 2025	Saturday	12:00 PM - 04:00 PM	Birthday	50
	Feb 16, 2025	Sunday	12:00 PM - 04:00 PM	Birthday	26
Lemon Creek Picnic Area	Nov 2, 2024	Saturday	11:00 AM - 02:00 PM	Picnic	50
	Nov 3, 2024	Sunday	03:00 PM - 06:00 PM	Picnic	40
	Nov 9, 2024	Saturday	08:00 AM - 06:00 PM	Birthday	90
	Nov 30, 2024	Saturday	10:00 AM - 05:00 PM	Picnic	75
	Dec 28, 2024	Saturday	12:00 PM - 04:00 PM	Birthday	50
	Jan 4, 2025	Saturday	12:00 PM - 07:00 PM	Birthday	100
	Jan 25, 2025	Saturday	12:00 PM - 06:00 PM	Birthday	60
	Jan 26, 2025	Sunday	08:00 AM - 09:00 PM	Birthday	50
	Feb 8, 2025	Saturday	09:00 AM - 02:00 PM	Birthday	25
	Feb 22, 2025	Saturday	12:00 PM - 06:00 PM	Birthday	50
	Feb 23, 2025	Sunday	09:30 AM - 04:00 PM	Picnic	100
Suzanne Picnic Area	Nov 8, 2024	Friday	09:00 AM - 02:00 PM	Suzanne Middle School	75
	Nov 16, 2024	Saturday	12:30 PM - 04:30 PM	Birthday	50
	Nov 17, 2024	Sunday	01:00 PM - 06:00 PM	Picnic	60
	Nov 23, 2024	Saturday	10:00 AM - 03:30 PM	Picnic	50
	Dec 7, 2024	Saturday	11:00 AM - 04:00 PM	Picnic	100
	Dec 13, 2024	Friday	12:00 AM - 11:30 PM	Winter Jam	100+
	Dec 22, 2024	Sunday	11:00 AM - 05:00 PM	Picnic	50
	Dec 28, 2024	Saturday	12:00 PM - 06:00 PM	Picnic	100
	Jan 18, 2025	Saturday	10:00 AM - 06:00 PM	Reunion	50
	Jan 19, 2025	Sunday	11:00 AM - 05:00 PM	Picnic	50
	Feb 8, 2025	Saturday	12:00 AM - 11:30 PM	Lunar Year	100+
	Feb 9, 2025	Sunday	12:00 AM - 11:30 PM	Lunar Year	100+
	Feb 15, 2025	Saturday	10:00 AM - 02:00 PM	Birthday	30
	Feb 22, 2025	Saturday	01:00 PM - 07:00 PM	Birthday	25
	Feb 23, 2025	Sunday	12:00 PM - 06:00 PM	Birthday	30



AGENDA ITEM 7C

☒ Consent Calendar

☐ Discussion

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: MAR 18, 2025

To: Parks and Recreation Commission

FROM: Jamie Bumia, Community Services Director *JB*

SUBJECT: Recreation Division Activities Summary

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission receive and file this report.

BACKGROUND:

This report is prepared and provided for the Parks and Recreation Commission for review and information on the Recreation Programs that occurred during the months of January and February 2025.

SENIOR PROGRAMS:

SENIOR DINE-IN NUTRITION LUNCH PROGRAM

The Senior Dine-In Nutrition program is open to seniors 60 years and older. Since the start of May, hot meals are being served Monday through Friday, on a first-come first-serve basis. To participate in this program guests must complete a YWCA intake form, check-in begins at 10:30 a.m. with meals served from 11:00 a.m. to 12:00 p.m. or until food is available.

Average Attendance: 55



SOCIAL CONNECTIONS

The City of Walnut Senior Center is now partnering with the Los Angeles County of Mental Health Department on Mondays from 11:00 am to 12:00 pm to offer a one-hour support group for seniors allowing individuals to come together around a common activity to develop social

connections. Here seniors are able to come and socialize, play games, share their stories, and explore different topics with the Department Staff and their fellow peers.
Average Attendance: 30 participants

SENIOR SEMINARS / SPECIAL EVENTS:

No Seminars, Coffee Corners or Special Events scheduled in January.

Wednesday, February 12, 2025

Coffee Corner: Emanate Health (9:30 am -11:30 am)

Representatives from Emanate Health provided our seniors with information and resources regarding the services they provide.

Tuesday, February 18, 2025

Health Screening: Hearing Life (9:30 am – 11:30 am)

Hearing Life provided hearing screenings and ear health information to our seniors in attendance. Approximately 20 seniors took advantage of this free screening.

Wednesday, February 19, 2025

Coffee Corner: Regency Grand (9:30 am -11:30 am)

Representatives from Regency Grand Senior Living provided seniors interested in their assisted living facility and programs offered.

Friday, February 21, 2025

Hearty Hoedown Dinner & Dance (5:00 pm – 8:00 pm)

We kicked the first dinner and dance with a good ol' western hoedown filled with dancing, raffles, games and more. DJ Osos kicked the night off with some line dancing and a catered dinner of pulled pork, macaroni and cheese, a salad, a roll and for dessert each participant received an individual apple pie. This event was enjoyed by all selling out at 120 participants.



OLDER ADULT CLASSES

The City of Walnut Senior Center partners with the Mt San Antonio College Continuing Education Division to offer classes for older adults. Classes are designed and developed to meet the educational needs of older adults. Classes offered are Digital Photography, Creative Computing, PowerPoint Basics, Mobile Technology, Oil Painting, Home Gardening, Jewelry Production & Design, Healthy Aging, Principles of Posture and Flexibility.

Heart and Soul Line Dance classes started offering lessons twice a week. Monday classes are perfect for the working older adult and are scheduled for 6:00 pm. Thursday classes are perfect for the retired person, scheduled for the morning at 9:30 am. These classes are a perfect way to good heart health without the constant strain on joints and easy to follow. All levels are welcome and no partner is necessary.

Zumba Gold classes are offered at the Senior Center on Mondays from 12:30 pm to 1:30 pm. Zumba Gold is a lower impact dance class designed with seniors in mind. This fun and social class will teach different types of Latin and international dances. This class provides simple to follow Zumba choreography that promotes balance, range of motion, posture strengthening and coordination.

Tai Chi Classes are offered on Thursdays from 11:00 am to 12:30 pm. Tai chi is a low impact exercise activity which is practiced as a slow-moving meditation. A former ancient martial art is practiced for health and wellbeing. Benefits of Tai Chi include stress reduction, relaxation, improved mobility, balance and focus.



GROW GROUP COUNSELING

The Senior Group GROW Group Counseling program has continued to be in person, since the transition of the virtual forum. GROW meets the first Friday of every month from 9:00 am to 11:00 am. Participants ages 55 and older are welcome and encouraged to learn new skills that will allow them to GROW.

TEEN CENTER:

Teens in 6th through 12th grades can enjoy activities including sports, crafts, board games, movies, air hockey, table tennis, foosball and pool. Homework assistance is available to those who wish and new this year the Computer lab with 10 new computers for the teens to utilize for

homework and games. Teen Center membership for the school-year will be \$120 for the year or \$75 for each semester. Currently there are 186 Teen Center members registered. For January, the Teen Center sells themed Special Day treats on Tuesdays including Sparkle Punch, Banana Pudding, Root Beer Floats and a new favorite Quesadillas. The special treats for February were sugar cookies, chocolate covered strawberries, sparkling strawberry lemonade and dirt cups.

On February 21, the Teen Center hosted a Teen Friday Night (TFN) Super Smash Bros Ultimate Tournament! Twelve teens participated in the double elimination tournament. Each participant got fed pizza and a drink. Our winner, Daniel and he won a gift card to Chick-fil-A.



Youth and Family Group Counseling

This program is conducted every Monday at 6:00 pm at the Walnut Senior Center.

SPORTS LEAGUES & CLASSES:

Open Gym hours for table tennis, badminton, volleyball and basketball are available in the morning from 8:30 am to 1:30 pm at the Walnut Gymnasium. Special Open Gym Hours were provided on Wednesdays, Thursdays, Saturday evenings and Sundays for the months of January and February.



WALNUT YOUTH BASKETBALL (WYB)

Walnut Youth Basketball (WYB) winter season contains 260 kids participating from grades K thru 8th. Games for this season began January 11 and will conclude in March. Picture Day was held on February 8, where players had the opportunity to purchase individual and team pictures. Staff is preparing for the last day of games which will be March 8. Staff and our volunteer coaches are preparing All-Star teams that will compete in the SCMAF San Gabriel Valley Tournament being held in Azusa and Glendora starting March 10.

SENIOR/COMMUNITY EXCURSIONS:

<u>Senior Excursions:</u>	<u>Date</u>	<u>Participants</u>
Rose Parade Floatfest	Jan 2	44 (FULL)
Queen Mary Glory Days Tour	Feb 25	44 (FULL)
<u>Community Excursions:</u>	<u>Date</u>	<u>Participants</u>
Menopause the Musical 2	Feb 15	44 (FULL)

RECREATION CLASSES:

Webby Dance Ballet, Jazz and Hip Hop and Creative Dance, Young Rembrandts Drawing classes, Da Hula Studio, Heart and Soul Line Dance and International Line Dance continue to hold strong numbers for the beginning weeks of the spring session. Classes are offered both at the Senior Center and Gymnasium.

CITY-WIDE SPECIAL EVENTS:

No Special Events scheduled in January.

Lunar New Year Celebration

February 8, 2025

This year's celebration was on Saturday, February 8 from 1:00 p.m. to 4:00 p.m. at Suzanne Park, in honor of the Year of the Snake. Highlights of the event included the firecrackers to kick-off the event, lion dancers and the Drumming for Well Wishes (provided by our sponsor Tai Ji Men Qi Gong Academy), a wishing tree display, and performances from many local community groups. Additionally, free games, crafts, egg rolls and milk tea were available for all that participated. The event was a huge success with over 1,200+ community members in attendance.





AGENDA ITEM 7D

- ☒ Consent Calendar
☐ Discussion

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: MARCH 18, 2025

TO: Parks and Recreation Commission

VIA : Melissa Barcelo, Director of Public Works *MB*

FROM: Corinne Munoz, Senior Management Analyst *CM*

SUBJECT: Walnut High School – Suzanne Park Field Request

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission receive and file this report.

BACKGROUND:

Suzanne Park has three (3) softball fields that are utilized in the Fall and Spring by Walnut Youth Softball (WYS). In November 2024, WYS was approved for Field Use beginning January 2025 from 5:00pm – 10:00pm on the weekday and 7:00 am – 10:00pm on Saturdays.

In January 2025, the Athletic Director for Walnut High School contacted the Public Works Department requesting use of one (1) field at Suzanne Park for their Junior Varsity (JV) Softball team.

ANALYSIS:

The Athletic Director for Walnut High School contacted the Public Works Department to request use of one (1) field at Suzanne Park for the JV homes games that begin at 2:30pm and end between 5:00 and 5:30pm. The home games would be played against neighboring Schools which include but are not limited to: Ayala, Glendora, Bonita, Diamond Bar, and Claremont High School. The dates requested for 2025 are as follows:

1. Tuesday, March 4
2. Tuesday, March 11
3. Monday, April 7
4. Tuesday, April 8
5. Thursday, April 10
6. Tuesday, April 22
7. Tuesday, April 29

It was also mentioned that the request for a field at Suzanne will most likely be an annual request.

Staff has issued a conditional approval which is in-line with our Joint-use Agreement with the Walnut Unified School District.

RELATION TO MISSION STATEMENT:

We will enhance civic pride by creating opportunities for Walnut families.



AGENDA ITEM 9A

- ☐ Consent Calendar
☒ Discussion

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: MARCH 18, 2025

To: Parks and Recreation Commission

VIA: Melissa Barcelo, Director of Public Works *MB*

FROM: Corinne Munoz, Senior Management Analyst *CM*

SUBJECT: Discussion Continuation Re: Athletic Field and Park Use Allocation Policy Amendment

RECOMMENDATION:

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

BACKGROUND:

The current Athletic Field and Park Use Allocation Policy was last amended in 2019. With recent Department changes and occurrences by sport user groups, staff determined that an additional amendment was necessary.

At the January 21, 2025 Parks and Recreation Commission Meeting, the Commission asked staff for an analysis on current fees compared to neighboring cities and for Staff to give a draft copy of the Amended Policy to the Sport User Groups.

STAFF ANALYSIS:

At the Parks and Recreation meeting on January 21, 2025, the Commission reviewed the following proposed changes to amend the Athletic Field and Park Use Allocation Policy: In summary, Staff is proposing to amend the Athletic Field and Park Use Allocation Policy with the following changes:

1. Change all "Community Services Department" & "Community Services Director" to *Public Works Department* and *Public Works Director*.

The following changes are indicated in blue on the amended Field Use Policy:

Athletic Field and Park Use Allocation Policy Amendment

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1. Page 11: Indicates that Snark Bars can be requested for an additional fee.
2. Page 13: Indication of possible re-keying fee.
3. Page 13: Definition for Tournaments and additional Tournament requirements.
4. Page 14: Section added for Inclement Weather/Health & Safety
5. Page 14: Section added for Keys
6. Page 16: Additional Tournament requirements
7. Page 16: Snack Bar Fee
8. Page 17 & 18: Appendices and Checklist

As such, Staff was directed to conduct an analysis of fees for surrounding cities, compared to Walnut's current fees. Below is a table showing fees for Sport User Groups within surrounding cities:

City	Youth, non-profit leagues	Tournament	Snack Bar
Walnut	Recreational Groups: \$5/per player for residents & \$10/per player for non-residents per season Club Teams: \$15/per player for residents & \$20/per player for non-residents per season	\$250 each	No fee
Diamond Bar	No fee	No fee	\$500* Deposit
Duarte	\$15/hour	N/A	N/A
Glendora	\$10/hour	Field Rental \$100-\$200/hr Lights \$30/hr	N/A
Chino	Serving 50% +1 residency: \$9/hour Field Rental & \$18/per hour light fee Serving non residency: \$16/hour Field Rental & \$22/hour light fee	No fee	No fee
Chino Hills	\$8.00 - \$13.50/ per hour light fee	\$100- \$125 per day	\$100/month
Covina	\$50-\$75 (two hour period) Field Rental \$25-\$33/per hour light fee	N/A	

Athletic Field and Park Use Allocation Policy Amendment

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Pomona	Serving 100% residents: Free Field Rental & \$10.45/per hour light fee Serving 80% residents: \$15.70/per hour Field Rental & \$31.45/per hour light fee All other Youth Groups: \$20.95/per hour Field Rental & \$36.70/per hour light fee	Serving 100% residents: No charge Serving 80% residents: \$26.20/per hour All other Youth Groups: \$31.45	N/A
San Dimas	Serving 51% or more residents: \$30/per hour field rental & \$20/per hour light fee Serving less than 51% residents: \$35/per hour field rental & \$30/per hour light fee	Serving 51% or more residents: No fee Serving less than 51% residents: \$350 each	N/A

*Pre-packaged food only

Fees for Sport User Groups has last been updated in 2019. With increasing cost of maintenance and supplies to our fields, staff is proposing to increase all player fees by \$5. The proposed fees would be as follows:

Sport Leagues (Recreational) Per Player, Per Season:

Current Resident Fee:	Current Non-Resident Fee:	Proposed Resident Fee:	Proposed Non-resident fee:
\$5	\$10	\$10	\$15

Sport Leagues (Club Teams) Per Player, Per Season:

Current Resident Fee:	Current Non-Resident Fee:	Proposed Resident Fee:	Proposed Non-resident fee:
\$15	\$20	\$20	\$25

Staff is also proposing to increase the Tournament fee from \$250 to \$500 for each tournament. If the Sport User Group requests more than two tournaments, the fee for the additional tournament would be \$1,000. It shall be noted that tournaments have the most impact to our fields. Staff is also proposing a per season snack bar fee for each snack bar. The proposed fees are as follows:

Tournament and Snack Bar Fees:

Current Tournament	Current Snack Bar Fee:	Proposed Tournament Fee:	Proposed Snack Bar Fee:
\$250	\$0	\$500	\$400

RELATION TO MISSION STATEMENT:

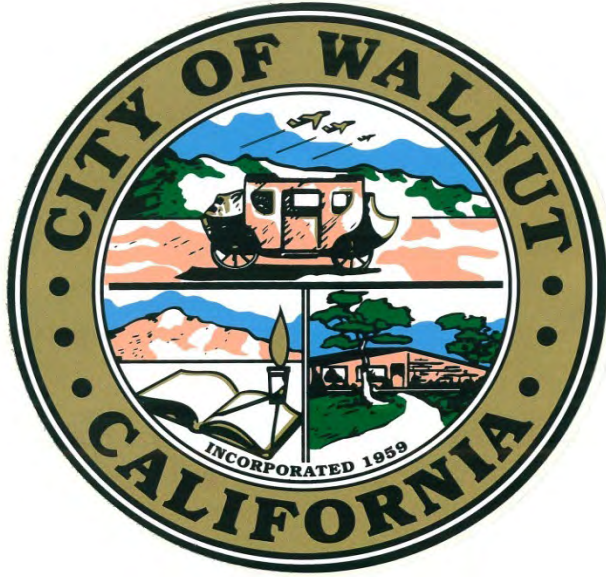
We will collaborate by providing clear directions for people using our services.

Athletic Field and Park Use Allocation Policy Amendment

03/18/2025

Page 4

Attachment: Proposed Athletic Field Use and Park Allocation Policy



City of Walnut

Athletic Field and Park Use Allocation Policy

Amended February 2025

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's Public Works 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 Public Works 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 Public Works 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 Public Works Department:

1. An Application for Athletic Field Use form to the Public Works 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.
3. Sport user groups are required to have the City pre-authorize the use of any motorized utility unit. Prior to the start of each season, any sport user groups utilizing an authorized motorized utility unit will be required to submit the names of adult volunteers who will be authorized operate such units. The submission requirements for all groups will include the names of the individuals, a copy of their driver's license and a copy of their valid car insurance.
4. 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 Public Works 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 Public Works 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 Public Works 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 Public Works 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 Public Works.
- 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 Public Works.

6. Personal Vehicle and Motorized Cart Use

- a. No unauthorized personal vehicles or motorized carts may be driven onto City parks for any reason.
 - 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. Sport user groups are required to have the City pre-authorize the use of any motorized utility unit.
 - d. Prior to the start of each season, any sport user groups utilizing an authorized motorized utility unit will be required to submit the names of adult volunteers who will be authorized operate such units. The submission requirements for all groups will include the names of the individuals, a copy of their driver's license and a copy of their valid car insurance.
 - e. Each ballfield user group is allowed to drag the fields with a motorized field grooming unit. 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.
 - f. Failure to comply with any part of the personal vehicle and motorized cart use policy may result in the termination of the user group's permission to use any or all City park, field or facility.
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 Public Works 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 Public Works 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 Public Works 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 Public Works 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 Public Works.
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 Public Works 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 Public Works 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.**
6. **Dormancy periods are subject to change.**

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). [Snacks Bar facilities can be requested to be used, per season, for an additional fee.](#)

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 (may be subject to re-keying fee).
- 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 unauthorized personal vehicles or motorized carts to deliver supplies to snack bars, and are to inform vendors of this regulation.
- 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 season. Anything beyond two tournaments would require City Council review and approval and include a \$1,000 fee. A Tournament will be defined as a consecutive period that does not exceed 4 days.
- 2. Day-porter service for the full length of the tournament is required—hired through the City and paid for by the Sport User Group (not included in the Tournament fee). Day-porter service may be contracted out, but must be approved by the Director of Public Works or his/her designee.
- 3. Parking Plan required (Walnut Ranch Park only)
- 4. All rules and regulations of field use set forth in this policy apply to tournaments.
- 5. 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.
- 6. 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.

7. Tournaments referred to as “friendlies” will not be allowed without authorization.
8. Recreation vehicle parking on neighborhood streets adjacent to parks during sports tournaments is prohibited.
9. 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.

15. Inclement Weather/Health & Safety

The City of Walnut reserves the right to cancel or suspend Field Use when inclement weather or other conditions threaten the health and safety of participants and/or may result in damage to City facilities. Such conditions may include, but are not limited to rain, mud, standing water, lightning, earthquakes, fires, heat, air quality and general maintenance issues. The Public Works Department is authorized to close any City Sport Field deemed unsafe or unplayable at any time. The decision of the Director of Public Works or his/her designee is final.

Failure to comply with field closures may result in revocation of the organization’s Field Use and charges for all direct and indirect costs incurred by the City for repair of the turf and/or irrigation systems. Repair costs are based on actual expenses and normal City overhead.

16. Keys

Keys are available to be checked out each season to the appropriate representative(s) of each Youth Sport Organization. Each representative will need to come to the Public Works

Department with a valid Driver's License to check out a key for the season. Keys are available to check-out once all applicable documentation is received. Keys must be returned no later than ten (10) days after the end of each season. All fields and snack bars must be cleaned prior. If the City does not receive all keys, the upcoming season may be delayed. Lost keys must be reported to the City immediately. Depending on the nature, the facility may be required to be re-keyed at the sole cost to the Youth Sport Organization.

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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 \$10 per player for residents and \$15 per player for non-residents per season.

Group 3 – Club teams such as So Cal Mirage, Mirage and Diamond Bar United Soccer shall contribute \$20 per resident player per quarter and \$25 per non-resident player per quarter.

Player fees shall be paid to the City of Walnut no later than fourteen (14) calendar days after Opening Day.

All tournament fees are due no later than one week prior to the event.

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 \$500 per tournament to hold such tournament in City parks. The fee must be paid at least fourteen (14) days in advance of the tournament. Additional tournaments beyond the two allowed per season shall have a fee of \$1,000. The following shall be required:

1. Day-porter service for the full length of the tournament is required—hired through the City and paid for by the Sport User Group (not included in the Tournament fee). Day-porter service may be contracted out, but must be approved by the Director of Public Works or his/her designee.
2. Parking Plan (Walnut Ranch Park only)

Snack Bars (All Groups):

Youth sports organizations who choose to utilize the snack bars, must pay a nonrefundable use fee of \$400 per season, per snack bar.

Appendices

A-1: Application of Athletic Facility Use

A-2: Application for Tournament

A-3: Facility Use and Allocation Policy Acknowledgement

A-4: Key Check-Out Form

A-5: Walnut Code of Conduct

A-6: Snack Bar Use Policy

A-7: Checklist

CHECKLIST:

City Forms:

- ☐ Application for Athletic Facility Use
- ☐ Application for Tournament
- ☐ Facility Use and Allocation Policy Acknowledgement
- ☐ Key Check-out Form
- ☐ Walnut Code of Conduct
- ☐ Snack Bar Use Policy
- ☐ Hold Harmless – Indemnification Agreement (Issued after Approval is given)

Youth Sport Organization Forms:

- ☐ Complete Team Rosters
- ☐ Original Certificate of Insurance with an Endorsement page naming the City of Walnut as an additionally insured.
- ☐ Complete list of Board of Directors or designated officials including names, addresses, telephone numbers and email addresses.
- ☐ Master Calendar of Events
- ☐ Proof of Non-profit status (503(c)(3) Form)
- ☐ Copy of Food Handler Card

City Staff Only:

- ☐ Annual Use Agreement
- ☐ Player Fees
- ☐ Tournament Fee (if applicable)
- ☐ Snack Bar Fee (if applicable)

City of Walnut
Public Works Department
21701 E. Valley Blvd., Walnut, CA 91789
(909) 598-5605 office
cmunoz@cityofwalnut.org

ATHLETIC FIELD USE ALLOCATION PACKET

FALL / SPRING _____

circle one

year

The City of Walnut's Public Works Department schedules the use of the City of Walnut's athletic fields and courts. If you are interested in the use of these facilities, please follow these steps:

- STEP 1** Complete the Application for the Athletic Field Use, include a list of the current Board of Directors, Master Calendar of events, and proof of current non-profit status.
- STEP 2** Return completed packet to:
City of Walnut
Maintenance Department
P.O. Box 682
Walnut, Ca. 91789
Office Hours: Monday-Thursday 7am to 6pm
- Or via email to:
cmunoz@cityofwalnut.org
- STEP 3** **Fourteen (14) calendar days prior to any use of facility each applicant is required to submit the following:
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.
 3. Signed Facility Use Agreement, Facility Use and Allocation Policy acknowledgement, and Code of Conduct.
 4. A \$250 refundable deposit.
 5. Original Certificate of Insurance as outlined in the Facility Use and Allocation Policy.
 6. If using Snack Bar facility include Food Handler card(s).

****Please note: If required documentation is not submitted by fourteen (14) days prior to any use of facility, the organization WILL NOT be allowed use of the field.****

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 facilities. Each user requesting facilities during the applicable period must send a representative to the meeting. If a user group requesting use of facilities does not send a representative, they may lose their priority rating for scheduled use of facilities.

PLEASE NOTE: THE CITY OF WALNUT MAY REVOKE THIS AND/OR ANY USE OF THE FIELDS OR FACILITIES AT ANY TIME DUE TO STATE/COUNTY/CITY RESTRICTIONS.

Application for Athletic Facility Use

FALL / SPRING _____
circle one year

City of Walnut
Public Works Department
21701 E. Valley Blvd., Walnut, CA 91789
(909) 598-5605 office

It is the City of Walnut's desire that all patrons who periodically use a City of Walnut gymnasium, field, snack bar, storage room and/or other City of Walnut property (to be known as "Facility") are able to enjoy the Facility. This application has been set in place to achieve that goal.

The person signing this application and the organization on whose behalf the Facility use is being made (to be known as "Group") are responsible for compliance with the *Facility Use and Allocation Policy* and the *Code of Conduct*. All groups are required to completely fill out and sign the Application for Athletic Facility Use.

PLEASE NOTE: THE CITY OF WALNUT MAY REVOKE THIS AND/OR ANY USE OF THE FIELDS OR FACILITIES AT ANY TIME DUE TO STATE/COUNTY/CITY RESTRICTIONS.

Name of Organization _____

League Mailing Address _____ City _____ Zip _____

League Phone# _____ League Website Address _____

Federal Non-Profit Tax ID# _____

Name of League President _____

Home Address _____ City _____ Zip _____

(w) _____ (h) _____ (cell) _____ (email) _____

Other Contacts (Vice President, Secretary, Grounds keeper) _____

(Name) W/H/Cell

(Name) (W/H/Cell) (Name) (W/H/Cell)

League Information:

Number of Teams in League/Travel Ball: _____

Total Participants – League: _____ Travel Ball: _____

Facility Requested - (check all that apply):

Suzanne Creekside Snow Creek Walnut Ranch Gymnasium

Facility Component Requested - (check all that apply):

Snack Bar Storage rooms Ballfields Basketball Courts Scorebox Scoreboards

DATES:

Registration-Tryout Dates/Times: _____ Location(s) _____

Practice Start Date: _____

Opening Day/Time: _____ Location: _____

Closing Ceremonies Day/Time: _____ Location: _____

*PARK RESERVATION REQUIRED FOR OPENING DAY- Please notify of any change of date ASAP.

League Games Start (Date): _____ League Games Finish (Date): _____

Tournament Dates/Time: _____ Location(s): _____

Tournament Dates/Time: _____ Location(s): _____

Clinics/Other Date/Time: _____ Location(s): _____

Clinics/Other Date/Time: _____ Location(s): _____

Board Meetings Date/Time: _____ Location(s): _____

Board Meetings Date/Time: _____ Location(s): _____

LIST FACILITIES DESIRED

FACILITY	SPECIFIC FIELD	DAYS	TIMES	TYPE
<i>ex. Suzanne Park</i>	<i>Field 3</i>	<i>MWF</i>	<i>5-8pm</i>	<i>Practice</i>

FACILITY	SPECIFIC FIELD	DAYS	TIMES	TYPE
<i>ex. Suzanne Park</i>	<i>Field 3</i>	<i>MWF</i>	<i>5-8pm</i>	<i>Practice</i>

Signature _____

Date _____

PLEASE NOTE: THE CITY OF WALNUT MAY REVOKE THIS AND/OR ANY USE OF THE FIELDS OR FACILITIES AT ANY TIME DUE TO STATE/COUNTY/CITY RESTRICTIONS.

Application for Athletic Facility Use - TOURNAMENT

FALL / SPRING _____
circle one year

**City of Walnut
 Public Works Department
 21701 E. Valley Blvd., Walnut, CA 91789
 (909) 598-5605 office**

It is the City of Walnut's desire that all patrons who periodically use a City of Walnut gymnasium, field, snack bar, storage room and/or other City of Walnut property (to be known as "Facility") are able to enjoy the Facility. This application has been set in place to achieve that goal.

The person signing this application and the organization on whose behalf the Facility use is being made (to be known as "Group") are responsible for compliance with the *Facility Use and Allocation Policy* and the *Code of Conduct*. All groups are required to completely fill out and sign the Application for Athletic Facility Use.

Name of Organization _____

League Mailing Address _____ City _____ Zip _____

League Phone# _____ League Website Address _____

Federal Non-Profit Tax ID# _____

Tournament Director _____

Home Address _____ City _____ Zip _____

(w) _____ (h) _____ (cell) _____ (email) _____

Tournament Information:

Facility Requested - *(check all that apply):*

Suzanne Creekside Snow Creek Walnut Ranch Gymnasium

Facility Component Requested - *(check all that apply):*

Snack Bar Ballfield(s) Basketball Court(s) Scorebox Scoreboards

Expected Number of Teams/Participants: _____ / _____

Tournament Dates/Time *(Include Setup/Takedown)*: _____

Number of Fields/Courts requested: _____

PLEASE NOTE: THE CITY OF WALNUT MAY REVOKE THIS AND/OR ANY USE OF THE FIELDS OR FACILITIES AT ANY TIME DUE TO STATE/COUNTY/CITY RESTRICTIONS.

Signature _____

Date _____

City of Walnut
Public Works Department
21701 E. Valley Blvd., Walnut, CA 91789
(909) 598-5605 office
cmunoz@cityofwalnut.org

ATHLETIC FIELD USE -TOURNAMENT

FALL / SPRING _____

circle one

year

The City of Walnut's Public Works Department schedules the use of the City of Walnut's athletic fields and courts. If you are interested in the use of these facilities, please follow these steps:

- STEP 1 Complete the Application for the Athletic Field Use, include a list of the current Board of Directors, Master Calendar of events, and proof of current non-profit status.
- STEP 2 Return completed packet to:
City of Walnut
Maintenance Department
P.O. Box 682
Walnut, Ca. 91789
Office Hours: Monday-Thursday 7am to 6pm
- Or via email to:
cmunoz@cityofwalnut.org
- STEP 3 **Fourteen (14) calendar days prior to any use of facility each applicant is required to submit the following:
1. Signed Facility Use Agreement, Facility Use and Allocation Policy acknowledgement, and Code of Conduct.
 2. A \$250 refundable deposit.
 3. Original Certificate of Insurance as outlined in the Facility Use and Allocation Policy.
 4. If using Snack Bar facility include Food Handler card(s).
 5. Applicants qualifying as Groups 2 and 3 users owe a flat fee of \$250.
 6. Applicants qualifying as Group 4 users owe light fee in total for the event.
 7. Applicants qualifying as Group 5 users owe light and field use fees in total for the event.

****Paperwork and fees that are not turned in by the designated deadlines will result in denial or revoking of your field use permit. ****

PLEASE NOTE: THE CITY OF WALNUT MAY REVOKE THIS AND/OR ANY USE OF THE FIELDS AND FACILITIES AT ANY TIME DUE TO STATE/COUNTY/CITY RESTRICTIONS.



CITY OF WALNUT

I have read and understand the rules and guidelines listed in the Facility
Use and Allocation Policy guide.

LEAGUE PRESIDENT

DATE



City of Walnut

KEY CONTROL POLICY



I understand that the keys issued to me by the City of Walnut are to be used only by myself or appointed representative(s) of my City-approved organization.

All keys must be returned at the end of each Use Agreement period (no longer than ten (10) days after the end of the each season). No Key may be duplicated.

Lost and stolen keys must be reported to Public Works immediately. Depending on the nature, the field may be required to be re-keyed at the sole cost to the Youth Sport Organization.

I have read and understand the Key Control Policy.

Name

Organization

Title

Signature

Date

WALNUT YOUTH SPORTS

CODE OF CONDUCT

PLEDGE

The City of Walnut advocates positive and safe sports for children. Youth sports programs play an important role in promoting the physical, social and emotional development of children. It is therefore essential for parents, coaches, board members and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self control.

I therefore pledge to be responsible for my words and actions while attending, coaching, officiating, being a Board member or participating in a youth sports event and shall model my behavior to the following code of conduct:

1. I will engage in good sportsmanlike conduct with any coach, parent, player, participant, board member, official or any other attendee. I will be a good role model for my child as well as all the other children present.
2. I will encourage my child, or any other person, to engage in good sportsmanlike conduct with any coach, parent, player, participant, official, board member or any other attendee.
3. I will not engage in any behavior which would endanger the health, safety or well being of any coach, parent, player, participant, official, board member or any other attendee.
4. I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or well being of any coach, parent, player, participant, board member or any other attendee.
5. I will not use drugs or alcohol while at a youth sports event and will not attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
6. I will not permit my child, or encourage any other person, to use drugs or alcohol at a youth sports event and will not permit my child, or encourage any other person, to attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
7. I will not engage in the use of profanity, nor permit my child, or encourage any other person, to engage in the use of profanity.
8. I will treat and encourage my child to treat any coach, parent, player, participant, official, board member or any other attendee with respect regardless of race, creed, color, national origin, gender, sexual orientation or ability.
9. I will not engage in verbal or physical threats or abuse aimed at any board member, coach, parent, player, participant, official or any other attendee.

10. I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any board member, coach, parent, player, participant, official or any other attendee.
11. I will not initiate a fight or scuffle with any coach, parent, player, participant, board member, official or any other attendee. I will not permit my child to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
12. I will at all times, behave with courtesy and in a cooperative manner in dealing with other facility users including other leagues and/or teams who may be sharing facilities. I will think about the best interests of ALL youth participants and will refrain from any actions that may offend or interfere with another league, team or program.
13. I will not exploit the talents of youth athletes and will refrain from encouraging them to play when they are injured and/or ill.
14. I will 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.
15. I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating, acting as a board member or participating in a youth sports event I may be subject to disciplinary action, including but not limited to the following in any order or combination:
 - a) Verbal warning issued by a league or City official.
 - b) Written warning issued by a league or City official.
 - c) Suspension or immediate ejection from a youth sports event issued by a league representative who is authorized to issue such suspension or a City official.
 - d) Suspension from multiple youth sports events issued by a league representative who is authorized to issue such suspension from a youth sports event or a City official.
 - e) Season suspension or multiple season suspension for a league, team and/or individual issued by a league representative who is authorized to issue such suspension or a City official.

League President

Signature

Date



City of Walnut

Snack Bar Use Policy

The following rules apply to all City of Walnut Snack bar Facilities for all Organizations that use them as a condition of your use Agreement.

- Each Organization must have a designated person with a valid “Food Handlers Permit” on site during operating hours.
- The Organization must comply with all California Health and Safety Codes (Part 7. California Retail Food Code).
- Each Organization that uses the Snack Bar is required to clean and maintain the Snack Bar after each use. This includes all cooking surfaces, equipment, etc.
- The Snack Bar is subject to inspection by City Staff at any time.
- If it is found that the Snack Bar is not cleaned or maintained by City standards, the City will enforce the following:

- ❖ **First Offense:** The City will notify the Organization of the issue, and it must be cleaned within 48 hours. Failure to do so will result in the cost of professional cleaning (\$100-\$250 per cleaning).
- ❖ **Second Offense:** The City will immediately have the facility cleaned and the Organization will incur the cost (\$100-\$250 per cleaning).
- ❖ **Third Offense:** The City will immediately have the facility cleaned (\$100-\$250 per cleaning) and the Organization will be locked out of the facility for the remainder of the season.

Failure to perform, uphold or enforce this Snack Bar Policy will result in the Organization losing use privileges.

Name

Organization

Title

Signature

Date

CHECKLIST:

City Forms:

- ☐ Application for Athletic Facility Use
- ☐ Application for Tournament
- ☐ Facility Use and Allocation Policy Acknowledgement
- ☐ Key Check-out Form
- ☐ Walnut Code of Conduct
- ☐ Snack Bar Use Policy
- ☐ Hold Harmless – Indemnification Agreement (Issued after Approval is given)

Youth Sport Organization Forms:

- ☐ Complete Team Rosters
- ☐ Original Certificate of Insurance with an Endorsement page naming the City of Walnut as an additionally insured.
- ☐ Complete list of Board of Directors or designated officials including names, addresses, telephone numbers and email addresses.
- ☐ Master Calendar of Events
- ☐ Proof of Non-profit status (503(c)(3) Form)
- ☐ Copy of Food Handler Card

City Staff Only:

- ☐ Annual Use Agreement
- ☐ Player Fees
- ☐ Tournament Fee (if applicable)
- ☐ Snack Bar Fee (if applicable)