

CITY OF WALNUT
PARKS AND RECREATION COMMISSION AGENDA
WALNUT CITY HALL
21201 LA PUENTE ROAD, WALNUT
JUNE 16, 2026

1. CALL TO ORDER 7:00 P.M.
2. FLAG SALUTE COMMISSIONER BRION
3. ROLL CALL COMMISSIONERS BRION, LEPP, MUNGUIA, PEDERSEN & POLLALIS
4. MINUTES REGULAR MINUTES OF MAY 19, 2026

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 2026

Recommendation: Receive and file.

B. Administratively Approved Park Use Requests May 2026

Recommendation: Receive and file.

C. Recreation Division Activities Summary May 2026

Recommendation: Receive and file.

D. Bi-Annual Sport Group and Tournament Field Use Request - Fall 2026

Recommendation: It is recommended by Staff that the Parks and Recreation Commission:

1. Approve the Bi-Annual Use Agreements for August 2026 through December 2026 for American Youth Soccer Organization, Walnut Youth Softball, Walnut Pony Baseball, and DBWV-FC Man United for the following use requests, and the following Sunday Use and Tournament requests, and
2. Forward to City Council for review and final approval.

Field Use Requests:

- a) Use of **Butterfield Park** by FC Man United Soccer Club from August 24, 2026 through December 11, 2026;
- b) Use of **Suzanne Park** by Walnut Youth Softball from August 8, 2026 through November 21, 2026; and by FC Man United Soccer from August 24, 2026 through December 11, 2026.
- c) Use of **Walnut Ranch Park** by AYSO from August 24, 2026 through December 12, 2026* and by FC Man United Soccer Club (Field D) from August 24, 2026 through December 13, 2026* and Sunday use as approved in previous years for FC Man United Soccer Club. There is mutually agreed upon division of field use between AYSO and DBWV-FC Man United Soccer.

**Excluding Westhoff Event Dates TBD*

- d) Use of **Creekside Park** by Walnut Pony Baseball from August 24, 2026 through November 21, 2026.
- e) Use of Snow Creek Park by Walnut Pony Baseball from August 24, 2026 through November 21, 2026.
- f) That the tournaments be approved as requested.
- g) Any additional requests should time allow, and all criteria be reviewed administratively.

8. ITEMS REMOVED FROM CONSENT CALENDAR

9. DISCUSSION

A. Discussion Regarding Operating Hours for the Tennis Pickleball Courts at Walnut Ranch Park

Recommendation: Staff recommends that the Parks and Recreation Commission discuss the operating hours for the tennis and pickleball courts at Walnut Ranch Park and provide direction regarding potential adjustments to court and lighting hours.

10. COMMISSION ITEMS

11. STAFF ITEMS
 - A. Upcoming Recreation Programs/Events – C.S.
 - B. Park Project Updates – P.W.
 - C. July Parks and Recreation Month

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 Tuesday, May 19, 2026.

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

FLAG SALUTE: Commissioner Pollalis

ROLL CALL:

AYES: Commissioners Lepp, Munguia, Pedersen & Pollalis
ABSENT: Commissioner Brion

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

MINUTES:

C/Lepp made a motion, seconded by C/Munguia and was carried 3-0 to approve the minutes on April 21, 2026.

AYES: Commissioners Lepp, Munguia & Pedersen
ABSTAIN: Commissioner Pollalis
ABSTENT: Commissioner Brion

ORAL COMMUNICATIONS:

WRITTEN COMMUNICATIONS:

CONSENT CALENDAR:

C/Munguia made a motion, seconded by C/Lepp and was carried 4-0 to approve items 7A – 7C under Consent Calendar as recommended.

AYES: Commissioners Lepp, Munguia, Pedersen & Pollalis
ABSENT: Commissioner Brion

ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION:

DISCUSSION:

COMMISSION ITEMS:

STAFF ITEMS:

ANNOUNCEMENTS:

ADJOURNMENT:

There being no further business to come before the Commission, the meeting adjourned at 7:25 p.m.

Chairperson

ATTEST:

Senior Administrative Assistant



AGENDA ITEM 7A

- ☒ Consent Calendar
- ☐ Discussion

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: JUNE 16, 2026

TO: Parks and Recreation Commission

VIA: Melissa Barcelo, Public Works Director

FROM: Kenny Martinez, Maintenance Superintendent *KM*

SUBJECT: Parks Maintenance Report for May 2026

RECOMMENDATION:

It is recommended that the Parks and Recreation Commission receive and file the Parks Maintenance Report for May 2026

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 augments 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 May included the following:

Arroyo:

- Treated for fire ants.

Ashley:

- Repaired fallen wrought iron fence on the S/E side of park.

Butterfield:

- Conducted weekly inspections of the park.

Country Hollow:

- Conducted weekly inspections of the park.

Creekside:

- Relocated irrigation rotors along the baseball infield turf.
- Treated for fire ants.
- Treated for insects in the snack bar.
- Serviced the ice machine, refrigerator, and snack bar.

Heidelberg:

- Conducted weekly inspections of the park.

Lemon Creek:

- Conducted weekly inspections of the park.

Snow Creek:

- Connected one quick coupler line to the potable water line.
- Hydro jetted the main sewer line.
- Repaired the toilet in the men's restroom.
- Treated for fire ants.

Suzanne:

- Cleared two drains for the urinal in the gazebo restroom.
- Treated for rodents.
- Serviced the ice machine, refrigerator, and snack bar.

Walnut Hills:

- Conducted weekly inspections of the park.

Walnut Ranch:

- Cleared the drain for the men's urinal.
- Treated for fire ants.
- Serviced the ice machine, refrigerator, and snack bar.

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: JUNE 20, 2026

TO: Parks and Recreation Commission

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

FROM: Chris Vermeer, Senior Administrative Assistant CV

SUBJECT: Administratively Approved Park Use Requests – MAY 2026

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 March 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.

Facility	Start Date	Start Time	End Time	Service	# Guest
Creeside Park	3/01/26	12:30 PM	05:00 PM	Birthday Party	30
	3/07/26	12:30 PM	05:30 PM	Birthday Party	20
	3/08/26	12:00 PM	05:00 PM	Birthday Party	50
	3/14/26	09:00 AM	06:00 PM	Birthday Party	40
	3/15/26	10:30 AM	04:00 PM	Picnic Rental	22
	3/21/26	02:00 PM	05:00 PM	Birthday Party	30
	3/22/26	12:00 PM	06:00 PM	Birthday Party	25
	3/28/26	08:00 AM	08:00 PM	Picnic Rental	120
	4/04/26	12:00 PM	06:00 PM	Picnic Rental	25
	4/11/26	10:00 AM	06:00 PM	Birthday Party	100
	4/12/26	10:00 AM	06:00 PM	Birthday Party	50
	4/18/26	10:00 AM	03:00 PM	Birthday Party	45
	4/19/26	09:00 AM	08:00 PM	Birthday Party	40
	4/25/26	11:00 AM	07:00 PM	Birthday Party	80
	5/02/26	01:00 PM	06:00 PM	Baby Shower	50
	5/03/26	02:00 PM	06:00 PM	Reunion	50
	5/09/26	09:00 AM	07:00 PM	Birthday Party	50
	5/16/26	12:00 PM	08:00 PM	Baby Shower	80
	5/17/26	02:00 PM	07:00 PM	Picnic Rental	75
	5/23/26	09:00 AM	07:00 PM	Picnic Rental	40
	5/24/26	10:00 AM	02:00 PM	Picnic Rental	100
	5/30/26	11:00 AM	04:00 PM	Birthday Party	50
	5/31/26	10:00 AM	06:00 PM	Picnic Rental	35

Facility	Start Date	Start Time	End Time	Service	# Guest
Lemon Creek	3/01/26	12:00 PM	06:00 PM	Baby Shower	80
	3/07/26	10:00 AM	05:00 PM	Birthday Party	50
	3/08/26	10:00 AM	01:00 PM	Birthday Party	30

	3/14/26	10:00 AM	05:00 PM	Reunion	60
	3/15/26	12:00 PM	07:00 PM	Birthday Party	65
	3/17/26	06:00 PM	09:00 PM	Meeting	60
	3/21/26	01:00 PM	08:00 PM	Picnic Rental	100
	3/22/26	10:00 AM	02:00 PM	Birthday Party	75
	3/28/26	12:00 PM	04:00 PM	Baby Shower	100
	3/29/26	12:00 PM	06:00 PM	Birthday Party	50
	4/04/26	11:00 AM	08:00 PM	Picnic Rental	50
	4/11/26	10:00 AM	02:00 PM	Birthday Party	60
	4/18/26	09:00 AM	03:00 PM	Birthday Party	100
	4/19/26	09:00 AM	02:00 PM	Birthday Party	60
	4/25/26	12:00 PM	06:00 PM	Birthday Party	75
	4/26/26	09:00 AM	06:00 PM	Birthday Party	50
	5/03/26	09:00 AM	07:00 PM	Reunion	149
	5/09/26	12:00 PM	06:00 PM	Birthday Party	40
	5/10/26	09:00 AM	03:30 PM	Birthday Party	90
	5/16/26	12:00 PM	06:00 PM	Birthday Party	110
	5/17/26	09:00 AM	04:00 PM	Picnic Rental	60
	5/23/26	09:00 AM	10:00 PM	Picnic Rental	40
	5/24/26	09:00 AM	03:00 PM	Birthday Party	85
	5/30/26	09:00 AM	03:00 PM	Picnic Rental	80
	5/31/26	12:00 PM	06:00 PM	Birthday Party	40

Facility	Start Date	Start Time	End Time	Service	# Guest
Snow Creek	3/08/26	12:30 PM	06:00 PM	Birthday Party	60
	3/14/26	11:00 AM	05:00 PM	Birthday Party	30
	3/28/26	10:00 AM	03:00 PM	Birthday Party	40
	4/04/26	10:00 AM	07:00 PM	Picnic Rental	60
	4/11/26	11:00 AM	05:00 PM	Birthday Party	45

	4/12/26	09:30 AM	04:00 PM	Birthday Party	50
	4/18/26	11:00 AM	06:00 PM	Birthday Party	55
	5/02/26	11:00 AM	05:00 PM	Birthday Party	25
	5/03/26	01:00 PM	07:00 PM	Birthday Party	30
	5/09/26	11:00 AM	03:00 PM	Birthday Party	25
	5/10/26	01:30 PM	07:00 PM	Birthday Party	15
	5/16/26	10:00 AM	04:00 PM	Birthday Party	40
	5/17/26	10:00 AM	07:00 PM	Picnic Rental	30
	5/23/26	11:00 AM	02:00 PM	Birthday Party	25
	5/24/26	11:00 AM	06:00 PM	Birthday Party	20
	5/31/26	10:00 AM	04:00 PM	Birthday Party	35

Facility	Start Date	Start Time	End Time	Service	# Guest
Suzanne Park	3/01/26	02:00 PM	06:00 PM	Birthday Party	25
	3/07/26	07:00 AM	07:00 PM	Picnic Rental	149
	3/08/26	08:00 AM	06:00 PM	Birthday Party	40
	3/14/26	01:00 PM	03:00 PM	Birthday Party	20
	3/15/26	10:00 AM	04:00 PM	Birthday Party	25
	3/28/26	12:00 PM	06:00 PM	Birthday Party	40
	3/29/26	11:00 AM	07:00 PM	Birthday Party	75
	4/04/26	09:00 AM	05:00 PM	Picnic Rental	100
	4/11/26	11:00 AM	07:00 PM	Birthday Party	37
	4/12/26	12:00 PM	08:00 PM	Picnic Rental	10
	4/18/26	08:00 AM	07:00 PM	Birthday Party	100
	4/19/26	09:00 AM	04:00 PM	Baby Shower	40
	4/25/26	01:00 PM	05:00 PM	Birthday Party	40
	4/26/26	12:00 PM	08:00 PM	Picnic Rental	10
	5/02/26	11:00 AM	03:30 PM	Picnic Rental	70
	5/16/26	10:00 AM	04:00 PM	Picnic Rental	50

	5/17/26	10:30 AM	04:00 PM	Birthday Party	40
	5/20/26	10:00 AM	03:00 PM	Picnic Rental	50
	5/23/26	08:00 AM	08:00 PM	Birthday Party	130
	5/24/26	08:30 AM	04:00 PM	Birthday Party	40
	5/30/26	02:00 PM	08:00 PM	Picnic Rental	135
	5/31/26	10:00 AM	08:00 PM	Birthday Party	70



AGENDA ITEM 7C

- ☒ Consent Calendar
- ☐ Discussion

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: JUNE 16, 2026

TO: Parks and Recreation Commission

FROM: Jamie Bumia, Community Services Director *JB*

SUBJECT: Recreation Division Activities Summary

RECOMMENDATION:

Staff recommend 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 month of May 2026.

SENIOR PROGRAMS:

SENIOR DINE-IN NUTRITION LUNCH PROGRAM

The Senior Dine-In Nutrition program is open to seniors 60 years and older. 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: 35



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. Seniors can come and socialize, play games, share their stories, and explore different topics with the Department Staff and their fellow peers. Average Attendance: 25

SENIOR SEMINARS / SPECIAL EVENTS:

Tuesday, May 12, 2026 - Postponed

Seminar: Protecting Your Retirement
By Live Better Financial (11:00 am -12:00 pm)

Wednesday, May 13, 2026

Coffee Corner: SCAN Health Plan (9:30 am – 11:30 am)

Friday, May 15, 2026

Seminar: Music Appreciation Series – Part One
Independence at Home (11:00 am -12:00 pm)

Friday, May 22, 2026

Seminar: Music Appreciation Series – Part Two
Independence at Home (11:00 am -12:00 pm)

Wednesday, May 27, 2026

Coffee Corner: SCAN Health Plan (9:30 am – 11:30 am)

Friday, May 29, 2026

Seminar: Music Appreciation Series – Part Three
Independence at Home (11:00 am -12:00 pm)

Friday, May 29, 2026

Workshop: Learn Basic Tech – Part One
Internal Services Department of LA County (1:00 pm - 5:00 pm)

Friday, May 8, 2026

Special Event: Mother's Day Brunch

On Friday, May 8, the Walnut Senior Center hosted their Mothers' Day Brunch event with a fun-filled morning of games that fit for our special guests. The caterer for the event was Tiscarenos, who made a personalized wrap sandwich meal for each mother in attendance. Lastly, an opportunity prize drawing were held for all the guests in attendance. This event was sold out at 68 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. Spring Session began on February 23, 2026, and will continue until June 12, 2026.

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 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 grade can enjoy activities including sports, crafts, board games, movies, air hockey, table tennis, foosball and pool. The school year membership began in August for the start of the new school year. Teen Center membership for the school year will be \$120 for the year or \$75 for each semester. Currently there are 160 Teen Center members registered. Teen Center staff continued their popular Special Day treats that are available only on Tuesdays. For April staff sold nachos, monster pops and snow cones.

On May 14 the last Teen E.P.I.C., Game On & Bounce Out was held inside the Walnut Gymnasium. Teens celebrated the end of the school year with a fun filled afternoon of an obstacle bounce house, two inflatable games, a video game truck, photobooth and a meal of a cheeseburger and drink.



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 Monday through Friday as well as varying hours on the weekend. For the weekend we will suspend Saturday morning while WYB games are being played.

WALNUT YOUTH BASKETBALL (WYB)

Walnut Youth Basketball (WYB) registration for the summer league will began in April. Players that are new to program attended a skills assessment on May 9 for staff to evaluate skill level to help staff make teams. The Summer WYB season will be a six-week coed league with practices will beginning June 1.

CAMP MOVIN' N' GROOVIN' (CMG):

In the month of May, staff prepared for the summer session of Camp Movin' n' Groovin' (CMG) that will begin in June. In preparation staff attended Rec Leader Training hosted by CPRS District 13 held on May 9 in the City of Whittier. Recreation Leaders participated in sessions including: Supervision for Camp Water Activities, older adult programming and learning leadership that inspire.



SENIOR/COMMUNITY EXCURSIONS:

<u>Senior Excursions:</u>	<u>Date</u>	<u>Participants</u>
L.A. Arboretum & Lunch	May 12	44 (FULL)
<u>Community Excursions:</u>	<u>Date</u>	<u>Participants</u>
Ramon Pageant	May 3	Canceled (Low enrollment)

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 :

Peddlers' Market
Saturday, May 2

The City of Walnut hosted its annual Peddlers Market event. Peddler's Market was held in the parking lot of the Walnut Senior Center selling out at 33 booths selling goods such as clothes, furniture, shoes, trinkets and much more. The event was held from 8:00 am to 1:00 pm and had over 350 + customers in attendance.

Memorial Day Remembrance
Wednesday, May 20, 2026

A special wreath laying ceremony was held at Walnut City Hall, to remember all the men and women who have passed while serving in the military. The ceremony consisted of a flag presentation by the Los Angeles County Sheriff's Explorer Color Guard. Followed by a 3-shot volley and performance of TAPS by the American Legion Post. Guests in attendance, were also able to visit the "White Table" set up to honor our fallen soldiers missing this Memorial Day.



WHS Graduation Celebration
Tuesday, May 26, 2026

The City of Walnut celebrated 541 Walnut High School Graduates with a photo opportunity and a cookie to honor their hard work and achievements.





AGENDA ITEM 7D

- ☒ Consent Calendar
☐ Discussion

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: JUNE 16, 2026

TO: Parks and Recreation Commission
VIA: Melissa Barcelo, Director of Public Works
FROM: Corinne Garcia, Senior Management Analyst
SUBJECT: Bi-Annual Sport Group and Tournament Field Use Request - Fall 2026

RECOMMENDATION:

It is recommended by Staff that the Parks and Recreation Commission:

1. Approve the Bi-Annual Use Agreements for August 2026 through December 2026 for American Youth Soccer Organization, Walnut Youth Softball, Walnut Pony Baseball, and DBWV-FC Man United for the following use requests, and the following Sunday Use and Tournament requests, and
2. Forward to City Council for review and final approval.

Field Use Requests:

- a) Use of **Butterfield Park** by FC Man United Soccer Club from August 24, 2026 through December 11, 2026;
- b) Use of **Suzanne Park** by Walnut Youth Softball from August 8, 2026 through November 21, 2026; and by FC Man United Soccer from August 24, 2026 through December 11, 2026.
- c) Use of **Walnut Ranch Park** by AYSO from August 24, 2026 through December 12, 2026* and by FC Man United Soccer Club (Field D) from August 24, 2026 through December 13, 2026* and Sunday use as approved in previous years for FC Man United Soccer Club. There is mutually agreed upon division of field use between AYSO and DBWV-FC Man United Soccer.
**Excluding Westhoff Event Dates TBD*
- d) Use of **Creekside Park** by Walnut Pony Baseball from August 24, 2026 through November 21, 2026.

- e) Use of **Snow Creek Park** by Walnut Pony Baseball from August 24, 2026 through November 21, 2026.
- f) That the tournaments be approved as requested.
- g) Any additional requests should time allow, and all criteria be reviewed administratively.

BACKGROUND:

In accordance with the City of Walnut's *Field Use and Allocation Policy*, applications for use of City facilities by organized non-profit groups are required to be submitted by June for uses to take place during the months of August through December. Staff reviewed each application and is presenting the Fall 2026 schedule for consideration based on priority use set forth in the City's *Field Use and Allocation Policy*.

Applications are prioritized according to the five tiers outlined in the *Field Use and Allocation Policy*. City of Walnut based non-profit youth (18 and under) organizations with a minimum of 51% of the registrants/membership of the organization being residents have highest priority.

Each potential user group is required to submit a signed hold harmless waiver, a certificate of insurance, a player roster and roster of their current board of directors, proof of current non-profit status with the Internal Revenue Service and the State of California. Staff reviewed the applications and other documents to determine if each group met the criteria as an organized group and whether they are classified as resident or non-resident.

Public Access to Walnut Ranch Park:

DBWV-FC Man United has again agreed to end their play on one field on Sundays at 5:00 pm, instead of 9:00 pm. Public access to Walnut Ranch Park will be on Sundays from 5:00 pm to 9:00 pm during their session.

Sunday Use:

Waivers for Sunday use have been approved following consideration by the Parks and Recreation Commission and the City Council, and again, are being requested by DBWV-FC Man United at Walnut Ranch Park.

Dormancy Period:

Dormancy is required to give City maintenance staff the time to restore and/or renovate fields to allow for these intensive uses. With this type of maintenance, fields will be safer for play and more attractive for the parks.

Fees:

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

Recreational groups such as AYSO, and Walnut Youth Softball shall contribute \$10 per player for residents and \$15 per player for non-residents per season. Club teams such as FC Man United Soccer Club shall contribute \$20 per resident player per season and \$25 per non-resident player per season.

STAFF ANALYSIS:

Staff recommends the proposed uses be approved as the organizations meet all criteria for use under Walnut's Field Use Allocation Policy. The groups have all used the facilities previously and have had successful programs for Walnut and local residents while continuing to be good stewards of Walnut fields.

Staff will continue to monitor the use of the fields to ensure efficient and appropriate time and uses are provided to all eligible groups. Any additional requests, should time allow and all criteria be reviewed administratively.

FISCAL IMPACT:

These programs provide approximately \$15,000 revenue annually to the General Fund through participant fees.

RELATION TO MISSION STATEMENT:

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

Attachment A: Field Use Graph
Attachment B: Youth Sports Use Agreement

Attachment A: Field Use Graph

Park	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Butterfield Park							
		DBWV-FC Man United Soccer Club					
		August 24 - December 11					
		Monday through Friday 5:00 pm to 8:00 pm					
Creekside Park							
	D o r m a n t	Walnut Pony Baseball				D o r m a n t	
		Tryouts: TBD					
		Practices/Games: August 24 - November 21: All Fields					
		Monday through Friday 5:00 pm to 10:00 pm					
		Saturday 8:00 am to 10:00 pm					
		Tournament:					
		October 17-18					
		November 14 - 15					
Snow Creek Park							
	D o r m a n t	Walnut Pony Baseball				D o r m a n t	
		Practices/Games: August 24 - November 21					
		Monday through Friday 5:00 pm to 10:00 pm					
		Saturday 8:00 am to 10:00 pm					
Suzanne Park							
	D o r m a n t	Walnut Youth Softball				D o r m a n t	
		Tryouts: August 8					
		Practice/Games: August 17 - November 21: All Fields					
		Monday through Friday 5:00 pm - 10:00 pm					
		Saturdays 8:00 am - 10:00 pm					
		Tournaments:					
		November 14 - November 15					
		DBWV-FC Man United Soccer Club					
		August 24 - December 11					
		Grass in front of Gazebo					
		Monday - Friday 5:00 pm to 10:00 pm					
Walnut Ranch Park							
	D o r m a n t	AYSO				D o r m a n t	
		August 24 - December 12					
		Fields A - C					
		Monday - Friday 5:00 pm to 9:00 pm					
		Fields A, B, C and D					
		Saturday 6:00 am to 4:00 pm					
		*Excluding: Pending Westhoff Events					
		DBWV-FC Man United					
		August 24 - December 13					
		Field D					
		Monday - Friday 5:00 pm to 10:00 pm					
		Fields A, B, C, D					
		Sunday 7:00 am to 10:00 pm					
		(Play on Field D open to public from 5:00 pm to 9:00 pm)					
		Tournaments:					
		November 27 - November 29					
		*Excluding: Pending Westhoff Events					

**CITY OF WALNUT
PUBLIC WORKS DEPARTMENT
YOUTH SPORTS USE AGREEMENT**

This Agreement entered into this 1 day of August 2026, by and between American Youth Soccer Organization, hereinafter referred to as "User" and the City of Walnut, hereinafter referred to as "City".

The User has been approved to use City facilities to conduct its activities and programs; and in consideration as hereinafter set forth, the parties hereto agree as follows: The subject of this User commonly relates to the premises generally known as Walnut Ranch Park.

1. User shall be granted use of the soccer fields, snack bars, and restrooms. The Agreement for use is as follows:

Walnut Ranch Park

Date: August 24 – December 12*
 Day: Monday – Saturday
 Time: 5:00 p.m. to 9:00 p.m. (Monday-Friday)
 7:00 a.m. to 9:00 p.m. (Saturday)
 Field: A, B, & C (Monday-Friday)
 A, B, C & D (Saturday)
 *Excluding August 13 & October 2 (Westhoff Events)

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. 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
3. 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.
4. Per the City's Field Use Allocation Policy, absolutely no vehicles are allowed to be driven onto City parks (Section 7.4.e). Your group is not permitted by the City to violate this policy. *Any infractions of this policy will result in the loss of use of all City facilities for the period of time requested.*
5. In accordance with the City's Facility Use and Allocation Policy and in cooperation with the City, the User agrees to compensate the City as follows: Recreational groups such as American Youth Soccer Organization, Walnut Pony Baseball, Walnut Youth Softball, National Junior Basketball, and Junior All American Football shall contribute \$5 per player for residents and \$10 per player for non-residents per season. Club teams such as So. Cal Mirage, Mirage and Diamond Bar United Soccer shall contribute \$15 per resident player per quarter and \$20 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 youth sports organizations will be charged a flat fee of \$250 per tournament to hold such tournament in City parks.
6. City will be responsible for the ordinary maintenance of the Park. At the termination of this Agreement, User shall be required to place playing fields in the same condition as existed at commencement of this Agreement. If at any time, in the opinion of

the City, extraordinary maintenance is required due to extraordinary wear and tear caused to the park by the User, User shall be required to repair and maintain the park areas in a reasonable condition satisfactory to the City. If at any time the City determines that the condition of the playing fields is such as to expose the playing fields to excessive damage or wear, the City may prohibit use of the playing fields by User until the condition of the playing fields is satisfactory to the City.

7. At the termination of this Agreement, User shall be required to clean all storage facilities and snack bar. All equipment, food and drink items shall be removed within twenty-one (21) calendar days or a cleanup up fee based on actual expenses incurred will be charged. The City, accompanied by the User, will conduct an inspection at the end of each season before the deposit is released.
 8. User will be issued keys to the snack bars and storage facilities. City will issue three (3) sets of keys to President of the User group. These keys shall not be duplicated and shall be returned to the City within twenty-one (21) calendar days after the conclusion of the scheduled use. The cost associated with the replacement of lost keys will be deducted from the security deposit. Food handler permits must be kept current during all use periods and copies of permits must be provided to the City.
 9. 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 facilities for the period of time requested.*
 10. User 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. Use of public address systems is permitted only between the hours of 9:00 am and 9:45 pm daily.
-
11. User shall provide a refundable facility security deposit of two-hundred-fifty-dollars (\$250) prior to commencement of use. City will accept refundable facility security deposit in the form of cash, check, cashier check, money order, certificate of deposit, or letter of credit. City will refund deposit determinant upon inspection of facility and review of outstanding fees at the conclusion of the playing season
 12. *Facility Use and Allocation Policy* and the Walnut City Code, Section 3.48.130 (Park Use and Recreation Area Regulations) are hereby incorporated in full and made a part of this Agreement.
 13. If required documentation is not submitted fourteen (14) days prior to opening day, the organization will not be allowed use of the field.
 14. In performing and complying with the terms of this Agreement, the User and its members, agents and employees are not acting on behalf of City as an agent, employee, or officer of the City. User shall only authorize its members, employees and agents to participate in work or activity pursuant to the Agreement. User shall have all said persons execute a Hold Harmless Agreement to the benefit of the City.
 15. This Agreement may be terminated upon thirty-(30) days written notice by either party to the address of the signatories hereto.

In Witness whereof, the parties have executed this Agreement the day and year first herein above set forth.

USER

CITY OF WALNUT

Public Works Director
City of Walnut
21701 Valley Blvd.
P.O. Box 682
Walnut, CA 91788-0682

**CITY OF WALNUT
PUBLIC WORKS DEPARTMENT
YOUTH SPORTS USE AGREEMENT**

This Agreement entered into this 1 day of August 2026, by and between Diamond Bar Walnut Valley Soccer League, Inc., hereinafter referred to as "User" and the City of Walnut, hereinafter referred to as "City".

The User has been approved to use City facilities to conduct its activities and programs; and in consideration as hereinafter set forth, the parties hereto agree as follows: The subject of this User commonly relates to the premises generally known as Walnut Ranch Park, Suzanne Park, and Butterfield Park.

1. User shall be granted use of the soccer fields, snack bars (at Walnut Ranch Park), grass area near gazebo (Suzanne Park) and restrooms. The Agreement for use is as follows:

<u>Walnut Ranch Park</u>		<u>Suzanne Park</u>	<u>Butterfield Park</u>
Date:	August 24 – December 13**, 2026	Date: August 24 – December 11***, 2026	Date: August 24 – December 11, 2026
Day:	Monday - Friday, Sunday	Day: Monday - Friday	Day: Monday - Friday
Time:	5:00 p.m. to 10:00 p.m. (Monday-Friday) 7:00 a.m. to 10:00 p.m. (Sunday)	Time: 5:00 p.m. to 10:00 p.m.	Time: 5:00 p.m. to 8:30 p.m.
Field:	D (Monday-Friday) A, B, C & D (Sunday**) *(Field "D" available to public 5:00 p.m. to 9:00 p.m.) **Excluding August 13 & October 2 (Westhoff Events) ***Excluding October 24 (City Event)	Field: Grass area in front of Gazebo (Monday-Friday)	Field: Grass Area (Monday – Friday)

Tournament Date: November 27 – November 29, 2026
Day: Saturday & Sunday
Time: 7:00 am - 9:30 pm
Field: A, B, C, & D

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. 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
3. 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.
4. Per the City's Field Use Allocation Policy, absolutely no vehicles are allowed to be driven onto City parks (Section 7.4.e). Your group is not permitted by the City to violate this policy. *Any infractions of this policy will result in the loss of use of all City facilities for the period of time requested.*
5. In accordance with the City's Facility Use and Allocation Policy and in cooperation with the City, the User agrees to compensate the City as follows: Recreational groups such as American Youth Soccer Organization, 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. 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 youth sports organizations will be charged a flat fee of \$250 per tournament to hold such tournament in City parks.

6. City will be responsible for the ordinary maintenance of the Park. At the termination of this Agreement, User shall be required to place playing fields in the same condition as existed at commencement of this Agreement. If at any time, in the opinion of the City, extraordinary maintenance is required due to extraordinary wear and tear caused to the park by the User, User shall be required to repair and maintain the park areas in a reasonable condition satisfactory to the City. If at any time the City determines that the condition of the playing fields is such as to expose the playing fields to excessive damage or wear, the City may prohibit use of the playing fields by User until the condition of the playing fields is satisfactory to the City.
 7. At the termination of this Agreement, User shall be required to clean all storage facilities and snack bar. All equipment, food and drink items shall be removed within twenty-one (21) calendar days or a cleanup up fee based on actual expenses incurred will be charged. The City, accompanied by the User, will conduct an inspection at the end of each season before the deposit is released.
 8. User will be issued keys to the snack bars and storage facilities. City will issue three (3) sets of keys to President of the User group. These keys shall not be duplicated and shall be returned to the City within twenty-one (21) calendar days after the conclusion of the scheduled use. The cost associated with the replacement of lost keys will be deducted from the security deposit. Food handler permits must be kept current during all use periods and copies of permits must be provided to the City.
 9. 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 facilities for the period of time requested.*
-
10. User 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. Use of public address systems is permitted only between the hours of 9:00 am and 9:45 pm daily.
 11. User shall provide a refundable facility security deposit of two-hundred-fifty-dollars (\$250) prior to commencement of use. City will accept refundable facility security deposit in the form of cash, check, cashier check, money order, certificate of deposit, or letter of credit. City will refund deposit determinant upon inspection of facility and review of outstanding fees at the conclusion of the playing season
 12. *Facility Use and Allocation Policy* and the Walnut City Code, Section 3.48.130 (Park Use and Recreation Area Regulations) are hereby incorporated in full and made a part of this Agreement.
 13. If required documentation is not submitted fourteen (14) days prior to opening day, the organization will not be allowed use of the field.
 14. In performing and complying with the terms of this Agreement, the User and its members, agents and employees are not acting on behalf of City as an agent, employee, or officer of the City. User shall only authorize its members, employees and agents to participate in work or activity pursuant to the Agreement. User shall have all said persons execute a Hold Harmless Agreement to the benefit of the City.
 15. This Agreement may be terminated upon thirty-(30) days written notice by either party to the address of the signatories hereto.

In Witness whereof, the parties have executed this Agreement the day and year first herein above set forth.

USER

CITY OF WALNUT

Public Works Director
City of Walnut
21701 Valley Blvd.
P.O. Box 682
Walnut, CA 91788-0682

**CITY OF WALNUT
PUBLIC WORKS DEPARTMENT
YOUTH SPORTS USE AGREEMENT**

This Agreement entered into this 1 day of August 2026 by and between Walnut Pony Baseball, hereinafter referred to as "User" and the City of Walnut, hereinafter referred to as "City".

The User has been approved to use City facilities to conduct its activities and programs; and in consideration as hereinafter set forth, the parties hereto agree as follows: The subject of this User commonly relates to the premises generally known as Snow Creek and Creekside Park.

1. User shall be granted use of the baseball fields, snack bars, and restrooms. The Agreement for use is as follows:

Snow Creek Park

Date: August 24 – November 21, 2026
Day: Monday - Saturday
Time: 4:00 p.m. to 10:00 p.m. (Monday - Friday)
8:00 a.m. to 3:00 p.m. (Saturday)
Field: Baseball field #1

Creekside Park

Date: August 24 – November 21, 2026
Day: Monday - Saturday
Time: 4:00 p.m. to 10:00 p.m. (Monday - Friday)
8:00 a.m. to 6:00 p.m. (Saturday)
Field: Baseball field (All)

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. 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
3. 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.
4. Per the City's Field Use Allocation Policy, absolutely no vehicles are allowed to be driven onto City parks (Section 7.4.e). Your group is not permitted by the City to violate this policy. *Any infractions of this policy will result in the loss of use of all City facilities for the period of time requested.*
5. In accordance with the City's Facility Use and Allocation Policy and in cooperation with the City, the User agrees to compensate the City as follows: Recreational groups such as American Youth Soccer Organization, 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. 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. All youth sports organizations will be charged a flat fee of \$250 per tournament to hold such tournament in City parks.
6. City will be responsible for the ordinary maintenance of the Park. At the termination of this Agreement, User shall be required to place playing fields in the same condition as existed at commencement of this Agreement. If at any time, in the opinion of the City, extraordinary maintenance is required due to extraordinary wear and tear caused to the park by the User, User shall be required to repair and maintain the park areas in a reasonable condition satisfactory to the City. If at any time the City determines that the condition of the playing fields is such as to expose the playing fields to excessive damage or wear, the City may prohibit use of the playing fields by User until the condition of the playing fields is satisfactory to the City.

7. At the termination of this Agreement, User shall be required to clean all storage facilities and snack bar. All equipment, food and drink items shall be removed within twenty-one (21) calendar days or a cleanup up fee based on actual expenses incurred will be charged. The City, accompanied by the User, will conduct an inspection at the end of each season before the deposit is released.
 8. User will be issued keys to the snack bars and storage facilities. City will issue three (3) sets of keys to President of the User group. These keys shall not be duplicated and shall be returned to the City within twenty-one (21) calendar days after the conclusion of the scheduled use. The cost associated with the replacement of lost keys will be deducted from the security deposit. Food handler permits must be kept current during all use periods and copies of permits must be provided to the City.
 9. 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 facilities for the period of time requested.*
 10. User 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. Use of public address systems is permitted only between the hours of 9:00 am and 9:45 pm daily.
 11. User shall provide a refundable facility security deposit of two-hundred-fifty-dollars (\$250) prior to commencement of use. City will accept refundable facility security deposit in the form of cash, check, cashier check, money order, certificate of deposit, or letter of credit. City will refund deposit determinant upon inspection of facility and review of outstanding fees at the conclusion of the playing season
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12. *Facility Use and Allocation Policy* and the Walnut City Code, Section 3.48.130 (Park Use and Recreation Area Regulations) are hereby incorporated in full and made a part of this Agreement.
 13. The City reserves the right to provoke any use from any facility at any time for certain dates pending non-profit uses and/or City events.
 14. If required documentation is not submitted fourteen (14) days prior to opening day, the organization will not be allowed use of the field.
 15. In performing and complying with the terms of this Agreement, the User and its members, agents and employees are not acting on behalf of City as an agent, employee, or officer of the City. User shall only authorize its members, employees and agents to participate in work or activity pursuant to the Agreement. User shall have all said persons execute a Hold Harmless Agreement to the benefit of the City.
 16. This Agreement may be terminated upon thirty-(30) days written notice by either party to the address of the signatories hereto.

In Witness whereof, the parties have executed this Agreement the day and year first herein above set forth.

USER

CITY OF WALNUT

Name

Director of Public Works

City of Walnut

P.O. Box 682

21701 Valley Blvd

Walnut, CA 91788-0682

Signature

**CITY OF WALNUT
PUBLIC WORKS DEPARTMENT
YOUTH SPORTS USE AGREEMENT**

This Agreement entered into this 1 day of August 2026, by and between Walnut Youth Softball, hereinafter referred to as "User" and the City of Walnut, hereinafter referred to as "City".

The User has been approved to use City facilities to conduct its activities and programs; and in consideration as hereinafter set forth, the parties hereto agree as follows: The subject of this User commonly relates to the premises generally known as Suzanne Park.

1. User shall be granted use of the softball fields, snack bars, and restrooms. The Agreement for use is as follows:

Suzanne Park

Date: August 8 (Tryouts)
August 17 – November 21*
Day: Monday - Saturday
Time: 5:00 p.m. to 10:00 p.m. (Monday-Friday)
7:00 a.m. to 10:00 p.m. (Saturday)
Field: 1 – 4

*Excluding:
October 24th (City Event)

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. 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
3. 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.
4. Per the City's Field Use Allocation Policy, absolutely no vehicles are allowed to be driven onto City parks (Section 7.4.e). Your group is not permitted by the City to violate this policy. ***Any infractions of this policy will result in the loss of use of all City facilities for the period of time requested.***
5. In accordance with the City's Facility Use and Allocation Policy and in cooperation with the City, the User agrees to compensate the City as follows: Recreational groups such as American Youth Soccer Organization, 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. 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 youth sports organizations will be charged a flat fee of \$250 per tournament to hold such tournament in City parks.

6. City will be responsible for the ordinary maintenance of the Park. At the termination of this Agreement, User shall be required to place playing fields in the same condition as existed at commencement of this Agreement. If at any time, in the opinion of the City, extraordinary maintenance is required due to extraordinary wear and tear caused to the park by the User, User shall be required to repair and maintain the park areas in a reasonable condition satisfactory to the City. If at any time the City determines that the condition of the playing fields is such as to expose the playing fields to excessive damage or wear, the City may prohibit use of the playing fields by User until the condition of the playing fields is satisfactory to the City.
7. At the termination of this Agreement, User shall be required to clean all storage facilities and snack bar. All equipment, food and drink items shall be removed within twenty-one (21) calendar days or a cleanup up fee based on actual expenses incurred will be charged. The City, accompanied by the User, will conduct an inspection at the end of each season before the deposit is released.
8. User will be issued keys to the snack bars and storage facilities. City will issue three (3) sets of keys to President of the User group. These keys shall not be duplicated and shall be returned to the City within twenty-one (21) calendar days after the conclusion of the scheduled use. The cost associated with the replacement of lost keys will be deducted from the security deposit. Food handler permits must be kept current during all use periods and copies of permits must be provided to the City.
9. 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 facilities for the period of time requested.*
10. User 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.—Use-of-public-address-systems-is-permitted only between the hours of 9:00 am and 9:45 pm daily.
11. User shall provide a refundable facility security deposit of two-hundred-fifty-dollars (\$250) prior to commencement of use. City will accept refundable facility security deposit in the form of cash, check, cashier check, money order, certificate of deposit, or letter of credit. City will refund deposit determinant upon inspection of facility and review of outstanding fees at the conclusion of the playing season
12. *Facility Use and Allocation Policy* and the Walnut City Code, Section 3.48.130 (Park Use and Recreation Area Regulations) are hereby incorporated in full and made a part of this Agreement.
13. If required documentation is not submitted fourteen (14) days prior to opening day, the organization will not be allowed use of the field.
14. In performing and complying with the terms of this Agreement, the User and its members, agents and employees are not acting on behalf of City as an agent, employee, or officer of the City. User shall only authorize its members, employees and agents to participate in work or activity pursuant to the Agreement. User shall have all said persons execute a Hold Harmless Agreement to the benefit of the City.
15. This Agreement may be terminated upon thirty-(30) days written notice by either party to the address of the signatories hereto.

In Witness whereof, the parties have executed this Agreement the day and year first herein above set forth.

USER

CITY OF WALNUT

Public Works Director
City of Walnut
21701 Valley Blvd.
P.O. Box 682
Walnut, CA 91788-0682



AGENDA ITEM 9A

- ☐ Consent Calendar
☒ Discussion

WALNUT PARKS AND RECREATION COMMISSION

AGENDA DATE: JUNE 16, 2026

To: Parks and Recreation Commission

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

SUBJECT: Discussion Regarding Operating Hours for the Tennis and Pickleball Courts at Walnut Ranch Park

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission discuss the operating hours for the tennis and pickleball courts at Walnut Ranch Park and provide direction regarding potential adjustments to court and lighting hours.

BACKGROUND:

The tennis and pickleball courts at Walnut Ranch Park have historically been available for public use from 7:00 a.m. to 10:00 p.m.

In January 2024, staff brought the matter of court operating hours before the Parks and Recreation Commission in response to noise complaints received from a resident living adjacent to the park. The resident expressed concerns regarding both early morning and late evening noise generated by court users and requested that operating hours be reduced.

Following discussion, the Commission recommended adjusting the posted operating hours to 8:00 a.m. to 9:00 p.m. in an effort to balance recreational opportunities with the concerns of nearby residents.

Following the Commission's recommendation, signage was updated to reflect the revised hours. However, due to an oversight, the court lighting timers were not adjusted accordingly and continued to operate until approximately 10:00 p.m. during portions of the year and as late as 11:00 p.m. during daylight savings time adjustments.

Last month, a Commissioner noted that the court lights remained illuminated beyond the posted operating hours. Staff reviewed the lighting schedules and corrected the timer settings to align with the posted hours of 8:00 a.m. to 9:00 p.m.

Since the lighting schedule was corrected, staff has received several requests from tennis and pickleball users requesting that the lights remain on until 10:00 p.m. to allow additional evening play opportunities.

ANALYSIS:

Walnut Ranch Park serves as one of the City's most heavily utilized recreational facilities. The popularity of both tennis and pickleball has increased significantly in recent years, resulting in high demand for court access, particularly during evening hours when temperatures are cooler and residents are available after work and school.

Staff has received competing feedback regarding court operations:

Feedback Supporting Earlier Closure (9:00 p.m.)

- Reduces noise impacts on adjacent residential properties.
- Consistent with the Commission's previous direction to address neighborhood concerns.
- Limits nighttime activity in close proximity to homes.

Feedback Supporting Later Closure (10:00 p.m.)

- Provides additional court availability during peak demand periods.
- Better accommodates working residents and organized recreational groups.
- Reflects the operating hours that many users believed were in effect prior to the recent timer correction.

Staff also reviewed the City's Noise Ordinance. The Municipal Code establishes exterior residential noise standards of 50 decibels between 7:00 a.m. and 10:00 p.m., and 45 decibels between 10:00 p.m. and 7:00 a.m. The ordinance does not establish specific operating hours for recreational facilities or prohibit recreational activity prior to 10:00 p.m. Noise complaints are evaluated based on measured sound levels and specific circumstances.

The Commission may wish to discuss the following options:

Option 1 - Maintain Existing Hours

- Court and lighting hours remain 8:00 a.m. to 9:00 p.m.

Option 2 - Extend Evening Hours

- Court and lighting hours adjusted to 8:00 a.m. to 10:00 p.m.

Option 3 - Restore Historical Hours

- Court and lighting hours adjusted to 7:00 a.m. to 10:00 p.m.

Option 4 - Provide Alternative Direction

- The Commission may recommend any alternative operating hours or operational changes for staff consideration.

RELATION TO MISSION STATEMENT:

We will collaborate by encouraging open discussion.