



# 2025 FIELD USER MANUAL

JANUARY 1, 2025



**COSUMNES**  
COMMUNITY SERVICES DISTRICT

## **PARKS & RECREATION DEPARTMENT**

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**CosumnesCSD.gov**

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## 1 INTRODUCTION

The Cosumnes CSD (District) is committed to facilitating a fair and equitable field allocation process for all eligible youth sports organizations (field users). This manual establishes procedures for the allocation and permitted use of athletic fields.

## 2 ELIGIBLE PROGRAMS

The District will consider the following guidelines when determining an organization's eligibility for the field allocation process:

### 2.1 RECREATION PROGRAMS

- A non-profit youth sports organization exclusively serving players 19 years & younger.
- Organization is comprised of at least five teams.
- Coaches are primarily volunteers.
- Organization does not make player cuts – all registrants play.
- The organization evaluates and drafts or assigns players with the intent of creating evenly matched teams.
- Each player receives a minimum amount of mandated playing time except for reasons of injury, illness or discipline.
- Program is held during the sport's primary recreation season, defined as follows:
  - Baseball / Softball: February – July
  - Football: July – November
  - Lacrosse: January – May
  - Rugby: December – June
  - Soccer: July – November
- At least 60% of the organization's players (60% +1) reside in the CSD boundaries (95624, 95757 and 95758).

### 2.2 COMPETITIVE PROGRAMS

- A non-profit youth sports organization exclusively serving players 19 years & younger.
- Organization is comprised of at least five teams.
- Coaches are primarily licensed professionals.
- Coaches may be paid.
- The organization evaluates and selects players with the intent of creating the most competitive teams possible.
- At least 60% of the organization's players (60% +1) reside in the CSD boundaries (95624, 95757 and 95758).

*The District reserves the right to classify each individual program.* Organizations may have multiple programs within each category. Recreation programs may not secure fields on behalf of competitive programs.

### 3 FIELD ALLOCATION PROCESS

Eligible field users will submit an application listing their desired fields in priority order. The District will use this information to create a tentative field use schedule. Once complete, District staff will meet with all eligible field users to review the tentative schedule and solicit feedback. If necessary, District staff will adjust the field use schedule before publishing a final version.

#### 3.1 FIELD SCHEDULING CONSIDERATIONS

The District will consider the following when creating the field use schedule:

- Field Maintenance
- Field Allocation Tier
- Primary Recreation Season
- Number of Teams
- Residency Percentage
- Field Use Applications
- Female Participants

#### 3.2 FIELD ALLOCATION TIERS

<b>First Tier</b>	<b>District Programs (camps/clinics, leagues, tournaments, EGUSD)</b>
<b>Second Tier</b>	Recreation youth programs with at least 60% + 1 residents
<b>Third Tier</b>	Recreation youth programs with at least 50%+1 residents/or Competitive youth programs with at least 60%+1 residents
<b>Fourth Tier</b>	Competitive youth programs with at least 50%+1 residents
<b>Fifth Tier</b>	Other rentals

#### 3.3 FIELD ALLOCATION MODIFICATIONS

Field users are required to work together throughout the allocation period to help meet day-to-day needs. The District must approve all changes to the field use schedule.

#### 3.4 FIELD TYPES

The District divides its fields into three sub-categories:

<b>Platinum</b>	<b>Bermuda &amp; Synthetic multi-purpose fields with lighting</b>
<b>Gold</b>	Natural fields with lighting and/or fields mowed with a "sports cut"
<b>Silver</b>	Natural fields without lighting

#### 3.5 DETERMINING FIELD NEEDS

The total number of teams will determine an organization's field eligibility. The District will allocate field space for up to two practices and one game per week for multipurpose field users, and two practices and two games for diamond field users. The allotted duration of a practice is 1 hour in length, and the allotted duration of a game is 2 hours in length.

When determining the need for practice space, the District will allocate based on the number of players per team in addition to total number of teams, but not just number of teams alone. The District may also consider fields allocated to a user group by other local agencies when determining an

organization's need.

If a Field User feels their allocation is less than their need, they can request a field audit where the District will go over number of players, teams, and space provided. The District will provide a sample practice/game schedule to determine if additional field space is justified. If no further allocation is determined necessary, field users may still reserve space over and above their allocation; such reservations will be subject to applicable board-approved rental fees.

## 4 REQUIRED DOCUMENTATION

### 4.1 INSURANCE

Field users are required to submit a certificate of insurance by the established due date (December 31<sup>st</sup> of the previous year). Certificates must meet the following requirements:

1. Insured must be the same organization listed on the Field Allocation Application.
2. Policy must provide a minimum of \$1,000,000 general liability coverage and \$2,000,000 aggregate liability coverage.
3. Insurance certificates for field use at Elk Grove Regional Park must include the following statement:
  - a. "Additional Insured Endorsement names the Cosumnes Community Services District and Sacramento County, its directors, agents, or employees as additional insured."
4. Insurance certificates for field use at all other facilities must include the following statement:
  - a. "Additional Insured Endorsement names the Cosumnes Community Services District, its directors, agents, or employees as additional insured."

### 4.2 OTHER DOCUMENTATION

Field users must also provide the following documents by the established due date to be eligible for use of District athletic fields (Please reference "Field User Checklist" for additional info):

1. Board of Directors Information – A complete listing of the organization's board of directors, including their names, titles, email addresses and phone numbers.
2. Non-Profit Documentation – Letter of determination or letter of affirmation from the IRS verifying the organization's tax-exempt status.
3. Special Use Dates – Special Use requests should be submitted in conjunction with the Field Allocation Application. Any Special Use Dates for spring should be requested by the first Thursday of September in the previous year, and any Special Use Dates for fall should be requested by the first Thursday in April of the same year.
4. All Permit Requests – Such as Park Delivery, Portable Restroom, Portable Goals, etc.
5. Field Allocation Deposits – The spring deposit is due by December 15, and the fall deposit is due by June 15.
6. Field Damage & Violation Deposit – The spring deposit is due by December 15, and the fall deposit is due by June 15.



## 5 PERMITS

### 5.1 FIELD USE PERMIT

Field users will receive a copy of their Field Use Permit once they have met all District requirements. Field users may not utilize allocated fields until they have submitted a signed Field User Manual Agreement.

### 5.2 SPECIAL USE PERMIT

Special Use Permits are required for activities separate from league tryouts, practices and games. Such activities may include fundraising events, jamborees, academies, camps, clinics and tournaments.

Events that generate revenue, whether through registration, entry fees, donations or any other means, will be subject to all applicable board-approved fees. Each field user will receive a special 25% flat discount on the regular rental field rate pricing for the cost of their tournament.

Field users wishing to host special events must complete and submit a Special Event Fire Application by December 31<sup>st</sup> of the previous year for any events to come in the following year. For example, all 2025 special use applications are due on December 31, 2024.

Any event that utilizes all 4 multi-purpose synthetic turf fields at Bartholomew Sports Park will need to order 1 portable restroom per 5 teams registered for their event. For example, if an organization is renting out all of the multi-purpose fields at BSP and they have 100 teams registered for their tournament, they will need to order 20 portable restrooms. The placement of the portable restrooms will need to be approved by the District.

Approval of a Special Use Application is at the sole discretion of the District. Payment for special use permits will be due a week before the event start date.

### 5.3 LARGE SPECIAL EVENT PERMIT

Community Special Events are defined as any non-sport activity held at a field which has been allocated to an organization through the allocation process. Examples of these types of events would be: movie nights, cornhole tournaments, club picnics, barbeques, food truck night, etc.

There are 4 things that need to be turned in and approved before the event can be confirmed: **1)** a Large Special Event Application, **2)** an event layout map, **3)** day of schedule for event, and **4)** a certificate of insurance that provides general coverage of \$1,000,000 per occurrence, \$2,000,000 aggregate naming the Cosumnes Community Services District, its directors, agents and employees as additionally insured for that specific event.

Approval of a Community Special Event is at the sole discretion of the District. Payment for special use permits will be due a week before the event start date.



#### 5.4 PARK DELIVERY PERMIT

Field users can apply for a Park Delivery Permit by completing a Park Delivery Permit Request. Park Delivery Permits are required to access park grounds with a vehicle. The requesting party must agree to and abide by the conditions listed on the permit.

Ordinance 15, enacted by the Board of Directors, establishes comprehensive regulations governing conduct within all District facilities. This ordinance will ensure a safe, respectful, and enjoyable environment for all users, addressing topics such as permit requirements, behavior expectations, and compliance with health and safety standards. These regulations aim to safeguard participants and help maintain lower operational costs. All permitted users must familiarize themselves with Ordinance 15, as adherence to these guidelines is essential for the continued enjoyment and preservation of the District's facilities.

#### 5.5 PORTABLE RESTROOM PERMIT

Field users can apply for a Portable Restroom Permit by completing a Portable Restroom on CSD Park Request Form. Portable Restroom Permits are required to place portable restrooms within park grounds. The requesting party must agree to and abide by the conditions listed on the permit.

#### 5.6 PORTABLE GOAL PERMIT

Field users can apply for a Portable Goal Permit by completing a Portable Soccer Goal Request. Portable Goal Permits are required to store goals on District Property. The requesting party must agree to and abide by the conditions listed on the permit. Goals that are set-up and taken-down for each practice are not required to obtain permit.

### 6 AUDIT PROCEDURES

The District reserves the right to audit all field users.

#### 6.1 RESIDENCY AUDITS

The District will verify that all field users fulfill the minimum residency requirements outlined by Field User Manual.

1. Field users must submit rosters for all teams.
2. Field users must submit supporting documents to verify residency status of their players.
3. Acceptable documents include a utility bill, cable/internet bill, or waste management bill. The District will accept documents dated January 1, 2021 or later.
4. A driver's license with an issue date of January 1, 2021 or later will be acceptable.
5. The District will classify all players without acceptable documentation as non-residents.
6. A list of all players for each organization will be kept by the district along with their status as a resident or non-resident for 5 years beginning with the first time they are submitted as a player for that organization.
  - a. Each time a player's audit materials are rejected, the District will add their name to a list to be submitted back to the field user for review.
  - b. The field user will be able to resubmit the audit materials for the next allocation period, at which point the status will be updated to reflect any changes.

Recreation and Competitive programs must submit all rosters and residency documents no later than May 1 for the spring allocation schedule and no later than November 1 for the fall allocation schedule. All deadlines are final and there will be no extensions.

## 6.2 RESIDENCY AUDIT FAILURE

If a field user fails 2 consecutive audits, they will be ineligible to participate in the field allocation process the year following the second failed audit. Similarly, if a field user fails an audit 3 out of 5 years, the field user will be ineligible to participate in the field allocation process the year after the third failed audit. Said organization will be able to rent fields from the District as a normal community renter after the field allocation process has taken place (subject to availability).

## 6.3 FIELD USE AUDITS

The District will verify that all field users are using allocated fields in accordance with the approved Field Use Calendar supplied by each organization.

1. District staff will conduct random site visits and observe field use.
2. Coaches must present their photo identification to CSD Staff, and answer the staffs' questions which can be found on the "Field Audit Form".
3. The District will cite any non-compliance as a violation of the Field User Manual.

## 6.4 FALSE INFORMATION

District staff may use a variety of methods to confirm information provided by field users, including internet research of public databases, verbal or written follow up questions, or requests for additional information. The District reserves the right to penalize field users for providing false information.

# 7 FIELD USE

## 7.1 STANDARD RULES

Below is a listing of the standard rules and regulations for field use.

1. Field users may not use chemicals to burn lines on any field.
2. Field users are responsible for clearing out any trash or debris on the field, or near spectator areas after use.
3. Adult supervision of children is required at all times.
4. Field users may not disturb surrounding neighborhoods.
5. Field users are responsible to monitor parking of all participants and spectators to ensure compliance with local and state regulations.
6. All field lights must be off no later than 10:00 pm.
7. Field users may not drive into park grounds without an approved Park Delivery Permit. Park Delivery Permits are vehicle specific and non-transferable.
8. Any renter or organization is responsible to prominently display the Flag of the United States and the Flag of the State during any and all games and performances.
- 9.

## 7.2 SYNTHETIC TURF RULES

The District prohibits the following items and activities on synthetic turf fields:

1. Smoking
2. Chewing tobacco
3. Alcoholic beverages
4. Chewing gum
5. Food
6. Glass containers
7. Spitting
8. Metal cleats
9. Dogs
10. Bicycles or skates
11. Stakes of any kind

This is not a complete list of the rules and regulations that may apply to an organization's field usage. Additional rules and regulations may apply in certain situations. If a field user has any questions or concerns they are encouraged to discuss them directly with District staff. All Park and Recreation regulations outlined in Ordinance No. 15 apply on District property.

## 7.3 GOALS ON SITE POLICY

User groups may be permitted to leave their goals on-site for extended periods; however, each organization is required to submit a portable goals request form that must be approved by the District prior to placement. a monthly fee will be charged for each goal stored at the facility. This fee will be assessed on a per-goal basis and must be paid monthly. Cosumnes CSD assumes no responsibility for any damage, loss, or theft of goals left on-site, and user groups agree to hold the District harmless in the event of such occurrences. It is the responsibility of the user group to ensure the goals are secured and properly maintained while on the premises.

## 7.4 SCHEDULED USAGE

Field users are required to provide a detailed schedule, including all practices and games, every month to the District in advance. These schedules are to be turned in by the first of every month, the month prior to the submitted schedule. For example, the schedule for the month of February should be turned in by January 1, the schedule for March should be turned in on February 1, etc. Any changes to the submitted schedule will need to be approved by the District, and it is subject to availability. Once a rental is scheduled by the District, the field user is no longer entitled to the field space and that time will be removed from their bill. See section 7.5 for additional details on field usage.

## 7.5 FIELD LIGHT USE

The District will schedule field users lighted fields based upon their monthly provided practice and game schedules. If practice schedules are not received by the 1<sup>st</sup> of the month, lights will be billed and programmed based upon the entire field allocation schedule. The district reserves the right to add rentals to fields that are unused during allocation times. Once a rental is scheduled by the District, the field user is no longer entitled to the field space and that time will be removed from their bill.

Adjustments requested by a user group to their lighting schedule are subject to billing at the hourly rate of the coordinator as indicated in the book of fees.

## 7.6 EQUIPMENT & STORAGE

Organizations wishing to keep a storage container on-site are required to submit a field modification form that must be approved by the District prior before placement. Users will be billed a monthly storage fee based on the square footage of the unit. The fee will be determined according to the container's dimensions, and users will be billed accordingly each month. Prior approval from site management is required before placing a storage container, and any changes to the unit's size or location must be communicated and approved in advance. Payments are due on a monthly basis, and failure to adhere to the fee structure may result in removal of the container at the user's expense.

Field users must grant access to all field-prep equipment and storage containers located on District property, and they must authorize the District to use this equipment at no cost. The District will provide proper indemnification before any such use occurs.

The District will notify field users of any safety or maintenance concerns regarding field-prep equipment or storage containers located on District property. Field users are responsible for removing graffiti on storage containers located on District property. If after ten business days the situation is unresolved, the District will repair or remove the item from the facility at the field user's expense (charged per hour until staff has completed work + cost of materials).

## 7.7 SPONSORSHIP & BANNER POLICY

Field users are allowed to obtain and hang sponsorship banners on CSD fields only during their allocated seasons. All banners must be placed toward the field of play and toward the organizations participants and families. No banners should face walkways or public viewing areas, all banners must refrain from profanity, or political affiliation.

## 8 FIELD CLOSURE

The District reserves the right to cancel or suspend field use due to any circumstance that could result in unsafe playing conditions or excessive damage to District property.

### 8.1 FIELD ASSESSMENT PROCESS

Field users are responsible for assessing the condition of fields by inspecting the following locations prior to their use:

- Multi-Purpose Fields
  - In front of each goal
  - Along each sideline
  - Along the centerline of the field
- Baseball/Softball Fields
  - Left field
  - Center field
  - Right field

- Directly behind shortstop
- Directly behind second base

A field is unplayable if there is substantial standing water in any of the assessment locations.

Field users should suspend play if any of the following conditions occur:

1. Turf dislodged by running.
2. Oversaturation results in muddy conditions.
3. Foot traffic “pumps” mud up from below the turf.

Field users will be responsible for any costs associated with renovating a field damaged due to inappropriate use.

## 8.2 AUTOMATIC FIELD CLOSURE DUE TO RAINFALL

Field Users are responsible for closing down their allocated fields automatically if a certain level of rainfall has been realized. If the District sends communication that the threshold has been met, then it is the responsibility of each organization to make sure no club activity takes place.

# 9 DISTRICT FIELD MAINTENANCE

## 9.1 BASIC SERVICES

The District will provide the following services at no additional cost to field users:

1. Weekly mowing
2. Restroom cleaning and restocking
3. Trash removal
4. Fencing repairs
5. Graffiti removal
6. Weed prevention
7. Facility inspections
8. Safety-related repairs

### 9.1.1 BASEBALL / SOFTBALL FIELDS

In addition to the items listed above, the District will provide the following services at no additional cost to baseball / softball field users:

1. Annual refill of ballfield mix bins
2. Annual nail drag at each baseball / softball field
3. Remove weeds on the entire infield.
4. Edge all turf areas, including: infield, outfield, warning track and pitching mound.

## 9.2 MAINTENANCE REQUEST

Field users should report all maintenance concerns to Park Operations using the CSD Maintenance Request form on the District website. Park Operations will address all maintenance requests in order of priority. Field users should send all urgent maintenance requests directly to the Park Maintenance Hotline ([hotline@cspdarks.com](mailto:hotline@cspdarks.com) or 916-405-5688).

Field users will be responsible to cover all costs associated with maintenance requests that go beyond the District's basic level of service (See Section 10.5 Field Modification Request).

## 10 FIELD USER MAINTENANCE

### 10.1 SPECIAL SERVICES

Field users agree to perform the following services at the frequency listed below:

#### 10.1.1 BASEBALL / SOFTBALL FIELDS

1. Water the infield prior to dragging or raking.
2. Level and drag infields prior to each use. This includes the areas surrounding each base.
  - a. Leave a 6-inch buffer between the infield and the outfield grass when dragging the infield.
  - b. Rake up and down the base paths. Do not rake across.
3. Level and drag warning tracks weekly.
4. Nail drag infields as needed.
5. Rebuild pitcher's mounds and batter's boxes after each use. Add clay and / or water as necessary.
6. Remove excess ballfield mix from turf edges after each use.
7. Remove trash and debris from dugouts and spectator areas after each use.
8. Remove sunflower seed shells from dugouts and spectator areas weekly.

#### 10.1.2 MULTI-PURPOSE FIELDS

1. Field users must inspect all equipment for safety prior to each use.
2. Field users must properly secure and store all equipment after each use.
3. Remove all garbage cans and place them on the nearest hardscape.
4. Remove trash from bench and spectator areas after each use.

Field users that are unwilling, or unable, to maintain their allocated fields will be required to reimburse the district any expenses, including staff time and materials, associated with returning them to an acceptable playing condition

## 10.2 FIELD MAINTENANCE RESPONSIBILITIES

### 10.2.1 COSUMNES COMMUNITY SERVICES DISTRICT

1. Reroute sprinkler heads and coverage corrections
2. Installation of home plates, pitching rubbers and base pegs
3. Maintenance and repair of fencing, backstop boards, benches and bleachers
4. Refill of ballfield mix bins
5. Restroom Cleaning and Restocking

### 10.2.2 YOUTH SPORTS ORGANIZATIONS

1. Rebuild pitcher's mound and batter's boxes after each use.
2. Water down field and then drag/level
3. Remove ballfield material from turf to eliminate lip formation
4. Litter control

### 10.2.3 CONTRACTED SERVICES

1. Mow (outfield) grass and select infields 1 time a week
2. Edge all turf areas, including: infield, outfield, warning track and pitcher's mound
3. Broadleaf and weed control in turf, warning tracks and infield
4. Fertilize two times a year

### 10.2.4 SPECIAL SERVICES

1. Anything not included in sections 10.2.1, 10.2.2, or 10.2.3 will be considered a special service, and may result in additional fees.

## 10.3 NATURAL TURF PRESERVATION

Whenever possible, field users should limit their impact on natural turf fields by following the guidelines:

1. Rotate the areas used for practices and games.
2. Refrain from using bare areas.
3. Do not place tarps or any non-breathable material on the turf.
4. Remove all equipment at the conclusion of each use.
5. Limit overcrowding.
6. Suspend play on fields saturated with water.

Field users will be responsible for any costs associated with renovating a field damaged due to inappropriate use (charged per hour until staff has completed work + cost of materials).

## 10.4 FIELD SAFETY

Field users are responsible for suspending play if conditions are unsafe. Field users should report safety concerns to the Park Maintenance Hotline (916-405-5688 or [hotline@csdparks.com](mailto:hotline@csdparks.com)). If the District receives a safety concern made by a community member, Park Operations will handle the issue immediately without notifying the club. If there is equipment that is not deemed a safety hazard but still needs to be fixed, the field user will have 72 hours from the time of first contact by the District to resolve the issue. If the issue remains after the 72 hour period has lapsed, the District will fix the problem and any incurred expense will be billed to the field user.



## 10.5 FIELD MODIFICATION REQUEST

Field users who would like to modify a District facility must first submit a Field Modification Request. Requests must be submitted no later than April 1 for fall projects and no later than September 1 for spring projects. Prior approval is required for field modifications, and field users will be responsible for any damages due to unauthorized modifications. All field modifications must comply with applicable California Labor Codes.

## 11 FEES & BILLING

### 11.1 FIELD USER FEE SCHEDULE\*

<b>Per Player Fee (Rec)</b>	\$15 (Resident), \$20 (Non-Resident)
<b>Per Player Fee (Comp)</b>	\$20 (Resident), \$25 (Non-Resident)
<b>Light Fee</b>	\$32 (per hour)
<b>Field Allocation Deposit</b>	\$500 (per field)
<b>Field Damage &amp; Violation Deposit</b>	\$1,000
<b>Platinum Field Use Fee</b>	\$7per hour Spring 2025, \$11per hour Fall 2025
<b>Gold Field Use Fee</b>	\$5per hour Spring 2025, \$8per hour Fall 2025
<b>Silver Field Use Fee</b>	\$2 per hour Spring 2025, \$4per hour Fall 2025
<b>Hourly Fee (natural turf)</b>	\$40
<b>Daily Fee (natural turf)</b>	\$300
<b>Hourly Fee (artificial turf)</b>	\$134 Peak Hours (5-10pm) \$100 Non-Peak Hours (8am-4pm)
<b>Appeal Fee-Field User Violations</b>	\$446
<b>Storage Container Permit-Sq. Ft./Per Unit/Per Mon</b>	\$0.50
<b>Lost Card/Password Fee</b>	\$25
<b>Portable Goal Storage-Per Goal/Per Month</b>	\$25

\*Subject to Board approval

#### 11.1.1 PER PLAYER FEE

Each field user will be assessed a bi-annual player fee in accordance with the approved fee schedule and the audit materials collected for that allocation period. The total number of participants using the fields within each allocation period will determine the fee.

#### 11.1.2 LIGHT FEE

Each field user utilizing lights will be assessed an hourly lighting fee in accordance with the approved fee schedule.

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### 11.1.3 PREMIUM USE FEE

Premium use fees will be collected on a bi-annual basis. A platinum field use fee of \$7 per hour will be assessed for all Bermuda and synthetic turf fields with lights. A gold field use fee of \$5 per hour will be assessed for all natural fields with lighting and/or fields mowed with a "sports cut". A silver field use fee of \$2 per hour will be assessed for all natural fields without lights.

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### 11.1.3 BSP MEETING ROOM FEE

Field users can request to use the meeting room at Bartholomew Sports Park by contacting the District. Each field user will be able to use the meeting room once per month, free of charge (given availability of dates requested). Each additional request to use the meeting room after that will be subject to a \$45 an hour charge.

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### 11.1.4 FIELD ALLOCATION DEPOSIT

The district will require a \$500 deposit per field, due no later than December 15 (of the previous year) for the spring allocation and June 15 for the fall allocation. The District will credit any unused money to the field users' bi-annual bill.

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### 11.1.5 FIELD DAMAGE & VIOLATION DEPOSIT

The district will require a \$1,000 deposit, due no later than December 15 (of the previous year) for the spring allocation and June 15 for the fall allocation. The field user has 3 options when it comes to rectifying the unused total remaining on this deposit: 1) they can have it applied to their bi-annual bill, 2) they can roll it over to the next allocation period, or 3) they can have the deposit refunded if they are no longer going to participate in the allocation schedule.

To maintain the quality of our athletic fields, users must avoid actions that constitute damage, including but not limited to creating holes or altering the playing surface, using improper equipment, leaving behind garbage, engaging in unauthorized activities, and/or committing vandalism. Prohibited actions include but are not limited to wearing unsuitable footwear, altering field markings unless authorized, negligent behavior, moving or removing district equipment without approval, and ignoring facility rules. Users are encouraged to report any observed damage or violations immediately. Adhering to these guidelines ensures the longevity and usability of the fields for everyone. Violating this policy will result in the forfeiture of the organization's damage deposit, along with the cost of goods and services.

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### 11.1.6 DAILY & HOURLY FEES

Field users may supplement their allocated fields by applying for additional rentals. These reservations will be subject to all applicable board-approved fees and must comply with all District procedures.

## 11.2 BILLING

The District will invoice all field users bi-annually on June 1 (for the spring allocation period) and December 1 (for the fall allocation period). The payment for each bill will be due by June 15 (for the spring allocation) and December 15 (for the fall allocation).

If a field user does not submit their payment in full by the respective deadlines, they will be removed from the following allocation period, and their field space will be forfeited to the District. Additionally, they will be assessed a 10% penalty plus simple interest at a rate of 1.5% per month on the amount due. Interest compounds monthly from the due date up until the District receives full payment.

### 11.2.1 RETURNED CHECKS

The District will handle checks returned for insufficient funds or other reasons as follows:

- The District will notify the originator of the check by phone of the NSF Check and assess a Returned Check Fee of \$25.
- The District will accept cash, credit card, money order or certified check for the NSF check and the \$25 Returned Check Fee.
- All payments are due within 48 hours of phone call, unless stated otherwise.
- Once the District receives two insufficient checks it will discontinue accepting checks as a valid form of payment.
- Field use payments collected late due to a returned check will be subject to all applicable penalties.

## 12 CONCESSIONS

### 12.1 CONCESSION BUILDINGS

The District owns permanent concession buildings at the following locations:

1. Jan Rau Community Park
2. Elk Grove Regional Park
  - a. Kloss Softball Complex
  - b. White Diamond
3. Morse Community Park

A signed lease agreement should be submitted no later than December 15 for the following calendar year. An annual concession fee of \$3,000 will be collected on December 15 (of the previous year) as well

### 12.2 CONCESSION OPERATIONS

An approved use agreement is required before field users can operate a concessions building. Any field users providing goods or services must secure all of the applicable licenses and permits. These permits may include:

1. Sellers Permit from the State of California Board of Equalization.
  - a. Phone: 1-800-400-7115
2. Temporary Food Facility Operators Permit from the Sacramento County Environmental Health Department.
  - a. Phone: 916-875-8440

It is the sole responsibility of the field user to obtain all necessary licenses and permits. They are also responsible for the payment of all appropriate sales taxes and/or fees associated with the sale of goods and services. All sales of goods and services shall be compliant with Ordinance 15 Section 1.125.

## 13 DISTRICT RECOGNITION

Field users are responsible for providing recognition to the District, including, without limitation, the following:

1. Include the District when recognizing event sponsors.
2. Place the District's logo on all media, including, but not limited to print, electronic and social media. The following text must accompany the District's logo, "Made possible by our partnership with the Cosumnes Community Services District."
  - a. Must submit materials for review and approval by the District's liaison at least two business days in advance of use, print or publication.
3. Provide an opportunity for a District representative to speak for up to ten minutes at all public events, as desired by the District.
4. Recognize the District for its contributions during the public comment section of a regular board meeting at least once annually.

## 14 FIELD USER MANUAL VIOLATIONS

### 14.1 VIOLATIONS

Any violation of the Field Use Manual may result in one or more of the following actions:

- **1<sup>st</sup> Violation**
  - Written warning
- **2<sup>nd</sup> Violation**
  - Full or partial forfeiture of field allocation deposit, and probation-length to be determined by the District
  - Requests for additional information or documentation as deemed appropriate by the District.
  - Relegation to a lower field allocation tier for the next formal field allocation process.
- **3<sup>rd</sup> Violation**
  - Suspension from one or more fields for the remainder of the allocation period.
  - Suspension from all fields for the remainder of the allocation period.
  - Suspension from the next formal field allocation process.
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### 14.2 APPEAL POLICY

Field users, who wish to appeal a disciplinary decision that is made by the District, may submit a formal appeal within 10 business days of receiving the decision. During the appeal process, the field user must continue to adhere to all disciplinary terms. The appeal will be reviewed by a member of the senior leadership team upon receiving the appeal request. Please be advised that the field user will be billed for the time spent reviewing the appeal, at the hourly rate specified in the Book of Fees. All fees associated with the appeal process will be the responsibility of the field user, regardless of the outcome of the appeal.

### 14.3 COST OF DISTRICT STAFF

A violation of the Field Use Manual that results in dedicated District staff hours to correct the problem will result in a penalty fee of the following rate per employee used:

<b>Park Maintenance Supervisor</b>	\$66 per hour
<b>Park Maintenance Worker I</b>	\$47 per hour
<b>Park Ranger Supervisor</b>	\$82 per hour
<b>Park Ranger</b>	\$63 per hour
<b>Building Operations Supervisor</b>	\$82 per hour
<b>Building Maintenance Worker Sr</b>	\$58 per hour
<b>Facilities Operations Supervisor</b>	\$82 per hour
<b>Facilities Operations Technician Sr</b>	\$54 per hour
<b>Recreation Manager</b>	\$103 per hour
<b>Recreation Supervisor</b>	\$82 per hour
<b>Recreation Coordinator</b>	\$65 per hour
<b>Cosumnes CSD Director</b>	\$223 per hour (2 hour minimum)

## 14.4 FEE ASSESSMENT SCHEDULE

Violations of specific Field User Manual policies will result in the following penalty fees to be added to the end of the allocation period invoice. Even though the fee won't be realized until the invoice is sent, notice of the penalty will be sent immediately by the District to the organization upon discovery of transgression. Below is the minimum charge of the identified penalty (subject to increase depending upon the severity of the infraction):

<b>Failure to turn in documents on the "Field User Manual Checklist" by deadlines</b>	\$65 (Rec Coordinator hourly rate, 1 hr.)
<b>Failure to turn in practice &amp; game schedule by the 1<sup>st</sup> of every month (reference: 7.3)</b>	\$65 (Rec Coordinator hourly rate, 1 hr.)
<b>Failure to comply with Field Use Audit (reference 6.2)</b>	\$164 (Rec Supervisor hourly rate \$82, 2 hrs.)
<b>Any club personnel driving on park premises without Park Delivery Permit (reference: 5.2)</b>	\$63 (Park Ranger hourly rate, 1 hr.)
<b>Failure to comply with maximum number of players allowed on grass field for practice (reference: 6.2)</b>	\$66 (Park Maintenance Supervisor hourly rate, 1 hr.)
<b>Failure to comply with Sponsorship &amp; Banner Policy (reference 7.6)</b>	\$103 (Rec Manager hourly rate, 1 hr.)
<b>Failure to abide by District recognition requirements (reference: 13)</b>	\$103 (Rec Manager hourly rate, 1 hr.)
<b>Failure to submit a Portable Goal Application and obtain approval (reference: 5.5)</b>	\$66 (Park Maintenance Supervisor hourly rate, 1 hr.)
<b>Providing the District with false information (reference 6.3)</b>	\$130 (Rec Coordinator hourly rate, 2 hrs.)
<b>Failure to submit a Portable Restroom Application and obtain approval (reference: 5.4)</b>	\$132 (Park Maintenance Supervisor hourly rate, 2 hrs.)
<b>Unauthorized field modifications (references: 10.1, 10.2, &amp; 10.5)</b>	\$132 (Park Maintenance Supervisor hourly rate, 2 hrs.)

*I have read through the Field User Manual Violations section and understand that there are penalty fees associated with the outlined violations.*

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 Print Name

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 Signature

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 Date

## 15 FIELD USER MANUAL DEADLINES

<b>Turn in Signed Facility Use Agreement</b>	12/13/2024
<b>Signed concessions Lease Agreement</b>	12/13/2024
<b>Turn in annual concessions fee</b>	12/13/2024
<b>Turn in Any Permit Requests (Park Delivery, Portable Restroom, Portable Goals, etc.)</b>	12/13/2024
<b>Turn in Spring 2024 Field Allocation Deposit</b>	12/13/2024
<b>Turn in Spring 2024 Field Damage/Violation Deposit</b>	12/13/2024
<b>Turn in Certificate of Insurance</b>	12/31/2024
<b>Turn in Signed Copy of 2024 Field User Manual</b>	12/31/2024
<b>Turn in Updated Board of Directors' Contact Info</b>	12/31/2024
<b>Turn in Non-Profit Documentation Verifying Status</b>	12/31/2024
<b>Turn in Practice/Game Schedule</b>	1 <sup>st</sup> Day of Prior Month (Starting 1/1/2025)
<b>Fall Field Modification Request</b>	3/31/2025
<b>Turn in Fall 2024 Field Allocation Application</b>	First Thursday in April
<b>Schedule 1 on 1 Meeting with CSD Staff</b>	Last 2 Weeks of April
<b>All Rosters and Residency Documents for Spring</b>	5/2/2025
<b>Issuing of Spring Field Allocation Invoice</b>	6/2/2025
<b>Submit Payment for Spring 2024 Allocation Period</b>	6/13/2025
<b>Turn in Fall 2024 Field Allocation Deposit</b>	6/13/2025
<b>Turn in Fall 2024 Field Damage/Violation Deposit</b>	6/13/2025
<b>Spring Field Modification Request</b>	9/1/2025
<b>Turn in Spring 2025 Field Allocation Application</b>	First Thursday in September
<b>Turn in Spring 2025 Special Use Dates</b>	First Thursday in September
<b>Schedule 1 on 1 Meeting with CSD Staff</b>	Last 2 Weeks of October
<b>All Rosters and Residency Documents for Fall</b>	11/3/2024
<b>Issuing of Fall Field Allocation Invoice</b>	12/1/2025
<b>Submit Payment for Fall 2024 Allocation Period</b>	12/15/2025
<b>Turn in Spring 2025 Allocation Deposit</b>	12/15/2025
<b>Turn in Spring 2025 Field Damage/Violation Deposit</b>	12/15/2025

*I have read through the Field User Manual Checklist section, and understand that these are the deadlines. Failure to follow the checklist schedule will result in a violation fee covered in the Field User Manual section 14.3.*

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 Print Name

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 Signature

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 Date



## 16 DISCLOSURE

The District will update this document to reflect best practices as needed & notify all field users.

## 17 ACKNOWLEDGMENT

I (the Field User) acknowledge that District staff has gone over the Field User Manual with me, and gave me the opportunity to ask questions or get clarity on anything I may have found unclear.

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Print Name

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Signature

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Date