

CITY OF DIXON  
RECREATION DIVISION  
PUBLIC WORKS DEPARTMENT

Facility Use Policy for Youth and Adult Sports Organizations

1. MISSION

It is the policy of the City of Dixon to maintain its parks and recreational facilities in a safe condition that is aesthetically pleasing. Such facilities shall be made available, when appropriate for the purpose of conducting practice and games for use by;

- a. Resident Non-Profit Youth Sports Organizations
- b. Resident Non-Profit Adult Sports Organizations
- c. Non-Resident Youth Sports Organizations
- d. Non-Resident Adult Sports Organizations

2. DEFINITION OF TERMS

- Resident- Person or organization that resides in the 95620 zip code limits. Additionally, an organization must have a majority of participants that live in the 95620 zip code.
- Non-Resident – Person or organization that does not reside within the 95620 zip code limits. Additionally, an organization where a majority of participants do not live in the 95620 zip code.
- Non-Profit Organization – Bonafide clubs, organizations or groups that are formed for other than commercial purposes. Non-profit status will be honored only with current proof of non-profit status which includes an IRS Letter of Determination, FTB 199N, FTB 199 or copy of 501(c)(3) status, and proof of tax exemption and Tax Payer ID number. Non-profit status will be verified with the Franchise Tax Board and/or the Internal Revenue Service.
- Commercial Organization – Clubs, organizations, or groups that are formed in the interest of making a profit.
- Organization That Limits Participation Based On Skill Level/Tryouts- Organization or team that is not open to all youth that meet age, grade or weight requirements and limits participation based on skill level, tryouts or other limiting factors. This category does not apply to organizations that are open to all Dixon youth, yet may have all-star teams at the conclusion of the season.

3. ESTABLISHING PRIORITY FOR USE

The City has a limited number of facilities available for use by sports organizations. Often requests are received for use of the same facility by competing groups. The City will use the following procedure to reserve field space. A calendar designating field space and concession stand use for all user groups is developed prior to the start of the season. The calendar is negotiated between requesting groups and then submitted to the Recreation Division for review. Priority will go to groups in the following order:

- a. City Use
- b. Dixon Unified School District- Only for facilities included in the Joint-Use Agreements
- c. Resident Non-Profit Organized Youth Organizations open to all Dixon youth that meet age, grade, or weight requirements
- d. Resident, Non-Profit Youth Organizations that limit participation based on skill level, tryouts or other limiting factors

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- e. Resident Non-Profit Adult Organizations
- f. All Other Organizations

Due to the limited number of facilities, it is important that all user groups work together to maximize use and to create schedules that best accommodate each other. When conflicts arise among groups of the same priority ranking, scheduled use will be negotiated between requesting groups. In the event of scheduling conflicts, the Public Works Director shall make a decision based on the following criteria:

- a. Tournaments, post-season play, and playoffs shall have priority over regular season games and regular season games shall have priority over practices and clinics.
- b. The availability of other fields to accommodate the event.
- c. Number of likely participants and spectators that will potentially use the fields and concession stand on the conflicted date(s).
- d. Proximity of the requested concession stand to the organization's game or event.

#### 4. CONCESSION STANDS

Permission to use a concession stand is limited to those groups that have a Memorandum of Understanding (MOU) with the City. Use of a concession stand is not exclusive to any one group. City staff will notify groups if multiple groups are authorized to use a concession stand in the same season. Once an organization is given written permission to use a concession stand on specific dates and it is included in the organization's MOU with the City of Dixon, the organization will not be forced to allow another group to use the concession stand on the already approved dates. In the event of scheduling conflicts for dates not reserved in an MOU, groups shall have the right to appeal the Public Works Director's decision to the Parks and Recreation Commission and the Commission shall make a recommendation to the City Council for a final decision.

At the end of each season, the group should remove any perishable materials and small equipment. Any large equipment, such as refrigerators or freezers, shall be unplugged and locked or secured to prevent a safety hazard. Any items left in a concession stand at the end of a season are left at the risk of the user group. The City will not be responsible for the loss of materials and equipment stored in a concession stand. The City shall retain a key to each concession area at all times.

#### 5. LIABILITY INSURANCE

Each group must maintain and provide proof of liability insurance in an amount not less than \$1,000,000, naming the City as additionally insured. This certificate must be on file and updated prior to any use of City Facilities.

#### 6. FACILITIES NOT AVAILABLE FOR ORGANIZED SPORTS USE

It is the policy of the City of Dixon that neighborhood parks, as well as Women's Improvement Club Park, are not to be used for the purpose of organized sports games. Current neighborhood parks include Patwin, Conejo, Homestead, and Veterans Park.

#### 7. ADDITIONAL RULES REGARDING TOURNAMENTS, LEAGUES/EVENTS

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A City of Dixon Facility Use Application must be completed and signed by an adult, 18 or older. Deposit (if applicable) and rental fee is charged at the time of reservation. Deposit refunds will be processed and mailed approximately 14 working days after the rental. Maximum advance reservation is six months.

8. SPECIAL EVENT PERMIT

For some events, a Special Event Permit may be required. Events that include vendors, street closures, anticipate a significant number of people, and/or are determined by the City of Dixon will need a Special Event Permit.

9. 2024-2025 FEE SCHEDULE

| Facility                        |                      | Resident Fee | Non-Resident Fee | Commercial Resident Fee | Commercial Non-Resident Fee | Resident Non-Profit Fee | Non-Resident Non-Profit Fee |
|---------------------------------|----------------------|--------------|------------------|-------------------------|-----------------------------|-------------------------|-----------------------------|
|                                 |                      |              |                  |                         |                             |                         |                             |
| Softball/Baseball Field         | Hourly Rates         | \$ 26.00     | \$ 32.50         | \$ 52.00                | \$ 58.50                    | \$ 19.50                | \$ 24.38                    |
| Lighted Softball/Baseball Field |                      | \$ 48.00     | \$ 60.00         | \$ 96.00                | \$ 108.00                   | \$ 36.00                | \$ 45.00                    |
| Multi-Use Field                 |                      | \$ 34.00     | \$ 42.50         | \$ 68.00                | \$ 76.50                    | \$ 25.50                | \$ 31.88                    |
| Lighted Multi-Use Field         |                      | \$ 56.00     | \$ 70.00         | \$ 112.00               | \$ 126.00                   | \$ 42.00                | \$ 52.50                    |
| Pat Granucci Aquatic Center     |                      | \$ 134.00    | \$ 167.50        | \$ 147.40               | \$ 184.25                   | \$ 100.50               | \$ 125.63                   |
| Salaber Field                   |                      | \$ 70.00     | \$ 87.50         | \$ 140.00               | \$ 175.00                   | \$ 52.50                | \$ 65.63                    |
| Lighted Salaber Field           |                      | \$ 92.00     | \$ 115.00        | \$ 184.00               | \$ 225.00                   | \$ 69.00                | \$ 86.25                    |
| Jim B. Stevens Arena            | First Hour           | \$ 70.00     | \$ 87.50         | 2 hour Minimum          |                             | \$ 52.50                | \$ 65.63                    |
|                                 | Each Additional Hour | \$ 41.00     | \$ 51.25         | \$ 140.00               | \$ 157.50                   | \$ 30.75                | \$ 38.44                    |