

**COUNCIL POLICY**

SUBJECT: USE OF CITY-OWNED LAND BY YOUTH SPORTS ORGANIZATIONS  
POLICY NO.: 700-03  
EFFECTIVE DATE: June 11, 1990

**BACKGROUND:**

Over the past years various youth sports organizations have been allowed to utilize City-owned land under various conditions, generally for the payment of nominal rental fees. It appears desirable at this time to clarify and redefine policy on this subject.

**POLICY:**

1. It is the Policy of the City Council to encourage such youth sports organizations by making available unused City-owned land for the construction of open play fields provided:
  - a. Any such organization shall be a nonprofit organization with responsible officers.
  - b. Any such organization shall maintain membership in a recognized youth sports organization and shall comply with their established Rules and Regulations.
  - c. Membership and participation in such organizations shall not include restrictions based on race, color, creed or sex.
  - d. The City has no immediate plans for the use, sale or lease of the land, normally a five to ten year period.
  - e. General Development Plan for the area has been approved by the Park and Recreation Board.
2. In making City-owned land available for this purpose, the following policies shall apply:
  - a. All costs of construction, operation and maintenance of the play field lease area shall be borne by the youth organization, except as provided in 2.e and 2.f below.
  - b. The organization shall carry adequate insurance to protect the City from damage claims. Copy of an appropriate insurance policy shall be included with the request for a use permit to Property Department.
  - c. No improvements to City property will be made without approval of the cognizant City department or departments.
  - d. No permanent structure shall be erected unless said structure is in accordance with the City's development plan for the land, and is in accordance with City specifications.
  - e. If the organization wishes to construct a play area on City-owned land which has been designated for future recreation purposes, and if the play area is to be built in the location specified in the General Development Plan of the area, and if the association wishes to add

landscaping in accordance with this Plan, and in accordance with City specifications, the City will install a water meter and pay water bills for maintaining the area as outlined above.

- f. If the organization desires to construct a play area on City-owned land which is scheduled for development for recreational purposes within the then current Capital Improvements Program, and if the organization will develop the area in accordance with the General Development Plan of the area and in accordance with City specifications, the City will contribute an amount not to exceed one-half of the estimated cost to the City of such development. City participation in financing shall be limited to those portions of the development which are in accordance with the General Development Plan and shall not include participation in the financing of selected use facilities such as concession stands, scorers' booths and storage areas. Maintenance of the play area shall remain the responsibility of the Youth Sports Organization until the City initiates the development of the park.
  - g. If the organization desires to construct a play area on City-owned land not scheduled for future recreational development, the City will assume responsibility for the installation of a water meter and pay water bills incurred in the maintenance of the play area.
  - h. If an organization is located on non-City owned land, serving a public need, meets the criteria outlined in Section 1.a., 1.b., and 1.c., then the City will pay water bills incurred in the maintenance of the play area as long as that organization is fulfilling a public need.
3. The procedures for the processing of applications are as follows:
- a. Organizations desiring land use should submit their requests to the Property Department, who will coordinate and clear authorizations on behalf of the City.
  - b. Application for use of City-owned land shall be reviewed by the Planning Department for desirability of site for stated uses and zoning requirement.
  - c. Applications for use of park lands shall be reviewed by the Park and Recreation Department.
  - d. All permits for a new applicant or location will be drawn by the Property Department and presented to the City Council for approval. Permits will be drawn for a period of not over one year, expiring December 31, with the right to terminate at any time by either party upon thirty (30) days written notice. All permits shall contain a provision which specifies that the use of the property shall be nonexclusive and shall not result in any proprietary rights in the lessee or permittee.
  - e. The City-Manager shall have the authority to renew City Council-approved permits on a year-to-year basis, subject to the 30-day termination provision, without the need for additional City Council action.

CROSS REFERENCE:

Council Policy 700-10  
Administrative Regulation 25.10

HISTORY:

Adopted by Resolution R-184439 07/29/1965  
Amended by Resolution R-192808 02/01/1968  
Amended by Resolution R-213142 05/02/1975  
Amended by Resolution R-223823 06/25/1979  
Amended by Resolution R-254869 08/24/1981  
Amended by Resolution R-275889 06/11/1990