



CITY COUNCIL AGENDA REPORT

Meeting Date: 3/7/2019

From: Noreen Leek, Recreation Manager

Subject: Mission Blue Sand Volleyball Court Use Policy

Community Goal/Result

Community Building

Purpose

Maintain high-quality facilities for community interaction while subsequently generating revenue for the City.

Recommendation

Review the draft policy, draft application, and proposed fees regarding public use of the Mission Blue Sand Volleyball Courts. Amend the Master Fee Schedule resolution accordingly.

Background

Elite Volleyball Club approached the City of Brisbane with a proposal in 2018 to install sand volleyball courts in the vacant lot beyond the Mission Blue ball field at the corner of Mission Blue Drive and Monarch Drive. Construction on the courts was completed in July of 2018. This new amenity increases recreational opportunities for the residents of Brisbane and surrounding communities.

Discussion

All City of Brisbane rental facilities (Mission Blue, the Community Center, and picnic areas) have general use policies. The purpose of these policies is to ensure the safety of facility patrons and to protect the City against issues stemming from improper use. In November, the Parks & Recreation Commission reviewed and voted to recommend that the City Council adopt the use policy and amend the Master Fee Schedule as needed.

Fiscal Impact


Imposing an hourly rental rate for reservations of the sand volleyball courts will generate additional revenue for the City. Staff has already been approached by two collegiate athletic departments whom have expressed an interest in utilizing the courts for their respective teams.

Measure of Success

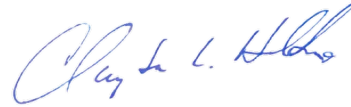
User group compliance with policies and procedures, revenue generation, and an overall increase in use of the facility as well as official reservations.

Attachments

1. Mission Blue Sand Volleyball Court Use Guidelines - DRAFT
2. Mission Blue Sand Volleyball Court Permit Policy - DRAFT
3. Mission Blue Sand Volleyball Court Fee Schedule & Map - DRAFT
4. Mission Blue Sand Volleyball Court Use Permit Application - DRAFT



Noreen Leek, Recreation Manager



Clay Holstine, City Manager

Brisbane Parks & Recreation Department Mission Blue Sand Volleyball Court Use Guidelines

A. RESERVATION PROCEDURE

1. Reservations may be made by contacting the Brisbane Parks & Recreation Department, during normal business hours. Persons/groups wishing to reserve a court should have alternatives in the event their first choice of date and/or time have already been reserved.
2. The application must be submitted in person by an adult representative of the group applying, and for youth groups, by an adult supervisor or representative. No permit will be issued to a minor.

The applicant or group representative agrees to be present during the entire time reserved by their group.

Permit applications must be fully completed and submitted with payment for permit to be issued. This process must be completed no less than three (3) working days prior to the desired date. Payment may be made using credit card, check (payable to: **City of Brisbane**) or cash. Reservations are not valid until fees are paid in full.

Phone reservations will be held for five (5) working days and will not be secured until the application process is complete and the fee is paid within the timeframe prescribed above.

B. OTHER CONSIDERATIONS

1. Any person, group or organization which has damaged or destroyed any City Property or has failed to follow established policy in the past may be denied a permit.

Initial

2. **Users of the courts are responsible for any damages or extraordinary cleanup resulting from their use. Permit holders are prohibited from using items that could damage the facility.**

Initial

3. **The permit holder shall be required to perform all site preparation and all clean-up following the completion of the event.**

4. No person shall use or permit the use of any sound amplification device in any portion of the court without specific permission of the City of Brisbane. All noise being emitted from said gathering must comply with the City of Brisbane Noise Ordinance.
5. Hours: 8 A.M. - one half hour after sunset.
6. No glass containers are permitted on the courts.
7. Please refrain from and discourage climbing on sports equipment.
8. Please respect your neighbors. No loud or obscene language.

9. Dogs are prohibited from entering the court area.
10. Smoking of any kind is prohibited within the courts.
11. Court facilities that have not been reserved are open to the general public on a first-come, first served basis.
12. Groups that cause problems such as noise, litter, or aggressive behavior may have their permit revoked.
13. The City is not responsible for accidents, injury or loss of individual/property at the facility.
14. There is a small parking lot on site with 3 regular spaces and one handicap accessible space. Additional parking is available along Mission Blue Drive and in the parking lot at the Mission Blue Center at 475 Mission Blue Drive.
15. Restrooms are located beyond the Mission Blue ball field in the parking lot for the Mission Blue Center.

C. CANCELLATION POLICY

Applicants must notify the Brisbane Parks & Recreation Department office within five (5) working days prior to the scheduled use date for a full refund less cancellation fee of \$8. Failure to cancel an event within this timeframe will result in forfeiture of the reservation fee.

D. REFUND POLICY

In the event of rain, groups will receive a refund or full credit toward a rescheduled date. Rainy day refunds will be determined by the Brisbane Parks & Recreation Department and reviewed as to whether or not the applicant had utilized the reserved area.

Allow approximately four weeks for processing of refunds.

E. VIOLATIONS OF POLICY

Violations of conditions of this policy guidelines or regulations shall be punishable by a fine.

I have read and understand these guidelines and hereby agree to comply with the content. I understand that failure to observe these regulations of City, State or Federal law may result in severe penalties

Applicant Signature

Date

Brisbane Parks & Recreation Department Mission Blue Sand Volleyball Court Permit Policy

A. GENERAL POLICY

It is the general policy of the City of Brisbane that persons/groups shall be permitted and encouraged to use Brisbane's Mission Blue Sand Volleyball Courts for passive recreational, educational, cultural and other worthwhile purposes which are available to all persons regardless of age, gender, race, religion or national origin. Persons or groups may reserve portions of the facility for their use based upon criteria contained within this policy. This policy does not preclude any persons from using the courts without a reservation in accordance with the adopted City of Brisbane policies and ordinances pertaining to such use. Please see guidelines document for additional use requirements.

B. PRIORITIES FOR USE OF FACILITY

Recreational activities that are organized for the general public sponsored and co-sponsored by the City of Brisbane have priority over other groups in the scheduling of facilities. The City of Brisbane reserves the right to cancel any permit if said use conflicts with a City sponsored or co-sponsored event.

C. TIMELINE FOR APPLICATION

Permit applications will be considered on a first-come, first-served basis for one time use. Applications for **Mission Blue Sand Volleyball Courts** may be filed up to **six (6) months in advance** for community groups, organizations, and residents and **four (4) months in advance** for non-residents.

The City of Brisbane reserves the right to schedule exclusive use of the Mission Blue Sand Volleyball Courts for City or co-sponsored functions.

D. OTHER CONSIDERATIONS

1. Staff shall consider the safety, health and welfare of persons and the security, preservation and orderly use of City facilities as criteria when reviewing permit applications. All applicable City ordinances, including the City noise ordinance and any special rules or regulations established for the facility will be in effect.
2. Alcohol is strictly prohibited.
3. Charging admission, selling tickets or solicitation of money in any manner without prior approval is prohibited. This includes the sale and/or peddling of any foods, refreshments, novelties or goods.

E. GROUP APPLICATION PROCESS

The application approval process is designed to allow for consideration of group applications) by the Parks & Recreation Department staff. Staff reserves the right to have the Parks and Recreation Commission review any application. Group applications for 100 or more persons must be approved by the City Council. Applications will be reviewed to assure that the Park's passive, recreational, community facility is safely maintained and the public's best interest is protected.

F. TIME PERIODS FOR USE OF RESERVED FACILITY

Permits are valid for a two (2) hour minimum.

Brisbane Parks & Recreation Department Mission Blue Sand Volleyball Court Fee Schedule & Map

FEE SCHEDULE

Fees are charged for the exclusive use of the portion of the facility that is reserved. Payment may be made using credit card, check (payable to: **City of Brisbane**) or cash. Check payments will not be accepted less than two (2) weeks prior to the event date.

Mission Blue Sand Volleyball Courts:

Note: Fees are per court. *(Two courts available.)*

Resident Fee

\$25 / hour
(2 hour minimum)

Non-Resident Fee (20% increase)

\$30 /hour
(2 hour minimum)

FACILITY DIAGRAM



MISSION BLUE SAND VOLLEYBALL COURT USE PERMIT APPLICATION

BRISBANE PARKS & RECREATION DEPARTMENT
 50 PARK PLACE, BRISBANE, CA 94005
 NON-EMERGENCY CITY ASSISTANCE (415) 467-1212
 ALL CHECK PAYMENTS MUST BE PAYABLE TO: **CITY OF BRISBANE**

1. APPLICANT INFORMATION

Contact Person: _____ Today's Date: _____
 Organization Name (if applicable): _____
 Primary Phone: _____ Secondary Phone: _____
 (please circle: cell / home / work) (please circle: cell / home / work)
 Address: _____ City: _____ State: _____ Zip: _____
 E-Mail: _____

2. RESERVATION DETAILS

Date: _____ Day of Week: _____
 Start Time: (include time for set-up) _____ End Time: (include time for clean up) _____
 Recurring event? **YES NO** If yes, please denote the start & end dates: _____
 Court(s) Desired: (see map for notation) **A B BOTH**
 Number attending **under 21** years old: _____ **21+** years: _____

Describe your event: (Include nature of event and specific description of use of courts.)

I intend to play amplified music/sound during my use of the courts. **YES NO**
 (If yes, I agree to comply with the Brisbane noise ordinance and acknowledge that if I fail to do so, my permit may be revoked and event shut down.)

Reservation fee summary:

_____	x	_____	x	_____	=	_____
Hourly Rate		# of Hours		# of Courts		Total Fee

3. NOTICE: This is a legal document which limits our liability, please read carefully! By signing this document you state that (1) you assume all risk of injuries from participation in this activity, (2) you release the City of Brisbane, its officers, employees, agents, and servants from all liability arising out of your participation in this activity. I. **ASSUMPTION OF RISK:** I voluntarily participate in the activity described in the Mission Blue Sand Volleyball Court Use Permit, fully aware of the dangers and risks involved and knowing that the City of Brisbane does not guarantee the construction, condition, or safety of the facilities or the equipment, nor the supervision of the activity by its officers, employees, agents, and servants. I expressly assume the risk of all loss, damage or injury from my participation in or presence at the said activity. II. **RELEASE OF LIABILITY:** In consideration for the opportunity to participate in this activity and the services provided by the City of Brisbane, I (on behalf of myself, my heirs, assigns, and legal representatives) release the City of Brisbane, its officers, employees, agents, and servants from any liability arising out of my participation in or presence at the described activity in the Mission Blue San Volleyball Court Use Permit. I expressly absolve the City of Brisbane, its officers, employees, agents, and servants of liability for their negligence.

Applicant's Signature: _____

Application Received & Approved: Date _____ **By** _____

OFFICE USE ONLY

Total Fees: \$ _____ **Cr Card / Cash / Ck#** _____

Permit Issued: Date _____ **Permit #:** _____