



# Athletic Facility Policy Overview

PRAC Meeting January 26, 2026

PARKS | AFTER SCHOOL | RECREATION | COMMUNITY SERVICES

 (559) 621-7529

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# Agenda

- Purpose
- Policy Implementation
- Policy Overview
- Reservation Information
- Looking Ahead



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# Purpose

- Provides alignment with Measure P priorities and compliance with the FMC
- First formal athletic facility policy
- Establishes expectations for reservation holders
- Improves maintenance and rest periods for grass fields



# Policy Implementation

- Effective March 11, 2024
- Informed reservation stakeholders via email
- Two technical workshops were held for reservation holders
  - March 20, 2024
    - 5:30pm – 6:30pm at Ted C. Wills Community Center and virtual option available
  - March 21, 2024
    - Spanish
    - 5:30pm – 6:30pm at Ted C. Wills Community Center and virtual option available
- Presented at PRAC July 21, 2025



# Policy Overview

- Reservations are required for exclusive use of a facility.
- Reservations will take priority over non-reservation use including drop-ins.
- Applicant/representative is responsible for all activity conducted during the reservation period by teams, observers, parents, coaches, coach assistants, referees, umpires, friends, families, visitors, etc.
- Applicant must be accessible throughout the application process and present during all times and dates of event reservation.
- Reservations cannot be transferred to another organization.
- Reservations may not be used for any other purpose than the reserved purpose.
- Publicizing of events using our facilities require a reservation.
- There are two types of athletic facility reservation requests: occasional reservations and advanced reservations.



# OCCASIONAL VS ADVANCED RESERVATIONS



# Occasional Reservations

## WHO CAN RESERVE?

Individuals playing with friends or family. This is not for leagues or programs. Applicant or nonprofit representative must be at least 18 years of age or older.

## WHEN TO RESERVE?

Same day reservations may be available for athletic facility reservations. Same day reservations accept facilities as is. Reservations requiring site preparation must be made at least 72 hours in advance but no more than 4 weeks in advance.

## WHAT CAN YOU RESERVE?

Any regional or neighborhood athletic facility that has availability at the time of reservation. Any individual may reserve no more than twice per month.

## HOW TO RESERVE?

1. Online [www.parcsonline.fresno.gov](http://www.parcsonline.fresno.gov)
2. Call 559-621-PLAY (7529)
3. In Person - Dickey Youth Center  
1515 E. Divisadero Street  
Fresno, CA 93721





# Advanced Reservations

## WHAT CAN YOU RESERVE?

Any regional or neighborhood athletic facility that has availability.

## HOW TO APPLY?

Customer must complete athletic facility application online to reserve fields, courts, or other city facilities.

## WHO CAN RESERVE?

Advanced reservations are for leagues (regular practice and games), tournaments, clinics, programs, special events, or for activities that collect revenue. Applicant or nonprofit representative must be at least 18 years of age or older.

## WHEN TO APPLY?

Advanced reservations can book recurring reservations for three months at a time. Advanced reservation applications shall be submitted quarterly. The Department will review all requests and approve field reservations in accordance with the ‘Review Process and Allocation of Facilities’ section of the policy.

Reservation Dates	Applications Open	Deadline for Consideration	Response to Applications
October 1 through December 31	June 15	July 15	August 15
January 1 through March 31	September 15	October 15	November 15
April 1 through June 30	December 15	January 15	February 15
July 1 through September 30	March 15	April 15	May 15





# Reservable Days and Hours

Facility Type	Reservable Days	Reservable Hours	Reservation Time Slots
Outdoor Courts	All days	8:00am - 9:00pm	1 hour slot
Indoor Gymnasiums**	All days	8:00am - 9:00pm	2 hour slot
Diamonds	All days	8:00am - 9:00pm	4 hour slot
Grass Fields*	Thursday - Sunday	8:00am - 9:00pm	4 hour slot
In-Line Hockey Rink	All Days	8:00am-9:00pm	2 hour slot

\*Grass fields at Regional Sports Complex are reservable all days.



# FEES/PAYMENTS



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# Fees & Payments

Facility Type	Reservation Time Slots	Standard Fees	Non-Profit Rate
Outdoor Courts	1 hour slot	\$5 per court per hour	N/A
Indoor Gymnasiums	2 hour slot	\$90 per hour (2 hour minimum)	\$45/ per hour (2 hour minimum)
Diamonds	4 hour slot	\$25 per diamond, per day (4 hour block)	15% reduction
Grass Fields	4 hour slot	\$25 per field, per day (4 hour block)	15% reduction
In-Line Hockey Rink	2 hour slot	\$25 per day (2-hour block)	15% reduction

- Standard fees accept fields/courts/diamonds as is
- Additional fees for field/court prep may apply
- Tournament fees include field prep and custodial
- 80% refundable deposit applies to all advanced reservations



# Refunds, Cancellations, and Transfers

- It is the responsibility of the reservation holder to notify the PARCS Department immediately when an approved reservation date is no longer needed.
- Changes to reservations or cancellation requests must be submitted to the PARCS Department by email at [reserve@fresno.gov](mailto:reserve@fresno.gov) or 559-621-PLAY(7529) at least ten (10) business days in advance of the reservation date to be considered for a refund.
  - If cancellation is received less than ten (10) business days before the reservation, fees will be forfeited.
- All refunds will be subject to a \$15 processing fee.
- If a refund is authorized, credit card refunds will be issued back to the card used for payment. All other forms of payment will be refunded by a City issued check.
- The City does not guarantee field availability for requested changes.
- If your reservation is impacted by weather, it may be transferred to another date within 2 weeks of the original reservation pending availability.





# CODE OF CONDUCT AND CORRECTIVE ACTION PROCESS



# Code of Conduct

It is the commitment of the City of Fresno PARCS Department to ensure that all park facilities are free from negative, aggressive, and inappropriate behaviors, and that the environment is geared toward providing high quality programs, services and facilities in an atmosphere of respect, collaboration, openness, safety and positivity.



# Corrective Action Process

## STEP ONE – Warning.

- Give written notice to the reservation holder.

## STEP TWO – Meet and suspend.

- Meet with the reservation holder and/or organization representative to discuss violation.
- Prepare an outline of circumstances, including terms or restriction of facility.



# APPLICATION



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# Athletic Facility Reservation Application

- Available online: <https://www.fresno.gov/parks/registration-reservations/>
- Required information:
  - Organization information, league information, primary and secondary contacts, requested location, facility, days of the week, times, non-food vendors, serving or selling food, admission fees, publicizing or advertising events
- Optional information:
  - Fees charged to participants, additional information, insurance upload
- Acknowledgements and Confirmations:
  - Payment terms
  - Scoring process
  - Indemnification and Hold Harmless Agreement
  - I understand and acknowledge the athletic facility reservation process
  - Signature and Date



# SCORING PROCESS

- All requests submitted within the one-month window are reviewed together, scored and ranked by the criteria, and then fields are either allocated or denied by the response deadline.

Scoring Topic	Points
Benefits youth (under 18) or seniors (62+)	10
Serving Fresno residents (more points for larger % of residents served)*	10
Total # of people served	10
Good standing or no previous violations	10
Benefit to surrounding neighborhood	10
<b>Total</b>	<b>50</b>

\* Fresno residents are determined by zip codes within sphere of influence as defined in the general plan.



# Athletic Facility Reservation Information

Total by Facility Type	
Diamonds (baseball/softball)	139
Fields (soccer/football)	221
Indoor gym	17
Hockey Rink	10
Sports Courts	33
<b>Scored Applications</b>	<b>420</b>

**183**

Organizations  
submitted  
applications

**61%**

Requests  
Accommodated

**17%**

Requests approved  
with modifications  
due to conflicts

**22%**

Requests could not  
be accommodated



# Looking Ahead

- Continue to engage with stakeholders
- Updates to policy as needed
- Technology improvements

