

# City of Stockton Community Services Department

## 2016 Field Use Application, Policy and Renter Guidelines for Reserving Athletic Sporting Fields

The Community Services Department reserves the right to reserve fields for a City-sponsored program as well as to close fields for maintenance purposes or poor field conditions. This packet includes the necessary information and forms to reserve fields in the City of Stockton.

**Community Services Department  
Field Reservation Office – Van Buskirk Community Center**

734 Houston Avenue  
Stockton, CA 95206  
(209) 937-5544 or (209) 937-8264  
[brandt.evans@stocktonca.gov](mailto:brandt.evans@stocktonca.gov)  
joseph.amen@stocktonca.gov  
danita.blackwell@stocktonca.gov

## 2016 APPLICATION PROCESS

To request use/reservation of a City field, follow the steps provided below. Only when all items requested have been completed and approvals granted will a permit/contract be issued. Please complete the application thoroughly. Information omitted will delay the reservation process.

**All past balances due must be paid in full before new requests will be considered.**

**WHEN TO APPLY** Long Term Reservations (5 or more dates) will be accepted twice a year:

**March - August Reservations** will be accepted December 4, 2015 to January 8, 2016.

Applications received after January 9 will be accepted if space allows.

**September - November Reservations** will be accepted May 2 to May 31, 2016.

Applications received after May 31, 2016 will be accepted if space allows.

(Fields will be unavailable during the months of December- February due to weather and maintenance.)

**Applications received prior to above dates will not be reviewed until the appropriate time.**

***Time slots and park sites are not guaranteed from one year to the next.***

## APPLICATION PROCESS

Submit applications by mail or in person to the City of Stockton Community Services Department, Field Reservation Office, 734 Houston Avenue, Stockton CA 95206. Telephone requests will NOT be accepted. Call (209) 937-5544 or 937-8264 to check availability.

Required items for rental requests:

1. Completed Application (see attachment) A separate application and fee must be submitted for each field requested. Applicants must 18 years of age or older and must be present during rental. Long term rental applications must be received a minimum of thirty business days prior to requested start date.

2. Application Fee of \$32.00 for each field requested. Cash, check payable to "City of Stockton", or credit card (Mastercard or Visa only)

3. Completed Field Use Calendar (see attachment) Include dates and times for each month requested, make copies as needed. Calendar must be submitted for each field requested.

No rentals may begin before 8:00 a.m. or continue past dusk, with the exception of lighted fields which may be scheduled no later than 10:00 p.m. **Rental start time begins when renter gains entry to the field/facility and end time of rental is at time of departure.**

4. Request for a maximum of 3 fields at Stockton Soccer Complex per group or organization.

*additional fields may be allocated pending availability.*

**If request is approved, a confirmation letter with approved dates will be mailed. Renter must respond within 10 business days to complete the rental process. Failure to comply may result in cancellation of your reservation.**

1. Sign rental contract
2. Provide insurance and endorsement page (see attached sample)
3. Pay 100% of estimated fees

After contract is finalized and approved by Risk Department, renter will receive a copy of rental contract to be taken to rental site for each day of use, as proof of rental.

## LIABILITY / INSURANCE (see attached sample)

The Community Services Department will accept field applications from one representative per policy.

If an organization is covering several teams under their policy, all teams must be named on the policy.

A Certificate accompanied by an additional insured endorsement in the amount of \$1,000,000 general liability is required for all reservations. The applicant will be responsible for any and all

damage to the City's premises, equipment, and property. If additional maintenance is required, in excess of normal cleaning services/time, the applicant will be charged accordingly. The applicant will be held responsible for all actions, behavior, and damages caused by his/her guests/attendees.

## GENERAL RULES AND REGULATIONS

The Community Services Director or authorized representative retains the right to set rules and regulations for safe and reasonable use of parks. The City of Stockton staff shall regulate or prohibit such activity or use, which in his/her judgment is determined to be of a hazardous nature or dangerous or damaging to property or not in the best interests of the citizens of the City of Stockton.

- Renters are to prep, line fields, and supply their own chalk and bases for use. Renter improvements to fields will be considered a donation and will not result in reduction of fees.
- Renter is required to remove trash from park at the end of each days use. City may require renter to provide dumpster for excessive trash. Clean up Fee will be charged if trash is not removed.
- Soccer Renters: Goals are to be removed after each use and cannot be stored at neighborhood parks. Goals left in parks are subject to removal and user will be charged for the removal.
- Misuse of the field, failure to conform to field regulations, or any other Federal, State or Local law, regulation, or ordinance shall result in termination of contract.
- Long Term field renters, other than softball/baseball, must rotate use on field areas to prevent field damage. Damage may result in additional charges and cancellation of contract.
- Renters may only use fields designated on contract, and only at designated times.
- Contracts/reservations cannot be transferred, assigned, or sublet.
- Vendors selling food or other items may be subject to an additional fee for the right to conduct sales on public property. Vendors must adhere to all State, County, and City health requirements. Sales of any kind must be approved in writing by the Director of Community Services Department at least 90 days prior to use. The City requires a percentage of gross sales.
- No amplified sound is permitted in any park without a permit.
- The following are not allowed in any City of Stockton park: gambling, alcohol (not allowed at designated parks), portable lights, portable barbecues, use of any chemicals on the field or turf, decorations may not be tied, stapled, etc. to plants or structures.
- No vehicles are to be driven on park property. Vehicles on park property may be cited and towed.
- No advertising shall be exhibited without written permission from Community Services Director.

## SUPERVISION/LIGHTED FIELDS

The City may provide a staff member or a key for lighted field reservations. City staff or renter will be responsible for turning the lights on and off. Keys are provided at the discretion of the Field Rental Supervisor and are to be returned within 5 working days of the last date of use. Failure to return keys will result in denial of future requests. No rentals will be scheduled beyond 10:00 p.m. at any City park.

## RESTROOMS

Some parks do not have restrooms available. If you are renting a field at one of those parks, you may need to rent portable facilities depending on the size and type of event.

## RAIN DAYS / WET FIELDS

Depending on staff availability and weather, renter may be responsible for checking field conditions before proceeding with field use. The following criteria must be used to determine if a field is usable: **If footstep leaves an impression, or if sod is removed easily with a cleat, this is considered a wet field and renter needs to cancel use for that date in writing or by email within 5 business days.**

On regular business days, staff may determine fields to be unusable and a message regarding field status will be available after 3 p.m. by calling 209-937-5544. **If renter plays and damages turf despite wet field conditions, contract will be cancelled and no refund will be granted. Renter may also be charged additional fees for damage.**

**FEES & CHARGES**

The fees are established by the City of Stockton City Council and are reviewed on an annual basis. City staff does not have the authority to waive or reduce fees.

**2016 CITY OF STOCKTON FIELD RENTAL FEES**

**Park Diamond Uses Fee**

**(Baseball or Softball, excludes McNair and Louis Softball)**

Rental of Neighborhood Park diamonds (Excluding: Louis and McNair), per hour, Adult	\$ 10.50
Diamond rental, per hour, Youth	4.00
Lights (if needed), additional fee per hour	15.00
Required Supervision, per hour	16.00

**Park Non-Diamond Uses Fee**

**(Soccer, Football, Lacrosse, excludes McNair)**

Rental of Neighborhood Park fields or diamonds (Excluding McNair), per hour, Adult	\$ 15.00
Field or diamond rental, per hour, Youth	6.00
Lights (if needed), additional fee per hour	15.00
Required Supervision, per hour	16.00

**McNair Soccer Field Fee**

Adult use per hour for Field	\$ 22.00
Youth Tournament per hour for Field	21.00
Youth Practice per hour for Field	10.50

**Stockton Soccer Complex Fee**

Field Use Application Fee	\$ 32.00
Tournament Application Fee	100.00
Field Set Up, additional fee per hour	16.00
Clean Up per hour	16.00
Lights (if needed), additional fee per hour	15.00
Weekend Admission (Per Adult, age 18 & over)	1.00
Parking Fee, per vehicle, per day	5.00
Miscellaneous Use-reservation of complex for events other than Soccer/lacrosse/football etc. per hour	50.00

**Non Tournament Field Use**

Youth per hour, per field for ½ Field	8.00
Youth per hour, per field for Full Field	15.00
Adult per hour, per field for ½ Field	12.00
Adult per hour, per field for Full Field	22.00

**Tournament Use**

Youth per hour, per field for ½ Field	12.00
Youth per hour, per field for Full Field	20.00
Adult per hour, per field for ½ Field	18.00
Adult per hour, per field for Full Field	30.00

**CANCELLATIONS / CHANGES/ REFUNDS**

**For Cancellations:** written notification, or confirmed email is required 72 hours prior to the event in order to receive a refund, less cancellation fee: \$32.00. All deposits/payments will be forfeited if written notice or email is not submitted to: Community Services Field Reservation Office, 734 Houston Ave

**For Changes:** Changes must be submitted in writing or by email to be eligible for credit or refund:

Rain cancellations must be submitted no later than 5 business days after rain out date.

Changes to contract must be submitted no less than 5 business days prior to the date(s) to be modified.

**Email: [danita.blackwell@stocktonca.gov](mailto:danita.blackwell@stocktonca.gov) or [brandt.evans@stocktonca.gov](mailto:brandt.evans@stocktonca.gov)**

The City of Stockton reserves the right to cancel use of facilities and/or equipment when deemed necessary. In such cases, the City will provide a full refund or credit of all fees and deposits, and every effort will be made to notify renter at the earliest possible date.

**CITY OF STOCKTON FIELD USE APPLICATION**  
 Community Services Department, Field Reservation Office  
 Location: 734 Houston Avenue, Stockton CA 95206 Contact: (209)937-8264 or (209)937-5544

A \$32.00 application fee (long/short term field use) or \$100 application fee (Tournament use) must accompany completed application to be considered. Application fee will be applied to rental if approved, 100% of the contract fees will be due prior to contract start date. **One application and fee must be submitted for each facility requested.**

**Circle One:**      **TOURNAMENT**                      **LONG TERM FIELD USE**                      **SHORT TERM USE (5 dates or less)**

League/Group Name: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_  
 Sport: \_\_\_\_\_ Attendance: Total: \_\_\_\_\_ Adults: \_\_\_\_\_ Youth (under 18): \_\_\_\_\_

1<sup>st</sup> choice: \_\_\_\_\_  
 Park Requested: \_\_\_\_\_ Area Requested: \_\_\_\_\_  
 Date(s) of Use \_\_\_\_\_ How many fields will be needed? \_\_\_\_\_  
 Time of Use \_\_\_\_\_ Additional Needs: \_\_\_\_\_

2<sup>nd</sup> choice: \_\_\_\_\_  
 Park Requested: \_\_\_\_\_ Area Requested: \_\_\_\_\_  
 Date(s) of Use \_\_\_\_\_ How many fields will be needed? \_\_\_\_\_  
 Time of Use \_\_\_\_\_ Additional Needs: \_\_\_\_\_

**CLASSIFICATION INFORMATION**

*Please answer all questions.*

Non-Profit Organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please provide tax ID#: _____
Fund-raising Event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will items be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will a fee be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No
Event open to public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Additional services needed? _____
Will amplified sound be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	I have read the Field Use Policies <input type="checkbox"/> Yes <input type="checkbox"/> No

**HOLD HARMLESS AGREEMENT**

I fully understand that my participation in this event/program exposes me to the risk of personal injury or property damage. I hereby acknowledge that I am voluntarily participating in this event/program and agree to assume any such risk. I hereby release, discharge and agree not to sue the City of Stockton, its officers, employees, agents, and contractors for any injury or damage to or loss of personal property arising out of, or in connection with, my participation in the event/program from whatever cause, including the active or passive negligence of the promoter/organizer or City or any other participant in the event/program. In consideration for being permitted to participate in the event/program, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City from any and all claims, demands, actions or suits arising out of or in connection with my participation. This form will act as a medical release in the case of an emergency.

I understand that by participating in this event/program, that I am giving consent for images of myself to be used for promotional purposes or instruction by the City of Stockton.

I have carefully read this release, hold harmless and agree not to sue and fully understand it contents. I am aware that this form is a full release of all liabilities and signed by my own free will.

Signature of Authorized Representative: \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Application: Approve Declined      By: \_\_\_\_\_ Reason: \_\_\_\_\_ Date: \_\_\_\_\_  
 Application Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_ Total Rental Fees: \$ \_\_\_\_\_  
 \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_