



## **Sports Field Reservation Policies and Procedures**



**City of Fremont Sports Office – 1110 Stevenson Blvd. (510) 790-5520**

# Sports Field Reservation Policies and Procedures

The City of Fremont has several sports fields available for use by the community on a permit basis. The Sports Field Use Reservation Policies and Procedures, establishes information, rules, regulations, procedures and fees governing use of City Sports Fields.

## Fields available for rental are at the following park locations

**Central Park Sports Complex:** Located at 1110 Stevenson Blvd.

- Six (6) Softball Fields (All 6 fields are lighted with 60', 65', 70' & 80' base options)
- Eight (8) Competition Grass Soccer Fields
- One (1) Synthetic Turf Cricket Ground or Two (2) Synthetic Turf Soccer Fields

**Centerville Community Park:** Located at 3355 Country Drive

- Sigman Field - One (1) Synthetic Turf Youth Softball/Baseball Field (Lighted)

**Irvington Community Park:** Located at 41875 Blacow Road

- One (1) Synthetic Turf Multi-Use Field (Lighted)
  - One (1) Youth Soccer Field or
  - One (1) 80 yard Youth Football Field or
  - One (1) Softball Field
- One Grass Youth Football/Soccer Field

**Karl Nordvik Community Park:** Located on the corner of Ardenwood Blvd. and Commerce Drive

- One (1) Synthetic Turf Multi-Use Field (Lighted)
  - One (1) Regulation Soccer Field or
  - One (1) Regulation Football Field or
  - Two (2) under 11 Youth Soccer Fields

**Los Cerritos Community Park:** Located at 3377 Alder Avenue

- Two (2) Grass Softball Fields or
  - One (1) Youth Soccer Field
- One (1) Grass Baseball Field (90' bases)

**Northgate Community Park:** Located at 34060 Rowland Drive

- Two (2) Grass Softball Fields or
  - 1 Grass Cricket Ground
- One (1) Grass Baseball Field (90' bases)

**Sylvester Harvey Community Park:** Located at 3850 Grand Lake Drive

- One (1) Grass Soccer Field
- One (1) Grass Soccer/Softball Field

**Warm Springs Community Park:** Located at 47300 Fernald Street

- One (1) Grass Baseball Field (70' bases)

**Community Parks with open grass space:**

**Niles Community Park:** Located at 37361 3rd Street

**Old Mission Community Park:** Located at 1000 Pine Street

**Innovation Park:** TBA

**Definition of Use**

**Organized Use** – meeting any of the following conditions: (A) league games, practices, tournaments, clinics, instruction, special events; or other uses where a fee is charged for participation, (B) any use with 12 or more people

**Drop-In Use – Meets all of the following conditions:** any sports activity with 11 or less people. Drop-In Use is only when a **GRASS** field does not have a use permit on file. All permitted use has priority over drop-in use.

**General Use Classification/Priority**

**Group 1 - City of Fremont Programs**

**Group 2 - Government Agencies with a reciprocal sports field use agreement**

**Group 3 - Fremont Resident Non-Profit Groups:**

Organized non-profit groups with current 501(c) (3) or 501(c) (4) IRS status, with membership open to the public and serving the City of Fremont community.

- I. Non-Profit group whose address is registered with the State of California with a Fremont address and whose membership consists of at least 51% Fremont residents.
- II. Non-Profit groups whose membership consists of at least 51% or more Fremont residents.

An application must be completed and accompanied with proof of at least 51% Fremont residency or documentation showing non-profit status on an annual basis to receive the priority and fees associated with this classification.

**Group 4 - City of Fremont Residents or Non-Profit/Non Resident Groups:**

- I. Resident - Individuals must reside or own property with City of Fremont address; Groups must have membership made up of at least 51% Fremont residents; current rosters will be required with submitted application.
- II. Non-Resident Non Profit - Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public that does not have membership that is at least 51% Fremont residents.

**Note:** To qualify for Group 3 Status, Regional and/or National non-profit groups that do not meet the 51% residency requirement, may submit an annual letter addressed to the Community Services Department demonstrating their direct community benefit. All requests are subject to approval by the Community Services Director or designee.

**Group 5 - Non Resident Groups:**

*Organizations whose membership does not meet minimum requirement to qualify for Group 4.*

**\*All groups will submit annual paperwork and rosters in order to verify qualification for desired group classification. (No exceptions)**

**Priority Qualifications** – Used to establish and identify priorities within each General Use

**Classification:**

1. Number of Fremont Residents served
2. Historical field use
3. Youth
4. Adult
5. Responsible field user
6. Other

City of Fremont Sports Facilities are reserved in compliance with Fair Play Act AB2404 and Title IX.

**Central Park Cricket/Soccer Field Priority** – Used to establish and identify priorities within each General Use Classification for Central Park Cricket/Soccer Field only:

1. Cricket Groups
  - a. Youth
  - b. Adult
  - c. Number of Fremont Residents served
  - d. Responsible field user
  - e. Other
2. Soccer Groups
  - a. Youth
  - b. Adult
  - c. Number of Fremont Residents served
  - d. Responsible field user
  - e. Other

\*Specific Community Soccer Tournaments established prior to 2016, in August, September, October & November will maintain priority.

**How to Make a Reservation**

***The City requires the individuals, organization and/or designated representative to complete all applications and provide the required insurance.***

1. A Sports Field Rental Application must be submitted for approval a minimum of ten (10) business days prior to rental date. Submitting an application fewer than ten (10) business days prior to rental date will only be accepted with Department approval.
2. Applications must include complete schedules including dates, times and fields requested for practices and games. Approval takes five (5) to seven (7) business days; notification of application status will be e-mailed. A valid email must be present on application.
3. Applications must be submitted in person to the Sports Office at Central Park Sports Complex located at 1110 Stevenson Blvd. Applications are accepted between the hours of 8:00 A.M. and 5:00 P.M, Monday through Friday, with the exception of holidays.

4. Rosters must be submitted annually in order to verify qualification for desired group classification. (No exceptions)
5. Current 501(c) (3) or 501(c) (4) IRS paperwork is required to qualify for Non-Profit status.

\*The City reserves the right to book additional events before or after an applicant's confirmed rental time.

### **Insurance Requirements:**

All applicants for organized use shall provide the City of Fremont with a valid Certificate of Insurance including the endorsement page written through carriers acceptable to the City of Fremont. Such certificate shall provide Bodily Injury and Property Damage liability Protection in the amount of \$1,000,000 per occurrence for bodily injury, personal injury and property damage and a \$2,000,000 aggregate. Applicant must specify that the applicant's insurance shall be primary to any insurance carried by the City. If Commercial General Liability insurance or other form with a general aggregate liability is used, either the general aggregate limit shall apply separately to this agreement or the general aggregate limit shall be twice the required occurrence limit. A separate additional insured endorsement shall be supplied naming the City of Fremont as an "additional insured. The certificate shall be properly executed with the original signature of the authorizing insurance agent. The Certificate is due at the time final payment is made.

### **Payment Schedule**

1. Payment of rental fees must be made 30 days before first approved rental date on field use permit. ***Payments not received by this deadline may result in cancellation of rental dates.*** If application is received less than 30 days prior to first date of rental, then payment is due immediately upon receipt of a field use permit.
2. Payments may be made by Visa, MasterCard, check, or cash. Make checks payable to City of Fremont. Checks and credit cards must be in the name of the individual or organization listed as the applicant. Only cash or credit payments will be accepted within ten (10) business days of rental date.

## Sports Field Reservation Rates

All fees are per hour and require a 2 hour minimum.

### Grass Fields:

Group	Without lights	With Lights (9/1/16)	With Lights (9/1/17)
1	No Charge	No Charge	No Charge
2	No Charge	No Charge	No Charge
3	\$10	\$30	\$35
4	\$20	\$40	\$45
5	\$40	\$60	\$65

### Synthetic Turf Fields (Sigman Full or Irvington Full or \*Nordvik Half):

Group	Without lights	With lights
1	No Charge	No Charge
2	No Charge	No Charge
3	\$25	\$50
4	\$45	\$70
5	\$85	\$110
Advance Block	\$19	\$38

\*Nordvik Half field is for youth user groups 12 yrs. and under.

### Synthetic Turf Fields (Nordvik Full):

Group	Without lights	With lights
1	No Charge	No Charge
2	No Charge	No Charge
3	\$38	\$63
4	\$68	\$93
5	\$128	\$153
Advance Block	\$28	\$47

### Synthetic Turf Fields (Central Park Cricket/Soccer Full):

Group	Without lights	With lights
1	No Charge	No Charge
2	No Charge	No Charge
3	\$57	\$82
4	\$102	\$127
5	\$192	\$217
Advance/Cricket Block	\$43	\$68

**Advance Block Rate:** (Synthetic Turf Fields Only) - Resident non-profit youth organizations may reserve a minimum 10-hour block of use on synthetic turf fields at the 25% discounted Advance Block Rate. Advance Block Rate fees must be paid in full in advance at time of reservation. A minimum of 2 hours per reservation must be booked in order to qualify for the Advanced Block Rate.

**Advance Cricket Block Rate:** (Central Park 9 & 10 Cricket/Soccer Only) – A 25% discount on fees for adult cricket groups that qualify for the Group 3 rate and book at least 25 hours per rental request.

## Responsible Field Use Policies

All organizations and/or individuals permitted to use fields will be responsible for the following items:

- Field Rental Permit must be present, at permitted location, for all permitted rental dates.
- Litter removal from fields and adjacent areas such as parking lots
- No amplified sound
- Enforcement of no smoking (including e-cigarettes) and no alcohol, within group
- Supervision of youth spectators
- Providing a contact name and cell number for the groups on-site supervisor
- No unauthorized field use
- Must follow all rules for each individual field
- Must follow and abide by and not use fields during field closures
- Use fields for the sport and or events they were intended for
- Must not damage or alter fields in any way
- **Rotation Required of Field Use:** To reduce excessive grass damage to any one area of fields, sports practices should be conducted in such a way that play will take place on a different section of the grass (i.e., middle of grass area for drills one day and sides of field on following day).

\*Failure to follow **“Responsible Field Use”** Policies will result in cancellation of Field Use Permit, up to and including the loss of future rental privileges associated the City of Fremont Facilities in the future.

## Field Use Application Schedule

<b>General Use Classifications</b>	<b>Jan. 1 – May 31 Apply on:</b>	<b>June 1 – Aug. 31 Apply on:</b>	<b>Sept. 1 – Dec. 31 Apply on:</b>
Non-Profit	November 1	April 1	July 1
Resident/Non-Resident Non-Profit	November 6	April 6	July 6
Non-Resident	November 11	April 11	July 11

## Hours of Rental Use

1. The City’s sports fields at Community Parks are available for rental from 8:00 A.M. to 9:00 P.M., Sunday through Thursday and 8:00 A.M. to 10:00 P.M. Friday through Saturday. Grass fields are available January 18 through December 15; Synthetic Turf Fields are available year round.
2. Each rental occurrence must be a minimum of two (2) hours.
3. Hours of use must include the amount of time needed for the event, including set-up and clean-up.
4. The field must be vacated by time specified on approved Sports Field/Facility Use Application & Permit.

## **Cancellations, Changes and Refunds**

1. **10 days or less:** No refund or credit will be issued for a cancellation or reduction of pre-booked hours within ten business days of the rental date.
2. Any changes and/or additions received fewer than ten (10) business days prior to rental will only be accepted with Department approval.
3. Each group will be allowed to make one (1) change per quarter. Any additional changes in same quarter are subject to a \$10 administration fee per change.
4. In the event the field is not available due to inclement weather, unplayable field conditions, maintenance or due to a City of Fremont program need, a credit for a make-up date will be issued if the office is notified in writing within four (4) business days after scheduled date of use.
5. Rain out date credits expire at end of the quarter and can only be used for field rentals.
  - Quarter 1 – January-March
  - Quarter 2 – April-June
  - Quarter 3 – July-September
  - Quarter 4 – October-December
6. Credits or refunds are not issued for unused hours.
7. **Unexpected Maintenance Issues:** Occasionally it may be necessary for the City of Fremont to reschedule, relocate or cancel a request previously approved, due to unexpected maintenance issues. In this event, each group or individual will be given as much advance notice as possible and will be issued a full refund.

## **Field Conditions/Maintenance**

Athletic use of a wet or saturated field may cause extensive damage resulting in field closures and renovations. One day of use on a wet field can generate weeks of recovery time which may have adverse impacts on other field use permits. Groups will not be permitted to play on wet fields.

1. **Hotline/Webpage:** For up to date information on field conditions, please call Field Conditions Hotline at (510) 733-1102 or visit <http://fremont.gov/2556/30679/Field-Conditions>. Hotline and website are updated by 4pm, Monday-Friday.
2. **Field Closures:** City of Fremont Sports Fields may be closed due to following circumstances:
  - a. Inclement weather
  - b. Poor or unplayable field conditions
  - c. Refurbishment, maintenance or renovations
3. **Cancellations:** If your rental has been cancelled due to inclement weather and/or unplayable field conditions, it is your responsibility as the renter to call the Sports Office at (510) 790-5520 to reschedule your cancelled rental.
4. **Weekend Field Conditions:** Absent a current update during the winter/rainy months, Responsible Field Use Policy (on page 5) is in effect.
5. **Play is prohibited if any of these conditions are present:**
  - a. During a rainfall, all fields are closed. Play is allowed during a light mist if the ground is hard and relatively dry.
  - b. Standing water is visible and “squishy” sounds are heard when walking on turf.
  - c. Soil is wet and “spongy”
  - d. The ground is muddy and soil clumps or clings to shoes after walking on turf.



- e. If it has been raining for three consecutive days prior to date of use.
6. **Report of Poor Field Conditions:** To report any field maintenance issues or poor field conditions please call (510) 979-5700

## **Rental Information/Guidelines**

1. A responsible adult from rental group must supervise premises for proper use during all rental hours.
2. Each rental group must have their Field Use Permit on site for each and every rental date.
3. Youth groups must be supervised by two adults for each twenty minors at all times while using the field(s).
4. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription or erect any sign in the park (per City Ordinance 12.20.060e) without prior permission from Community Services Director, or designee.
5. Smoking (including e-cigarettes) is prohibited in all City of Fremont Parks, including all sports facilities (per City Ordinance 8.55.080).
6. Parking is permitted in designated areas only. Vehicles parked illegally will be cited.
7. Sports Field/Facility Use Permits cannot be transferred, assigned or sublet.
8. Consumption, serving and/or selling of alcoholic beverages is not permitted in any and all sports fields and complexes.
9. Spectators are not permitted in dugouts or playing fields during event play.
10. Hitting or kicking balls into any fence or against any building is prohibited.
11. Bases, goals, equipment and field preparation (drag, water, lines, etc.) are not provided.
12. Fields scheduled after dusk will require rental of field lights. All rentals must end by 9:00 p.m. Sunday through Thursday and 10:00 p.m. Friday through Saturday.
13. Fields are to be used for appropriate sports use. Events must be suitable and compatible to field selected.
14. 60' baseball diamonds are designated for youth use only (12 years and younger).
15. Lining or marking of field is not allowed without prior written approval from the City.
16. No equipment storage is allowed at park sites without prior written approval from Community Services Director, or designee.
17. Programs that duplicate in any form programs offered by Community Services Department may be denied.
18. Requests for exception to the Sports Field Reservation Policies and Procedures must be submitted in writing to Community Services Director, or designee, no later than 60 days prior to date of use requested. Approval or denial of the request will be issued.
19. Dogs/Pets are only allowed in Community Parks if they are on leash (per City Ordinance 6.05.130a).
20. Barbecues are prohibited, except in approved designated areas.

## **Synthetic Turf Fields** (In addition to Rental Information/Guidelines)

1. An approved rental permit is required to use synthetic turf fields.
2. Food and beverages, including gum, seeds, nuts, candy or sports drinks are prohibited. Water only. Glass bottles or containers are prohibited.
3. Any cleats that are used must be rubber: no metal spikes.
4. No staked chairs, umbrellas, tents, flags and other outdoor furniture are not allowed on field.
5. No driving in of stakes

6. Tobacco products are prohibited.
7. Dogs or pets of any kind are prohibited on synthetic turf.
8. Bikes, roller blades, skateboards, strollers, motorized vehicles or high –heeled shoes are prohibited.