

CITY OF SACRAMENTO
DEPARTMENT OF PARKS AND RECREATION

ATHLETIC FIELD USE GUIDE

Frequently Asked Questions

Why submit an Application for Athletic Field Use?

Athletic Field Permits are designed for the occasional or drop in user. An Athletic Field Permit entitles you to a specific field in a City park. Permits are issued for the convenience of users and guarantee exclusive use of a particular location for a specific time period, date and use. Reservations are taken monthly and may be submitted five (5) business days before the first of the month. The City of Sacramento Department of Parks and Recreation offers more than 100 athletic fields for a wide variety of uses including: lacrosse, rugby, tennis, baseball, softball, soccer, football, ultimate frisbee, kickball, and more.

Can I make same day reservations?

Permit revisions, or additions will not be accepted fewer than three (3) days prior to the proposed field usage date. Applications for Athletic Field use must be submitted 3 days prior to the proposed activity.

How do I know if a field is closed?

Contact the Field Status Line at (916) 277-2336 three (3) hours prior to scheduled field use to establish if the City has closed the fields due to rain, or other circumstances.

Will the field be prepared when I arrive? What can be used to line the field?

Fields are not prepared prior to permitted use. Permit holders may line fields with chalk or latex paint. Burning fields is prohibited.

Where do I start?

Complete and submit an Application for Athletic Field Use. Visit the Reservations Office located at 4623 T Street, Monday – Thursday between the hours of 10am and 4pm. A skilled clerk will help you locate and reserve the appropriate field for the size and scope of your activity. An Application for Athletic Field use can be downloaded from the City of Sacramento, Department of Parks and Recreation website at: <http://www.cityofsacramento.org/parksandrecreation>.

When will I receive my Athletic Field Permit?

Only, after all fees and required documents are turned in, will an Athletic Field Permit be issued.

What happens if someone is using the field I reserved when I arrive?

If you encounter problems on-site contact the City Operator at 311 or (916) 264-5011. The City Operator will dispatch a Park Safety Officer to address the situation.

**Park availability can be viewed any time by visiting:
www.parksandreconline.cityofsacramento.org.**

On-line viewing is for planning purposes only. Field may become unavailable at anytime.

THINGS TO CONSIDER

APPLICATION FILING TIMELINE

Adult practice reservations are taken monthly. Applications for Athletic Field Use must be submitted a minimum of 3 days in advance. Applications will not be accepted fewer than three (3) business days prior to the proposed park use date.

PHOTO IDENTIFICATION

A copy of photo identification (California Driver's License or I.D. card) of the Responsible Party and the Alternate Contact is required to complete the application process.

FEES

All fees are due immediately. Once an application is issued a contract number the cancellation policy becomes applicable.

Level I Fields:

Youth Play

Unlighted Use \$2 per hour

Lighted Use \$27 per hour

Adult Play

Unlighted Use \$17 per hour

Lighted Use \$42 per hour

Level II Fields:

Youth Play

Unlighted Use \$3 per hour

Lighted Use \$28 per hour

Adult Play

Unlighted Use \$18 per hour

Lighted Use \$43 per hour

Regional Park Fields:

Youth Play

Unlighted Use \$3 per hour

Adult Play

Unlighted Use \$23 per hour (Monday-Friday)

Unlighted Use \$36 per hour (Sat. and Sunday)

All Weather Sports Field at Granite Regional Park:

Resident Youth Play

Unlighted Use \$25 per hour

Lighted Use \$50 per hour

Non-Resident Youth Play

Unlighted Use \$65 per hour

Lighted Use \$90 per hour

Resident Adult Play

Unlighted Use \$75 per hour

Lighted Use \$100 per hour

Non-Resident Adult Play

Unlighted Use \$105 per hour

Lighted Use \$130 per hour

Additional Fees:

Concession Stand - \$25 one time use/\$150 seasonal use

Concession Stand Key Deposit - \$50

CITY OF SACRAMENTO LEVEL II FIELDS

Bill Conlin Sports Complex
Garcia Bend Park
George Sim Park
Granite Regional Park
Jefferson Park
Kokomo Park
Northgate Park (Soccer 1/Moffit)
North Natomas Park
O'Neil Park
Regency Park
Reichmuth Park
Renfree Park
Robertson Park
Robla Park
Roosevelt Park
Sam Pannell Park
Stanford Park
Tahoe Park
Valley Hi Park
Westlake Park
William Land Park
Witter Ranch Park

LIGHTED FIELDS BASEBALL

George Sim Park/Youth Only
Harry Renfree Field
James McClatchy Park
Blackwell Baseball Field
Pannell Meadowview CC Park

SOCCER FIELDS WITH LIGHTS

Bill Conlin Youth Sports Complex
Granite Regional Park
Grant Park
Hagginwood Park
James McClatchy Park
Northgate Park
O'Neil Field
Reichmuth Park
Robertson Park
Witter Ranch Park

SOFTBALL DIAMONDS WITH LIGHTS

Grant Park
Northgate Park
O'Neil Field
Redwood Park
Reichmuth Park
Roosevelt Park
Sacramento Softball Complex
Tahoe Park

RUGBY FIELD WITH LIGHTS

Danny Nunn Park

For more information on Athletic Fields/Facilities please call the Park Reservations Office at (916) 808-6060, or questions can be e-mailed to sacrecreation@cityofsacramento.org

INSURANCE

General liability insurance coverage, in the amount of \$1 million that covers the participant, is required for youth practice, and all Games or Tournaments. Insurance is not required for adult practice. The City of Sacramento requires all certificates of insurance to be submitted on a standard ACCORD form, or on the insurance company's letterhead. The City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011. If you do not have insurance, the City of Sacramento may be able to provide you insurance, at a cost, through its insurance broker. Please contact our Risk Management Department at (916) 808-5556 for more information.

THINGS TO CONSIDER

CANCELLATION POLICY

All permit cancellations or changes must be submitted in writing a minimum of (3) three business days in advance. Permit modifications will only be accepted by the Responsible Party or the Alternate Contact listed on the Application for Athletic Field Use. Permit revisions will not be accepted fewer than three (3) business days prior to the proposed field usage date. Changes may be faxed to (916) 454-3956 or emailed to:

sacrecreation@cityofsacramento.org

CREDITS

In the event of unusual circumstances that affected your use, please notify the Park Reservations office within two (2) business days in writing to request a credit. Refunds due to rain will automatically be credited to your account. Contact the Field Status line at (916) 277-2336 three (3) hours prior to scheduled field use to establish if the City has closed the fields due to rain.

REFUNDS

Any refunds due will be processed and mailed within 21 business days of the event or cancellations. Payments made by Cash or Check will be refunded with a Check. Payments made by credit card will be returned to the credit card.

FIELD STATUS LINE

The play suitability status of sports fields is monitored continuously. Factors such as the moisture content of the soil, potential for inclement weather, safe use and avoidance of injuries, as well as damage to the field if played upon are all taken into consideration in determining the status for play. Contact the Field Status Line at (916) 277-2336 three (3) hours prior to scheduled field use to establish if the City has closed fields due to rain, or other circumstances.

LINING FIELDS

Fields are not prepared prior to use. Permit holders may line fields with chalk or latex paint. Burning field lines with herbicides is strictly prohibited and can result in loss of further Field Permits. Burning lines kills grass growth for long periods and allows erosion of trenches in the grass cover that are safety hazards to players.

LIGHTS

Field use after sunset may not occur on an unlit field. Reservations for lit fields must be for a minimum of one (1) hour. When completing your application, please list your end time. Do not list "dusk or "dark". The time of rise and set phenomena cannot be precisely computed, because, in practice, the actual times depend on unpredictable atmospheric conditions that affect the amount of refraction at the horizon. Scheduled times are based on an average of sunsets in order to ensure public safety. Please refer to the Light Schedule listed below.

Reservation Date	Time of Sunset
January 6 - February 2	5:00 pm
February 3 - March 1	5:30 pm
March 2 - March 10	6:00 pm
March 11 - April 1	7:00 pm
April 2 - May 3	7:30 pm
May 4 - June 9	8:00 pm
June 10 - July 15	8:30 pm
July 16 - August 16	8:00 pm
August 17 - September 5	7:30 pm
September 6 - September 22	7:00 pm
September 23 - October 13	6:30 pm
October 14 - November 3	6:00 pm
November 4 - January 5	4:30 pm

SOCCER GOAL POLICY

To prevent soccer goals from overturning and causing serious injury, the City of Sacramento has established a policy that all soccer goals used in City parks must be firmly secured to the ground at all times. The elements of this policy are as follows:

- Soccer goals must be firmly secured to the ground at all times
- Portable soccer goal posts that do not extend into the ground must be properly secured to the ground at all times using soccer goal anchoring clamps
- A minimum of three (3) soccer goal anchoring clamps must be used on each portable soccer goal

In some situations portable soccer goals can be secured to a nearby fence with a chain and lock when not being used.

RESTROOM FACILITIES

You are required to provide restroom accommodations in City parks which do not have toilet facilities. Depending on the location of your activity you, may need to rent portable restrooms. The City of Sacramento recommends one portable toilet per every 250 guest, or portion thereof.

ALCOHOL

In accordance with City Code 12.72.080 possession or consumption of alcoholic beverages is prohibited in all City parks except if permitted for a Special Event.

FOOD

If you are preparing, or serving food to a known group of people additional permits are not required. However, if you plan to sell or serve food to the general public in the City of Sacramento a County of Sacramento Environmental Health Permit is required. For more information on food service requirements please contact the County at (916) 875-8440.

TRASH DISPOSAL

All sites must be restored to original condition at the end of use. Clean up and/or repair charges beyond normal wear and tear will be billed to the permit holder based on cost of repair. If trash receptacles are full, please bag waste and place bags next to trash barrels.

SMOKING

Smoking is prohibited in all City Parks.

VEHICULAR ACCESS

Motorized vehicles on park property, lawns, turf, restricted roadway, bicycle/pedestrian pathway or athletic fields is prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense.



PARK SAFETY

The mission of Park Safety Services is to provide park guests and park neighbors with a safe and trouble-free environment. A Park Safety staff member will be in or near the park during your activity. Park Safety staff has the authorization to stop or modify any activity if deemed necessary. If you have safety concerns, or on-site problems please contact Park Safety Services through the City Operator at 311 or (916) 264-5011. For emergencies call 911.

Visit us on line @

www.cityofsacramento.org/parksandrec

City of
SACRAMENTO
Parks and Recreation

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Fatima Malik - District 2
Vacant - District 3
Christina Dominguez - District 4
Terri Shettle - District 5
Shannon McKinley - District 6
Araceli Mercado, Vice Chair - District 7
Virginia Guadiana - District 8
David Heitstuman - At Large
Dave O'Toole - At Large
Caliph Assagai - Mayoral

James L. Combs, Director
Department of Parks and Recreation

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John F. Shirey, City Manager

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Allen Warren, District 2
Jeff Harris, District 3
Steve Hansen, District 4
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Vacant, District 6
Rick Jennings, District 7
Larry Carr, District 8



我們講中文

Hablamos Español

Мы говорим по-русски

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Chúng tôi nói tiếng Việt

CALL 311