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) 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/Hagginwood 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
Sacrametno Softball Complex
Tahoe Park
RUGBY FIELD WITH LIGHTS
Danny Nunn Park

For more information on Athletic FieldsFacilities 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 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) 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 48 hours of field use 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

DEPARTMENT OF PARKS AND RECREATION COMMISSION
Jag Bains - District 1
Fatima Malik - District 2
David Guerrero - District 3
Julie Murphy - District 4
Vacant - District 5
Vacant - District 6
Shane Singh - District 7
Chinua Rhodes - District 8
David Heitstuman - At Large
Dave O'Toole - At Large

Christopher Conlin, Director
Department of Parks and Recreation

CITY OF SACRAMENTO
Darrell Steinberg, Mayor
Howard Chan, Interim City Manager
CITY COUNCIL
Angelique Ashby, District 1
Alan Warren, District 2
Jeff Harris, District 3
Steve Hansen, District 4
Vice Mayor - Jay Schenirer, District 5
Eric Guerra, District 6
Vice Mayor - Rick Jennings II, District 7
Mayor Pro Tem - Larry Carr, District 8

CALL

我們講中文
Hablamos Español
Мы говорим по-русски
พวกเราเว้าพาสาลาวได้
Peb hais lus Hmoob
Chúng tôi nói tiếng Việt

CALL 311

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City of SACRAMENTO
Parks and Recreation

City of Sacramento
Application for Athletic Field Use

Contract Number_____

Park Reservations
4623 T Street, Sacramento, CA 95819 Suite B
Phone: (916) 808-6060 / Fax: (916) 454-3956 / E-mail: sacrecreation@cityofsacramento.org

Applicant(s) Information

Name/Responsible Party			
Company/Organization Name		Is this a company activity? YES ☐ NO ☐	
Address			
City, State, ZIP Code			
Driver's License or CA I.D. Number (Copy of I.D. Required)			
Day Phone		Cell Phone:	
Fax Phone		E-Mail Address:	
Tax Exempt No		Web Address:	
Alternate Contact Person		Cell Phone:	
Day Phone		E-Mail Address:	

Activity Details

Sport:	Youth Play ☐		Adult Play ☐ Male Female	
Type of Use (check one)	Tryouts ☐	Practice ☐	Game ☐	Tournament ☐
Date:	Day of the Week:			
Set-up Time:	Break Down Time:			
Activity Start Time:	Activity End Time:			
Park:	Area(s):			
Number of Partcipants:	Adults:	Youth:	Total:	
Will alcohol be present?	YES ☐	NO ☐	If yes, explain:	
Will money be charged or exchanged?	YES ☐	NO ☐	If yes, explain:	
Will there be amplified sound?	YES ☐	NO ☐	If yes, explain:	
Will food be at your activity?	YES ☐	NO ☐	If yes, explain:	

Rules and Regulations

Initial ____ In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.

Initial ____ Permit fees are due when applications are submitted. Once an application is assigned/issued a contract number then the refund/cancellation policy becomes applicable. All cancellations, adjustments or rescheduling must be submitted in writing by the applicant or responsible party listed on the "Application for Athletic Field Use."

Initials____ Sacramento City Code section 12.72.135 prohibits smoking in all City parks.

Rules and Regulations

Initial ____ I agree to call the Field Status line at (916) 277-2336 three (3) hours prior to my scheduled field use. If the fields have been closed, I will not use the fields.

Initial_____ "If I, the Applicant, am not the Responsible Party, I represent and warrant that I am authorized to execute this application on behalf of the "Responsible Party."

Initial ____ I also agree that I will: (1) be financially responsible for any costs incurred by the City for damages to City property; (2) be financially responsible to reimburse City reasonable attorney fees to enforce the provisions of any contract that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensation to the City for any costs associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees and deposits if it is determined that I have provided false information on the application; (5) be financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application or reservation.

Initial ____ "The Responsible Party agrees to fully indemnify, defend, and save harmless, the City of Sacramento, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the City of Sacramento's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of City of Sacramento facilities. This shall be a continuing release and shall remain in effect until revoked in writing.

Initial ____ I hereby attest that the information contained in this application is true and correct**. I understand that this is only an application and not a guarantee an activity/event will be allowed to commence**. If a contract is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any contract issued shall automatically become null and void and any activity associated with this reservation will immediately cease. If the activity has not yet taken place, the contract will be cancelled.

Initial ____ 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 ACORD 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.

Initial ____ All debris and trash must be removed from the permitted site immediately after the said activity. Failure to do so may require the City to call upon the City Solid Waste Department. All expenses will be the responsibility of the applicant. When the applicant uses City recyclable receptacles all rights of ownership are forfeited.

Initial ____ Per City Code 12.72.180 in City parks which do not have toilet facilities the City of Sacramento requires one (1) chemical toilet for any activity where the estimated attendance exceeds fifty (50) persons. The figure is based upon the maximum number at your activity during peak time.

Initials____ I agree to report any discrepancies, complaints, or concerns within **48 hours** of field use. Refund requests other than your facility deposit will not be returned if the request is made more than **48 hours** after your activity. These instances can be reported by telephone at (916) 808-6060, by fax at (916) 454-3956 or through E-mail at sacrecreation@cityofsacramento.org. If you have safety concerns, or on-site problems please contact Park Safety Services through the City Operator at 311.

Agreement and Signature/Payment Information

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed):	Signature:	Date:
Amount Due:	Cashier Initials:	
___ Check or Money Order#:	___ Cash	