City of SACRAMENTO

Youth, Parks, & Community Enrichment

LONG TERM ATLETIC FIELD USE GUIDE

Frequently Asked Questions

When are applications accepted?

Applications for Long Term Athletic Field Use are accepted on an annual basis. Applications are due the third Thursday of September for athletic field use during the following calendar year. Late applications may be accepted, but organizations that submit their application by the due date are given field priority.

What documentation is required to qualify for a Long Term Field Permit?

- General liability insurance coverage, in the amount of $1 million that covers the participant, must be acquired in order to receive your Long Term Field Permit.
- 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.

On what bases are Long Term Field Permits granted? Who gets priority?

Our goal is to accommodate all Long Term Athletic Field Use requests; however, many groups request the same field during the same time. Following the application deadline, Park Reservation staff will review all field requests and divide the fields as fairly as possible. First consideration will be given to City Programs, then Primary Use Agreement holders, followed by priority agreement holders/historic users, then youth programs (non-profit), adult programs (non-profit), youth programs (for profit), and lastly adult programs (for profit).

Are Long Term Field Permits available to adult groups for practice reservations?

No. Applications for Long Term Athletic Field Use are for youth play and adult games or tournaments. Adult practice reservations are taken monthly and may be submitted three (3) business days before the first of the month.

My league needs multiple fields on the same day. How do I reflect that on the Application for Long Term Athletic Field Use?

Please submit a separate Field Request Form for each necessary field. Do not put multiple required locations on the same Field Request Form. Please, remember to indicate 2nd and 3rd alternate choices on each Field Request Form.

Can I make same day reservations?

Once a Long Term contract is established, permit revisions or additions will <u>not</u> be accepted fewer than three (3) business days prior to the proposed field usage date.

How do I know if a field is closed?

Customers are required to 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.

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

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

THINGS TO CONSIDER

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.

CANCELLATION POLICY

All permit cancellations or changes must be submitted in writing a minimum of three (3) business days in advance. Permit modifications will only be accepted by the Responsible Party or the Alternate Contact Person listed on the Application for Long Term 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.

CONCESSIONS

A Fundraising Permit and reservation must be in place before an organization may use a concession stand. Once a Fundraising Permit and reservation are in place the Park Reservations Office will issue the applicant a key to the facility. A $50 deposit is required for the key. The cost of a Fundraising Permit is $25 per day, per location. If your group will be fundraising throughout the season an annual permit may be requested for a $150 flat rate.

CREDITS

In the event of unusual circumstances that affected your use, please notify the Park Reservations office, in writing, within 48 hours of field use 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 or other circumstances.

FEES

Permit fees are due on the first of the month. Once an application is issued a contract number the cancellation policy becomes applicable.

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.

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.

INSURANCE

General liability insurance coverage, in the amount of $1 million that covers the participant, must be acquired in order to receive your Long Term Athletic Field Permit. 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. 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.

LIGHTS

Field use after sunset may not occur on an unlit field. 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

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.

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 reserved activities. 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.

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.

RESPONSIBLE PARTY CHANGE

If the Responsible Party or Alternate Contact for your Long Term Field Permit changes, your organization must submit a Responsible Party Change Form to the Park Reservations Office. Permit modifications are only accepted from the Responsible Party or Alternate Contact on file with the Park Reservations Office.

RESTROOM FACILITIES

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.** Such facilities shall be provided at the ratio of one (1) for each additional four hundred (400) people, or portion thereof. The number of toilets required is based upon the maximum attendance number at your activity during peak time.

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 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.

SNACK SHACKS: SEE CONCESSIONS

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 barrels.

VEHICULAR ACCESS

Motorized vehicles on park property: lawns, turf, restricted roadways, bicycle/pedestrian pathways, or athletic fields are 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.

CITY OF SACRAMENTO - FEE SCHEDULE

All fees effective July 11, 2016. All fees are subject to change.

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; Lighted Use at O'Neil Field - $53 per hour
Adult Play: Unlighted Use - $18 per hour / Lighted Use - $43 per hour; Lighted Use at O'Neil Field - $68 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 (Saturday and Sunday)

All Condition 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

Concession Fees

Fundraising Permit - $25 per day and location
Annual Fundraising Permit - $150 per location
Concession Stand Key Deposit - $50

For more information on Long Term Athletic Field use, please call the Park Reservations Office at (916) 808-6060, or questions can be emailed to SacRecreation@cityofsacramento.org.

Mayor & Council
Mayor Darrell Steinberg
Vice Mayor Steve Hansen – District 4
Councilmember Angelique Ashby – District 1
Councilmember Allen W. Warren – District 2
Councilmember Jeff Harris – District 3
Councilmember Jay Schenirer – District 5
Councilmember Eric Guerra – District 6
Councilmember Rick Jennings II – District 7
Councilmember Larry Carr – District 8
City of Sacramento
City Manager Howard Chan

Parks & Recreation Commission
Rita Gallardo Good – Mayoral
Jag Bains – District 1
Fatime Malik – District 2
David Guerrero – District 3
Julie Murphy – District 4
Joe Flores – District 5
Tyler Aguilar – District 6
Devin Lavelle – District 7
Chinua Rhodes – District 8
David Hernandez – At Large
Jason Law – At Large
Department of Youth, Parks, & Community Enrichment Shannon Brown, Interim Director

City of SACRAMENTO
Youth, Parks, & Community Enrichment

311 Español | 中文 | Tagalog | Tiếng Việt | Hmoob | Русский

City of SACRAMENTO
Youth, Parks, & Community Enrichment

Application for Long Term Athletic Field Use

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

Applicant(s) Information

Name/Responsible Party		
Organization/League Name		
Organization Street Address		
City, State, ZIP Code		
Driver's License or CA I.D. Number (Copy of I.D. Required)		
Home Phone		Cell Phone:
Fax Phone		E-Mail Address:
Tax Exempt No		Web Address:
Alternate Contact		Cell Phone:
Phone		E-Mail Address:

Organization Information

Sport:	Are your players Youth or Adults?
Number of Male Players:	Number of Female Players:
How many fields do you require for try outs, on average?	
How many fields do you require for practice, on average?	
How many fields do you require for games, on average?	
In order to receive Residency Rates on the all-condition sports field at Granite Regional Park, your club, or team must be on the approved Residency List. Is your club/team on the approved Residency List?	☐ YES ☐ NO
Would you like to obtain information on how to apply for the Residency List?	☐ YES ☐ NO

Concession Stands / Snack Shacks

Will your organization be providing any concessions at your tryouts, practices, or games? If yes, please describe:

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 ____ 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 Long Term Athletic Field Use."

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 the 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 reasonably 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, must be acquired in order to receive your Long Term Athletic Field Permit. A certificate of insurance must be filed with Park Reservations ten (10) business days before the first reservation date. 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.

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.

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

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. This figure is based upon the maximum attendance number at your activity during peak time.

Agreement and Signature

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:

Field Request Form

Please, submit one (1) form per required field.

Applicant:	Organization:
Park Preference:	Field:
2nd Choice:	Field:
3rd Choice:	Field:

Date(s)	Day(s) of Week	Time	Type of Use: (Circle one)
			Tryouts / Game / Practice
			Tryouts / Game / Practice
			Tryouts / Game / Practice
			Tryouts / Game / Practice
			Tryouts / Game / Practice
			Tryouts / Game / Practice
			Tryouts / Game / Practice
			Tryouts / Game / Practice
			Tryouts / Game / Practice
			Tryouts / Game / Practice
			Tryouts / Game / Practice
			Tryouts / Game / Practice

Comments

Tournament Request Form

Applicant:		Organization:	
Tournament Title	**Date(s)**	**Time**	**Park Preference**
1.			
2.			
3.			
4.			

Tournament One Details

Maximum Attendance	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:

Tournament Two Details

Maximum Attendance	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:

Tournament Three Details

Maximum Attendance	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:

Tournament Four Details

Maximum Attendance	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: