



Sports Co-Sponsorship Athletic Field Allocation Handbook

**Library and Recreation Department
Sports Office**

Ken Mercer Sports Park

Adult Softball Complex

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Introduction

Welcome to the City of Pleasanton's Sports Co-Sponsorship Athletic Field Allocation Handbook. We are excited to provide this comprehensive guide to assist our resident sports organizations in making the most of the City's athletic fields. We hope this handbook will help your sports organization navigate the process of field allocation, ensuring that you have a positive and enjoyable experience at the City's athletic fields.

The City of Pleasanton provides multiple athletic fields and facilities for a variety of sports league practices, games, tournaments, camps and clinics throughout the year. These spaces also accommodate a wide range of recreational needs and provide the Pleasanton community with passive and active recreational opportunities, social gathering spaces, and contribute to the community's health and wellness.

Purpose

The purpose of this handbook is to establish transparent guidelines and procedures for the equitable allocation of athletic fields within our community. This handbook is designed to promote efficient and organized field usage, foster community engagement, support physical activity, and ensure the equitable distribution of City resources. It serves as a comprehensive resource for both City staff and the public, with the goal of enhancing transparency, reducing conflicts, and optimizing the utilization of our athletic fields, ultimately contributing to the well-being and enjoyment of our community.

This handbook outlines the City of Pleasanton sports co-sponsorship organization requirements for the permitted use of athletic fields.

The City of Pleasanton Sports Co-Sponsorship Athletic Field Allocation Handbook is designed to:

- Prioritize field allocation to resident sports organizations
- Provide an equitable means of sharing City facilities across a diverse range of services and programs
- Ensure inclusive recreational opportunities for Pleasanton residents and comply with the Fair Play in Community Sports Act (Gender Equity) while preserving a means of access for other recreational uses
- Incorporate a "turf recovery period" to protect and maintain safe, quality fields for long-term viability.

Please carefully review this handbook prior to submitting your request for field usage. You will be asked to acknowledge receipt of this document when you complete your field use application.

The City of Pleasanton (City) reserves the right to make any decision regarding facility use that is in the best interests of the City and its residents. In addition, the City reserves the right to revise, supplement or edit any of the guidelines, requirements, standards, and procedures outlined in this handbook at any time.

This document is not intended to address all possible applications or exceptions to the general requirements and procedures described.

General Sports Organization Co-Sponsorship Rules & Regulations

- Each user associated with the organization will be held responsible for compliance with the following general rules and regulations. Misuse of any facility, or the failure by a co-sponsored sports organization or an individual member of a co-sponsored sports organization to comply with these regulations, is cause for revocation of field allocations and possible loss of sports organization co-sponsored status.
 - All user groups must ensure each coach or manager has a copy (electronic or hardcopy) of the facility permit and understand the documents must be on-site and presentable during facility use. It must be shown at the request of any designated City official or staff member.
 - User groups without authorization or that cannot produce their organization's facility permit will be asked to vacate the premises.
 - Use begins and ends at times stated on the permit, including setup and cleanup. User groups are not permitted to occupy facilities before the start time listed on the permit and are required to have the facilities cleaned and cleared by the end time indicated on the permit.
 - Excessive unauthorized or extended facility use beyond the times listed on the permit may result in loss of allocated field space.
 - Subleasing facilities is prohibited. Any organization found to be scheduling field time for use by another organization will have its permit revoked for the season and removed from priority status.
 - City staff will perform all maintenance at City facilities. A facility use permit does not authorize an organization to make improvements or perform maintenance. All maintenance requests must be presented to City staff. A co-sponsored group may perform additional preparation required for specific uses with prior staff approval. An acceptable preparation by a user group includes raking and prepping ball fields, lining soccer fields, and prepping the cricket pitch.
 - Parking is allowed only in designated areas. No vehicles are allowed on City property (other than parking lots) without prior written permission noted on the permit issued by the City. It is the user's responsibility to alleviate traffic and parking issues. The City of Pleasanton Police Department may cite improperly parked vehicles, and users may be responsible for any costs associated with the removal of improperly parked vehicles.
 - Amplified sound is not allowed at any facility without prior City staff approval and must be noted on the permit. User groups must abide by the City of Pleasanton Municipal Code 9.04.060 Noise limits—Public property
https://library.qcode.us/lib/pleasanton_ca/pub/municipal_code/item/title_9-chapter_9_04-9_04_060.
 - User groups are responsible for picking up trash and debris and depositing it into the proper trash bins at the conclusion of games and practices. Adjoining areas must also be clear of trash. Organizations should ask players and spectators to pick up litter in dugouts, sidelines, stands, and the immediate vicinity of the game or practice.
 - No group or individual is permitted to maintain a storage unit (or similar object) on or around a field, including parking lots without written approval from the City.
 - Practices and games must be specified when making facility reservations, including setup and take-down times.
 - All facility-specific rules and regulations must be adhered to at all times.

- The user group named on the facility permit is responsible for enforcing the rules and regulations regarding the conduct of all players, coaches, parents, spectators, visiting teams, and staff while using facilities.
- City staff may use a variety of methods to confirm the information provided by user groups. Organizations may be penalized for providing false information.
- User groups witnessing misuse of fields by other scheduled or unscheduled users are advised to report this by email to recreation@cityofpleasantonca.gov
 - If in need of immediate response during non-business hours, please contact Pleasanton Police Non-Emergency at (925) 931-5100.
- In the event athletic fields sustain damage for any reason, scheduled use of the field will be suspended until the field can be renovated and returned to a playable condition. If damage is inflicted by a user group, said user group will be responsible for costs associated with related renovations. Said user group may be banned from future use, and their permit(s) may be cancelled as determined by City staff.

Sports Organization Co-Sponsored User Group Meetings

The Pleasanton Sports Co-Sponsored User Group is a consultive group comprised of one (1) representative from each sports co-sponsored group, City staff from the Library and Recreation Department and Public Works Department. The Sports Co-Sponsored User Group meets once every quarter to discuss field allocations and other items pertaining to schedules, facilities, and maintenance, as well as receive City updates. There are no elected or appointed board members, meeting minutes, or items up for vote as these meetings are informational and collaborative. Attendance at the quarterly Sports Co-Sponsored User Group meetings is required to maintain co-sponsorship status.

Field Use Availability

The well-kept condition of all athletic fields is very important to the City and its residents. Maintenance schedules and rules of use help keep the parks in the best possible condition. Both natural and synthetic turf fields need to be regularly maintained and have scheduled recovery times to maintain the best possible fields for the community. The City reserves the right to close fields at any time.

General Use Hours and Field Closure Schedule
(may vary based on field condition)

Bernal Community Park Upper Bernal Fields Ken Mercer Sports Park – Softball Complex	Amador Valley Community Park Creekside Park Ken Mercer Sports Park Muirwood Community Park	Val Vista Community Park	Stanford Medicine Sports Complex
<p>Available: 4th Monday in Feb. – the Sunday before Thanksgiving</p> <p>Field rental hours 8 a.m. – 10 p.m. <i>Hours may vary based upon City observed holidays and field conditions.</i></p>	<p>Available: 4th Monday in Feb. – the Sunday before Thanksgiving</p> <p>Field rental hours 8 a.m. – Sunset <i>Hours may vary based upon City observed holidays and field conditions.</i></p>	<p>Available: 1st Monday in Feb. – May & late July – 1st Sunday in Nov.</p> <p>Field rental hours 8 a.m. – Sunset <i>Hours may vary based upon City observed holidays and field conditions.</i></p>	<p>Available: Year-round</p> <p>Field rental hours 8 a.m. – 10 p.m. <i>Hours may vary based upon City observed holidays and field conditions.</i></p>

<p>Closed: The Monday before Thanksgiving – 4th Sunday in Feb. <i>Individual fields may close early due to excessive wear</i></p>	<p>Closed: The Monday before Thanksgiving – 4th Sunday in Feb. <i>Individual fields may close early due to excessive wear</i></p>	<p>Closed: June - mid-July, 1st Monday in Nov. – 1st Sunday in Feb. <i>Individual fields may close early due to excessive wear</i></p>	<p>Open year-round</p>
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All infield grooming and field lining during the week must occur after 2 p.m.

Fields may be accessed at 7 a.m. for set-up and warm-ups.

Games may not begin until 8 a.m. and cannot begin after 9 p.m.

New Organizations

Organizations requesting an allocation for the first time must adhere to the deadlines established in the allocation schedule in order to be eligible for an allocation. Organizations changing names, but otherwise remaining the same, shall not be considered new organizations. Subsidiary organizations will be considered a new organization. Current organizations required to split due to growth or due to an organization’s national rules are not classified as new organizations and are provided access and equal treatment with other organizations. New organizations must submit requests for sports co-sponsorship status with all completed requirements to the City staff by the allocation deadlines to be considered for a field allocation during the coming year.

Field Allocation Priority Classification:

- City activities and events will have first priority for field allocations
- Agencies with joint-use agreements with the City will have second priority
- City sports co-sponsored organizations will have third priority
- The following groups will have fourth priority for field allocations:
 - Pleasanton Residents
 - Resident Non-Profit, Resident Groups, or Businesses within the City
 - Non-Resident Non-Profit
 - Non-Residents, Non-Resident Groups, or Businesses outside the City which are holding private uses or programs.

Field Allocation Process

The City reserves the right to make adjustments in the field allocation process as needed to address recognized needs or resolve conflicts.

The field allocation process begins with a notification being sent to all sports co-sponsored organizations communicating the deadline to receive field requests. This deadline shall allow requests to be received 30-45 days before quarterly field allocations are issued. Submitted field requests must contain as much detail as possible (specific days and times for games and practice, and location and field being requested).

Only the point of contact for the user group listed on the application for co-sponsorship will be allowed to book facility space for their affiliated organization.

Typically, each co-sponsored organization retains the fields it had in the previous year, as long as the same need is demonstrated. Allocation adjustments may take place each season due to registration numbers, maintenance activity, field availability, and/or new programs.

For tournaments, camps, clinics and special events, a detailed proposal of use accompanied by a site map indicating the location of headquarters, check-in, equipment, dumpsters, etc., must be submitted along with the completed application. The submittal of an application and site map does not guarantee approval and may require additional insurance. Due to space limitations with parking and spectator capacity, large tournaments and events may not be offered concurrently at the same location.

After the specified time to receive requests has passed, City staff will begin drafting the field allocation schedule based on dates and times requested by organizations using the priority status in this handbook. Draft allocations will be established as fairly and equitably as possible at the City's discretion and in accordance with the standards set forth in this handbook. It may not be possible to grant all requests.

Failure to submit an application during the submittal timeframe will forfeit priority for the respective allocation period.

Requests for additional use of fields after the field allocation period will lose their allocation priority and will be addressed on a case-by-case basis.

The City reserves the right, on a case-by-case basis, to add conditions or modifications to approved uses.

When organizing the seasonal schedules, the priority in which activities are allocated is listed below:

1. Tryouts (in-season and out-of-season sports)
2. Games/Practices
3. Tournaments
 - a. Established annual tournaments will supersede new requests from higher priority categories
 - i. A tournament must take place three (3) consecutive years before it can be considered an established annual tournament
4. Camps/clinics
5. Special Events
 - a. Special Events are classified as one-time events or activities that last one (1) day occurring outside of normal program scheduling or to promote the governing body's mission (i.e., opening days, picture day, fundraisers, referee/umpire trainings).

When multiple groups from the same priority category are requesting use of the same field(s), the City staff will consider the following factors when allocating fields:

- In-season sport

- In accordance with the Fair Play in Community Sports Act (gender of participants)
- Recreational vs competitive program
- Residency percentage
- Hours of requested use
- Performance history
- Prior year allocations
- Total seasons established as a sports co-sponsored organization.

Each organization must submit a copy or provide document access to practice schedules to City staff one (1) week prior to the start of practices. Each organization must submit a copy or provide document access of game schedules to City staff two (2) weeks prior to the start of games.

At least one (1) co-sponsored team must be scheduled for all non-tournament games played on a City field.

Sports Season Priority

The City of Pleasanton follows traditional sports seasons. Traditional sports seasons have priority use over non-traditional seasons.

Allocation requests for off-season play including tournaments and camps will be reviewed after allocations are granted for primary in-season sports.

Traditional Spring (March-May) sports:

- Baseball, softball, lacrosse, and cricket (due to the location of the cricket pitch and to not conflict with traditional soccer season, cricket is considered a spring sport).

Summer (June – July):

- No traditional in-season sports.

Traditional Fall (August – November) sports:

- Soccer and football.

Winter (December – February):

- No traditional in-season sports.

Field Allocation Schedule

City staff will follow the quarterly schedule below:

Spring: March – May	
November 1 st	Field Use Applications due
December 1 st	Field Allocation distributed to groups
January 1 st	Final Permit adjustments due
January 15 th	Permits issued
Summer: June – July	
February 1 st	Field Use Applications due

March 1 st	Field Allocation distributed to groups
April 1 st	Final Permit adjustments due
April 15 th	Permits issued
Fall: August – November	
May 1 st	Field Use Applications due
June 1 st	Field Allocation distributed to groups
July 1 st	Final Permit adjustments due
July 15 th	Permits issued
Winter: December – February	
August 1 st	Field Use Applications due
September 1 st	Field Allocation distributed to groups
October 1 st	Final Permit adjustments due
October 15 th	Permits issued

NOTE:

- If the above dates fall on a non-business day, the due date is the business day before.

Field Light Invoices and Payment Schedule

Co-sponsored groups are responsible for paying for field lights usage. Field lights will be billed quarterly. Invoices will be sent to each group and can be paid via credit card or check.

January – March	
April 1 st	Light invoices sent to groups
April 30 th	Payment due
April – June	
July 1 st	Light invoices sent to groups
July 30 th	Payment due
July – September	
October 1 st	Light invoices sent to groups
October 31 st	Payment due
October – December	
January 2 nd	Light invoices sent to groups
January 31 st	Payment due

NOTE:

- If the above dates fall on a non-business day, the due date is the business day before.

Admission Charges & Park Access

- The City does not provide park exclusivity to any organization. Therefore, participants and spectators may only be charged the entry fee. Individuals using the park for exercise or access other areas of the park may not be forced to pay the entry fee.
- All gates must be open for public access. If entry fees are assessed, the user must provide a representative at each gate to collect entry fee.

Business License Requirements

If a co-sponsored organization is renting field space for a fee-based tournament, the group must

obtain a non-profit promoter license from the Business License Department. The business license name must match the name listed on the Field Use Application. If vendors will be present, the organization responsible for the use is also required to provide a promoter and special event business license. For questions regarding business license, visit the City's Business License website at www.cityofpleasantonca.gov/business/license. Proof of business license is due thirty (30) days prior to requested use. City staff has the final decision on vendors and locations of equipment.

Notice of Non-Use of Athletic Fields

It is the responsibility of each organization to accurately determine the number of fields and the hours of usage. Organizations must notify City staff of any reserved time that can be released for other co-sponsored organizations or general public use.

All non-use or changes made to the co-sponsored organization's facility request must be submitted in writing to City staff.

All non-use must be made a minimum of five (5) business days in advance:

- Non-use of allocation field space due to last-minute cancellation from an unforeseen circumstance (e.g. coach sickness) will not be counted towards overall non-usage
- Any non-use due to a violation of the co-sponsorship requirements as outlined in this document, will not be rescheduled.

If an allocated field is not used as assigned three (3) times by the designated organization within one allocation period, City staff reserves the right to reassign and adjust facility allocations accordingly. Organizations will be notified prior to reassignment.

- User groups witnessing non-use of fields by other scheduled users are advised to report this by email to recreation@cityofpleasantonca.gov

Cancellation

It may be necessary for staff to reschedule, relocate, or cancel a previously approved request due to unexpected maintenance issues. In this event, each organization will be given as much advance notice as possible and will be provided with an alternative location, if possible. The City is not obligated to provide alternate facilities.

City staff reserves the right to cancel any permitted facility use due to the following additional reasons/issues:

- Conflict with a City-sponsored league, program, activity, or event
- Overuse of a field/facility
- Unsafe conditions
- Inclement weather
- Violations of the requirements and procedures in this handbook.

Inclement Weather

In times of inclement weather, City staff will determine field availability based on the potential risk of player injury and/or damage to fields. Field status is updated by 2 p.m. on weekdays. If the fields are closed, they shall remain closed for the remainder of the day.

City staff will communicate directly with the sports co-sponsored organizations when fields are too wet. The user group is responsible for sharing this information with his/her group or organization.

City staff reserves the right to determine if fields are too wet and may cancel on a sunny day if any fields have retained too much moisture.

The City maintains a field status hotline (925) 931-5360 and website <https://www.cityofpleasantonca.gov/gov/depts/cs/sports/field.asp> with updated field conditions and availability.

Procedure for Inclement Weather on Weekends and After Hours

If field status is open and weather conditions change, on weekends, or after 2 p.m. on weekdays, it shall be the co-sponsored organization's responsibility to use discretion and determine field conditions, playability, and player safety. It is in the co-sponsored organization's best interest to take a conservative approach to field use during periods of inclement weather. Damage from one practice or game on unfavorable field conditions could take that field out of use for several weeks, months, or until the end of the season depending on time of year.

To preserve the life and conditions of the fields, users shall not play in wet conditions.

- **Baseball/Softball Natural Grass - Dirt Infields:**
 - Infields shall be deemed unsafe and unplayable when any of the following conditions are present:
 - Heavy rains that cause the field to become muddy and or slippery
 - Standing water (puddles) within the base path and or batter's box
 - When stepping on the infield dirt, the depth of your footprint is greater than 1/2 inch
 - When any of the above conditions are present around the pitching mound and or pitching area/circle.
- **Soccer, Multipurpose Natural Grass Fields & Baseball/Softball Natural Grass Outfields:**
 - Grass Fields & Grass Outfields shall be deemed unsafe and unplayable when any of the following conditions are present:
 - Standing water (puddles) is present
 - Feet suction or stick to the ground as you walk
 - A squishy or sloshy sound is heard when walking on the fields
 - Player footprints fill with water in the majority of a single playing position
 - The depth of your footprint is greater than 1 inch in the majority of a single-playing position
 - Soil is soft and spongy underfoot
 - Grass is easily dislodged from the playing surface.

In the event athletic fields sustain damage due to inappropriate use by a user group or its invitees, scheduled use of the field will be suspended until the field can be repaired and returned to a playable condition. Costs associated with such repairs will be the responsibility of the user group. Repair costs will include all supplies, equipment, and fully burdened staff time to carry out the repair and/or the full cost of the City's on-call landscape services contractor. Said user group may be banned from future use, and their permit(s) may be cancelled as determined by City staff if damage caused impacts the

use of athletic fields by others.

The City reserves the right to cancel any use of the facilities and/or equipment in emergency weather situations, unplanned maintenance due to weather issues, or when necessary for the safety of the public.

Air Quality Index (AQI)

The City will notify user groups when City programs are cancelled due to unhealthy air quality and will encourage all user groups to do the same. The City also supports user groups in their decision to cancel their programs when levels reach the 101-150 range, "Unhealthy for Sensitive Groups."

If the AQI were to reach the 151-200 range, "Unhealthy", the City recommends canceling field use.

In the event the Air Quality Index (AQI) is equal to or greater than 201, "Very Unhealthy", the City reserves the right to close fields.

The City of Pleasanton will use www.AirNow.gov or the mobile app Air Now for AQI readings.

Muni Code 13.08.100 Sign Policy for Parks and Recreation Facilities

Organizations with an agreement that allows for exclusive use or portions of a City site are permitted to affix signs in the exclusive area for the duration of the agreement. Signs must be removed by the conclusion of their use as stated in the permit agreement.

For example, if a league has a rental agreement for games at Ken Mercer Sports Park for Sports Fields #8-11, for the weekend of Friday, June 1 at 6:00 pm through Sunday, June 3, 6:00 pm, the league can affix signs to fences and posts at fields #8-11, beginning June 1 at 6:00 pm and remove the signs by June 3, 6:00 pm. The league cannot affix signs to the fence on other fields, youth playing areas, or other areas in the park not part of the league's exclusive use per its agreement.

Size limit: Banners may be no larger than six feet long by three feet wide.

Removal: Failure to remove signs by the conclusion of the agreement may result in City staff removing such signs and charging the responsible party for such removal costs. If City staff remove such signs after the group's use agreement has expired, the City is not responsible for any lost or damaged signs.

Damage: The group affixing signs is responsible for the cost of any damage to the City site caused when putting up signs, by signs when in place, and by the removal of signs.

The City is not responsible for any damage, theft, or vandalism of signs at City sites.

Keys & Storage/Concessions

Users requiring City keys must complete a Key Request form and submit it to the City staff thirty (30) days prior to the required date of need. Shared use of keys, access prox cards, or codes is prohibited.

Keys, prox cards, and codes are for official use only. No copies of keys shall be made by co-sponsored groups.

For changes of co-sponsored group's board or personnel requiring access, groups are required to notify City staff in writing, return keys, and prox cards, and complete a new Key Request form for new board members or personnel. The City will re-issue new keys and prox cards for new requests. The City reserves the right to revoke keys, prox card, or codes for misuse.

Concession Stand

The City permits the use of their concession stands for sports co-sponsored organizations only. The following rules apply:

- League president must submit a Request of Concessions form
- All users must comply with Alameda County health and safety requirements
- An adequate dumpster must be ordered through Pleasanton Garbage Service
- Full garbage cans within one hundred (100) feet of the concession stand must be emptied by concession league staff and a new garbage can liner installed
- User cannot use electricity from the concession stand as an auxiliary power source
- Area within 100 feet of the concession stand must be maintained free of litter
- All cardboard boxes must be broken down and placed in a dumpster
- No items may be left outside the concession stand (e.g. table, boxes, garbage bags, etc.)
- Closing procedures for inside concession buildings should include sweeping the floor, utensil washing, cleaning of countertops, and alarming the building
- At the end of each season, the concession stand must be thoroughly cleaned, and all belongings removed.

Soccer/Lacrosse Goals

- The City permits sports co-sponsored soccer clubs to store a limited number of soccer goals at various parks and provides six (6) soccer goals at Stanford Sports Complex. Also, the City provides lacrosse goals for sports co-sponsored lacrosse clubs to use. The following rules apply:
 - Goals must be stored in designated goal storage areas as defined by the City
 - To prevent hazards and unauthorized use, all goals must be securely fastened at all times
 - Co-sponsored groups must provide their own locks
 - Goals may be left on the fields between games on weekends, provided they do not interfere with scheduled park maintenance operations
 - To prevent damage to natural and synthetic turf fields during inclement weather closures, all goals should be left on the fields or lifted and moved by hand as not to damage the grass
 - Abandoned goals will be disposed of by City staff. Staff time and disposal fees will be charged to the user group.
 - Removal and safe storage of goals and benches is the responsibility of the user. Failure to remove or store goals properly will result in the following:
 - First offense: Discussion with user group and reminder of rules

- Second offense: May lose allocated field space.

Motorized Vehicle Rules

The City permits the sports co-sponsored organizations to operate golf carts, utility all-terrain vehicles, or gators, for the purpose of grooming infields, outfield placement/removal, soccer goal placement/removal, and soccer/football field lining, etc. The following rules apply:

- No motorized vehicle may be operated at any park without prior written authorization from City staff
- A copy of a California Driver's License is required for all drivers
- No person under the age of sixteen (16) shall operate any type of motorized vehicle or equipment at any time
- Vehicles may not be driven on fields when fields are closed
- Vehicles may not be driven on grass when frost is present
- Vehicles are prohibited in areas with standing water or soft ground
- Vehicle operators must avoid all irrigation sprinklers and equipment
- Damages resulting from vehicle operations shall be billed to the user
- Travel should be limited to designated sidewalk areas whenever possible
- No motorized vehicles of any type are allowed on the synthetic fields
- Vehicle speed should not exceed eight (8) miles per hour.

Parking

Participants, spectators, coaches and others associated with the permitted use must comply with all parking regulations. No parking is allowed outside marked parking areas unless authorized in writing by the City.

Overnight Parking:

- No overnight parking of vehicles in City parking lots at any time (this includes RVs, trailers, storage trailers, and other camper vehicles) without written permission of City staff.

Co-sponsored organizations are responsible for patrolling and enforcing all parking regulations. If overflow parking is required, the user must provide the City with their parking plan 90 days prior to their event.

All efforts must be made to minimize residential parking impacts.

Storage

The City permits the co-sponsored organizations to utilize existing storage units at the various athletic fields. The following rules apply:

- League president must submit the Use of Storage form
- The City provides only the existing storage structures. It is the group's responsibility to provide all other equipment. No permanent storage containers or shelves are allowed without prior written permission of the City. Any alterations to the facility are prohibited
- Storage units are provided in an as-is condition. Repair requests can be submitted to City staff
- All users must comply with Alameda County health and safety requirements

- For shared storage spaces, units must be thoroughly organized at the conclusion of the season to provide access to other user groups
- The City assumes no liability or responsibility for any equipment kept in the storage areas
- User groups are not allowed to alter or change the locks on any storage unit. The City will issue keys to users for their seasonal use. Duplication of keys is not allowed
- Any/all flammable and/or toxic substances are strictly prohibited in storage containers
- Any user failing to comply with these guidelines is subject to the following:
 - Forfeiture of any/all deposit(s) payment for all damages occurring to the facility up to termination of any/all field use permit(s) for one year.

Damages

The user agrees to reimburse the City for all costs incurred by damages including, but not limited to, the facility, furnishings, fixtures, field grass, and additional cleaning required outside of the normal scope for the facility in connection with the use activity and caused by the user.

Maintenance

The City maintains parks and fields for sports co-sponsored organizations and public use. The City will provide standard maintenance such as regular mowing, aeration, weed abatement, tree trimming, irrigation, setting of base pegs, and installation of permanent fixtures (i.e., bat racks, storage boxes, etc...). Note: motorized vehicles are not permitted on fields unless prior written permission is obtained by City staff.

Users are responsible for the following:

- Providing own field prep equipment
- Weekend infield grooming such as watering, dragging
- Chalking infields
- Setting up/removal of temporary outfield fencing
- Field lining
- Placement/removal of equipment (i.e., goals, cricket wickets, etc.)
- Ensuring the facility is free of trash or debris, including restrooms and parking areas
- Reporting any damage or acts of vandalism to the City immediately.

General Park/Field Rules

Pets:

- Animals must be leashed at all times at City parks and sports fields. Animals may not access fields while games are in play. Owners are responsible for picking up after their animals while on/in parks, parkways, trails or other public areas.
- Animals are not allowed on synthetic fields and/or infields.

Alcohol and Smoking:

- The consumption of alcohol and smoking of any form is prohibited in any City park or parking lots.

Pleasanton Police Department Assistance:

- For emergencies and life-threatening incidents, call 911
- For non-emergency needs, call non-emergency dispatch at 925-931-5100.

Barbecues:

- Personal barbecues are prohibited in all City parks.

Portable Toilets:

- Depending on expected attendance, the City may require the user to supply and maintain portable toilets. If portable toilets are needed, the user must contact the City prior to the delivery to coordinate drop-off/pick-up with City staff. Portable toilets must be placed at least 20 feet away from all storm drains and streets and shall never be situated on top of storm drain inlets or on a public street. Re-stocking and cleaning the portable toilets will be the renter's responsibility.

Tents/Canopies:

- Tents and canopies are allowed at sports fields. Tents and canopies must be secured using sandbags, weights, small stakes, or water containers. Stakes are prohibited on synthetic fields.
 - Users may not lay tarps or other plastic underlayment on grass.

Garbage:

- Depending on expected attendance, the City may require the user to supply additional garbage dumpsters. The user must contact the City prior to the delivery to coordinate drop-off/pick-up with City staff. Dumpster may be obtained by calling Pleasanton Garbage Service at (925) 846-2042.
 - The user is responsible for monitoring trash and disposal throughout the event and must provide their own trash can liners.

Facilities Chart

Facility	Field Description	Baseball/Softball (w/diamonds)	Soccer/Lacrosse	Football (w/goal posts)	Base/Pitching Distance
Amador Valley Community Park 4301 Black Ave.	<ul style="list-style-type: none"> • Multi-use w/backstop • 2 soccer • No lighting 	No	Yes	No	N/A
Bernal Community Park 7001 Pleasanton Ave.	<ul style="list-style-type: none"> • 2 baseball • 3 synthetic multi-use • Multi-use w/backstop • Lighting available on baseball and synthetic 	Yes	Yes	Yes	Baseball: <u>Mound:</u> 46', 50', 60' <u>Bases:</u> 60', 70', 90'
Creekside Park 5601 W. Las Positas	<ul style="list-style-type: none"> • Multi-use w/backstop • No lighting 	No	Yes	No	N/A
Ken Mercer Sports Park 5800 Parkside Dr.	<ul style="list-style-type: none"> • 11 softball • 13 baseball • 12 soccer • 2 football • 1 Cricket Pitch • Lighting available for 4 softball 	Yes	Yes	Yes	Baseball: <u>Mound:</u> 46', 50', 60' <u>Bases:</u> 60', 70', 90' Softball: <u>Pitching:</u> 28', 35', 40', 53' <u>Bases:</u> 60', 70'
Muirwood Community Park 4701 Muirwood Dr.	<ul style="list-style-type: none"> • Multi-use w/backstop • No lighting 	No	Yes	No	N/A
Upper Pleasanton Fields 4645 Bernal Ave.	<ul style="list-style-type: none"> • 2 softball • Multi-use • Lighting available 	Yes	Yes	No	Softball: <u>Pitching:</u> 35', 40', 43', <u>Bases:</u> 60'
Val Vista Community Park 7350 Johnson Dr.	<ul style="list-style-type: none"> • 3 soccer • Multi-use w/backstop • No lighting 	No	Yes	No	N/A



Organization and Authorized Agent Form

By the January Pleasanton Sports Co-Sponsored User Group meeting each year, the president from each co-sponsored sports organization must complete and submit the City's Organization and Authorized Agent form. In addition, each co-sponsored sports organization must elect two (2) representatives from their organization to serve as authorized agents who shall serve as the group's liaison for all field needs.

Organization Name _____
Organization Phone _____
Organization Address _____
Organization Website _____

Organization Board Members and Titles:

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

Authorized Agent #1:

Name _____
Phone _____
Address _____
Email _____

Authorized Agent #2:

Name _____
Phone _____
Address _____
Email _____



Key Request Form

The City permits co-sponsored sports organizations to be issued keys for concessions, storage facilities, and fields. The president of the group requiring City keys must complete a Key Request Form and submit it to the Sports office 30 days prior to required date of need.

Brief description of why a key is needed: _____

When will the key be returned: _____

Organization Name _____

Organization Phone _____

Organization Address _____

Organization Website _____

Key Holder's Name _____

Key Holder's Phone _____

Key Holder's Address _____

Key Holder's Email _____

Key Holder's Affiliation to Athletic Organization _____

Key Information (completed by City):

Key Number _____

Access _____

Key Holder's Name/Signature

Date

President's Name/Signature

Date



City Employee Name/Signature _____

Date _____

Motorized Vehicle Form

The City permits the co-sponsored sports organizations to operate motorized vehicles for the purpose of grooming infields, outfield placement/removal, soccer goal placement/removal, soccer/football field lining, etc. A board member from the sports organization shall always be on-site and overseeing the use of vehicles. A copy of a photo I.D. is required for all drivers – please attach to this form.

Items to be transported: _____

Name _____
Phone _____
Address _____
Email _____
Affiliation to Athletic Organization _____
Board Member Signature _____ Date _____

Name _____
Phone _____
Address _____
Email _____
Affiliation to Athletic Organization _____
Board Member Signature _____ Date _____

Name _____
Phone _____
Address _____
Email _____
Affiliation to Athletic Organization _____
Board Member Signature _____ Date _____

President's Name/Signature

Date



Use of Storage Form

The City permits co-sponsored sports organizations to utilize storage facilities at the various parks and fields. The president of the group requiring the use of storage facilities must complete a Use of Storage Form and submit it to the Sports office in January or July each year. At the conclusion of the group's primary season, the athletic storage facility must be cleared out.

Brief description of what will be stored: _____

Date facility will be cleared out:

President's Name/Signature

Date