



# Field Rental Policies and Procedures

Library and Recreation Department | [www.pleasantonsports.org](http://www.pleasantonsports.org) | (925) 931-3437

## Applications

Applications are accepted no more than 90 days and no less than 30 days of requested use date(s).

## Documentation:

- A completed Softball Complex Use Application ([www.pleasantonsport.org](http://www.pleasantonsport.org))
- A site plan and detailed description of the event.
- General liability insurance that names the City of Pleasanton (P.O. Box 520) as additional insured for a minimum of \$2 million per occurrence. The certificate must also include an endorsement page.
- A Pleasanton business license may be required depending on your use. ([www.cityofpleasantonca.gov/business/license/](http://www.cityofpleasantonca.gov/business/license/))
- A deposit may be required to reserve requested dates. The remaining balance is due 30 days prior to the event's start day.

## Priority

Priority for scheduling purposes will be based on (proof of residency required):

- A. City co-sponsored user groups  
Pleasanton non-profit groups (75% or more residents)
- B. Pleasanton resident (private use)  
Non-profit groups (less than 75% residents)
- C. Non-Residents (private use)  
Pleasanton based business.
- D. All non-Pleasanton based businesses.

For the Adult Softball Complex, priority is provided to returning users.

## Field Availability

Community Park fields are closed annually from December through February for maintenance, repair, and resting. Fields are available March through November except Easter Sunday and Thanksgiving Day. All rentals are a 2-hour minimum and are available from 8:00am to 10:00pm. Neighborhood parks are not available to rent.

## Refund Policy

If an event is cancelled, our refund policy is as follows:

- Full refund if event is cancelled 60 days prior to use.
- 50% will be refunded if an event is cancelled 30 days prior to use.
- No refund is given if the event is cancelled less than 30 days prior to use.

## Sports Equipment (goals, balls, bases, etc.)

All sports equipment must be provided by the renter.

Bases are provided at the Adult Softball Complex.

## Concession Stand

Concession stands are only available for City co-sponsored groups.

## Sand Volleyball Courts, Outdoor Basketball Courts, Bocce Courts, and Roller Hockey Rink

Such park amenities are intended for drop-in play. Reservations are available during non-peak hours.

## Field Conditions - Open or Closed

To find out if fields are open during times of inclement weather, call (925) 931-5360 or visit our website at [www.pleasantonsports.org](http://www.pleasantonsports.org). The city weather line and website are updated by 2:00pm on weekdays and by 7:00am on weekends.

## Picnic Reservation

Please call the Library and Recreation Department at (925) 931-5340.

## Donation/Admission fee

Permission from the Director of Community Services or his/her designee is required.

## Alcohol/Smoking

Alcohol and smoking are not permitted in all City parks and surrounding parking lots.

## Amplified Sound

Permission from the Director of Community Services or his/her designee is required.

## Motorized Vehicles

Vehicles are not permitted on fields.

## Inspection/Clean-Up

The user is responsible for ensuring the facility is clean and free of debris at the conclusion of use each day. User may forfeit all, part, or be required to pay more than their initial deposit (whichever is deemed appropriate) for any damages or excessive clean-up that is required.