



# Field Rental Policies, Procedures & Frequently Asked Questions

Library and Recreation Department | [www.pleasantonsports.org](http://www.pleasantonsports.org) | (925) 931-5340

By using City facilities, all permit holders, participants, and spectators agree to comply with the rules outlined below.

Rules are organized by facility for ease of reference.

## Applications

- Games/Practices/Camps/Clinics:
  - Applications for non-co-sponsored groups are accepted as follows:

Season	Accepting Applications Starting
Spring (March – May)	January 15 <sup>th</sup>
Summer (June – July)	April 15 <sup>th</sup>
Fall (August – November)	July 15 <sup>th</sup>
Winter (Dec-Feb) Synthetic Only	October 15 <sup>th</sup>

- Please submit applications and payment no less than **30 days** prior to the event's start date.
- Baseball/Softball Complex Tournaments:
  - Returning organizations can apply starting in December. New groups may attend the allocation meeting in January and apply for any available dates.
  - Additional details and agreements will apply.

## Documentation

- A completed *Field Use Application* ([www.pleasantonsports.org](http://www.pleasantonsports.org))
- 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 \$1000 deposit is required for tournaments.

## General Field Use Priority

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

- City co-sponsored user groups
- Non-profits
- Residents
- Non-Residents/Businesses

## Baseball/Softball Complex Field Use Priority

- | Weekdays   | Weekends (Tournaments)  |
|--|---|
| <ul style="list-style-type: none"><li>Adult Softball Leagues (prior Pleasanton affiliation)</li><li>Co-Sponsored groups (priority to one field)</li><li>General public</li></ul> | <ul style="list-style-type: none"><li>Returning groups</li><li>New groups</li></ul> |

Weekend Tournaments— Returning groups will keep their weekend allocation from the previous year. However, if a group cancels or does not use their assigned dates, they will lose their priority to retain those same dates the following year.

## Field Availability

**Grass** fields are available March-November, except Easter Sunday and Thanksgiving Day. They are closed annually from December through February for maintenance, repair, and rest. Fields with lights are available from 8:00am to 10:00pm.

For fields with no lights, they are available from 8am-Sunset. Neighborhood parks are not available to rent.

## Field Availability cont'd

Baseball/Softball Complex Available Hours:

Weekdays	Weekends
12:00 pm – 10:00 pm	6:00 am – 11:00 pm

Games may start no earlier than 8:00 a.m. (12:00 pm on weekdays) and no later than 8:30 p.m.

- Earlier weekday rentals may be available by special request.
- Grass is mowed on Wednesdays and Fridays.

**Synthetic turf** fields are available year-round from 8am-10pm.

All athletic facility rentals are a 2-hour minimum. Hours must include setup and cleanup times.

## 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.

## Refund Policy

If an event is canceled, the refund policy is as follows:

- A full refund will be issued for cancellations made at least 30 days before the scheduled date.
- Cancellations made between 11 and 29 days in advance will receive a 50% refund.

No refund will be given for cancellations made 10 days or less before the event. **Co-Sponsors**, please reference the Co-Sponsor Field Allocation Handbook.

## Refund Policy – Tournaments:

- No refunds will be given for cancelled games once the schedule is finalized, typically three days before the event.

A \$25 admin fee will be assessed for all changes to the permit.

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

All sports equipment must be provided by the renter. Bases are provided at the Adult Softball Complex only.

## Field Preparation

The user is responsible for all field prep, including water, drag, chalk, bases, and setting a pitching rubber (not provided) at the desired distance. Use of City vehicles, equipment, and supplies is not permitted.

## Field Conditions

In times of inclement weather, the field status is updated by 2:00 p.m. Monday through Friday. After 2:00 p.m. and on weekends, if the field status says open and the weather patterns change, please check with the permit holder on field status. To check field status, please visit [www.teamsideline.com/pleasanton](http://www.teamsideline.com/pleasanton) and navigate to the Field Status section. If fields are declared closed on a Friday, they will remain closed through the weekend.

## Additional Charges

Extra fees may apply for field lights, scoreboard use, custodial cleanup, dumpsters, portable restrooms, and monitors may apply. It will depend on the nature of your use.

## Donation/Admission fee

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

**Inspection/Clean-Up**

The user is responsible for ensuring the facility is clean and free of debris at the conclusion of each day. If damages or excessive clean-up are required, the user may be required to pay a fee or the cost of the clean-up for any damages or excessive clean-up that is required.

**Tournament Use**

A site plan, detailed description of intended use, and a signed Conditions of Use agreement (to be drafted by City staff once application and description have been submitted and approved) may be required for special, non-routine uses.

**Rates**

For detailed information, please refer to our [Sports Field and Light Rates](#) document.

**Penalty Fees:** A penalty fee of \$250 per violation may be imposed if any of the following occur:

- Tournament user fails to submit a game/event schedule, supplemental information, and applicable documents.
- User fails to enforce and address conduct issues (i.e., smoking, consumption of alcoholic beverages, use of profanity, etc.).
- User fails to conduct an end-of-day inspection or leaves debris behind.
- User fails to disclose vendors at the event.
- User exceeds allotted rental time.
- User fails to disclose the use of field prep vehicles.
- Permit holder or their designee leaves the facility without designating a new person in charge.
- Damage is caused to the facility.
- Dates not used for weekend tournaments, unless cancelled no less than 30 days prior to the scheduled event date.

**Synthetic Field Additional Rules**

- With the exception of water, food, and beverages (i.e., gum, seeds, nuts, candy, coffee, or sports drinks) are strictly prohibited.
- Metal cleats are prohibited. The only footwear that is permitted on synthetic fields are tennis shoes, turf shoes, or molded rubber cleats (with a maximum height of ½ inch). This applies to players, coaches, officials, and spectators.
- Animals are allowed outside of the synthetic fields. Only service animals are permitted on the fields. All animals must be leashed at all times.

**Additional Rules:**

- No amplified sound.
- No Alcohol and Smoking in all City parks and surrounding parking lots.
- No heaters, fireworks, or open flames.
- No golfing, shot putting, javelin, or discus.
- No motorized vehicles may be operated at any park without prior written authorization from City Staff. Additional insurance coverages may apply. City maintenance and emergency vehicles are permitted.
- Dogs must be on a leash and under the owner's control.
- No loitering.
- No profanity.
- No use of stakes, spikes, or other pointed objects.
- No picking or pulling of turf fibers.
- Patrons are responsible for personal property. The city is not responsible for items left on the fields, restrooms, or surrounding areas.
- Glass bottles or containers are prohibited.
- Tobacco products are prohibited.
- The synthetic fields cannot be used in weather conditions involving the threat of thunder and lightning. The presence of even distant thunder warrants leaving the field. The field should be cleared for 30 minutes after the last bolt of lightning or clap of thunder.
- Chairs, umbrellas, tents, flags, tables, canopies, and other outdoor furniture are not permitted on synthetic fields. Spectator seating is only permitted in designated areas of the complex.
- The synthetic fields are for sports use only. Non-sports-related activity requests will not be considered on synthetic fields.

All equipment must have "turf" wheels and must be returned after each use. The dragging of any equipment/supplies across the synthetic fields is prohibited.