

Applications

Applications for returning organizations will be accepted in January. Applications for new user groups will be accepted in February.

Documentation:

- A completed Softball Complex Use Application (www.pleasantonsport.org)
- A site plan and detailed description of the event may be required
- General liability insurance that names the City of Pleasanton (P.O. Box 520) as additional insured for a minimum of \$2 million. The certificate must also include an endorsement page
- A Pleasanton business license may be required. (www.cityofpleasantonca.gov/business/license/)
- A \$1000 deposit is required for each organization prior to confirmation of booking (one deposit may be used for multiple events, as long as the organization remains in good standing)

Priority

Priority for scheduling purposes will be based on:

- A. Returning organizations
- B. New organizations

Availability

The complex is closed annually, November through February. Operation hours are as follows:

- Weekends: 8 a.m. – 10 p.m.
 - Participants may arrive at 7:00 a.m. for warm-ups.

Complex Layout

Located at the front of the Ken Mercer Sports Park, 5800 Parkside Drive.

- 4 fenced and lit fields, covered dugouts, scoreboards, Restrooms, concession stand, meeting room, score booths.
- Visit www.pleasantonsports.org for aerial view of complex.

Refund Policy

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

- Full refund if event is cancelled at least sixty (60) days prior to use.
- 50% deposit refunded if an event is cancelled at least thirty (30) days prior to use.
- No deposit refund if the event is cancelled less than thirty (30) days prior to use.

Equipment

Bases are included in rental. All other equipment must be provided by the user.

Field Preparation

User is responsible for all field prep including water, drag, chalk, bases and pitching rubber set at desired distance. Use of City vehicles and equipment is not permitted.

Conduct

User is responsible for promptly addressing conduct issues with all players and spectators. The user is to remain on the premise through the duration of the event. Should a user leave or be absent, the user must appoint a "person in-charge (PIC)". The original user must introduce the PIC to City Staff. The PIC assumes all responsibly.

Concession Stand

There is a full-service concession stand within the complex. The sale of food or drinks is permitted only by the concessionaire.

Vendors

Sale of merchandise or other items must be disclosed three (3) days prior to event start date. User is required to obtain a promoter's business license <http://www.cityofpleasantonca.gov/business/license.asp> if vendor(s) is present at the event. Sales of merchandise must remain in the areas permitted for the vendors. The user shall disclose use of equipment (i.e. tables, canopies, etc.). The City has final decision on vendors and locations of equipment.

Alcohol/Smoking

Alcohol and smoking are not permitted in any City facilities or on City property, including surrounding parking lots. User is responsible for enforcing with all participants and spectators.

Required Approval from Director of Library and Recreation or their designee:

- Amplified sound; advertising and signs; entry donation/admission; motorized vehicles; and sales of goods

Inspection /Clean-Up

User is responsible for ensuring the facility and surrounding parking lots are free of debris at the conclusion of use each day. The user is required to conduct an end-of-day post use inspection with City Staff. 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.

Penalty Fees

- \$250 if user fails to submit game/event schedules, Supplemental Information and all other applicable documents.
- \$250 if user fails to enforce and address conduct issues (i.e. smoking (including e-cigarettes), consumption of alcoholic beverages, use of constant profanity, etc.).
- \$250 if user fails to conduct the end-of-day inspection with City staff.
- \$250 if user fails to disclose vendors hosted at the event.
- \$250 if user fails to disclose vehicles.
- \$250 if user exceeds their allotted rental time.
- \$250 if user fails to disclose the operation of gate admission fees or soliciting donations.
- \$250 if user doesn't have a PIC.

Misc

- Rental is limited to the softball complex.
- Use of profanity is prohibited.
- Loitering is prohibited inside and/or outside the facility.
- Parking and traffic laws must be followed at all times.
- Exit gates must be accessible at all times.
- Open flames prohibited.
- No metal cleats.