

FIELD RESERVATIONS

San Leandro has 5 different parks that offer reservable fields for Baseball/Hardball, Softball, Soccer, and Football games and/or practice. Fields are available for reservation between **March 1 – October 31***. **Fields are closed on city holidays.** In order to successfully reserve a field, please read the information below and the Field Reservation Application carefully.

HOW TO RESERVE A FIELD

- Select a field and call (510) 577-3462 to check availability.
- Once availability is confirmed, submit a completed application (Field Reservation Application: General Statement of Policy and Regulations, Youth and Adults Sports Organization Protocol, Payment Information Form) and damage deposit.
- Pay the reservation fee and any additional fees thirty (30) days prior to the first rental date. Rentals under thirty (30) days will require a full payment once the rental is confirmed. Payments can be made by cash, check, VISA or MasterCard. Please make checks payable to the City of San Leandro. (Checks will not be accepted within 30 days of the rental and without proper I.D.)
- A credit card must be placed on file in order to secure fields. Any payments not received within 30 days of the start of the first booking will be charged in full.

WHEN TO RESERVE A FIELD

- All locked fields are only available by reservation. Applications will be available end of December.
- Applications for field reservations must be received at least 15 working days prior to the first date requested.

LIABILITY INSURANCE REQUIREMENT

- Liability Insurance is required for any reservation with 3 or more bookings or having an estimated attendance of 100 people or more and must be approved by the field supervisor.
- The insurance must be: General Liability coverage in the amount of \$1,000,000.00 and name the City of San Leandro as additional insured.
- All youth rentals require an additional Abuse and Molestations Insurance coverage of \$1,000,000/\$1,000,000 aggregate, and name the City of San Leandro as additional insured.
- Liability insurance may be purchased through Gales Creek Insurance Services at www.galescreek.com/app/index.cfm?jointpowers=1
- Insurance must be provided no later than 15 days prior to your event. Failure to meet insurance requirements will result in the cancellation of this reservation without a refund.

PRICING AND CLASSIFICATION INFORMATION

Users are classified into the following groups for the purpose of determining applicable fees/charges and priority scheduling:

- Group B – San Leandro Non-Profit / San Leandro Youth Non-Profit organizations (Required to submit a 501c3 Certificate of Status and insurance) **Please note: 501c3 eligibility must be verified by the field supervisor**
- Group C – Non-San Leandro Non-Profit organizations serving San Leandro residents (Required to submit a 501c3 Certificate of Status, insurance, and team/member roster with addresses)
- Group D – San Leandro Resident (Required to provide proof of residency)
- Group E – Non-Resident
- Group F – San Leandro Business (Required to provide proof of residency)
- Group G – Non-San Leandro Business, other group, or non-profit not serving San Leandro residents

DAMAGE DEPOSITS

- A damage deposit is due upon submittal of application and will be held until the completion of the rental. Deposits will be returned if no damages or breach of contract occur.
- A deposit is required for each field rented.
- Failure to return field keys on the last rental date listed on issued permit, the permit holder forfeits full field damage deposit.

Thrasher, Washington Manor, Washington Manor Middle School, and Stenzel Fields	\$325/season
Tournament	\$300/tournament
San Leandro Ball Park	\$525/season
San Leandro Ball Park Tournament	\$500/tournament

FIELD LOCATIONS AND FEES

(Soccer / Football on next page)

Baseball / Hardball Fields	
<p>San Leandro Ball Park (Locked Venue) <u>Youth and Adult Games only</u> Lights available (Available Tuesday – Sunday)</p>	<p>Stenzel Fields: (Locked Venue) Field #2 <u>Youth and Adult Games or Practices</u> Scoreboard available at Field 2 Field #3 <u>8yr. old Games or Practices</u> Field #4 <u>T-Ball Games or Practices</u></p>
<p>Washington Manor Middle School (Locked Venue) <u>Youth Practice only</u> (Available Weekdays 5pm – Sunset, Weekends 8am to Sunset)</p>	<p>Washington Manor Fields: Field #1 <u>Youth and Adult Practices</u> Lights available at Field 1 Field #2 <u>Youth Practices</u></p>
Softball Fields	
<p>Thrasher Field (Locked Venue) <u>Youth and Adult Games or Practices</u> Lights available</p>	<p>Stenzel Field 1: (Locked Venue) <u>Youth and Adult Games or Practices</u> Scoreboard available at Field 1</p>
<p>Washington Manor Fields: Field #1 <u>Youth and Adult Practices</u> Lights available at Field 1 Field #2 <u>Youth Practices</u></p>	

Field Use Fees are per hour and require a 2-hour minimum booking per reservation for Baseball/Softball.
All high school games must book a 3-hour minimum reservation.

Field Prep Including Bases: Required for all Baseball/Softball game rentals. **Option 1-** Pay for field prep. **Option 2-** Request to do your own field prep. (Parks Supervisor must clear you to do your own field prep)

Lights: Minimum of 2-hour rentals for lights usage. Lights are mandatory if your rental goes past sunset.

User Group	Group B:	Group C:	Group D:	Group E:	Group F:	Group G:
Field Rental fees for: Thrasher, Washington Manor, Washington Manor Middle School, and Stenzel Fields						
Field Rental (per hour)	\$6	\$21	\$21	\$31	\$31	\$37
Extra Fees (added to base fee)						
Field Prep Including Bases (per rental)	\$35	\$39	\$39	\$58	\$58	\$67
Lights (per hour)	\$8	\$26	\$26	\$40	\$40	\$46
Field Rental fees for San Leandro Ball Park						
Field Rental (per hour) (includes field prep & bases, except for Group B)	\$6	\$56	\$56	\$84	\$84	\$98
Extra Fees (added to base fee)						
Field Prep Including Bases (per rental)	\$35					
Lights (per hour)	\$8	\$26	\$26	\$40	\$40	\$46
Kitchen (per rental)	\$31	\$31	\$31	\$33	\$33	\$38
Field Rental fees for Tournaments (Includes Bases. Other services can be added for an additional fee)						
Youth Tournament (per day) Thrasher and SLBP	\$150	\$156	\$156	\$235	\$235	\$274
Adult Tournament (per day) Thrasher and SLBP	\$325	\$339	\$339	\$509	\$509	\$593

*Tournament Additional Fee: Current hourly staff cost if required for tournament

Soccer/Football Fields	
Washington Manor Middle School (WMMS) (Locked Venue) <u>Youth Games or Practices</u> Goals available on site by request (Available Weekdays 5pm – Sunset, Weekends 8:30am to Sunset)	Stenzel Field (Locked Venue) <u>Youth Practices</u> Field 1 & 2 must be rented
Washington Manor Field <u>Youth Practices</u> Field 1 & 2 must be rented Lights available at Field 1	

Field Use Fees are per hour and require a 2-hour minimum booking per reservation for Soccer/Football.

Field Prep: The City does not offer a field prep service for soccer / football. If you would like to prep your own field (ex-chalking), please check “Self Field Prep” on the application and indicate when you want to field prep. The Fields Coordinator will then help coordinate a time for you to prep the field.

Soccer Goals: Youth regulation size goals are available on-site at Washington Manor Middle School for no fee, by request. Please check on the application if you would like access to these goals. If renting at Washington Manor or Stenzel Field, you are allowed to bring your own goals if needed to your rental venue during your approved time. Please check on the application if you plan to bring your own goals.

Lights: Minimum of 2-hour rentals for lights usage. Lights are mandatory if your rental goes past sunset.

User Group	Group B:	Group C:	Group D:	Group E:	Group F:	Group G:
Field Rental Fees for Soccer Fields						
Field Rental (per hour)	\$11	\$39	\$39	\$58	\$58	\$67
Extra Fee (added to base fee)						
Lights (per hour)	\$8	\$26	\$26	\$40	\$40	\$46
Field Rental fees for Tournaments (Other services can be added for an additional fee)						
Tournament (per day)	\$150	\$150	\$150	\$225	\$225	\$263

Please note: The City requires a completed application to process all transactions and the insurance certificate (if required) for rentals.

No other party may complete the application.

2023 Season Specific Updates:

- *Adult Soccer rentals will unfortunately no longer be available, as our adult field is now undergoing permanent reconstruction.*

Additional details will be posted on our Fields Website.

- *Tennis Courts will not be rented out this 2023 Fields Season, as most of them will be under construction. When closed signs are not posted for construction, it will be open for public use during normal hours. Additional updates will be posted on our Fields Website.*

FIELD RESERVATION APPLICATION

NAME: (Main Contact) _____ ORGANIZATION NAME: (If applicable) _____

ADDRESS: _____ ADDRESS: _____

CITY/STATE: _____ ZIP: _____ CITY/STATE: _____ ZIP: _____

BIRTHDATE: _____ EMAIL: _____

EMAIL: _____ PHONE # _____

PRIMARY PHONE # _____ NONPROFIT IRS # _____

EMERGENCY CONTACT: _____ **Nonprofit Organizations:** Do you serve San Leandro Residents? Yes No

EMERGENCY CONTACT PHONE # _____ BUSINESS

WILL A FEE BE CHARGED FOR/DURING YOUR RENTAL? YES__ NO__ IF SO, HOW MUCH, & BRIEF DESCRIPTION? _____

IS THERE A FEE TO JOIN YOUR ORGANIZATION/LEAGUE? YES__ NO__ IF SO, HOW MUCH? _____

Field Operating Hours: Monday – Sunday, 8:30 a.m. – 10:30 p.m (Unless otherwise noted)

All rentals are completed in 1-hour blocks with a 2 hour minimum.

Minimum of 2-hour rentals for lights usage.

All high school games must book a 3-hour minimum.

Field Reservation Information:

Check One: Baseball Softball Soccer Football

Field Users, Check One: Youth Adult

Field Location & Field #	Date (s) requested (Attach league schedule or separate sheet if needed)	Start Time	End Time	Purpose of rental (Practice, Game, Tournament)
		:	:	
		:	:	
		:	:	
		:	:	

Estimated Attendance _____

Fair Play Act Statistics (AB 2404)

of boys (under the age of 18) participating in the league: _____

of girls (under the age of 18) participating in the league: _____

Total number of youth participating in the league: _____

Additional Fees: (will be applied)

Field Prep Including Bases: (Mandatory for Baseball/Softball Games) Yes No If yes, what days/times? _____

- Self Field Prep (No fee, Parks Supervisor Clearance Required) If self, what days/times? _____

Score Board: (Stenzel Field 1 or 2 only) Yes No If yes, what days/times? _____

Lights: (Mandatory if your rental goes past sunset) Yes No If yes, what days/times? _____

Kitchen: (SL Ball Park only) Yes No If yes, what days/times? _____

Soccer Goals: 1- WMMS Goals Access (No fee) Yes No 2- Washington Manor / Stenzel Field Bring Your Own Goals? Yes No

The intent of this permit is to cover in full a mutual obligation. **Requests for changes or adjustments must be submitted fifteen (15) working days prior to the rental date**, are subject to Recreation Supervisor approval, and will be confirmed by the issuing of a new permit.

Amendment requests submitted within 15 working days of the rental date are subject to a \$25 Administrative fee.

Applications for field reservations must be received by the Recreation Division by the end of business day at least fifteen (15) business days prior to the date(s) requested.

Permits are not transferable and are granted on the condition that the permittee abides by 1) the City rules and regulations for the use of public parks and recreational facilities; 2) the statement of general policy; 3) the rules governing the facility being used.

GENERAL STATEMENT OF POLICY AND REGULATIONS

for City of San Leandro Recreation and Human Services Field Rental

Permits may be revoked by the City for failure by the permit holder to comply with city regulations and any fees paid will be forfeited. Failure to comply may also result in the loss of opportunities to obtain permits in the future.

1. Organizers are responsible for the conduct of their players and must work with game officials to assure that all players conform to facility use rules and regulations, league rules and regulations, and the team Code of Conduct.
2. The renting individual or group is responsible for the conduct of spectators and shall take appropriate action including removal from premises, if necessary, to ensure that proper and safe behavior is maintained at all times. The renting individual or group is responsible for the enforcement of the adopted rules and regulations and Code of Conduct.
3. Emergency procedures shall be made available by the renting individual or group to a responsible individual at every activity. The renting organization must have available first aid supplies and identify the location of the nearest land line to call "911".
4. At least one adult and/or organization official shall be assigned the responsibility of staying on the site until all participants and spectators vacate the site.
5. Game officials shall possess adequate levels of training commensurate with the scope of the activity and are responsible for enforcing the rules of the game, event or activity (if applicable).
6. The field permits are granted for a specific use to a specific individual/organization for a specific date/time and are not transferable. Receiving any remuneration, whether for business or charitable purpose, for subleasing City Facilities reserved for a specific activity is not allowed.
7. **Payments:** A full payment is due 30 days prior to the first rental date requested. Rentals under 30 days will require a full payment once the Recreation Supervisor has confirmed the rental and has received a signed permit from the user/user group. Failure to meet this deadline will result in the cancellation of the reservation.
8. **Damage Deposit:** A deposit is due upon submittal of application and will be held until the completion of the rental. Deposits will be returned if no damages or breach of contract occur. Depending on the level of damage, fees to cover damage will be approximately \$75/hr plus materials/parts for clean up and repairs. If at any time the cost of damages amount reaches 50% or more of the original deposit, the organization must restore the damage deposit to the original amount before their next scheduled field rental.
9. **Insurance:** Liability insurance is required for applicants with 3 or more bookings or have an estimated group of 100 or more, must present an insurance certificate naming the City of San Leandro as additional insured for no less than \$1 million. **All youth rentals require an additional Abuse and Molestations Insurance coverage of \$1,000,000/\$1,000,000 aggregate.** Certificates must be on file 15 working days prior to the event and may be purchased through Gales Creek Insurance Services via the Internet. Failure to meet the insurance requirement will result in the cancellation of the reservation without a refund.
11. **Cancellation Policy:** Events cancelled due to inclement weather will be rescheduled (depending on availability) or rental fees will be credited. The City reserves the right to cancel, modify or change a permit with prior notification to the rental group. Requests for changes or adjustments should be submitted three weeks in advance (15 working days) prior to the rental and confirmed by a new permit, pending Supervisor approval. A one-time courtesy permit change without charge can be made before the three week limit. Amendment requests submitted within 15 working days of the rental date are subject to a \$25 Administrative fee. **Should there be a cancellation within 15 working days or no-show no refunds will be issued.**
12. **Alcohol is not permitted in any of our parks: Muni Code 4-1-710 states that no person shall consume or be in possession of any open container of any alcohol beverage in any city park or open space area and a violation punishable by an infraction and fine. This will be enforced by the San Leandro Police Department.** Violators are subject to permits rescinded without refund, citation and may be prohibited from future rentals.
13. **Charging Admission:** Organizations or groups must inform the Recreation Supervisor if they will charge admission for their event and how much admission will be. A special event permit may be required depending on the size and the type of event.
14. **Curfews and Restricted Uses:** Field rentals are available for reservation March 1 – October 31. Play is allowed between 8:30 a.m. and 10:30 p.m. To accommodate the City's watering schedule, no innings may start after 10:30 p.m. The individual or group using a facility must see that all regulations and stated policies covering use of City recreation facilities are met by those in attendance; both adults and children.
15. **Inspections:** The renting organization using City fields or facilities is responsible for inspecting the playing surfaces, grounds, restrooms and all other site amenities pre and post play. If a deficiency or vandalism is discovered, the City of San Leandro Public Works Department must be notified immediately in order to relieve the renting individual or group of responsibility for the pre/existing conditions. An email to Slrec@sanleandro.org is sufficient notification.
16. **Additional Services:** The renting individual or group is responsible for keeping the City field or facility free of litter, disposing of event-related trash and spectator garbage. The renting individual or group is solely responsible for ensuring the facility is left in a clean and orderly manner at the conclusion of each day's activities. Personal property and/or food are not allowed to be stored at City Facilities. The City is not responsible for any loss or damage of items left on-site. Outside food vendors are required to have a current City business license; dispose garbage properly; locate themselves in an area not blocking the fire lane nor the parking slots for the public; and they cannot be on the field or park area.

17. **Use of Sound Equipment:** Amplified sound is not allowed in city parks adjacent to residential land uses and neighborhoods. The use of all sound equipment must comply with the City of San Leandro Noise Ordinance, and a special events permit may be required.
18. **Use of Fields or Facilities:** Use of a City field or facility shall be in accordance with all local laws, ordinances and regulations. Schedules of use and issuance of permits are the responsibility of the City of San Leandro Recreation and Human Services Department. Permits are granted for specific activities to a specific individual/organization for a specific date/time period and are not transferrable to other entities.
19. **On-site Vehicles:** Vehicles are not allowed on the turf at any time. Vehicles may not be left on sidewalks or paved paths. Vehicles may access the venue to off load equipment and supplies using only paved paths or sidewalks and then immediately parked in the parking lot. The City is not responsible for accidents, injury to an individual, or loss of property at City fields, facilities or tennis courts including adjacent parking lots as per the Hold Harmless Agreement of this application. A parent, guardian or custodian shall supervise minor(s) while at a City field, facility or tennis court.
20. **Team Trailers/Snack Bars:** Organizations who own equipment trailers and/or snack bars on City property are required to keep the exterior free of graffiti and safe at all times. If graffiti is not cleaned up by the organization within 72 hours of notification, City staff will clean and deduct fees from the damage deposit - \$150/container. Repairs must be done in a timely manner by the organization, if not, the City will deduct from the damage deposit.
21. **San Leandro Ball Park (SLBP)** is a game-only field/facility. **Practices are not allowed, no exceptions.** Pre-game warm-ups are permitted to 30 minutes per team before game time. All garbage from the snack bar/kitchen must be emptied into the dumpster. Rental fees at SLBP include field prep and bases, except for User Group B, which can either pay for field prep and bases, or request to prep themselves, which requires Parks Supervisor approval.

____ Initial that you have read and agree to the above policies and regulations. Failure to comply with any of the above items Initial will be grounds for the revocation of the facility use permit.

Hold Harmless Agreement: Permittee hereby agrees to, and shall hold the City of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from and against any injury (including, but not limited to, personal injury, disability, and death), illness ([including, but not limited to, COVID-19](#)), loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

Permittee agrees to and shall defend the City of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not the City has assisted in or approved such activities.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above **Hold Harmless Agreement** and understand that if this application is approved, that this agreement shall be legally binding upon myself and the organization or group I represent.

Signature

Date

CUSTOMER SERVICE APPLICATION CHECKLIST – FOR OFFICE USE ONLY

(Customer Service is able to process field applications starting the 2nd week of February)

- Application **FULLY** Completed and Signed
- Residency & 501(c)3 Verified Using: Driver’s License PG&E Water Garbage
<http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- Insurance information provided / collected. (If applicable) 1- General Liability 2- Youth Abuse / Molestation Coverage
- Reservation Entered in ActiveNet, including additional fees. Field Users Contact Info Updated.
- Copy of Permit given to customer with dates and bookings **highlighted**
- Applicable fees collected *Customer Service Initials* _____



Youth & Adult Sports Organizations Protocol

In compliance with the Interim COVID-19 Guidance for Youth Sports and Extracurricular Activities in Alameda County, this guidance is to reduce the spread of COVID-19 infection in our community by supporting a safer environment for all who participate in youth sports and other extracurricular activities. Please review the following precautions and necessary documents for fields for youth and adult sports organizations.

Please initial each item to indicate that you agree to implement and uphold these requirements during your reservation.

Organization/Applicant Responsibilities

Informed Consent _____ (initial)

Provide information regarding risk to all parents/guardians of minors participating in such sports, and have each parent sign an informed consent indicating their understanding and acknowledgment of the risks indicated herein.

Face Coverings _____ (initial)

Participants and Coaches do not need to wear masks when outdoors, even if they cannot maintain physical distance. However **per CDC recommendation**, in areas of substantial to high transmission, people might **choose to wear a mask outdoors**; when in sustained close contact (including high-risk contact sports) with other people, particularly if they or someone has a weakened immune system or is at risk for severe disease.

Hygiene and Equipment Sanitation _____ (initial)

When equipment is shared during an activity, participants perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, at half time, and after the conclusion of the activity. Balls or other objects or equipment can be touched by multiple players during practice and play if the above hand hygiene practices are followed. No sharing of drink bottles and other personal items and equipment.

Prevention _____ (initial)

Remind participants and families that COVID-19 often spreads off-the-field, especially in situations when groups let their guard down and eat or socialize together with their masks off (e.g., post-game parties, carpools, travel).

Please note: This document may be updated as additional information and resources become available. The following documents are required to support your application for use of the fields in compliance with the new guidelines. Field Reservation Application: General Statement of Policy and Regulations, Youth and Adults Sports Organization Protocol (this form), Payment Information Form

Organization Name: _____

Applicant Name (*please print*): _____

Applicant Signature: _____

Date: _____

Please return a signed copy of this form to the Recreation staff upon completion.

PAYMENT INFORMATION

Field deposit fees are due upon submittal of application; rental fees are due in full 30 days prior to first date. **A credit card must be placed on file in order to secure fields.** Any payments not received within 30 days of the start of the first booking will be charged in full to the credit card on file or reservation will be cancelled.

Payment Method:

Cash (in person only) **Check** (payable to City of San Leandro) **Total \$** _____

CREDIT CARD AUTHORIZATION FORM

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

I, _____, hereby authorize the City of San Leandro, Recreation & Human Services Department, to charge my credit card

Visa MasterCard American Express

Credit Card Billing Address:

Street: _____

City: _____ State: _____

Zip Code: _____

Telephone: _____

Last four digits of credit card: _____

As the credit card holder, I hereby authorize the charge for the attached permit application.

Cardholder's Signature

Date

Cardholder's Signature

Date

The City of San Leandro, Recreation & Human Services Department will keep all credit card information confidential.

.....
THIS SECTION WILL BE SHREDDED

Credit Card Number: _____ - _____ - _____ - _____

Exp Date CVV