

ATHLETIC FIELD USE POLICY

Community Services
Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Purpose

Identify the roles of the Field User Groups, City of Menlo Park Community Services, and Parks & Recreation Commission. Explain the City of Menlo Park sports field use requirements, fees, procedures, and policies

Field user group approval process

Before a Field User Group can make a request for field space for seasonal sports leagues and tournaments, the Athletic Field User Group Application must be validated by the Parks & Recreation Commission.
To become a Field User Group, the group must apply in writing to the Parks & Recreation Commission each year. Athletic Field User Group Application must be received by Community Services at least three weeks prior to the November Commission meeting (generally the third Wednesday of the month). The Commission will review and discuss the information at the November meeting and hold a public hearing at a subsequent meeting before validation.

The Parks and Recreation Commission will validate the returning or new group if all of the Field User Groups conditions and requirements are satisfied.

If a new Field User Group requests a field space after the validation process, the Field User Group will only be able to use field space on a probationary status if space is available.

Community Services will provide written notification to the Field User Groups of their approved status.

Athletic field user group application

The athletic field user group application must include the following:

- Written league rules and guidelines
- Annual schedule for the organization, including practice and game dates, tournament dates and any special events
- Annual list of board members with their contact information (address, phone number, and email address)
- Annual roster of league participants showing residency status (see IV below) and age
- Description of Field User Group's activities and how the field(s) will be utilized
- For non-profits, proof of non-profit 501c3 status
- Valid Certificate of Insurance
- A short presentation of the above to the Parks and Recreation Commission

Menlo Park residency

A Menlo Park resident will be defined as:

- Participants who have a permanent address in Menlo Park
- Participants who attend an Accredited School within the Menlo Park city limits

Priority of status will be depend on the qualifying criteria, including percentage of Menlo Park residents (see Field Priority list)

Field User Groups will need to provide data of the participant database or team rosters to validate participant's resident or non-resident status

Field capacity limits

The field use limit for each field user group will be determined by Community Services based on overall sport fields capacity and the age designation of the individual field.

- If the Field User Group requires more space than their field use limit, the Field User Group will be granted additional field space or may request additional field space on the following conditions:
 - Field allocations have been granted for all of the valid Field User Groups' requests.
 - There is remaining field capacity.

Field allocation

- Community Services will make every attempt to accommodate all groups and allow for a diverse use of the City's sports fields.
- Field User Groups can request a particular field during the reservation process; however, Community Services reserves the right to make the final decision regarding how to allocate field space.
- Prior use by a particular Field User Group does not guarantee future allocations to a specific field.
- Factors affecting amount of field space allocation include:
 - "On season" programs vs. "Off season" programs
 - Number of Menlo Park residents in the program
 - Percentage of Menlo Park residents in the program
 - Ages of participants vs. the designated field space for age groups

Field use priority

The qualifying criteria for field use priority is as follows:

1. City sponsored youth programs
2. City sponsored adult programs
3. School district sponsored youth programs
4. Returning youth programs with greater than 50% residents
5. Returning adult programs with greater than 50% residents
6. Programs offering scholarships or reduced fees to lower-income participants.
7. New youth programs with greater than 50% residents
8. New adult programs with greater than 50% residents
9. All "other" programs

Field user group fees

- All of the fees required to use the Athletic Fields are stated in the City of Menlo Master Fee Schedule. The Master Fee Schedule is reviewed Community Service Staff each year. City reserves the right to increase fees to offset administrative and parks maintenance costs.
- Fees will be determined per hour per team.
- Field User Groups will be required to provide payment based on the annual field reservation schedule. The schedule will be set annually by Community Services Staff.
- Field User Groups operating sports leagues will be required to pay 50% of the balance two-weeks prior to the league start date. The remaining balance will be due two weeks prior the final league date.
- Field User Groups requesting field space for a limited time or non-league use must pay in full at the time of the field reservation.
- Field User Groups are allowed to make minor adjustments to the field reservation request up to four weeks prior to the league start date (if space is available). The approved field reservations will be available online to review. All change requests must be in writing. Cancellations are subject to a \$15.00 processing fee.
- Field User Groups will be charged for the dates and times requested on the field permit. Rainouts and cancelled practices or games designated by the leagues or coaches will not be refunded.

Field user group communication

- Each Field User Group will designate a Coordinator for their organization. All communication between the City and the organization will be through the designated Coordinator.
- At the bi-annual Field User Groups meeting, Community Services staff will discuss with the Field User Group coordinators the schedule for the upcoming season(s) and review the Athletic Field policies. Additional meetings may be called, as needed.
- Field User Groups are responsible for informing their participants using the facility of all of the field rules and must ensure the enforcement of these rules.
- Field User Group Coordinators will be able to communicate with city staff by email, phone, or in person. The coordinators will also be able to access approved the field reservations online.
- Probation
 - If any Field User Group does not follow any of the stated field policies, the Field User Group may be placed on probation and is subject to having their Field Permit suspended or revoked.
 - A letter will be given to the Field User Group to notify them of the probation. The Field User Group has 14 days to appeal the probationary status.
- Appeal Process
 - In the case of a dispute over the meaning, interpretation or intent of any portion of these field use policies, User Groups may appeal decisions to the Director of Community Services.

Field use requirements

- Field Reservation Forms can be submitted twice a year. For field use between January 1 and June 30, field reservation forms must be turned in by 5pm December 1. For field use between July 1 and December 31, field reservation forms must be turned in by 5pm May 1 to the Field Reservation Coordinator. Field reservation forms turned in after these specified dates will be given space on a space available basis.
- Field User Groups may not loan or sublet to any other organization or individual any of the privileges or services provided by the City.
- Each User Group is limited to conducting only the activities specified in their Field Use Permit. Examples of activities that will not be allowed without prior approval include clinics, conditioning camps, tournaments or off – season use, or any unauthorized use.
- An organization conducting an activity on City fields must provide adequate insurance to Community Services prior to the start of the activity. All groups must provide a certificate of insurance naming the City, its employees, agents and officers as an additional insured.
- Community Services reserves the right to close any field that is maintained by the City for safety reasons (example: rainouts, park improvements). In the event of closure, Community Services will attempt to contact each field user and will post a notice on the Field Closure Hotline at (650) 330-2590.
- All city-scheduled field closures must be adhered to by all Field User Groups. Failure to do so may result in the loss of field use.
- Any coach or team that uses a closed field is subject to a one – year ban from using City facilities.
- All participants, coaches, and spectators must refrain from excess noise. No amplified sound is allowed without a special use permit.
- Participants should store all personal belongings properly. Personal belongings should not block any walkways or be left in areas that could result in safety hazards.
- Participants may not enter the field prior to rental time and never without proper supervision or coaches or event coordinators being present.
- All participants must exit the area at the conclusion of the scheduled rental time so other programs may begin on time.
- When possible, a 15 minute open time period will be used to allow one group to clear the field before another starts. Groups must vacate fields on time and not use this open period for game time.
- City staff must approve posting of signs or setting up billboards prior to posting. These items are not to be stored on City property or in public areas.
- No vehicles are allowed on grounds or surrounding grass areas. Cars must use designated parking spaces. Be mindful of emergency exit areas, fire lanes, and loading and unloading areas.
- Groups shall replace or be billed for any destroyed or damaged City equipment or property.
- Groups are to provide their own recreational equipment. All special activities or equipment must have prior approval.
- All areas are to be left clean after any activity. Groups are required to remove all garbage from the premises.
- Pets are not allowed to be off leash on playing fields during scheduled activities.
- No eating, smoking, or alcohol on sports fields.
- Community Services Staff will enforce the use of the fields and ensure that all Field User Groups adhere to the above requirements of the City of Menlo Park.

RENTAL INSURANCE REQUIREMENTS

Community Services
701 Laurel St., Menlo Park, CA 94025
tel 650-330-2200
fax 650-330-2242



Information

A Certificate of Liability Insurance is required for all field, gym, and indoor facility rentals, all non-resident picnic rentals, and any picnic rentals (resident or non-resident) serving alcohol or using special equipment such as, but not limited to, additional cooking apparatuses, tents/canopies, bounce houses and other inflatables.

In order for a Certificate of Liability Insurance to be valid, it must contain the following:

- The renter's name must be listed as the one "insured". Please note: we do not accept insurance from a third party such as a bounce house company, caterer, etc.
- The policy must not expire before the planned event date.
- The policy must be for \$1,000,000.
- The "description" should list the rental location, day, and event planned.
- The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be noted as the certificate holder.

Please pg. 2 for a sample Certificate of Liability Insurance.

Sample certificate



SAMPLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

INSURED <div style="border: 1px solid red; padding: 2px; display: inline-block;">Renter's name</div>	CONTACT NAME:
	PHONE (A/C, No, Ext):
	FAX (A/C, No):
	E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE
	NAIC #
	INSURER A:
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ ANY AUTO CSL \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Date and time of event.

 City of Menlo Park is named as an Additional Insured

CERTIFICATE HOLDER

CANCELLATION

<div style="border: 1px solid red; padding: 5px;"> City of Menlo Park 701 Laurel Street Menlo Park CA 94025 </div>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p>
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ATHLETIC FIELD FEE SCHEDULE

Community Services
 Arrillaga Family Gymnasium
 600 Alma St., Menlo Park, CA 94025
 tel 650-330-2220 fax 650-330-2242



Athletic field fees	
Athletic fields	Per Hour – Per Team
Baseball/Softball Youth - Resident	\$11.00
Baseball/Softball Youth – Non-Resident	\$19.00
Baseball/Softball Adult - Resident	\$28
Baseball/Softball Adult – Non-Resident	\$42
Soccer – Youth - Resident	\$17
Soccer – Youth – Non-Resident	\$28
Soccer – Adult - Resident	\$38
Soccer – Adult – Non-Resident	\$56
Field/Grass Area – For Profit - Resident	\$35
Field/Grass Area – For Profit – Non-Resident	\$76
Synthetic Turf Field – Youth - Resident	\$27
Synthetic Turf Field – Youth – Non-Resident	\$36
Synthetic Turf Field – Adult - Resident	\$42
Synthetic Turf Field – Adult – Non-Resident	\$57
Synthetic Turf Field – For Profit – Resident	\$63
Synthetic Turf Field – For Profit – Non-Resident	\$106
Synthetic Turf Field - Lighting Fee - Resident	\$10
Synthetic Turf Field - Lighting Fee – Non-Resident	\$21

Rates as of July 1, 2019

ATHLETIC FIELD RESERVATION FORM

Community Services
Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Information					
Organization Name:			Contact Name:		
Phone:			Email:		
Alt. Phone:			Insurance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address:			City:	State:	Zip:
Estimate Attendance:			Type of Use:		
Field name & area	Day	Date	Start time	End time	Total hours
Deposit due date: / /			Total Hours:		
Balance due date: / /			Hourly Rental Rate: \$		
Deposit amount: \$			Total Rental Rate: \$		
Agreement					
<p>I hereby certify and agree that I shall be personally responsible on behalf of myself/organization for any damage sustained by the facility, field, equipment, or premises as a result of the occupancy of said facility by my group/organization. Approval is dependent upon the intended use, availability and the applicant's agreement to facility rental terms. The City of Menlo Park is not responsible for arrangements made and expenses incurred if your application is not approved. I hereby waive, release, discharge and agree to indemnify, defend and hold harmless the City, its officers, employees, and agents from and against any and all claims by any person or entity, demands, causes of action or judgments for personal injury, death, damage or loss of property, or any other damage and/or liability occasioned by, arising out of, or resulting from this reservation or use of the facilities. I hereby declare that I have read and understand and agree to abide by and to enforce the rules, regulations, and policies affecting the use of the facilities.</p>					

Signature

Date

Payment information	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
Please make all checks payable to: City of Menlo Park. Note: There is a \$30 charge for returned checks.	
Account # _____ Exp. _____ Account Holder Name: _____	
I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.	
Authorized Signature: _____	
OFFICE USE ONLY:	
Receipt #: _____ Date: _____ Residency Verified: _____ Processed by: _____	