

ATHLETIC FIELD USE AND RESERVATION POLICY

Sunnyvale Community Center · 550 East Remington Dr.

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fieldrentals@sunnyvale.ca.gov



Sunnyvale

The City of Sunnyvale Athletic Field Use Policy has been established to ensure that City-owned, City-maintained and City-managed park and athletic field facilities, including the fields owned by the Sunnyvale School District, and the Cupertino Union School District are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community and that permitted users are fully informed of the City's rules that govern their use.

Purpose:

- To establish policies and procedures governing the use of City parks and fields and District playing fields maintained and managed by the City of Sunnyvale.
- To ensure Sunnyvale residents have priority access to fields.
- To incorporate "turf recovery period" to maintain safe, quality grass fields.
- To provide for a variety of activities reflecting the athletic preferences of Sunnyvale residents.
- To collect fees for the use of fields, in support of their ongoing maintenance.
- To ensure that decisions regarding the use of City parks and athletic fields and District sites balance the interests of the neighborhoods, sports organizations and residents of Sunnyvale.
- To ensure that appropriate uses are permitted on appropriate fields.

Field use permits are required for exclusive field use and encouraged for any repetitive, organized use of athletic fields maintained or managed by the City. In accordance with Sunnyvale Municipal Code Section 9.62.120, the Recreation Services Division of the Library and Recreation Services Department issues field use permits. Exclusive use of a field requires making an advance reservation and is subject to fees, potential security deposit and insurance requirements.

Residency Verification

A resident is a person residing within the city limits of the City. A copy of proof of residency must be attached to the application at the time of submission. Acceptable forms of proof of residency: driver's license, utility or phone bill.

Sunnyvale Non-Profit Verification

The City of Sunnyvale provides affordable facility use rates for qualifying Sunnyvale non-profit organizations. To achieve non-profit resident status, at least 51% of the overall percentage of residents in both the participants and board members must be Sunnyvale residents. Team and board rosters with participant's addresses must be submitted with an application for non-profit residency status. Sunnyvale Nonprofit Rate is available for Sunnyvale-based nonprofit organizations. Proof of nonprofit status is required, and a Sunnyvale address must be used on all correspondence associated with the rental. To qualify for the nonprofit rate, your organization's name and address must be on the check or charge card. The organization must identify one authorized agent to make reservations by filling out the "Field Rental Application."

- **Non-selective membership**
Groups or organizations are considered to have a non-selective membership if they have a policy in which everyone plays regardless of ability.

- **Selective membership**

Groups or organizations are considered to have a selective membership if inclusion on the team or playing time is based on the participant’s ability.

Process for Obtaining Permits

Field space usage requests are accepted through a seasonal process. Use permits are issued after a request has been presented, all required documents are submitted, applicable fees are paid, insurance requirements are met (if applicable) and approval has been granted. Acceptable payment options include cash, check, MasterCard, Visa and Discover. Users must be 18 years of age to make a reservation.

The city has exclusive discretion in scheduling City and District fields. An application must be submitted a minimum of ten (10) business days prior to the requested use date. Payment is due in full at the time the permit is issued.

To apply for an Athletic Field Use Permit, an applicant must submit a field rental application to the Sports and Aquatics Office. Field rental applications can be found online at www.sunnyvale.ca.gov, at the Community Center, or by requesting a form from the Field Coordinator, who may be contacted at 408-730-7376.

Field Reservation Dates	Sunnyvale Non-Profit Organizations	All Other Rentals
March/April/May	1st Wednesday in January 8:30 a.m.	1st Wednesday in February 8:30 a.m.
June/July/August	2nd Wednesday in March 8:30 a.m.	2nd Wednesday in April 8:30 a.m.
September/October/November	2nd Wednesday in June 8:30 a.m.	2nd Wednesday in July 8:30 a.m.
December/January/February*	2nd Wednesday in October 8:30 a.m.	1st Wednesday in November 8:30 a.m.

*Synthetic fields (Fair Oaks Park) only. Grass fields are closed for permitted use during the winter months. Some drop-in fields may be available. Please inquire with the Field Coordinator on December 1 for a list of available fields.

Fees

Amenity	Sunnyvale Nonprofit	Resident	Non-Resident
Athletic Field	\$5/hr.	\$27/hr.	\$42/hr.
Lighted Athletic Field (additional cost)	\$5/hr.	\$35/hr.	\$35/hr.
Commercial Non-Exclusive Use Permit	N/A	\$15/hr.	\$30/hr.
Synthetic Field	\$17/hr.	\$65/hr.	\$90/hr.
Basketball Court (Fair Oaks and Washington only)	\$11/hr. per court	\$16/hr. per court	\$32/hr. per court

Lighted Field Fee Schedule

Fees for lighted fields will be charged per the start times listed below.

Month	Light Fee Start Time
March - April	7:00 p.m.
May	7:30 p.m.
June - July	8:00 p.m.

August	7:30 p.m.
September	7:00 p.m.
October	6:00 p.m.
November	5:00 p.m.

Priority:

The following are the field use priority rules for awarding use at the start of each seasonal brokering period (in order of priority):

1. Programs and activities administered by the City or School District(s).
2. Sunnyvale nonprofit (≥51% serving residents) with volunteer coaches/staff and non-selective membership*.
 - a. Youth
 - b. Adult
3. Sunnyvale nonprofit (≥51% serving residents) with volunteer coaches/staff and selective membership*.
 - a. Youth
 - b. Adult
4. Residents
5. Nonresidents
6. All other rentals

*If two or more non-profit youth organizations are requesting fields with equivalent eligibility overlap, the groups shall first work together to resolve the issue through compromise. If the issue cannot be resolved by the groups, the City’s Field Coordinator will use good judgment in determining the field allocation for the season. In these cases, priority consideration shall be given in the order stated below:

- a. The organization with a history of past field use on specific fields will have first priority.
- b. A program providing a service that does not currently exist (does not duplicate a program already available).
- c. Timely receipt of field use request and required accompanying materials.

Sunnyvale Non-Profit Groups Sport Season Priority

- Traditional sports seasons have priority use over select/shoulder seasons
- Spring sports (baseball, softball, lacrosse, cricket) have priority use from March 1 – June 30.
- Fall sports (soccer, football) have priority use from August 1 – November 30.
- Shoulder season for baseball/softball/cricket includes June 15 – July 31 for teams that qualify for playoffs.
- Shoulder season for soccer/football includes December 1 - 31 for teams that qualify for playoffs.

Field Draw Process for Residents/Nonresidents

The following criteria will be used to determine the order of all other rentals at the start of the application period.

- a. If multiple applications are received, a drawing will take place to determine the order in which each applicant will be served. The person drawing the lowest number will receive approval preference. There is a two-hour minimum for field reservations. All applications must be submitted electronically or in-person at least 24 hours prior to the drawing time. Drawings will take place at 8:30 a.m. on the first day of the application period.
- b. Applications received after the drawing.

Reservation Cancellations, Changes and Modifications

It is the responsibility of the permitted organization to notify the Field Coordinator immediately when an approved permit date is no longer needed. Cancellations must be submitted to the Field Coordinator at least ten (10) business days in advance of the scheduled use date to be entitled to a refund. If cancellation is received less than ten (10) business days before the reservation, fees will be forfeited.

If it rains on the date of reservation, a full refund will be available. It is the permittee's responsibility to request a refund from the City for any reserved dates which are rained out or closed. Refunds will be issued in the same form of payment, except cash payments, they will receive a City issued check. Refund requests must be received within ten (10) business days following the last reservation date.

Changes to reservations including location, date or time, must be made in writing, submitted and received by the Field Coordinator at least ten (10) business days in advance of the scheduled use date. The City does not guarantee field availability for requested changes.

Non-Exclusive Park Use Permits

Many park areas are not available for reservation and are open to the public. Securing a permit for non-exclusive use is recommended for groups up to 20 participants. Fees may be applicable and additional rules and regulations will apply.

Non-exclusive park use permits are available under the following conditions:

1. Non-exclusive park use permits will only be issued to groups who will not disrupt public use and enjoyment of the park.
2. Permit holders are not allowed to setup equipment (e. g. cones) or use heavy equipment (e. g. kettlebells) that may impact or damage the park.
3. Activity must not restrict public access to the park.
4. PA systems and megaphones are not allowed.
5. All General Facility Use Rules apply.

Insurance Liability

A valid insurance certificate may be required for use of any City or District field. The insurance certificate must afford two million dollars (\$2,000,000.00) of general liability coverage per occurrence and four million dollars (\$4,000,000.00) aggregate and contain the following information:

- General liability coverage (property and bodily injury) as evidenced by an insurance certificate with an Additional Insured Endorsement naming the City of Sunnyvale and the appropriate school district, where applicable.
- Sexual abuse and molestation coverage are required for all rentals with oversight and minors' supervision. Coverage limits need to be at least \$1,000,000 per occurrence or \$2,000,000 aggregate and listed on the Certification of Insurance.

Use of fields will not be permitted unless a valid insurance certificate has been received and approved.

General Rules & Regulations

All City of Sunnyvale Municipal Codes/Regulations apply to all City maintained fields.

1. Field users are required to observe all City of Sunnyvale park regulations.
2. The City is not responsible for accidents, injury, illness or loss of group or individual property.
3. Field use and activity is limited to the times and dates indicated on the permit. Any changes are subject to availability and approval by the department.
4. The City reserves the right to require copies of documentation, including but not limited to, game and practice schedules at any time during the duration of a permit and take other measures to verify that fields

are being used as permitted.

5. The City has the right to assign staff to supervise the rental.
6. Fields located on school property are not reservable when school is in session.
7. Non-reserved fields/areas may be used by anyone on a drop-in basis.
8. Permits cannot be transferred or assigned to any other person, group or organization for any reason.
9. Users must pick up and remove any trash generated by their activity, including items from participants and spectators.
10. Good Neighbor Policy - Complaints from surrounding neighborhood residents as to the permittee's activity noise level, litter and debris, and/or disregard of parking regulations may lead to the cancellation of the permit or reservation and the denial of facility use in the future.
11. The misuse of City or District facilities or the failure to conform to facility regulations, established policies (including the Field Closed Policy) and procedures or any other Federal, State, or local law, rule, regulation or ordinance shall be sufficient grounds for the immediate revocation of the permit and/or the denial of any future applications. No refund will be granted.
12. The City reserves the right to cancel an approved reservation due to maintenance needs, overuse of the facility, unsafe conditions, or due to a conflict with a City or District event. In these cases, all attempts will be made to provide a minimum of ten (10) business days advanced notice and to provide an alternate location for the group's scheduled practice, game or activity. In the event of an emergency, when only short or no notice can be provided, groups must cooperate with the request to not use the facility or risk loss of current permit and denial of future use. If there are no alternate facilities available, a full refund will be given.
13. All motor vehicles must park in marked stalls in the parking lots or legally on side streets, or be subject to citation. No unauthorized vehicles shall enter park premises, drive on turf, grounds, playfields or paved walkways.
14. No person shall use an athletic field which is posted (on site and via the turf hotline) as being closed, whether the closure is for excess rainfall or for field maintenance or any other reason.
15. All dogs must be on a leash and owners must clean up after their dogs.
16. Alcohol and food is prohibited on the field.
17. Food vendors are not allowed in City Parks or in City Park parking lots without approval from Field Coordinator and may require additional permit and fees. See Municipal Code 5.26.040.
18. Smoking is prohibited in all public parks pursuant to Municipal Code 9.28.020(e).
19. Athletic fields may be lined by permission only.
20. Gambling is prohibited at all City and District property.

Field Use Rules

Your cooperation is needed to preserve the turf on City and District fields by following these rules:

1. Field use, especially sports practices, should be conducted in a manner so that play will take place on different sections of the turf, thus reducing excessive turf wear and damage to any one area. Rotate use of areas (e.g. use middle of turf area for drills one day and sides of the field the following day), and when possible, stay off the fringe or bare areas to limit erosion and further damage.
2. Follow pre- and post-use prep instructions posted at the sites. Leagues are expected to use equipment and materials provided for that purpose and located at each field in a storage shed.
3. If it has rained within the preceding 24 hours, groups using public fields must call the Parks Department's Turf Hotline at 408-730-7585 to receive updated information on field playability. Generally, only same-day information will be provided, except in the case of severe conditions or scheduled maintenance. The Hotline message will be updated by 11:00 a.m. weekdays and by 7:30 a.m. on weekends. Please do not inquire earlier or about future days as the determination of field conditions are not made that time each day. Determination of field conditions will be made by City personnel, and determinations/decisions are not negotiable.

4. Softball, baseball and cricket practices shall be held only on designated fields to prevent injuries to other park users.
5. Use of any equipment must be stated on the application and in the Special Request section. Remove all equipment after use each day. No equipment shall be allowed to be left unattended on City or District property without prior written approval of the City.
6. Do not overcrowd fields by scheduling multiple games in reserved areas. Allow a safe distance between fields for safe passage of spectators and participants.
7. Report hazards on City property to the Field Coordinator at fieldrentals@sunnyvale.ca.gov or call 408-730-7376.
8. Report maintenance and hazard emergencies (e.g., broken water lines, gushing sprinkler heads, restroom facilities, etc.) promptly to Public Safety at 408-730-7180 who will inform the appropriate personnel. When you make the call be prepared to fully identify yourself, your location and the specific nature of the emergency or hazard.
9. Groups witnessing misuse of fields by other scheduled or unscheduled users are encouraged to contact Sunnyvale Public Safety Department at 408-730-7180. It is the permit holder's responsibility to be sure that all coaches and parents understand and enforce this policy.
10. The City's maintenance staff has the authority to close fields due to unsafe field conditions.
11. User groups are responsible for providing portable toilets at the following sites: Bishop School, Cherry Chase School, Cumberland School, Ellis School, Hollenbeck Park, San Miguel School, Vargas School and West Valley School.

Synthetic Field Use Rules

The following are prohibited:

- Food inc. gum, seeds, etc. or beverages other than WATER
- Dogs or pets
- Stakes, staked umbrellas, tents or flags
- Glass bottles or containers
- Vehicles
- Chairs with straight legs
- Metal cleats or high heeled shoes
- Golf
- Alcohol
- Any type of tobacco product
- Any wheeled recreation equipment (bicycles, scooters, One Wheel, etc.)
- Power-driven remote-control vehicles
- Fires or BBQ's

Outdoor Basketball Court Use Rules

1. When requesting to reserve the basketball courts, all but one court may be reserved at one time. The un-reservable court will remain open to the general public.
2. Only basketball shoes and non-marking soled shoes are allowed on basketball courts.
3. Skates, skateboards, scooters, go-peds, bicycles, animals, glass containers, and alcoholic beverages are not allowed on basketball courts.
4. All General Facility Use Rules apply to court uses.

Amplified Sound

Any system for amplifying sound, whether for speech, music, or otherwise is prohibited in Sunnyvale parks. Permits are available (\$25) for Baylands Park. Permitted amplified sound at Baylands is limited to use after 10

a.m. and speakers must be orientated northwest, toward the Bay.

Use of Special Equipment and Field Lining

When submitting a request for a field permit, please indicate the type of equipment (portable toilets, shade structures, tables, chairs, soccer goals, cones, cricket equipment, inflatables or specialized equipment, etc.) that will be used for your event and the location of where it will be placed on the field. If you are planning to line the field, please include the layout of the field, dimensions and how it will be lined per location.

Athletic fields may be lined by permit only. Water soluble spray paint is the only permitted means of lining a field. No fields are permitted to be lined by means of Round Up, Dolomite or other herbicide, which can permanently burn lines into the field.

Turf Recovery and Field Closures (Turf Hotline – 408-730-7585)

City maintained sports fields at parks and school sites receive a great deal of play throughout the year, and the Parks Division strives to maintain them in a safe, usable and attractive condition. To that end, most fields are closed every winter from December through February and temporarily throughout the year as weather and/or site conditions dictate. Limiting field use by seasonal/temporary field closures or restricting permitting is one component of a comprehensive turf management program.

There are permanent signs located on fences and backstops at each site that indicate if the fields are open or closed. You may also call the Turf Hotline at 408-730-7585 to determine the status of fields and to report any conditions that may need attention. Field conditions are monitored daily by professional, experienced staff throughout the year and both the field signs and the hotline are updated daily by 11 a.m. and by 7:30 a.m. on weekends.

Requests for Storage and Modifications to City Facilities

Organizations making special requests (e. g. requests for storage space or placement of storage buildings, improvements and/or modifications of any kind to City facilities, etc.) shall make all special requests in writing. Please contact the Field Coordinator at fieldrentals@sunnyvale.ca.gov or call 408-730-7376 for further details about making a request. The City retains full discretion to impose requirements and conditions on any such request, which may include but are not limited to insurance and indemnification.

Use and Care of Storage at City Facilities

For those groups who have been approved for use of City and group installed storage at City facilities, the following rules will apply.

1. User group shall not store any items outside of designated storage areas. User group shall not keep or store any hazardous materials or any article or item that would be considered hazardous by a responsible insurance company.
2. User group shall not create a nuisance or unreasonably interfere with the use of the park or with the comfort and safety of any person in the park or adjacent property.
3. User group shall make no alterations to City facilities without written consent of City.
4. User group is responsible for any damage to City property that occurs during user group's use of City facilities. City is not responsible for any loss or damage due to fire, theft, pests, water, wind, earthquake, or any cause whatsoever to the property of user group, nor is City required to carry any insurance to cover same.
5. City has the right to enter the facility at any time without notice to user group to inspect, make repairs or for any other reason deemed necessary by City.
6. If keys are issued to the user group for access to City facilities, the following rules will apply:
 - o Keys will be provided for specific date range and keys must be returned to City by deadline

otherwise future permits will not be issued.

- User group will be charged for any lost keys and costs to re-key facilities because of lost keys if deemed necessary by City staff.
- Damaged keys will be replaced by City when damaged keys are returned to City. If the damaged key is not returned to the City, it will be considered lost.

Barbecue Rules and Regulations

Portable barbecues, hibachis, gas grills, etc. are not allowed in City parks or facilities, with the following exception:

1. Renters will need to receive Snack Shack authorization with the City of Sunnyvale.
2. The barbecue or grill must be a professional portable trailered grill, or a portable propane barbecue in good condition, to be used in a specific designated area, as approved in advance by the Director of Library and Recreation Services or his/her designee.
 - a. Each approved location is allowed up to two five-gallon tanks of propane, one in the BBQ and a second one that is secured in the snack shack. Both tanks are not to exceed a maximum total of ten (10) gallons. The "back up" tank must be secured in the snack shack in such a way that prevents the tank from falling over and all tanks must have proper labels. No additional tanks can be stored in City facilities.

Field Amenities

	# Reservable Fields	Quantity and Types of Fields Available *indicates lighted field									
		Youth Soccer	Adult Soccer	Adult Cricket Pitch	Youth Cricket Pitch	Backstop	Little League Diamond	80' Baseball Field	90' Baseball Field	Softball Field	Other
Baylands	1										Meadow Field
Bishop School	2		1			1					
Cherry Chase School	1		1			1					
Columbia Middle School	2		2			1	1				Track
Cumberland School	2	1	1			1					
Cupertino Jr. High School	3		1				1			1*	Track, 50/70 field
De Anza School	2	1				1	2				
Ellis School	1		1			2					
Fairwood School	1	1				2					
Fair Oaks Park	3		3*	1*	1*	2*	1*	1*	1*	1*	
Hollenbeck Park	1	1				2					
Lakewood Park	1	1								1*	
Lakewood School	1					1	1				
Las Palmas Park	1		1							1	
Murphy Park	0										Lawn Bowls Green
Nimitz School	1	1									
Ortega Park	2		2			1		1		1*	Cricket Pitch
Panama Park	1	1					1				
Raynor Park	2	2				1	1	1			
San Antonio Park	2	2	1					1			
San Miguel School	1		1			1					
Serra Park	4	1	1					2			Bowl shaped field
Stockmeir School	1		1				1			1	
Sunnyvale Middle School	4	3							1	1	Track
Vargas School	1	1									
Washington Park	2		1					1		1*	
West Valley School	1	1				1					

* Field available with lights.