



# City of Dublin

## Sports Fields Use Policy-Updated 2016

The City of Dublin Sports Field Use Policy establishes the policies governing use of City sport fields. Fields available for rental are at the following park locations\*.

**Dublin Sports Grounds**, located on Dublin Boulevard at Civic Plaza, includes:

- Six Baseball Fields (one lighted 90', four 60' and one lighted 50'/70' diamonds)
- Six soccer/lacrosse fields (two lighted)
- One lighted softball field

**Emerald Glen Park**, located on Tassajara Road between Central Parkway and Gleason Drive, includes:

- Four soccer fields
- Three baseball fields (one 80' and two 60' diamonds)
- One cricket field

**Fallon Sports Park**, located on Lockhart Street between Central Parkway and Gleason Drive, includes:

- Two 60' baseball fields
- Two lighted softball fields
- Two lighted synthetic turf soccer/lacrosse fields

**Ted Fairfield Park**, located at North Dublin Ranch Drive and Antone Way, includes:

- One 60' baseball field
- One soccer field

### Practice Fields

The following park locations have large grass areas that can be used as practice fields on evenings Monday through Thursday. The City reserves the right to amend the list of practice fields as necessary:

- Kolb Park
- Passatempo Park
- Positano Hills Park
- Schaefer Ranch Park

### Definition of Use

**Organized Use** – meeting any of the following conditions: (A) league games, practices, tournaments, clinics, instruction, special events; or other uses where a fee is charged for participation, (B) a rental application with more than three dates of use requested, (C) a rental application with more than one field requested.

### Classification of Users

**Public Agencies** - Agencies serving the City of Dublin including Alameda County, Dublin-San Ramon Services District, Dublin Unified School District, etc.

**Dublin Sports League Organizations** - Organized sports league groups with current IRS non-profit status, whose membership is open to the public. The organization's membership must be as listed below:

- a) *Youth Sports League Organizations – at least 75% Dublin residents.*

**Resident** - Individuals residing within the Dublin City limits.

**Non-Profit Organizations** - Organized nonprofit groups with current 501(c) 3 or 501(c) 4 status. The submission and approval of a "Non-Profit Organization Verification Form" must be on file with the City.

**Non-Resident** - Individuals not residing within the Dublin City limits.

**Commercial** - Businesses holding an event regardless of charging a fee and/or sale of goods or services. Individual or Organizations whose events include a fee and/or sale of goods or services.

## Priority of User Groups

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**Dublin Sports League Organization-Youth 75% Residents**-Reservations accepted in advance of all other groups.

**Resident**-Reservations accepted up to twelve (12) months in advance of requested use.

**Non-Profit Organizations**-Reservations accepted up to eleven (11) months in advance of requested use.

**Non-Resident**-Reservations accepted up to ten (10) months in advance of requested use.

**Commercial**-Reservations accepted up to nine (9) months in advance of requested use.

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## How to Make a Reservation

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**Please note that the City requires the applicant, not another party, to complete all transactions and provide the insurance required for the rental.**

1. To reserve a sports field, a Sports Field Rental Application must be submitted for approval a minimum of ten business days prior to the rental date. Submitting an application fewer than ten business days prior to the rental date will only be accepted with Department approval. In each case, an administrative fee of \$5 per rental will apply.  
Applications for **organized use** must include complete schedules including dates, times and fields requested for practices and games. Approval takes three to five business days; notification of application status will be e-mailed.
2. Applications must be submitted in person at the Parks and Community Services Department Office at the Dublin Civic Center, 100 Civic Plaza, Dublin. Applications are accepted between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, holidays excepted.
3. In order to receive a resident rate, the applicant (i.e. the person responsible for the activity, payment of fees and provision of insurance) must live or own property within Dublin's City Limits. Verification of residence address will be required (valid California driver's license or current utility bill).
4. Groups applying under the Non-Profit Organization classification must have an "Organization Verification Form" on file, or submit one of the following: 1) Bylaws, and 2) Current I.R.S. Tax Exemption Letter. Groups claiming Dublin Sports League Organization must provide a current membership roster. For Youth Sports League Organizations, 75% of membership must reside in Dublin. Applications will not be accepted without these items.
5. The City reserves the right to book additional events before or after an applicant's confirmed rental time.

## Hours of Rental Use

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1. The City's sports fields are available for rental from 8:00 A.M. to 10:00 P.M. Turf fields are available March 1 through December 15; synthetic turf fields are available year round.
2. A minimum of one hour will be required per field rental application.
3. Hours of use must include the amount of time needed for the event, including setup and cleanup.
4. The field must be vacated by the time specified on the approved Sports Field Rental Application.

## Payment Schedule

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INITIAL

1. **For organized use:**
  - a) At the time the application is submitted, a \$250 refundable security deposit is required.
  - b) Final payment of rental fees must be made no later than 30 days after receipt of an approved rental contract/confirmation. **Payments not received by this deadline may result in cancellation of the rental and forfeiture of the deposit.** If the application is received less than 30 days prior to the first date of the rental, then payment is due immediately upon receipt of a rental contract/confirmation.
  - c) Security deposits will be returned by mail within 30 days of the last date of the rental providing there are no violations of the Sports Field Use Policy, the rental hours exceeded, excessive cleaning required, or damages to the facility.

2. Payments may be made by Visa, MasterCard, Discover, American Express, check, or cash. Make checks payable to City of Dublin. Checks and credit cards must be drawn on the account of the person or organization listed as the applicant.

INITIAL:
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### **Cancellations, Changes and Refunds**

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1. No refund or credit will be issued for a cancellation or reduction of pre-booked hours within ten business days of the rental date.
2. If submitted less than ten business days prior to the rental date, there will be an administrative per booking fee of \$5 on each request to shift scheduled booking hours to a new scheduled time within the same day without any reductions. A \$5 fee will also apply for each subsequent request to shift the booking. A change of date is considered a cancellation.
3. Adding hours fewer than ten business days prior to the rental will only be accepted with Department approval. In each case, an administrative fee of \$5 will apply for each addition.
4. In the event the field is not available due to rain or wet field conditions, a credit will be issued if the office is notified in writing within four business days after the scheduled date of use.
5. All credits expire one year after the date of issue and can only be used for field or field light rentals.
6. Credits are not issued for unused hours.
7. Occasionally it may be necessary to reschedule, relocate or cancel a request previously approved. In this event, the group or individual will be given as much advance notice as possible.

### **General Rental Information**

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1. A responsible adult from the rental group must supervise the premises for proper use during all rental hours.
2. Groups of minors must be supervised by two adults for each twenty minors at all times while using the field(s).
3. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription or erect any sign in the park (per City Ordinance) without prior permission from the Parks and Community Services Director, or designee.
4. Smoking is prohibited within 100 feet of Children's Play Areas, Sports Fields, Sport Courts, Snack Bars and Picnic Areas.
5. Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
6. Facility Use Permits cannot be transferred, assigned or sublet.
7. The consumption, serving and/or selling of alcoholic beverages is not permitted in the parks.
8. No use is permitted on turf fields if the rain indicator light is on. (Rain indicator lights are located at the Dublin Sports Grounds restroom building near Soccer Field #4; Emerald Glen Park restroom building near the basketball courts and Fallon Sports Park on the baseball and softball outfield fences. There are no rain indicator lights at Ted Fairfield Park.) Leagues are responsible for assuring that their teams observe this rule. Synthetic turf soccer fields are all weather play.
9. Softballs must be rated "Restricted Flight."
10. Spectators are not permitted in dugouts or playing fields during event play.
11. Hitting or kicking balls into any fence or against any building is prohibited.
12. Bases, equipment and field preparation (drag, water, lines, etc.) are not provided.
13. Fields scheduled after dusk will require rental of field lights. All rentals must end by 10:00 p.m.
14. Fields are to be used for appropriate sports use. Events must be suitable and compatible to the field selected.
15. The 60' baseball diamonds are designated for youth use only.
16. Lining or marking of the field is not allowed without prior written approval from the City.
17. No equipment storage is allowed at park sites without prior written approval from the Parks and Community Services Director.
18. Programs that duplicate in any form programs offered by the Parks and Community Services Department may be denied.
19. Requests for exception to the Sports Field Use Policy must be submitted in writing to the City Manager, or designee, no later than 30 days prior to the date of use requested. Approval or denial of the request will be issued in writing.

### Synthetic Turf Fields at Fallon Sports Park

INITIAL:

1. An approved rental permit is required to use the synthetic turf fields.
2. Food and beverages, including gum, seeds, nuts, candy or sports drinks are prohibited. Water only. Glass bottles or containers are prohibited.
3. Any cleats that are used must be rubber; no metal spikes.
4. Chairs, umbrellas, tents, flags and other outdoor furniture are not allowed on the field. Spectator seating is only allowed in designated areas off of the field.
5. No driving in of stakes.
6. Lining or marking of the field is not allowed without prior written approval from the City.
7. Smoking and tobacco products are prohibited.
8. Dogs or pets of any kind are prohibited on the synthetic turf.
9. Barbecues are prohibited.
10. Bikes, roller blades, skateboards, strollers, motorized vehicles or high-heeled shoes are prohibited.

### Insurance Requirements

INITIAL:

All applicants for **organized use** shall provide the City of Dublin with a valid Certificate of Liability including the endorsement page written through carriers acceptable to the City of Dublin. Such certificate shall provide Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence. The applicant must be specified as the insured. The Certificate shall name the City of Dublin, its officers, employees, agents and volunteers as an **“additional insured”** in conformance with the hold harmless agreement as outlined in the Sports Field Use Application and must specify that the applicant’s insurance shall be **primary to any insurance carried by the City**. The certificate shall be properly executed with the original signature of the authorizing insurance agent. The Certificate is due at the time final payment is made. ***Note: Please contact your insurance provider to check if your homeowner’s policy may be extended to cover your facility rental.***

### Security Deposit

INITIAL:

A \$250.00 Security Deposit is due when the application is submitted. The Security Deposit is refundable provided there are no violations of the Sports Field Use Policy, the rental hours exceeded, excessive cleaning required, or damages to the facility.

	<i>Effective 07/2012</i>	<i>Effective 07/2013</i>	<i>Effective 07/2014</i>
<b><i>PUBLIC AGENCIES AND DUBLIN YOUTH SPORTS LEAGUES</i></b>			
Turf Field per Hour	\$6.30	\$6.60	\$7.00
Synthetic Turf Field per hour	\$21.00	\$23.00	\$25.00
Lighting Charge per hour	\$24.40	\$24.80	\$25.40
<b><i>NON-PROFIT ORGANIZATIONS</i></b>			
Turf Field per Hour	\$14.85	\$15.70	\$16.80
Synthetic Turf Field per hour	\$43.00	\$46.00	\$50.00
Field Lighting Charge per hour	\$25.00	\$26.00	\$27.20
<b><i>RESIDENT and NON-RESIDENT</i></b>			
Turf Field per hour (Dublin Resident)	\$18.90	\$19.80	\$21.00
Turf Field per hour (Non-Resident)	\$23.00	\$24.00	\$25.20
Synthetic Turf Field per hour (Dublin Resident)	\$53.75	\$57.50	\$62.50
Synthetic Turf Field per hour (Non-Resident)	\$90.00	\$96.30	\$104.70
Field Lighting Charge per hour (Dublin Resident)	\$32.60	\$33.20	\$34.00
Field Lighting Charge per hour (Non-Resident)	\$39.10	\$39.80	\$40.80
<b><i>COMMERCIAL</i></b>			
Turf Field per hour	\$36.60	\$38.20	\$40.30
Synthetic Turf Field per hour	\$144.00	\$185.00	\$250.00
Field Lighting Charge per hour	\$62.30	\$63.60	\$65.30

**Tournaments**

1. Tournaments will be charged a Facility Attendant fee of \$15 per hour per park in addition to the rental fees.
2. All tournaments must provide a tournament director or designee who shall remain onsite at each location throughout the duration of the tournament. The rental applicant or tournament director will meet with a City Representative at least 30 days prior to the tournament to discuss logistics of the tournament. Based on the size of the tournament, the rental group may be required to rent outdoor toilet facilities and/or be charged for extra litter pick-up or added staffing.

***The City of Dublin reserves the right to deny the use of City Sports Fields to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents. Applicants should thoroughly review the Facility Use Policy to become familiar with all rental fees, policies and procedures.***



# Sports Fields Rental Application

City of Dublin - Parks and Community Services Department  
100 Civic Plaza, Dublin, California 94568  
(925) 556-4500

## APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Best Contact Number(s) During the Day: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Have you rented one of our facilities before?      Yes      No      (please circle)

## CLASSIFICATION OF APPLICANT

- Public Agencies
- Dublin Youth Sports League Organizations\*
- Non-Profit Organizations\*
- Resident Individuals or Other Groups\*\*
- Non-Resident Individuals or Other Groups
- Commercial Use

\*Groups applying under the Non-Profit Organization classification must have an "Organization Verification Form" on file, or submit one of the following: 1) Bylaws, and 2) Current I.R.S. Tax Exempt Letter. Groups claiming Dublin Sports League Organization must provide a current membership roster. For Youth Sports League Organizations, 75% of membership must reside in Dublin. Applications will not be accepted without these items.

\*\*Proof of residency required at the time of application (valid California Driver's License/ID or current utility bill).

## RENTAL FUNCTION INFORMATION

**Use Type:** Organized Use  
 (A) League games, practices, tournaments, clinics, instruction, special events, or a fee is charged for participation.  
 (B) Rental application with more than three dates of use requested.  
 (C) Rental applications with more than one field requested

**Function Type:**  Practice     Game     Tournament (Attendant Fee Required)     Fundraiser     Other: \_\_\_\_\_

Type of Sport or Event: \_\_\_\_\_

**Facility:**     Dublin Sports Grounds     Fallon Sports Park     Emerald Glen Park     Ted Fairfield Park

**Turf Type:**     Grass     Synthetic (Fallon Sports Park only)

**Field Type:**     Soccer Field     Baseball Field     Softball Field     Cricket    Field Number/Letter: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ am/pm    End Time: \_\_\_\_:\_\_\_\_ am/pm    Light? Yes / No

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ am/pm    End Time: \_\_\_\_:\_\_\_\_ am/pm    Lights? Yes / No

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ am/pm    End Time: \_\_\_\_:\_\_\_\_ am/pm    Lights? Yes / No

Will the function be open to the public?  Yes     No

Will an admission fee be charged?     Yes\*     No    \*Purpose of fee? \_\_\_\_\_

The undersigned, hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agree that the City of Dublin, its officers and employees, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers or employees. The undersigned has received a copy of the Sports Field Use Policy and agrees to comply with the rules and regulations listed therein.

Signature of Applicant \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

**APPLICANT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

**RENTAL FUNCTION INFORMATION**

**Facility:**  Dublin Sports Grounds  Fallon Sports Park  Emerald Glen Park  Ted Fairfield Park

**Turf Type:**  Grass  Synthetic (Fallon Sports Park only)

**Field Type:**  Soccer Field  Baseball Field  Softball Field  Cricket Field Number or Letter: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ am/pm End Time: \_\_\_\_:\_\_\_\_ am/pm Lights? Yes / No

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ am/pm End Time: \_\_\_\_:\_\_\_\_ am/pm Lights? Yes / No

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ am/pm End Time: \_\_\_\_:\_\_\_\_ am/pm Lights? Yes / No

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ am/pm End Time: \_\_\_\_:\_\_\_\_ am/pm Lights? Yes / No

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ am/pm End Time: \_\_\_\_:\_\_\_\_ am/pm Lights? Yes / No

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ am/pm End Time: \_\_\_\_:\_\_\_\_ am/pm Lights? Yes / No

## RESERVATION STATUS - FOR OFFICE USE ONLY

 APPROVED       DENIED\_\_\_\_\_  
Recreation Supervisor\_\_\_\_\_  
Date

- APPLICATION  
 SECURITY DEPOSIT/CARD  
 CALENDAR  
 BOOKED ON COMPUTER  
 APPROVAL LETTER  
 INSURANCE CERTIFICATE RECEIVED  
 CITY ISSUED INSURANCE CERTIFICATE  
 CLEAN-UP SLIP  
 STAFF SCHEDULED  
 COPY OF APPROVED APPLICATION TO GYMNASIUM CLIPBOARD  
 CONFIRMATION LETTER

## PAYMENT INFORMATION - FOR OFFICE USE ONLY

 SECURITY DEPOSIT

DATE: \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ STAFF INITIAL: \_\_\_\_\_

 FINAL PAYMENT
 RENTAL FEE: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 NUMBER OF HOURS HOURLY RENTAL FEE FINAL PAYMENT AMOUNT

DATE: \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ STAFF INITIAL: \_\_\_\_\_

CITY ISSUED INSURANCE CERTIFICATE

DATE: \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ STAFF INITIAL: \_\_\_\_\_

## REFUND STATUS - FOR OFFICE USE ONLY

CLEANUP STATUS:       SATISFACTORY       UNSATISFACTORY

## ADDITIONAL CHARGES:

ADDITIONAL HOURS OF USE (\_\_\_\_ HOURS @ \$\_\_\_\_\_ PER HOUR) \$\_\_\_\_\_ TOTAL

ADDITIONAL CLEANUP REQUIRED \$\_\_\_\_\_ TOTAL

DAMAGE TO FACILITY OR EQUIPMENT \$\_\_\_\_\_ TOTAL

DEPOSIT:      REFUNDABLE      AMOUNT REFUNDED: \$\_\_\_\_\_      DATE CLAIM FORM TO FINANCE: \_\_\_\_\_

PARTIALLY REFUNDABLE      AMOUNT REFUNDED: \$\_\_\_\_\_      DATE CLAIM FORM TO FINANCE: \_\_\_\_\_

FORFEITED      BALANCE DUE IF ANY: \$\_\_\_\_\_      DATE LETTER SENT TO APPLICANT: \_\_\_\_\_