



City of Dublin

Sports Fields and Stager Community Gymnasium

Reservation Policies, Rules and Fee Schedule

1. Rental Categories

- **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:
 - *Youth Sports League Organizations – at least 75% Dublin residents.*
 - *Adult Sports League Organization – at least 51% Dublin residents.*
- **Non-Profit Organization:** Organized non-profit groups with current 501(c) (3) or 501(c)(4) IRS status. The submission and approval of a "Non-Profit Organization Verification Form" must be on file with the City.
 - *Groups applying under the Non-Profit Organization classification must have an "Organization Verification Form" on file with the following two documents:
 - 1) Bylaws
 - 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 and for Adult Sports League Organizations, 51% membership must reside in Dublin. **Applications will not be accepted without these items.**
- **Resident:** Individuals must reside or own property within Dublin City Limits
- **Non -Resident:** Individuals not residing within Dublin City Limits
- **Commercial Uses:** Companies or individuals whose events have an admission fee or include the sales of goods or services.

2. Rental Categories Priority Use

Sports Fields

- **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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- **Public Agencies –** Reservations accepted up to nine (9) months in advance of requested dates of use.
- **Dublin Sports League Organizations –** Reservations accepted up to six (6) months in advance of requested dates of use.
- **Residents and Non-Profit Organizations -** Reservations accepted up to four (4) months in advance of requested dates of use.
- **Non- Residents and Commercial -** Reservations accepted up to two (2) months in advance of requested dates of use.

3. Rental Hours of Use

Required rental period is a minimum of one (1) hour per sports field rental and two (2) hours for gymnasium rental. Hours of use must include the amount of time needed for the event, including setup and cleanup. The fields and gymnasium must be vacated by the time specified on the approved Sports Field Rental Application.

Sports Fields are available during the following hours:

- 8:00 AM to Dusk (10:00 PM for lighted fields)
 - Turf fields are available March 1 through December 15
 - Synthetic turf fields are available year-round

Stager Community Gymnasium is available for rental during the following hours when not scheduled for City or Dublin Unified School District activities:

When School is in Session

- Monday-Friday 3:00 PM - 10:00 PM
- Saturday 8:00 AM - 10:00 PM
- Sunday 8:00 AM - 10:00 PM

When School is NOT in Session

- Weekdays 8:00 AM - 10:00 PM
- Weekends 8:00 AM - 10:00 PM

4. Rental Process

- To reserve a sports field or gymnasium, a rental agreement must be submitted for approval a minimum of ten (10) business days prior to the rental date. Submitting an application fewer than ten (10) business days prior require Parks and Community Director approval. In each case, an administrative fee of \$5 per rental will apply.
- Applications are accepted between the hours of 8:00 AM and 5:00 PM, Monday through Friday, holidays excepted.
- 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 the Dublin City Limits. Verification of residence address will be required (valid California driver's license or current utility bill).
- Applications for **continuous use** must include complete schedules, including dates, times, fields and gymnasium requested for practices and games. Approval takes three (3) to five (5) business days; notification of application status will be e-mailed.
- The City reserves the right to book additional events before or after an applicant's confirmed rental time.

5. Rental Deposit

For rentals that are for league play, a tournament or for commercial use, a **\$250.00 Deposit** is due at the time that the application is submitted. The deposit will be returned within 30 days of the last date of the rental, providing there are no violations of the Use Policy, the rental hours exceeded, excessive cleaning required, or damages to the field(s) or gymnasium.

6. Rental Fee Balance

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.

Checks should be made payable to: City of Dublin. Cash, VISA, MasterCard, Discover and American Express are also accepted. *Payments not received by the due date may result in cancellation and forfeiture of the deposit (as applicable).*

7. Insurance Certificate

For rentals that are for league play, a tournament or commercial uses, all applicants 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 at a **minimum 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 the applicant's insurance shall be **primary to any insurance carried by the City of Dublin and/or the Dublin Unified School District**. The certificate shall be properly executed with the original signature of the authorizing agent of the insurance company. **Note: Please contact your insurance provider to check if your homeowner's policy may be extended to cover your facility rental.**

8. Cancellations, Changes and Refunds

- Cancellation requests must be in writing by the applicant and sent by emailing parksandcommunityservices@dublin.ca.gov.
- Refunds and Credits are not issued for unused hours.
- 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 advanced notice as possible.

Sports Fields

- No refund or credit will be issued for a cancellation or reduction of pre-booked hours within ten (10) business days of the rental date.
- If submitted less than ten (10) 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.
- Adding hours fewer than ten (10) 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.
- 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 (4) business days after the scheduled date of use.
- All credits expire one (1) year after the date of issue and can only be used for field or field light rentals.

Stager Community Gymnasium

- Refunds will be handled as follows:
 - If the request is received three (3) months or more prior to the rental date, the deposit will be refunded, less a \$25.00 processing fee. Refunds will be mailed to the applicant within 30 days of receipt of the written cancellation request.
 - If the request is received between three (3) months and 30 days prior to the rental, the applicant will forfeit the deposit unless another user rebooks the date. If the date is rebooked, the deposit will be refunded less a \$25.00 processing fee.
 - If the request is received less than 30 days prior to the rental date, the applicant will forfeit the deposit and one-half of the fees paid (or payable).

- Any Changes in rental hours less than five (5) business days prior to the rental date will be assessed a \$25.00 fee per change.

9. General Rules

- Facility Use Permits cannot be transferred, assigned or sublet.
- Hours of use must include the amount of time needed for the event, including setup and cleanup.
- A responsible adult from the rental must supervise the premises for proper facility use during all rental hours.
- Groups comprised of minors must be supervised at all times by two (2) adults for each twenty minors.
- Parking is permitted in painted parking stalls only.
- Vehicles parked illegally will be cited.

Sports Fields Rules:

- An approved rental permit is required to use the synthetic turf fields.
- Softballs must be rated "Restricted Flight."
- Bases, equipment and field preparation (drag, water, lines, etc.) are not provided.
- Fields scheduled after dusk will require rental of field lights. All rentals must end by 10:00 PM.
- The 60' baseball diamonds are designated for youth use only.
- Lining or marking of the field is not allowed without prior written approval from the City.

Stager Community Gymnasium Rules:

- Tables and chairs provided by the City may not be removed from the facility.
 - Storage is not available.
- Only water may be brought into the gymnasium. Food and drink are not allowed.
- Containers of ice may not be placed in the gymnasium.
- The consumption, serving and/or selling of alcoholic beverages is not permitted.
- P.A. Systems, microphones, TV/VCRs, stand-up podiums and extension cords are not available.
 - The scoreboard is only available for use during official league games.
- Tickets may not be sold at the door as an admission charge unless approved in advance.
- The gymnasium has heating but no air conditioning.
- The bleachers are electric and **must not** be pulled or moved by the user. A Gym Attendant will be responsible for setting up the bleachers. *The bleachers are only available for league games or special events.*
- Chairs will be provided when requested.
- All exit doors must be operable and no part of any hallway, corridor, or exit may be used in a way that obstructs its use as an exit.
- Decorations
 - All decorative materials must be either made of non-combustible substances or treated with State Approved flame-retardant.
 - Confetti or similar materials may not be thrown inside or outside the facility.

10. General Prohibited:

- The consumption, serving and/or selling of alcoholic beverages.
- Glass containers, including bottles.
- The use of tacks, tape, nails, staples or putty on any walls
- Paste, tack, glue or post any sign, placard, advertisement or inscription or erect any sign on the buildings.
- The use of decals, glitter, powders, wax, paint, etc.

- Hitting or kicking balls onto the walls, outside fences or against buildings.
- Spectator seating is only allowed in designed areas off the field.

Sports Fields Prohibited:

- Spectators in dugouts or playing fields during event play.
- SMOKING within 100 feet of any children's playground area, sports fields, sport courts and picnic areas.
- Synthetic turf fields prohibited:
 - Any cleats that are used must be rubber; no metal spikes.
 - No driving in of stakes.
 - Dogs or pets of any kind on the fields.
 - Barbecues, bikes, roller blades, skateboards, motorized vehicles or high-heeled shoes.
 - Food and beverages (*except for water*) including gum, seeds, nuts, candy or sports drinks.
 - Chairs, umbrellas, tents, flags, and other outdoor furniture on the field.
- Stager Community Gymnasium Prohibited:
 - Containers of ice, drinks (Except for water) or food inside the gymnasium
 - SMOKING within the interior of the gymnasium and outside on the school property.
 - The capacity of the gymnasium is 1,428 and is posted in the building.
 - *Overcrowding is forbidden and will result in cancellation of event and forfeiture of all fees paid.*
 - School and City property must be protected from damage and undue wear. Users shall be responsible for the condition of the facility and equipment. The Gym Attendant will record the condition of the facility and equipment before and after each rental. The rental applicant shall pay for repairs to property or equipment damaged during a rental.

11. Locations and Information

Sports Fields Information

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)
- Seven 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
- One lighted 90' baseball field
- Two lighted softball fields
- Four lighted synthetic turf soccer/lacrosse fields

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

- One 60' softball field
- One soccer field

Stager Community Gymnasium is located at 6901 York Drive at Valley High School.

12. Parks and Community Services Director Approval

- Request for exception to the Sports Field and Stager Community Gymnasiums Use Policy must be submitted in writing no later than 30 days prior to the date of use requested. Approval or denial of the request will be issued in writing.
- No equipment storage is allowed at park sites without prior written approval from the Parks and Community Services Director.

The City of Dublin reserves the right to deny the use of Sports Fields or gymnasium 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.

13. Sports Fields and Stager Community Gymnasium Rental Fee Schedule

Rental Category	Turf Field Per Hourly Fee
Public Agencies Dublin Youth Sports Leagues	\$7.00
Non-Profit Organizations	\$16.80
Residents	\$21.00
Non-Residents	\$25.20
Commercial Residents	\$33.60
Commercial Non-Residents	\$40.30

Rental Category	Synthetic Turf Field Per Hourly Fee
Public Agencies Dublin Youth Sports Leagues	\$25.00
Non-Profit Organizations	\$50.00
Residents	\$62.50
Non-Residents	\$104.70
Commercial Residents	\$100.00
Commercial Non-Residents	\$250.00

Rental Category	Lights Per Field Per Hourly Fee
Public Agencies Dublin Youth Sports Leagues	\$25.40
Non-Profit Organizations	\$27.20
Residents	\$34.00
Non-Residents	\$40.80
Commercial Residents	\$54.40
Commercial Non-Residents	\$65.30

Rental Category	Gymnasium Per Hourly Fee
Public Agencies Dublin Youth Sports Leagues Non-Profits (<i>resident only</i>)	\$40.00
Residents	\$60.00
Non-Residents	\$72.00
Commercial Residents	\$80.00
Commercial Non-Residents	\$96.00
Volleyball Net (per rental)	\$10.00

An additional 50% will be charged for use of the facility on designated City holidays pending availability of City staff.



Sports Fields Stager Community Gymnasium Rental Agreement

Phone: 925-556-4500

Email: parksandcommunityservices@dublin.ca.gov

Staff: _____

Reservation Number: _____

FIELD/GYM INFORMATION:

(Facility): Dublin Sports Grounds Fallon Sports Park Emerald Glen Park Ted Fairfield Park
 Stager Community Gymnasium

(Gym Type): Basketball Volleyball

(Field Type): Baseball Cricket Soccer Softball

(Turf Type/Lights): Grass Synthetic (Fallon Sports Park only) Lights (Dublin Sports Grounds and Fallon Sports Park only)

(Field(s) Number): _____ (Field(s) Letter): _____

(Field/Gym Activity): Practice Games Fundraiser Other (Type of Sport or Event): _____
 Tournament (Attendant Fee Required) Estimated Attendance: _____

RENTER INFORMATION:

CATEGORY: Public Agency Dublin Youth Sports Leagues Non-Profit Resident Non-Resident Commercial

Name of Responsible Party: _____ Email: _____

Name of Organization/Company: _____

Address: _____ City/State _____ Zip: _____

Phone Number: Home _____ Cell _____ Work _____

RENTAL DATE INFORMATION:

Rental Date: _____ Day: _____ Start Time: ____:____ AM/PM End Time: ____:____ AM/PM

Rental Date: _____ Day: _____ Start Time: ____:____ AM/PM End Time: ____:____ AM/PM

Rental Date: _____ Day: _____ Start Time: ____:____ AM/PM End Time: ____:____ AM/PM

Rental Date: _____ Day: _____ Start Time: ____:____ AM/PM End Time: ____:____ A M /PM

Please circle all that apply:

Admission/Donation (Fundraiser): Yes/No Proceeds for: _____

Open to the public: Yes/No

Insurance form submitted Yes/No

Deposit Paid Yes/No

SPORTS FIELDS AND STAGER COMMUNITY GYMNASIUM RESERVATION POLICIES AND GENERAL RULES:

Initial _____ By submitting a Sports Fields and Stager Community Gymnasium rental agreement; I have read, agree to and will abide by the Sports Fields and Stager Community Gymnasium policies and rules.

HOLD HARMLESS AND COMPLIANCE AGREEMENT:

The undersigned, hereby agrees to be responsible for any damage to the sports fields or gymnasium 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 agrees that the City of Dublin, its officers, agents, employees and volunteers, 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, agents, employees or volunteers. The undersigned has received a copy of the Sports Fields and Stager Community Gymnasium Use Policy and agrees to comply with the rules and regulations listed therein.

Signature of Responsible Party

Date

Organization