

## **ATHLETIC FIELD USE AND RESERVATION POLICY**

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Sunnyvale

The City of Sunnyvale (“City”) Athletic Field (“Field”) Use Policy has been established to ensure that City-owned, -maintained and -managed park and athletic field facilities, including the fields owned by the Sunnyvale Elementary School District, Santa Clara Unified School District and the Cupertino Union School District (“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 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 Community Services Division of the Library and Community 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: drivers' license, utility or phone bill.

### **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 Discovery. Users must be 18 years of age to make a reservation. Submission of an application does not constitute approval.

To apply for an Athletic Field Use Permit, an applicant must submit a field request form to the Sports and Aquatics Office. Field request forms can be found online at [www.sunnyvale.ca.gov](http://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. Up to five fields can be requested on one application for any number of days per week. Additional applications should be submitted if you want more than five fields. There is a two-hour minimum for field reservations.

### **Eligibility:**

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.
2. Resident (≥51%), youth, volunteer coaches/staff, non-selective membership non-profit (501c3) organizations who have a Special Use Agreement with the City of Sunnyvale.
3. All other rentals. The following criteria will be used to determine order of all other rentals at the start of the application period.
  - a. Applications received in person at the start of the application period. If more than one person is submitting their application at the start of the reservation period, a drawing will take place to determine the order each applicant will be served. The person drawing the lowest number will receive approval preference. Only one person per application may draw a number. If any applicant is submitting multiple applications due to the quantity of fields requested (one application per five fields), the applicant will draw one number per application. Applicants must be present to participate in the drawing. Drawings will take place at the Sunnyvale Community Center Sports and Aquatics Office at the opening of business hours (8:30 a.m.) on the first day of the application period.
  - b. Applications received after the drawing on the first day of the application period through 5pm.
  - c. Applications received prior to the start of the application period.
  - d. All other applications submitted in order of submission.

City has exclusive discretion 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.

<b>Field Reservation Dates</b>	<b>Application Period Begins</b>
March/April/May	5 <sup>th</sup> Wednesday in January or 1st Wednesday in February whichever comes first at (8:30 a.m.)
June/July/August	2nd Wednesday in April at (8:30 a.m.)
September/October/November	2nd Wednesday in July at (8:30 a.m.)
December/January/February*	Not available.

\* Fields are closed for permitted use during winter months. Some drop-in fields may be available. Please inquire December 1 for list of available fields.

**Fees**

<b>Amenity</b>	<b>Resident</b>	<b>Non-Resident</b>
Athletic Field	\$25/hr. or \$175/day max.	\$40/hr. or \$280/day max.
Lighted Athletic Field	\$60/hr.	\$75/hr.
Commercial Non-Exclusive Use Permit	\$25/hr.	\$40/hr.
Basketball Court (Fair Oaks and Washington only)	\$10/hr. per court	\$10/hr. per court

**Lighted Field Fee Schedule**

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

<b>Month</b>	<b>Light Fee Start Time</b>
Early March (through daylight savings)	6:00 p.m.
March - April (starting at daylight savings)	7:00 p.m.
May	7:30 p.m.

June - August	8:00 p.m.
September	7:00 p.m.
October - Early November (through daylight savings)	6:00 p.m.
November (starting at daylight savings)	5:00 p.m.

### **Reservation Cancellations, Changes and Modifications**

It is the responsibility of the permitted organization to notify the Field Coordinator immediately when an approved permit date(s) is no longer needed. Cancellations must be made in writing and submitted to and received by 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 for rained out dates will be refunded 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. No fees are charged for the use of any park area for non-exclusive use. Securing a permit for non-exclusive use is recommended for groups of 20 participants including spectators or larger for City staff to prepare for facility use. Fees may be applicable and additional rules and regulations will apply to commercial use and large scale events and activities. \*

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 facility.
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 facility.
3. No portion, section or public facility in any park area have access restricted to park visitors.
4. No park user shall charge any fee or impose any condition that would restrict free access to all park areas and facilities by the public.
5. PA systems and megaphones are not allowed.
6. All General Facility Use Rules apply.

\*Commercial use of public park facilities require a use permit (Sunnyvale Municipal Code 9.62.070 (f)). See section "Special Events Permits" for description of events that may also require a Special Event Application.

### **Insurance Liability**

A valid insurance certificate may be required for use of any City or District field. The insurance certificate must afford one million dollars (\$1,000,000.00) of general liability coverage per occurrence and two million dollars (\$2,000,000.00) 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.

- If you or your organization does not currently carry general liability coverage, you may purchase general liability / special event coverage through the City's tenant user liability program (TULIP).

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

### **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 is limited to the times and dates indicated on the permit. Any changes are subject to availability and approval by the department.
4. Intended use stated on the application may or may not be approved by reservation staff. Rentals in direct conflict of City of Sunnyvale programs will not be approved.
5. 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.
6. Fields located on school property are not reservable when school is in session.
7. Fields reserved exclusively for your activity are indicated on your permit. Other 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. 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. A field use permit will be issued after all requirements have been met and payment has been received. A request for field use does not constitute approval.
12. 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.
13. 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, the City is not obligated to provide an alternate facility but a full refund will be given.
14. 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.
15. 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.
16. All dogs must be on a leash and owners must clean up after their dogs.
17. The City of Sunnyvale has banned use of foam plastic food and beverage containers by food vendors effective April 22, 2014 and, as of April 22, 2015, retail sales of these items. To protect the local environment, we ask your cooperation in not using foam food containers (also known as "Styrofoam") at your event.
18. Alcohol and food is not permitted on the fields including spectators. For information on picnic rentals,

go to <https://sunnyvale.ca.gov/community/reservations/default.htm>.

19. Food trucks are not allowed in City Parks or in City Park parking lots without a permit. See Municipal Code 5.26.040. Permits may be secured through the Special Event Process. See “Special Event Permits” for additional information.
20. Smoking is prohibited in all public parks pursuant to Municipal Code 9.28.020(e).
21. Athletic fields may be lined by permit only. Please see section titled “Use of special equipment and field lining” for further information.
22. 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. Soccer practices shall not be held on the infield area of a softball or baseball diamond.
5. Softball, baseball and T-ball practices shall be held only on designated ball fields to prevent injuries to other park users.
6. Do not drive or park cars, motorcycles or other motorized vehicles on turf areas or pedestrian pathways.
7. 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.
8. Do not overcrowd fields by scheduling multiple games in reserved areas. Allow a safe distance between fields for safe passage of spectators and participants.
9. Report hazards on City property to the Field Coordinator at [fieldrentals@sunnyvale.ca.gov](mailto:fieldrentals@sunnyvale.ca.gov) or call 408-730-7376.
10. 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.
11. 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.
12. The City’s maintenance staff has the authority to close fields due to unsafe field conditions.
13. 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.

### **Amplified Sound**

Any system for amplifying sound, whether for speech, music, or otherwise is prohibited in Sunnyvale parks without a permit (SMC 9.62.070). Permits are available (\$25) for Baylands Park and through the Special Event process for neighborhood parks. 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. Different color lines should be used for different sports. Soccer shall use white, rugby (blue), football (orange) and lacrosse shall use yellow unless instructed to do otherwise.

### **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. This practice helps to ensure that the fields will meet quality standards throughout the year.

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.

In consideration of the year-round recreation needs of the community, each year three to six fields will be exempt from seasonal closure and are available for drop-in/casual use and may be available for permitted play. They will still be subject to temporary closure during that time for the previously stated reasons. To determine which fields are open during the winter, call the turf hotline.

### **Special Event Permits**

Visit [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov) to learn about the Special Event Permit process and to determine if your event requires one. In general, if your event meets one or more of the following criteria, you may also be required to complete a Special Event Application:

- Your event is a tournament, parade, run/walk, carnival or festival.
- Attendance is expected to exceed 100 people
- Advertised and open to the public
- Your event requires traffic/intersection control
- Parking needs exceed the capacity of the venue
- You intend to sell, vend or offer services for sale

All Special Event Applications are due to the City **at least 6 weeks before the proposed event. If your event has an anticipated attendance of over 750 people, applications must be submitted at least 8 weeks in**

**advance. For more information, contact the Special Event Coordinator at 408-730-7599 or [events@sunnyvale.ca.gov](mailto:events@sunnyvale.ca.gov).**

### **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](mailto: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. User group is responsible for normal maintenance including: cleaning, lamp replacements, clearing of sink stoppages and pest management due to storage of food in the building.
7. 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.
  - o 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.
  - o 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. Groups or organizations holding a current Snack Shack Agreement with the City of Sunnyvale, and then only if the barbecue or grill is 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 Community Services or his/her designee. 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							Other
		Youth Soccer	Adult Soccer	Backstop	Little League Diamond	80' Baseball Field	90' Baseball Field	Softball Field	
Baylands	1								Meadow Field
Bishop School	2		1	1					
Braly School	1	1		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	2		2				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				
Ponderosa 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.