

CITY OF PATTERSON

Sports Field Reservation Handbook

2019 Allocation Year-Revised 6/11/19



Parks & Recreation Department
1033 W Las Palmas Ave, Patterson, CA 95363
Phone (209) 895.8080
Fax (209) 895.8189
Email recreation@ci.patterson.ca.us

TABLE OF CONTENTS

Introduction	page 3
Annual Field Allocation Process	pages 4-7
Sports Field User Fees	pages 8-10
General Rules/ Scheduling	page 11- 13
General Field & Facility Use Policies	pages 14-16
Rules of Conduct	page 17
Special Permits & Requests	pages 18-19
Additional Tournament & Special Event Requirements	page 19-20
Measures to Ensure Adherence to Policy	page 21
City Sports Facilities Chart	page 22
User Acknowledgement Form	page 23

SPORTS FIELD RESERVATION HANDBOOK

INTRODUCTION

Thank you for considering the City of Patterson for your next sporting event, game or practice. The City's Recreation & Community Service Department administers the allocation and reservation of City-owned and operated sports fields to non-profit, private and commercial users.

The City of Patterson recognizes the importance of providing safe, well-maintained and aesthetically appealing fields to all users. The policy provided herein reflects this philosophy, as well as the City's desire to provide an outstanding quality of life through park amenities and facilities.

Please carefully review this handbook prior to submitting your request for field usage and sign the Acknowledgement Form on the last page of the Handbook to signify that you (and/or the representing organization) have read and understood the information and policy herein.

Contact information for the Community Facilities Division is as follows:

Patterson Recreation and Community Service Department
1033 West Las Palmas Ave
Patterson, CA 95363

Business Hours:

Monday – Thursday 8:00 am – 6:00 pm

Friday* 8:00 am – 5:00 pm

Phone (209) 895.8093

Fax (209) 895.8189

Email recreation@ci.patterson.ca.us

City website: www.ci.patterson.ca.us

After hours/ weekends Reservation Contact: (209) 495.2370

Weather/Field Condition Hotline: 209.895.8080

ANNUAL FIELD ALLOCATION PROCESS

Each winter, the City of Patterson initiates its annual sports field allocation process for user groups interested in renting fields for the approaching calendar year. Field Allocation Applications can be obtained by contacting the Recreation Department at (209) 895.8080, in person at The Recreation Department (1033 West Las Palmas Ave), or via email to recreation@ci.patterson.ca.us. **Submittal of a Field Allocation Application does not guarantee that the rental request(s) has been authorized. Please remember to include map of planned field lining/subdivisions with dimensions for EACH field requested.**

Date	Process
December 1, 2018	<ul style="list-style-type: none"> • Staff sends email invitation to Field User Group Meeting to current user groups with: Handbook draft, application, and timeline. • Information is posted on the City website for new users interested in applying.
December 14, 2019	<p><i>Field User Group Allocation Meetings</i></p> <ul style="list-style-type: none"> • Field user groups come prepared to discuss their needs, issues and concerns and are encouraged to submit agenda items for discussion. • Meetings topics will also include maintenance updates, policy review, and field issues.
March-June Allocations	
January 10, 2019	<p>Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for January – June allocations, and ALL weekend tournaments for 2019. (Late submittals forfeit priority.)</p>
February 8, 2019	<ul style="list-style-type: none"> • Staff works with user groups to negotiate and adjust schedules. • Staff issues draft field rental schedules and rental fee statements to each user group for January-June permits.
February 15, 2019	<ul style="list-style-type: none"> • Staff issues final schedule for permits March-June. • Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment of permit application fee and all field deposits, plus proof of insurance.
July-October Allocations	
April 11, 2019	<ul style="list-style-type: none"> • Staff sends email invitation to Field User Group Meeting to current user groups with: Handbook draft, application, and timeline. • Information is posted on the City website for new users interested in applying.
April 30, 2019	<p>Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for July – December allocations. (Late submittals forfeit priority.)</p>
May 15, 2019	<ul style="list-style-type: none"> • Staff works with user groups to negotiate and adjust schedules. • Staff issues draft field rental schedules and rental fee statements to each user group for July-December permits.
May 31, 2019	<ul style="list-style-type: none"> • Staff issues final schedule for permits July-December. • Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment of permit application fee and field deposits, plus proof of insurance.

ANNUAL FIELD ALLOCATION PROCESS, CONT'D

Grounds for Denial or Cancellation of Permit

- **Submittal of an application does not guarantee that the rental request has been authorized.**
- The City will not Co-sponsored any leagues or tournaments.
- Due to space limitations regarding parking and spectator capacity, softball tournaments and soccer tournaments may not be at the same location.
- A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Patterson or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.
- Permits may be cancelled for failure to adhere to policies outlined in the Sports Field Reservation Handbook, as presented herein.
- Applicants have the right to appeal a permit denial or cancellation (see **Measures to Ensure Adherence to Policy**).

Payments (see **Sports Field User Fees**)

- Permit Application Fee, Damage Deposit and Bases Deposit (if applicable) are due upon submittal of Facility Rental Application.
- Personal checks will **not** be accepted on behalf of a non-profit, for-profit, or commercial organization. Checks must be issued by the associated organization.
- Tournament payments are due 14 days prior to the tournament start date.
- Lighting, fencing and field prep fees are due no later than 5 business days prior to the scheduled practice, game, or tournament start date.
- The following payment plan options for field rental fees are available:
 - *Payment in Full/ Bulk Payment:* Renters may pay for their rentals in full, or issue a bulk payment to their account which will be charged against until the balance is exhausted. A field use permit will only be issued for the rentals that the payment balance can cover.
- Organizations approved for a monthly payment plan will find payment plan due dates and monthly totals at the bottom of their facility use permit. Organizations are responsible for ensuring monthly payments are made by the 15th of each month.
- **IMPORTANT: Late payments will result in consequences up to and including cancellation of the current permit and/or loss of priority for the following allocation year.**

Verification of Patterson Residency

Residency percentages will be established using rosters from the most current or prior season. Organizations or individuals that do not have rosters from the previous season will initially be assigned to Group D or E. Rosters must be submitted with the initial field request and must include the head coach's full name, home address, email address, phone number, and each youth participant's full name, home address, and phone number.

Cancellation & Refund Policy

Any requested cancellations or changes made to the Facility Use Permit must be submitted in writing to the Recreation Department.

- *Practices/Games:* Cancellations made a minimum of 10 days prior to the practice or game will receive a full credit of rental fees. Any cancellations requested less than 10 days in advance will not receive any credit of fees.
- *Tournaments & Camps/Clinics:* Cancellations made a minimum of 30 days prior to the start of the tournament/camp/clinic will receive a full credit of rental fees. Any cancellations requested less than 30 business days in advance will not receive any credit of fees.

If an event is cancelled after it has started due to rain or inclement weather conditions, such as high temperatures or weather that impairs vision, the base rental fee will be pro-rated to the percentage of games played, less 10% of the whole (e.g., if 70% of games were played, 60% of fee base would apply). All maintenance and light charges will apply for the time period that the fields were in use. Credits/refunds will not be issued for unused hours that were not caused by rainouts or inclement weather.

Field Allocation Priority Classification

Field allocations will be established based on the following priority classification groups:

- A. City recreational programs or leagues
- B. School District Programs
- C. Organizations comprised of at least 80% Patterson residents
 1. Youth non-profit
 2. Youth commercial
 3. Adult non-profit
 4. Adult commercial
- D. Organizations comprised of less than 80% Patterson Residents (Tournament Organizations NSA, USA, USSSA, AAU)
 1. Youth non-profit
 2. Youth commercial
 3. Adult non-profit
 4. Adult commercial
- E. General public (private individuals)

Please note, if all things are considered equal, special consideration will be given to organizations with Reservation History with the City of Patterson and organizations' past performance history.

“Commercial” use shall be defined as “Any activity conducted in or on a City facility where monies are collected for the specific purpose to financially benefit an individual, business or organization, non-profit corporations excluded.”

Facility Use Permits

- **Permitted hours of use must include set-up and clean-up time.** Users may not access field prior to their permitted rental time, and the field must be vacated at the time specified in the Facility Use Permit.

- Field users must have a copy of their Facility Use Permit on hand during each rental and must be prepared to present it to City staff on demand; electronic versions are acceptable. Field users without permits may be asked to vacate the field (see **Rules of Conduct**).
- Permission for activities beyond the scope of normal league play (practices or games) must be requested in writing at least 30 days in advance, and approved activities must be listed on the Facility Use Permit (see **Special Permits & Requests**). **Please see SPECIAL EVENT PACKET.**
- Use of Patterson Sports Complex, Sports Park Triangle is ***by permit only***.
- The City reserves the right, on a case-by-case basis, to add conditions or modifications to the Facility Use Permit.
- The Facility Use Permit includes all approved days and times. Not all requests can be granted. Please check your permit carefully prior to scheduling practices and games.
- Reservations may not be transferred, assigned, or sublet to any outside organizations.

SPORTS FIELD USER FEES

Fees are reviewed annually and updated according to the Master Fee Schedule adopted by the Patterson City Council, effective on or around each July 1.

Application & Special Fees

Fee	Practice/Game Fees	Tournament Fees
Permit Application Fee	\$35 per application TBD	\$35 per application TBD
Damage Deposit*	\$100 per field	\$100 per field
Deposit for Baseball/Softball Bases*	\$250 per application TBD	\$250 per application TBD
Gate Fee (if charging admission)	\$125 per day TBD	\$125 per day TBD
On-site Staffing Fee	\$28/hour TBD	\$28/hour TBD
Vehicle Access Pass	\$10/per vehicle/per season TBD	\$10 per vehicle/per event TBD
Portapotty Fee**	As billed by vendor	As billed by vendor
Dumpster Rental/Disposal Fees**	As billed by vendor	As billed by vendor
Traffic & Parking Control	Actual costs (to be determined by Director)	Actual costs (to be determined by Director)

*Damage Deposits and Deposits for Baseball/Softball Bases are refunded at the conclusion of the rental period.

** May be pro-rated and shared by facility user groups.

Field Use Fees

Patterson Sports Complex (Ball Diamonds 1 or 2)

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$10/hour	\$20/hour	\$200 per field/per day	\$20 per field/per hour/2 hour minimum
Non-Profit Adult	\$20/hour	\$20/hour	\$200 per field/per day	\$20 per field/per hour/2 hour minimum
Private	\$30/hour	\$20/hour	\$250 per field/per day	\$20 per field/per hour/2 hour minimum
Commercial	\$40/hour	\$20/hour	\$300 per field/per day	\$20 per field/per hour/2 hour minimum

Field Use Fees

Patterson Sports Complex (Soccer Field)

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$10/hour	\$20/hour	\$200 per field/per day	\$20 per field/per hour/2 hour minimum
Non-Profit Adult	\$20/hour	\$20/hour	\$200 per field/per day	\$20 per field/per hour/2 hour minimum
Private	\$30/hour	\$20/hour	\$250 per field/per day	\$20 per field/per hour/2 hour minimum
Commercial	\$40/hour	\$20/hour	\$300 per field/per day	\$20 per field/per hour/2 hour minimum

Field Use Fees

Patterson Sports Complex (Triangle Field)

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$10/hour	\$20/hour	\$200 per field/per day	\$20 per field/per hour/2 hour minimum
Non-Profit Adult	\$20/hour	\$20/hour	\$200 per field/per day	\$20 per field/per hour/2 hour minimum
Private	\$30/hour	\$20/hour	\$250 per field/per day	\$20 per field/per hour/2 hour minimum
Commercial	\$40/hour	\$20/hour	\$300 per field/per day	\$20 per field/per hour/2 hour minimum

Field Use Fees

Felipe Garza Jr Park

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$10/hour	\$20/hour	\$200 per field/per day	\$20 per field/per hour/2 hour minimum
Non-Profit Adult	\$20/hour	\$20/hour	\$200 per field/per day	\$20 per field/per hour/2 hour minimum
Private	\$30/hour	\$20/hour	\$250 per field/per day	\$20 per field/per hour/2 hour minimum
Commercial	\$40/hour	\$20/hour	\$300 per field/per day	\$20 per field/per hour/2 hour minimum

Field Use Fees

Walnut Grove Gym

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$10/hour	\$20/hour	\$200 per field/per day	\$20 per field/per hour/2 hour minimum
Non-Profit Adult	\$20/hour	\$20/hour	\$200 per field/per day	\$20 per field/per hour/2 hour minimum
Private	\$30/hour	\$20/hour	\$250 per field/per day	\$20 per field/per hour/2 hour minimum
Commercial	\$40/hour	\$20/hour	\$300 per field/per day	\$20 per field/per hour/2 hour minimum

Field Prep Fees

Light Watering TBD	Light Field Prep TBD	Full Field Prep TBD
\$10 per field	\$20 per field	\$50 per field
<ul style="list-style-type: none"> • Light watering* of the infield between the lines 	<ul style="list-style-type: none"> • Dragging infield between lines only • Light Watering* • Touch up lines as needed 	<ul style="list-style-type: none"> • Dragging entire field • Heavier watering* for dust and to soften the surface • Re-line entire field • Re-pack holes at batters boxes and pitchers plate as needed (time permitting)
8 minutes per field, approx.	15 minutes per field	45 minutes per field

*Watering may not be available depending on mandated water restrictions in effect at the time.

GENERAL RULES/SCHEDULING

Hours of Use

- Sports field rental hours: 7:00 am – 9:00 pm (may vary based on specific site/facility). Recreation Director may override later time per request.
- A minimum two-hour rental is required per field.
- Rentals on City Holidays are contingent upon staff availability.

Allocations & Scheduling

- Fields are initially allocated during the **Annual Field Allocation Process**. Requests for additional use of fields after the Field Allocation period will be addressed on a first-come, first-served basis.
- Only an Authorized Agent listed on the City’s field rental account will be allowed to book fields for their affiliated organization or request changes to organization’s permit(s). Organizations are allowed up to two (2) authorized agents. Coaches or other individuals must receive permission in writing from their league representative to book fields for the organization, or under the organization’s name.
- Fields shall be assigned based on the **Field Allocation Priority Classification** and the **In-Season Priority Schedule**. If two or more user groups fall equally within the same classification, the City of Patterson will consider the following factors when allocating fields: percentage of Patterson residents in the organization, size of the organization, number of field hours requested, returning events/ tournaments, the amount of girls in league and performance history.
- Tournaments or events that have been occurring on a specific date or weekend that are rooted in historical significance (i.e hosted for multiple years) will be given priority; the dates and tournament rental request must still be submitted in writing during the allocation period.
- Due to space limitations regarding parking and spectator capacity, softball tournaments and soccer tournaments may not be booked simultaneously at the same location.
- The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the sports park. Reservations or events that have a history of issues may be required to provide additional security at the expense of the applicant prior to approval.
- All first-come, first-served field reservations requests and all field prep requests must be submitted and paid for a minimum of fourteen (14) business days in advance.
- **Submittal of an application does not guarantee that the rental request has been authorized.**
- Reservations may not be transferred, assigned, or sublet to any outside organizations.

Weekly Reservation/Field Prep Processing Schedule

*Please note: Requests, Changes, and Field Prep must be submitted at least five (5) business days in advance

Ball Diamond Prep Requests	TBD	X
Request for Permit Changes	14 Days Prior	X
New Field Requests that are Approved are Published	14 Days Prior	X
Field Prep Schedule Published TBD	None	X
Permit Changes that are Approved and sent to requestor	14 Days	\$5

GENERAL RULES/SCHEDULING, CONT'D

In-Season Priority Schedule

Scheduling priority shall be assigned to sports during their traditional, in-season time frames.

Usage	March-June	July-October
Primary User	Baseball/Softball/Cricket	Football/Soccer
Secondary User	Football/Soccer	Baseball/Softball/Cricket

(See page 8 for Dates)

Insurance

Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate:

- Insured's name is the same as listed on the sports field rental application.
- Minimum of \$1,000,000 General Liability Insurance, and \$2,000,000 Aggregate
- Name the City of Patterson as "Additional Insured"
- If selling items of any kind, a product liability endorsement to the user's general liability is required.
- Certificate Holder: City of Patterson/Recreation and Community Services Department
1 Plaza Patterson, CA 95363

Performance History

The City reserves the right to limit or revoke field allocations/access based upon an organization's performance history including: compliance with established rules and policies, field conditions after use, unruly behavior of participants and guests, or overdue or outstanding payment. Requests for field allocations will not be considered if unpaid or overdue balances exist on the user's account.

Proof of Non-Profit Status

An organization's non-profit status must be on file and current in order to qualify for a non-profit priority classification. An organization must demonstrate its non-profit status by:

- Being registered as a non-profit business or corporation with the State of California **or** an acknowledged IRS 501(c) organization, **and**
- Maintaining good standing (business entity status "Active") with the State of California Secretary of State's office (www.kepler.sos.ca.gov).

Verification of Patterson Residency

Residency percentages will be established using rosters from the most current or prior season. Organizations or individuals that do not have rosters from the previous season will initially be assigned to Group D or E. Rosters must be submitted with the initial field request and must include the head coach's full name, home address, email address, phone number, and each youth participant's full name, home address, and phone number.

Cancellation & Refund Policy

Any requested cancellations or changes made to the Facility Use Permit must be submitted in writing to the Recreation Department.

- *Practices/Games:* Cancellations made a minimum of 10 days prior to the practice or game will receive a full credit of rental fees. Any cancellations requested less than 10 days in advance will not receive any credit of fees.
- *Tournaments & Camps/Clinics:* Cancellations made a minimum of 30 days prior to the start of the tournament/camp/clinic will receive a full credit of rental fees. Any cancellations requested less than 30 business days in advance will not receive any credit of fees.

If an event is cancelled after it has started due to rain or inclement weather conditions, such as high temperatures or weather that impairs vision, the base rental fee will be pro-rated to the percentage of games played, less 10% of the whole (e.g., if 70% of games were played, 60% of fee base would apply). All maintenance and light charges will apply for the time period that the fields were in use. Credits/refunds will not be issued for unused hours that were not caused by rainouts or inclement weather.

GENERAL FIELD & FACILITY USE POLICIES

Authorized Agent/League Contact

An applicant representing an organization renting a City facility, an authorized agent also known as a league contact, is required to provide a letter on letterhead from the agency or organization specifically authorizing the individual to conduct business with the City of Patterson to reserve a facility on the organization's behalf, and signed by the individual listed on the business license, a titled officer, or designated signatory. The Authorized Agent shall be the single point of contact for City staff. Organizations are allowed up to two (2) authorized agents per organization.

Bases

Bases are available for rentals at Patterson Sports Complex upon request and receipt of Deposit for Baseball/Softball Bases.

Damages

The renter agrees to reimburse the City for all costs incurred by damages including, but not limited to, the facility, furnishings, fixtures, field turf, additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by renter, sponsoring organizations and/or attendees. Clean up of shells from seeds and nuts on fields or in dugouts shall be charged at the Maintenance Worker hourly rate. Reimbursement for such expenses may be deducted from the security deposit.

Equipment Storage

Items are not permitted to be left at or locked to any of the City of Patterson property. The City of Patterson is in no way responsible for storing any items belonging to a renter unless said renter has paid a rental fee for storage space.

Field Lining – Soccer

Access to facilities to line fields must be scheduled in advance with the Community Services Division. *See also: Subdivision of Fields Pg. 12*

The following conditions have been agreed upon by current soccer user groups for the lining of soccer fields and shall be enforced unless an alternative has been specifically approved in writing by the Director:

- Fields must be lined with approved athletic marking paint only.
 - Full-size (11v11) fields shall be marked in WHITE paint
- Modified fields shall be contained fully within a standard full-size field and shall be marked in BLUE or another color collectively agreed upon by the soccer user groups
- All paint dispensers and buckets must be removed from the premises
- Paint shall not be dispensed into the storm drain
- Do not "over line" other prepared lines
- Fields cannot be lined before 3:00 pm on weekdays or when other teams are playing on fields.

Please note: failure to comply with established guidelines may result in relocation of fields, suspension of field use, revocation of permit, and/or suspension of organization from City field use

Field Preparation Requests – Baseball/Softball

Requests to have City staff line and/or prep baseball/softball fields for games or tournaments must be received by 12:00 noon on the Monday prior to the reservation with a minimum of five (5) business days' notice. Field maintenance personnel are not available unless previously requested. If field maintenance is requested, ample

time must be provided between games for servicing of the fields. Staggered start times for games are required to assure that your maintenance needs are met. Participants are not allowed on the fields until all prep work is complete and equipment is removed.

Food & Beverages

Please limit food and beverages that are brought in from outside at sports facilities. Items that are **not** permitted include: glass containers **Park Rules (Ordinance 74, 598 & 688)**, peanuts in shells, sunflower and other seeds in shells. A concessionaire provides food and beverage service at the Patterson Sports Complex and will be provided in 2019, and *no outside food and drink* is permitted at these facilities unless specifically designated in writing by City staff. If an organization is non-compliant this may result in a loss of security deposit.

Field Maintenance/Closure

Field conditions are assessed based on both the short-term (Days/Weeks) and the long term (Months/Seasons) impacts to each field's playability. City staff will determine if the fields are open or closed. An annual rest and renovation of fields is scheduled at the Patterson Sports Complex to maintain field sustainability. The City attempts to be flexible in accommodating user groups, but ultimately, the health and safety of the user and the conditions and playability takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for use. No user groups shall use fields that are closed for renovation or repair.

Foot Protection

Metal cleats are not allowed during softball, baseball, or soccer play at the Sports Complex.

Garbage

The City of Patterson provides garbage cans and dumpster(s) at most sport field locations. All renters are responsible for cleaning up debris and trash on all fields and common areas following field use. Any trash left behind by the renter will be picked up by City Staff and labor costs will be deducted from the deposit. If an organization is non-compliant this may result in a loss of security deposit.

Hours of Use

Following Good Neighbor Policy and respecting residential spaces and the community surrounding sport fields, the following hours of use have been established for all sport fields:

Soccer games may be scheduled Sunday through Saturday from 7:00 am until 9:00 pm. Fields may be accessed at 7:30 am for warm-ups, but games cannot begin until 8:00 am.

Softball and baseball games may be scheduled Sunday through Saturday from dawn until 9:00 pm. Fields may be accessed upon completion of field preparations and approval of City staff, but games cannot begin before dawn. Teams and players may not be on the field at any time during field preparations or maintenance.

Other sports, games and practices may be scheduled Sunday through Saturday from 8:00 am until 9:00 pm. Fields may be accessed at 7:00 am for warm-ups, but games cannot begin until 8:00 am

Notice of Non-Use of Field/Releasing Fields

Field users must notify the Community Facilities Division to report any reserved time that can be released for general public use or to other groups. Continued non-use of a rented, permitted field may result in revocation of the permit of the allocated field.

Pets & Leashed Animals

Animals must be leashed at all times at City parks and sports fields. Animals may not access fields while games are in play. Owners are responsible for picking up after their animals while on/in parks, parkways, trails or other public areas.

Rainouts & Inclement Weather

In the case of active rain, all fields are closed during the time of actual rain; the fields are then reassessed once the rain has ceased. On occasion, on a non-rainy day, staff will determine a field to be closed based on excessive rains during the previous day(s), which have left conditions unsafe for use, even though the rain has stopped. Fields may be closed due to: frost, excessive heat, Bad Air quality, Thunder or lightning and or standing water on the Field. **Weather/Field Condition Hotline: (209)895.8080** (*typically updated by 3 pm each day*). If a field is closed due to weather, credit for field closures will be applied the following month to organizations account based on the Field Closure Calendar.

Subdivision of Fields

Soccer fields may be subdivided for players ages 12 and under (U12). All requests to subdivide fields **must** be submitted with the Facility Rental Application, and a diagram of the proposed field subdivision must be included. Staff will review the request and will come to a decision based on the impact of wear and tear of the fields. See also: ***Field Lining – Soccer pg. 12***

Soccer user groups have collectively agreed on the following guidelines:

- 9v9 fields must run in the same direction as 11v11 fields
- 7v7 and smaller fields may run in the opposite direction as 11v11 fields

Subleasing of Fields

When permits are issued, a specific field(s) is reserved for the user, to the exclusion of others. Groups may not assign their scheduled time to other groups. Reserving Party is Responsible for any damages to the reservation site. Any such action will result in the loss of rental/allocation privileges. Recognizing this exclusivity, groups should only reserve the fields they intend to use.

Turf Management

To insure the long-term health of City turf and sports fields, the number of games/hours of use at each facility are limited on a seasonal and weekly basis. Without such limitations, the impact on these facilities can have a negative long-lasting effect on the sports fields.

In order to maintain playable fields, fields may be limited to no more than 20 hours of field usage per week. In-season field closures may occur if staff determines fields have deteriorated due to wear and tear, or in cases of inclement weather, such as rain or frost. **In preparation for large tournaments, fields will be closed and not scheduled for use the entire week prior to the tournament.**

It is the responsibility of all field users to protect the turf from excessive wear and tear. Users should rotate locations of training and equipment, including but not limited to: ladders, cones, pitching practice, etc. Additionally, users shall not use fences, bleachers or other amenities as targets for practicing or warming up.

RULES OF CONDUCT

Use and Service of Alcohol - The use of alcohol in the Center is granted by written permission in advance and must comply with applicable law and the provisions of this Use Policy. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event. Additional regulations and specifications may be required in the facility use permit for any event.

- a. "Alcohol use" refers to any beverage that contains any amount of alcohol.
- b. Security is required to be present at all events at which alcohol is served.
- c. Alcohol shall not be served to those 20 years old or younger. **Alcohol will NOT be permitted at youth orientated events, which include but are not limited to birthday parties, graduations, baptisms, and christenings.** The user's failure to comply, monitor and enforce this provision is grounds for terminating the activity immediately and forfeiture of the refundable deposits and all of the room fees.
- d. No guest may bring in alcohol. Host only to provide approved alcohol.
- e. Serve drinks in plastic cups only.
- f. Wine or champagne glasses may be used for catered events.
- g. Injuries caused to any person as a result of alcoholic beverages being served and/or consumed on City premises, including but not limited to the Hammon Senior Center, shall be the sole responsibility of the organization, its sponsor or the adult representative, who, as a condition of signing the use permit for the facility agree to indemnify the City for any such injuries.
- h. Alcohol may neither be served nor sold prior to the scheduled start of the event nor until the approved security officers arrives at the Center unless the requirement for security has been waived altogether.
- i. Alcohol may not be served nor consumed outside of the room approved for use.
- j. Alcohol may not be served nor consumed outside the building or in the parking lot.
- k. No gang colors insignia.
- l. License Requirements (when alcohol is to be sold).
 - i. No sales or requests for donations for alcohol are permitted without a license from the State Alcoholic Beverage Control Board (A.B.C.) fourteen (14) days in advance.
 - ii. A copy of your Hammon Senior Center contract must be furnished to A.B.C. when applying for the license.
 - iii. Copy of the A.B.C. license and Police Alcohol permit must be furnished to the Hammon Senior Center a minimum of seven working days prior to the event.
 - iv. A copy of the A.B.C. license and Police Alcohol Permit must be posted in plain public view near the bar, or other location, where the alcohol is being served.
 - v. Non-Profit Organizations: A one-day alcoholic beverage permit can only be issued to Non-Profit Organizations.
 - vi. Private Parties: Private parties (i.e. weddings, anniversaries, birthdays, meetings, or anyone other than a Non-Profit organization), shall not sell alcohol on their own, but must arrange this through a licensed caterer. The caterer must have a License, (Type 47 or 48) which enables the caterer to sell beer, wine, and distilled spirits (hard liquor). If the caterer does not have this license the private party cannot sell alcohol. NO EXCEPTIONS. It is illegal for a private party to sell alcohol on their own.
- m. The service of alcohol at any event must cease as stated on the Police Alcohol permit.
- n. All alcohol must be distributed from behind a table or a bar by an adult, over the age of 21, who is to be responsible for insuring that no minors are served.

- o. When serving champagne, all bottles must be opened in the kitchen prior to serving. Champagne bottles may not be opened in the banquet rooms. All unopened bottles must be stored in the kitchen.

Maintenance and Security service must be present throughout the ninety (90) minute clean up.

Cooperation with City Staff and Other Field Users

All teams must engage appropriately with staff and with one another, and not interfere with the use of fields by other user groups. Refusal to comply with City staff instructions may result in a directive to vacate the field. These actions will be documented in the renter's file, and may result in disciplinary action and/or impact future organization allocation or scheduling requests. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.

Good Neighbor Policy

Please arrive quietly and depart in the same manner to avoid disrupting the neighborhood especially after the late games.

Balls and /or any other equipment thrown, batted, kicked, or otherwise propelled that land on private property are not to be retrieved without permission of property owner. Do not climb walls or enter gates to gain access onto private property. For assistance, contact the Facility Attendant.

Inappropriate Behavior

Any type of indecent exposure including public urination or any other inappropriate exposure will not be tolerated. Vulgarity of any kind including but not limited to foul or offensive language shall not be used during any time of the duration of the rental. The Stanislaus County Sheriff's Department will be contacted immediately should individuals become unruly and further enforcement is needed.

Police Enforcement

If a renter refuses to comply with City Field Rental Policies or follow the request of a City staff member, Non-Emergency Dispatch will be notified for assistance. For your own convenience, in the case of an emergency, please call 911.

Non-Emergency Policy Number : 209.522.2468

Special Event Packet

SPECIAL PERMITS & REQUESTS

The following items may require approval from multiple City departments and require an advanced written request to process. Upon approval, City staff will add notes and issue a revised copy of your permit.

Audio/Visual Equipment

The City must be notified via the Tournament Application if the renter wishes to project sound or music from a loud speaker or stereo, have a DJ present at their event, or have lighting/visual media displayed at the event.

Barbecues

The use of barbecues is permitted in designated areas away from the field. Tournaments must be requested in writing and added to the Facility Use Permit for all other park/field rentals. All barbecues and/or cooking on site must be approved by Fire Inspection and/or County Health if vending or serving to the public.

Barbecues must always also be in an approved designated area at least twenty feet from the nearest tent and supervised to prevent injury to bystanders. Use of barbecues at the Patterson Sports Complex is only permitted in the picnic area located in the northeast corner of the complex.

Concessions & Merchandise Sales

The sale of items in any City park is prohibited without a permit from the Community Facilities Division. Users interested in selling merchandise items at a City park or facility, or food and beverage at facilities where no concessions are provided, must request authorization to do so in writing, obtain a permit from the Parks and Community Service Department, as well as the county, and obtain a product liability endorsement as part of the insurance certificate.

Gate Access

Access to the gated areas at Patterson Sports Complex will be opened at the time of permit. Contact the Community Facilities staff for gate access at other times (storage access, etc.).

Parking & Overnight Policy

Unless the Permit expressly allows it, no overnight parking of vehicles in City parking lots is allowed at any time (this includes RVs, trailers, and other camper vehicles). Individuals or organizations cannot charge or collect revenue for the use of public parking.

The south parking lot at the Patterson Sports Complex is for emergency vehicle access and use only. Facility gates close nightly when permitted use of the facility ends. Vehicles parked in that area will be towed at the owner's expense. Vehicles parked in City-only parking spots at Patterson Sports Complex will be towed at owner's expense. No person shall stop, stand, or park any vehicle over twenty (20) feet in length in any municipal parking lot, either day or night. City staff will assist tournament hosts to designate approved parking locations for RVs, campers, school buses, etc.

SPECIAL PERMITS & REQUESTS, CONT'D

Restrooms/ Portable Toilets

Restrooms are available for use at many of the City of Patterson's rentable parks. Please remind all of your league participants to use the facilities prior to practice or games, as the restrooms are unlocked at the permitted start time. If restrooms are not available, the individual or organization renting the park is responsible for supplying and maintaining portable toilets for participants and attendees. The City of Patterson requires one portable toilet for every 100 attendees; ADA-accessibility required (staff will advise on required ratios).

Tents and Canopies

The use of tents and canopies is permitted at sports tournaments. Per the California Fire Code, no more than seven (7) 10' by 10' tents may be placed adjacent to one another. Please ensure all Fire and Building Code regulations are followed when used.

Vehicle Access

No vehicles may be driven on sports fields or parks without a City-issued Vehicle Access Permit, including golf cart or mule-type vehicles. A request must be submitted in writing to the Community Facilities Division, and upon payment of per-vehicle fee and staff approval, specific conditions of vehicle access will be added to your

permit. Additionally, it is unlawful to ride or drive any horse or other animal or any motorized vehicle, cycle, go-cart or scooter other than on the roads or drives provided for such purpose.

Vendors

If you would like to host a vendor(s) during your rental, submit a written request to the Community Facilities Division. Each vendor must be in possession of a business license and insurance. Tent and canopy policy apply.

ADDITIONAL TOURNAMENT & SPECIAL EVENT REQUIREMENTS

In addition to General Field Use Policies, Rules of Conduct, and Special Permits & Requests, the following requirements must be adhered to for tournaments.

Admission Charges

Organizations must indicate on their application their intent to charge admission (additional Gate Fee applies). Failure to receive approval from the City to charge admissions will result in the cancellation of the Facility Use Permit, and/or rental penalties. Because the TW Sports Complex are public facilities, only participants and spectators can be asked to pay. Individuals using the parks for exercise or access to other areas may not be forced to pay.

Tournament permit holders at the Patterson Sports Complex ball fields are required to enforce the rules and regulations by posting an organization representative at each entry gate. Should representatives not be provided, the City shall assign City staff and charge the permit holder accordingly. *See also: **Concessions and Merchandise Sales.***

Field Schedule & Use

When scheduling softball events at the Patterson Sports Complex, as the number of fields being used is reduced, the schedule shall ensure that the first field to be vacated will be Diamond No. 2. **Within the Patterson Sports Complex, the soccer fields are not available for softball warm-up. Likewise, the softball fields are not available for soccer warm-up.**

First Aid/Medical Station

All tournaments are required to have a minimum of one first aid station(s) at each site with first aid supplies and certified medical person(s). The number of first aid staff you need depends on the tournament and the number of participants. If you do not have volunteers for this, you may hire EMS event support.

Concussion Protocol

Assembly Bill 2007 chapter 516

All renters of City of Patterson sports facilities will be required to have certified volunteers/ staff in concussions protocol. An affidavit will be signed by league/ Tournament Director, allow City Staff to audit record of certified volunteers/Staff. Not complying may result in revoking and or cancelation of reservation.

https://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_for_parents.pdf

https://www.cdc.gov/headsup/pdfs/youthsports/parent_athlete_info_sheet-a.pdf

https://www.cdc.gov/headsup/pdfs/youthsports/esp/youth_sports_parents_fact_sheet_spanish_v3_508.pdf

<https://www.cdc.gov/headsup/pdfs/youthsports/magnet-a.pdf>

Garbage

Any event hosting twenty-four (24) or more teams will be required to pay for an additional dumpster to be placed at the sport fields (i.e. Patterson Sports Complex).

Hours of Use

Soccer tournaments may be scheduled Sunday through Saturday from 8:00 am until 9:00 pm. Fields may be accessed at 7:00 am for warm-ups, but games cannot begin until 8:00 am. The last game of a tournament must begin no later than 9:00 pm and gameplay must end by 10:00 pm.

Softball and baseball tournaments may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm. Fields may be accessed upon completion of field preparations and approval of City staff, but games cannot begin before 9:00 am. Teams and players may not be on the field at any time during field preparations or maintenance. The last game of a tournament must begin no later than 9:00 pm and gameplay must end by 10:00 pm.

Inspection Check-in/ Check-out

Applicant or applicant's designee shall inspect all areas of the facility prior to each day's play, to determine the acceptability of playing conditions for that day. Any problems should be reported immediately to the Facility Attendant on-site. In addition, the applicant is responsible for policing the facility and surrounding area during and after use each day to assure the area is kept litter free. The applicant shall forfeit their deposit for any damages or excessive cleanup required.

Parking and Traffic Control

Tournaments hosts must provide adequate traffic and parking control, according to the size of their event, and adhere to all City parking regulations. Parking is permitted in parking stalls on hard surfaces only. Fees shall be assessed for additional parking setup by City staff.

Picnic Area, Patterson Sports Complex

Tournament hosts are required to patrol and maintain cleanliness at the picnic area at the Patterson Sports Complex.

MEASURES TO ENSURE ADHERENCE TO POLICY

The permit holder is responsible for any and all conduct by players, parents, coaches, and visitors, both on and off the field, while on City property.

The principle objective of any disciplinary measures shall be to improve adherence to the policies in this Handbook that allow the City to provide safe, well-maintained and aesthetically appealing fields. The City upholds and maintains a progressive disciplinary policy which may include some or all the following steps. City staff will duly consider an organization's efforts to correct violations when applying disciplinary measures.

- Verbal warning by City Staff incident report to remain in Organization file
- Verbal warning by City Staff incident report to remain in Organization file
- Written warning sent to organization and maintained in organization's file
- Meeting with admin staff at Recreation and Communities Services Department (No reservations until meeting concluded)
- Suspension of rental privileges for one month
- Loss of priority classification for the upcoming allocation period(s)
- Suspension of rental privileges for three months
- Loss of priority classification for the upcoming calendar year
- Permanent suspension

Refund of field rental fees shall follow the City's field rental cancellation policy. If a renter and/or organization are found to be utilizing sports fields following the cancellation of their permit, participants will be asked to vacate the fields. Failure to do so will prompt police and further disciplinary action.

Should fields become released due to the violations listed above, user groups shall be notified by email, and fields shall be made available on a first-come, first-served basis following an application period.

Appealing Denial or Cancellation of Permit

Applicants shall have the right to appeal to the Recreation and Community Services Director.

CITY SPORTS FACILITIES CHART

FACILITY	DESCRIPTION	BASEBALL/ SOFTBALL	SOCCER	FOOTBALL / FLAG FOOTBALL	BASE DISTANCES
Patterson Sports Complex Ball Diamond 1 16651 Ward Ave.	<ul style="list-style-type: none"> • 1 baseball/ softball diamond • Lighting available 	Yes	No	No	60'
Patterson Sports Complex Ball Diamond 2 16651 Ward Ave.	<ul style="list-style-type: none"> • 1 baseball/ softball diamond • Lighting available 	Yes	No	No	60'
Patterson Sports Complex Soccer Field 16651 Ward Ave.	<ul style="list-style-type: none"> • 1 regulation size soccer field • Lighting available 	T-ball only	Yes	Flag Football only	Drop Down bases only
Patterson Sports Complex Triangle Field 16651 Ward Ave.	<ul style="list-style-type: none"> • Open Grass Area • No Lighting available 	Yes	Yes	Yes	60'
Felipe Garza Jr. Park N Hartley Rd.	<ul style="list-style-type: none"> • 1 baseball/softball diamond • Lighting available for ball diamond only 	Yes	Yes	Yes	90'
Walnut Grove Gym	<ul style="list-style-type: none"> • 1 Regulation Basketball Court • 2 Recreation size Basketball Courts 	No	NO	NO	N/A

**SPORTS FIELD RESERVATION HANDBOOK
ACKNOWLEDGEMENT FORM**

I, _____ have read and understood the policies and procedures contained in the City of Patterson, Sports Field Reservation Handbook, and agree to abide by them. I have retained a copy of the Handbook for my reference and will share the information contained in the Handbook with the organization or league that I represent.

I understand that, as the representative of my organization or league, I am responsible for any and all conduct by players, parents, coaches, and spectator, both on and off the field, while on City property and for enforcing the policies and procedures set forth in this Handbook.

I understand that the City of Patterson has the right to stop all play, cancel and/or revoke my Facility Use Permit, if a violation of the policies and procedures contained in the Handbook are made by me, a coach, player, spectator or other league representative(s).

Printed name of facility user

Signature of facility user

Date

Name of organization