

# City of Petaluma Parks and Recreation Department



**Parks  
Make  
Life  
Better!**

## Athletic Field Rental Packet

**Please submit completed applications and signed policies to:**

Petaluma Community Center  
320 North McDowell Blvd.  
Petaluma, CA, 94954  
(707) 778-4380  
[parksnrec@cityofpetaluma.org](mailto:parksnrec@cityofpetaluma.org)

# FIELD USE APPLICATION

This agreement is issued in accordance with the field use policies, procedures, and fees as established by the City of Petaluma's Parks and Recreation Department. Failure to comply by any group/individual may cause reason to revoke this agreement. Your field reservation date is not confirmed until reviewed by City staff and all fees are paid in full.

## CUSTOMER INFORMATION

Contact Person \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

## TEAM OR ORGANIZATION

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

*Additional comments regarding your event:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EVENT INFORMATION

Name of Event/Activity: \_\_\_\_\_

Name of Field or Fields: \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Arrival time \_\_\_\_\_ am/pm Departure time \_\_\_\_\_ am/pm

## FIELDS

### Softball/Baseball

- Leghorns Baseball
- Leghorns Softball
- Kenilworth Junior High Softball
- McNear Baseball
- McNear Softball
- Prince Baseball
- Prince Softball 1
- Prince Softball 2
- Prince Softball 3 (lighted)
- Wiseman Softball North
- Wiseman Softball South

### Soccer/Multi-Use

- Bond Park Multi-Use Field
- City Hall Lawn
- McNear Park Multi-Use Field
- Prince Park Soccer Field North
- Prince Park Soccer Field South
- Wiseman Soccer Field North
- Wiseman Soccer Field South
- Eagle Park Multi-Use Field

### Synthetic Turf

- Lucchesi Multi-Use Field
- Lucchesi Miracle League Field
- P. Community Sports Field #1
- P. Community Sports Field #2
- P. Community Sports Field #3
-

# FIELD USE POLICIES

Throughout these policies the term "event" refers to any activity held on/at an athletic field, including but not limited to: games, practices, tournaments, and private parties.

## **FIELD USAGE**

### • **HOURS OF OPERATION:**

-*All City of Petaluma athletic fields open at approximately 7:00am and close at 10:00pm, no exceptions.*

### • **SCHEDULE AND PERMITS:**

-City staff shall schedule and coordinate all use of athletic fields. A field use permit is required to use an athletic field if any of the following circumstances apply to an event:

- A. Exclusive use of the athletic field is desired.
- B. If 20 or more persons are expected to participate or attend.
- C. The event is publicized prior to it taking place.
- D. Goods will be sold.
- E. Any activity involving the use of amplified sound (see "Amplified Sound" section for additional information)

-*Field use permits are issued for natural grass fields mid February-October.*

-*Field use permits are issued for synthetic turf fields year round.*

### • **VEHICLES:**

-Vehicles are not allowed on athletic fields without express permission of Parks & Recreation staff.

### • **KEYS:**

-Keys may be provided for lights depending on the athletic field. Lights must be turned off when scheduled use is completed. Keys are to be returned to the Petaluma Community Center no later than 12 hours after scheduled use unless other arrangements made with City staff.

### • **RAIN:**

-Use of natural grass athletic fields may be prohibited after heavy or extended rain. All field closures are at the discretion of Parks & Recreation staff. If there is any uncertainty as to the playability of fields, please contact the Parks and Recreation Department.

### • **TRASH:**

-All trash shall be properly disposed of in on-site trash containers. The City of Petaluma shall be responsible for emptying trash containers on a routine basis. Any overflow trash shall be disposed of on an as-needed basis by the permittee. At no time shall trash be overflowing in containers or left in un-designated areas. Failure to properly dispose of all trash may result in additional fees.

### • **PERSONAL PROPERTY:**

-All users are responsible for removal of their personal property from athletic fields after each event. The city shall not be responsible for any personal property left behind. You may contact the Parks and Recreation Department at 707-778-4380 or items that may have been turned in

### • **GENERATORS:**

-Use of generators on or around athletic fields is prohibited.

### • **DOGS:**

-Dogs are prohibited from being on athletic fields at all times. This includes synthetic turf athletic fields and natural grass athletic fields.

### • **MAINTENANCE:**

-Watering of dirt infields is required before any sort of dragging takes place, unless drought restrictions are in affect.  
-Use of athletic fields may be disrupted at any time by City staff to perform necessary maintenance. Advance notice of necessary maintenance will be attempted to be given but cannot be guaranteed.

### • **ALCOHOL**

-Alcoholic beverages are strictly prohibited on or around athletic fields. No exceptions.  
-No glass containers are allowed on or around athletic fields.

## **LIABILITY/INSURANCE COVERAGE**

- **Comprehensive General Liability or Commercial General Liability Insurance** may be required. If insurance is required, permittee shall take out at their expense comprehensive general liability insurance, naming the City of Petaluma, its officials, officers, employees, agents and volunteers as additional insured, at least 60 days prior to the event.
- **Amounts of required insurance** will be based on the type and size of the event with limits of coverage between \$300,000 and \$2,000,000. Limits may be in an amount not less than one million dollars (\$1,000,000) per occurrence, and two million dollars (\$2,000,000) aggregate if applicable.
- The **certificate holder** should be **City of Petaluma, Office of the City Clerk, c/o 320 North McDowell Boulevard, Petaluma, CA 94954** and permittee agrees to hold harmless from any liability of damages and claim for damages for personal injury including death as well as for claims of property damage which might arise from the use of the rental facilities or furnishings.

## **DAMAGE OR LOSS**

- ⊞ Any damage to athletic fields is the responsibility of the permittee; therefore, they will be liable for all associated repair costs.
- ⊞ If the permittee refuses to pay, legal action may be taken. In addition, the permittee will not be allowed to use any City of Petaluma athletic field until full payment has been made.

## **CANCELLATION/RESCHEDULING**

- ⊞ 48 hours advance notice is required for cancellation/rescheduling of athletic field reservations if a full refund is desired.
- ⊞ A full refund of all associated fees may not be given for any cancellation less than 48 hours advance notice.

## **CANCELLATION BY THE CITY**

- ⊞ In addition to the right to terminate this rental agreement upon permittee's default, the Parks and Recreation Department shall have the right to terminate part or all of this agreement at any time in the following circumstances:
  - D Upon thirty (30) days written notice.
  - E Immediately without notice if the City Council, City Manager, or a local state or federal official determines that the facility is required for public necessity or emergency use.
  - F Immediately without notice if the facility is destroyed or damaged.

## **3(50.7 5(92.\$7.21**

- ⊞ A permit may be revoked for failure to observe any rules, regulations and ordinances of the City of Petaluma, for improper conduct or cancellation by City (see "CANCELLATION BY CITY" section).
- ⊞ If incomplete or incorrect information regarding the nature of the event or expected attendance is given to City staff, immediate cancellation of permit may result with no refund of fees and/or deposit.
- ⊞ Any publication of the proposed activity that occurs prior to the permit being approved shall cause the permit to be denied.
- ⊞ Events that exceed attendance capacity may be immediately cancelled with no refund of fees and/or deposit. ⊞ Fights, vandalism or unacceptable behavior occurring during an event shall cause immediate cancellation of the permit and no refund of fees and/or deposit

## **AMPLIFIED SOUND**

- The use of amplified sound in a park is prohibited unless a facility permit has first been obtained pursuant to PMC 13.28.050. The Parks and Recreation Department, upon approval, may impose reasonable conditions concerning the location of the sound system and the maximum decibel level for the sound system to minimize the amount of amplified sound audible in adjacent parks areas and neighborhoods.  
**McNEAR PARK Music Policy** –Use of live music/amplified sound in McNear Park is LIMITED TO 10 AM TO 3 PM.

## **SALE OF FOOD AND MERCHANDISE**

- No person shall sell or offer for sale any goods, wares, merchandise, or beverages without the prior written approval of the Parks and Recreation Department.

**HOLD HARMLESS AND RELEASE AGREEMENT:** In consideration of participation in this rental, the Permittee agrees to indemnify and hold harmless, and to release, waive, and discharge, the City of Petaluma, and its agents, officers and employees, and any community organization co- sponsoring the program, from any and all liability to any person or entity for any injury, including death, or property damage, arising out of or in any way connected with participation by the undersigned and/or other persons pursuant to this permit, including injuries or property damage, except those arising from the established active sole negligence or sole willful misconduct of the City or the City's officials or employees. To the extent a release and/or waiver of any type is obtained from any participant in the event/activity, said release and/or waiver shall expressly include the City, its employees, agents and representatives as released parties. Said provision(s) shall confirm that the City, its employees, agents and/or representatives are released from all claims or damages of any type which may arise or are in any way related to participation in said event/activity.

**My signature below signifies that: I am 21 years old or older; I agree to abide by all the conditions of this application; and I also agree to pay to the City of Petaluma all costs the City may incur as a result of any failure to fully comply with all of these conditions.**

**I HAVE READ THE ABOVE HOLD HARMLESS AND RELEASE AGREEMENT AND FULLY UNDERSTAND THAT I ASSUME ALL RISKS FOR ANY INJURIES AND PROPERTY DAMAGE SUFFERED.**

\_\_\_\_\_  
SIGNATURE (of permittee)

\_\_\_\_\_  
SUPERVISORS SIGNATURE OF APPROVAL

\_\_\_\_\_  
PRINTED NAME (of permittee)

\_\_\_\_\_  
TODAY'S DATE

\_\_\_\_\_  
TODAY'S DATE

**FOR USE OF SCHOOL FIELDS ONLY:**

(In addition to signing the above agreement, if you are renting/using a school facility, please sign below)

The undersigned who is to be in charge of the use specified is twenty-one (21) years of age or over. He/she agrees to be responsible to the City and, where applicable, the Board of Education/Trustees for the use and care of the above specified field(s).

He/She further agrees to indemnify, defend, and save harmless the City of Petaluma and the Petaluma School Districts, Old Adobe Union School District or Waugh School District arising in any respect, directly or indirectly, out of the use or occupation of any part of the above-described premises by the applicant or any officer, agent, employee, representative, patron, customer, admittee, invitee, guest or other person in or on such premises at the direction, request or invitation of, or pursuant to any negligence on the part of the City of Petaluma and the Petaluma School Districts, Old Adobe Union School District or Waugh School District (where applicable).

The undersigned agrees that the event/activity will be conducted in accordance with and subject to the terms and conditions of this permit.

\_\_\_\_\_  
SIGNATURE (of permittee)

\_\_\_\_\_  
SUPERVISORS SIGNATURE OF APPROVAL

\_\_\_\_\_  
PRINTED NAME (of permittee)

\_\_\_\_\_  
TODAY'S DATE

\_\_\_\_\_  
TODAY'S DATE

# FIELD USE FEES

## Field Use Rental Rates

	Petaluma Resident	Non-Resident	Non-Resident/ Youth
Natural Grass and Miracle League Field	\$89 per day	\$89 per day	\$89 per day
Synthetic Turf Multi-Use Hourly Rate	\$89 per hour	\$135 per hour	\$89 per hour
Synthetic Turf Multi - Use Day Rate (12-hour minimum)	\$526	\$1,051	\$526
Synthetic Turf Baseball Hourly Rate	\$103 per hour	\$156 per hour	\$103 per hour
Synthetic Turf Baseball Day Rate	\$604	\$1209	\$604
Field Lights (Synthetic Turf and Prince Park)	\$38 per hour	\$38 per hour	\$38 per hour

RESIDENT YOUTH LEAGUES: \* Little League: \$9/member \* Soccer/Lacrosse: \$12/member \* Girls Softball: \$9/member\*

- **Fees:** All fees are due and payable thirty (30) days prior to scheduled use, unless other arrangements are approved.
- **Field Usage:** Fields open at 7:00 am and close at 10:00 pm. Permittee must have their permit in possession at all times.
- **Synthetic Turf Rules & Guidelines:** Rules apply within Fenced Boundaries of the Turf Field:
  - No Dogs
  - No Lawn Chairs
  - No Glass Beverage Containers
  - No Smoking of any kind
  - 1/2" molded cleats/turf shoes only
  - NO CLEATS on Miracle League Field**
- **-Rain Policy:** Use of natural grass athletic fields may be prohibited after heavy or extended rain. All field closures are at the discretion of Parks & Recreation staff. If there is any uncertainty as to the playability of fields, please contact the Parks and Recreation Department.
- **Clean-up Responsibilities:** Permittee must leave the field restored to a clean condition, including the disposal of all trash. If City staff is required to conduct extra cleaning resulting from permittee use, additional fees will be charged.

# INSURANCE REQUIREMENT

Please provide this page to your insurance agent.  
Additional requirements may be requested.  
*07-04 Insurance not accepted.*

## INSURANCE REQUIREMENT

<b>Description Block</b>	Name and Event Date
<b>Certificate Holder</b>	City of Petaluma Office of the City Clerk c/o 320 N. McDowell Blvd Petaluma, CA 94954
<b>Additional Insured</b>	The City of Petaluma, its officials, officers, employees, agents, and volunteers are listed as additional insured.
<b>Liability Amounts</b>	Each Occurrence: \$1,000,000 (in an occurrence policy) Damage to Rented Premises: \$1,000,000 Personal and ADV Injury: \$1,000,000 General Aggregate: \$1,000,000 Products-COMP/OPAGG: \$1,000,000  <b>*** Must Show Proof of Host Liquor Liability if serving alcohol***</b>
<b>Cancellation</b>	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named above.
<b>Required Documents</b>	<ol style="list-style-type: none"><li>1. Certificate of Liability Insurance</li><li>2. Additional Insured Endorsement (CG 20 12 04 13 or comparable) naming the City of Petaluma, its officials, officers, employees, agents, and volunteers as additional insured.</li></ol>