



## ATHLETIC FIELD RENTAL APPLICATION

Albert Park Stadium - 618 B Street – (415) 485-3333 - [recreation@cityofsanrafael.org](mailto:recreation@cityofsanrafael.org)  
 Pickleweed Fields, Bernard Hoffman Field, Victor Jones Field - 50 Canal Street - (415) 485-3077 -  
[ABC.Counter@cityofsanrafael.org](mailto:ABC.Counter@cityofsanrafael.org)

**Please review all rules and regulations in the Athletic Field Use Policy prior to completing this application.  
 Return your completed and signed Field Rental Application to the appropriate Community Center.**

Name of Applicant	Street	City	Zip Code	Cell Phone	Other Phone
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Name of Organization (if applicable)	Street	City	Zip Code	Cell Phone	Other Phone
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Contact Person at Event (if different from applicant)	Cell Phone	Other Phone
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Type of Activity	# of Participants	# of Spectators (Albert Field only)
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Date(s) of Use: \_\_\_\_\_ Day(s) of Week (circle): Mon    Tues    Wed    Thurs    Fri    Sat    Sun

<p><b><u>Albert Field</u></b>          Area(s) of Use:                      Hours From: _____ to _____  <input type="checkbox"/> Softball Diamond  <input type="checkbox"/> Baseball Diamond  <input type="checkbox"/> Lights  <input type="checkbox"/> Game Prep: Field Prep will be done by City staff during their scheduled work hours.</p>	<p><b><u>Pickleweed Field</u></b>          Area(s) of Use:                      Hours From: _____ to _____  <input type="checkbox"/> Field #1  <input type="checkbox"/> Field #2/Baseball Field          Soccer Goal Posts and Nets needed: Yes _____ No _____          If yes: Adult _____ Youth _____</p>
<p><b><u>Bernard Hoffman Field</u></b>          Area(s) of Use:                      Hours From: _____ to _____  <input type="checkbox"/> Softball Diamond</p>	<p><b><u>Victor Jones Field</u></b>          Area(s) of Use:                      Hours From: _____ to _____  <input type="checkbox"/> T-Ball Field</p>

**Required Information**

	<b>YES</b>	<b>NO</b>		<b>YES</b>	<b>NO</b>
Are you a non-profit organization?	_____	_____	Will you be using amplified music/sound?	_____	_____
If yes, non-profit # _____			Will food be served?	_____	_____
Is this event a fundraiser?	_____	_____	Will food be sold?	_____	_____
Is the event open to the public?	_____	_____	Will alcohol be served or sold (Albert Field only)?	_____	_____
Will admission be charged?	_____	_____	If yes, work with staff on additional requirements.		

**HOLD HARMLESS/MANDATORY ARBITRATION AGREEMENT**

The applicant, in consideration of the rental aforementioned facilities and equipment, agrees to indemnify and hold harmless, and to release, waive and discharge the City of San Rafael and its officers and employees, from any and all liability for any injury or property damage arising out of or in any way connected with the rental of the facilities and equipment under this contract, including injuries and property damage due to the active or passive negligence of the City, its officers and employees. I HAVE READ THE ABOVE RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTAND THAT I ASSUME ALL RISKS FOR ANY INJURIES AND PROPERTY DAMAGE SUFFERED.

(    ) I have read the Athletic Field Use Policy (pages 2-7 of this application) and agree to abide by all terms and provisions included therein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ATHLETIC FIELD USE POLICY

***Please carefully read through this entire document – renters are responsible for following the rules and policies outlined below.***

### 1. Statement of Purpose

The purpose of this policy is to clarify the appropriate uses, as well as the priority for use, of the City’s Athletic Fields for the general welfare and enjoyment of the community and the preservation and viability of the facilities. It is also to provide clear guidance to renters on the process and regulations associated with use of the athletic fields.

### 2. Athletic Field Inventory and Use Restrictions

Where a field is generally open to the public, a person wanting either (1) exclusive use of any field, or (2) use of a field for gatherings of 25 or more persons, must apply for and obtain a permit for such use, activity or event. Specific fields, such as Albert Park Field, require a permit for any use.

The table below provides an inventory of the City-owned athletic fields, along with the primary and secondary use for each field.

<b>Field Name</b>	<b>Amenities</b>	<b>Primary Use</b>	<b>Secondary Use</b>
Albert Park Field	Baseball field, softball field, and stadium facilities	1. Baseball 2. Softball	1. Volleyball
Bernard Hoffman Field	Two softball fields	1. Softball	1. Baseball 2. Volleyball 3. Ultimate Frisbee
Pickleweed Field	Two regulation length soccer fields	1. Soccer 2. Baseball 3. Softball	1. Ultimate Frisbee 2. Rugby 3. Field Hockey 4. Lacrosse 5. Volleyball
Victor Jones Field	One t-ball field	1. Baseball 2. Softball	1. Volleyball 2. Ultimate Frisbee

Other Permitted Uses of all Athletic Fields include the following:

- A. Free or paid entry special events, such as movies in the park, performances, ceremonial events with the following criteria:
  - 1. Open to the public.
  - 2. Low impact activity on the turf areas.
- B. Private events, fairs, commercial sales events.

The following uses are **not permitted** on specific City Athletic Fields:

- A. Sports with high impact on turf areas such as soccer, lacrosse, rugby, football, field hockey and similar sports activities are not permitted on Albert Park Field, Bernard Hoffman Field, and Victor Jones Field.

Provisions of a Field/Facility Use Agreement may supersede portions of this Policy as directed by the City Manager or City Council as appropriate.

### 3. Athletic Field Prioritization

The City prioritizes applications for field use in the following order:

1. City-sponsored programs and activities.
2. All agencies and organizations with agreements for field use with the City.
3. San Rafael based, Non-Profit Organizations, in the following order:
  - a. Youth serving for primary use
  - b. Adult serving for primary use
  - c. Youth serving for secondary use
  - d. Adult serving for secondary use
4. Non-San Rafael based, Non-Profit Organizations, in the following order:
  - a. Youth serving for primary use
  - b. Adult serving for primary use
  - c. Youth serving for secondary use
  - d. Adult serving for secondary use
5. San Rafael based, Non-Profit Organizations for other permitted uses.
6. Non-San Rafael based, Non-Profit Organizations for other permitted uses.
7. San Rafael Resident for private use.
8. Commercial entities, such as sports camps, sports contests, and professional league sport events that serve the primary or secondary use of the field.
9. Commercial entities using the field for other permitted uses.

Permits are approved by the Library and Recreation Department. Any denial of such use may be appealed to the City Manager, as per San Rafael Municipal Code.

### 4. Application Process

Applications are available online at <https://www.cityofsanrafael.org/athleticfields/> and at all Community Centers. To reserve an athletic field, a person 18 years or older must submit a complete Field Use Application provided by the Library and Recreation Department. You may submit your application in person, mail or by email.

Applications are accepted annually from September 1 through October 31, with the City determining field allocations by December 1, for the following year. Groups may also request field space after this application period. Those requests will be granted on a first-come first-served basis, based on field availability. Allocations may be adjusted depending on when the Library and Recreation Department determines that the fields may open for the season (see Section 5).

If more than one person applies at the same time for the same field and same date/time, priority is given in the order listed in Section 3. If still equal, decision will be made by a draw.

Set up and clean up times of activities must be included within rental period. Incomplete or inaccurate information by the renter on the contract may result in cancellation of the contract and loss of fees paid.

The applicant's name and signature that appears on the rental contract must match the name on the proof of insurance and payment. For public entities, the person signing the rental contract must submit proof that they have the authority to enter into contracts on behalf of the agency.

Please do not make plans until a department staff member has confirmed your rental and provided an approved rental contract. Once your rental has been confirmed, a Department staff member will contact you to collect the appropriate deposit to secure your reservation.

Only the renter(s) whose name is on the rental application can submit changes. Changes are subject to approval and must be made in writing (email preferred) or directly with the community center office. **All rental changes are tentative until confirmed by the Department staff and any/all additional fees have been paid.**

Reservations may be revoked at any time, whenever Library and Recreation Department staff determines that the use of buildings or facilities may interfere with Department program activities or where there has been a violation of approved regulations. Reservations may be revoked or terminated, and additional guests will not be allowed in the facility if it is determined that the event is different or larger than represented on the rental application.

The City reserves the right to make any physical changes to the facility.

### **5. Athletic Field Schedule**

The City's Athletic Fields are seasonal and their opening and closing dates vary depending on weather and field conditions. Once open, fields are available for use seven (7) days per week. All activities must conclude before sunset at all City fields, except Albert Park Field. For Albert Park Field, field lights and amplified sound must be turned off by 10pm and renters must be out of the facility by 11pm.

The play suitability status of sports fields is monitored continuously. Factors such as moisture content of the soil, potential for inclement weather, safe use, and avoidance of injuries, as well as damage to the field if played upon are all taken into consideration in determining the status for play. Facilities may be closed due to weather and field conditions, as per the Library and Recreation Department, and may remain closed for several days until the City deems fields are playable.

### **6. Fees**

Deposit: A deposit is required for athletic field rentals. The deposit must be paid in full at the time of booking and is separate from rental fees. It will not be applied toward the rental balance.

The deposit is fully refundable except:

1. If money is withheld due to cancellations.
2. The deposit refund will be reduced to cover any extra costs due to cleaning, damage to facility or grounds, overtime hours, additional equipment used during event, if event exceeds estimated capacity, or is in violation of any facility rules or policies.
3. The entire deposit will be retained, and event may be shut down if attendance exceeds the amount specified on the application.

Additional charges may be required if damage exceeds deposit amount.

#### Fees:

- A. Refer to Field Reservation Rate sheets for fees. The fee schedule for rental of the facilities is contingent upon City Council authorization, and subject to annual review.
- B. Fees are based on an hourly rate established by the City Council.
- C. For user groups that rent a City field multiple times per season, the deposit is due at the time of booking and all fees are due on the 1<sup>st</sup> of the month for the following month. For user groups that are renting the fields for a single use, all rental fees are due at the time of booking, including additional required insurance, security, or other associated fees.
- D. Payments may be in the form of check, cash, or credit card. All checks should be made payable to "City of San Rafael".
- E. Rentals that exceed stated hours will be charged double the stated hourly rate for all related fees.

**If a rental payment is not received within the specified time, the reservation will be cancelled, and the deposit will be retained by the City and not refunded.**

Refunds: The City may cancel a Permit due to weather, facility conditions, or unforeseen circumstances, including but not limited to flooding, fire, natural disaster, power outages, public health emergencies, criminal acts or acts of war or terrorism, that affect facility conditions or general public welfare. In the event of a City cancellation due to these circumstances, a full refund or credit for any unused dates will be issued to the renter and such refund will constitute the limit of City's liability to renter in connection with the unavailability of the City facility. The City shall not be liable to renter for any actual or renter's consequential damages, including but not limited to other costs incurred in connection with renter's event, lost profits and lost opportunity.

Cancellations or changes by the renter to the agreed upon schedule must be made at least thirty (30) days in advance. Cancellations made with less than thirty (30) days advance notice will not be eligible for a refund of the rental fees. Changes made with less than thirty (30) days' notice will be required to pay fees for both the original and the new rental times. Changes will be subject to facility availability.

## **7. Insurance**

All rentals are required to provide a Certificate of Insurance for liability for a minimum of \$1,000,000, with required endorsements. The insurance must follow the below guidelines:

- A. The certificate of insurance must include endorsements naming "City of San Rafael" as additional insured.
- B. Rental insurance certificates must be received by the Library and Recreation Department at least 30 days prior to the event.
- C. Organizations/Individuals that have insurance through a parent organization may issue one proof of insurance which names "City of San Rafael" as an additional insured for a full year for all the organization's uses.
- D. The name on the Certificate of Insurance must match the name on the rental contract.

## **8. Field Preparation**

### Albert Park Fields:

- A. Requests for field prep must be made upon submission of application.
- B. The City will provide equipment and materials to be used exclusively on the facilities. No outside field preparation equipment or materials may be used.
- C. Vehicles are not allowed on the facilities for field preparation for games.
- D. Uses that require vehicles to place or remove equipment, staging, seating, or other apparatus must be approved in advance and coordinated with City staff.

### Pickleweed, Bernard Hoffman and Victor Jones Fields:

- A. Renters are responsible for lining these fields and must coordinate the lining time and method at least one week prior to use. City staff must review and approve the materials that will be used.
- B. Vehicles are not allowed on the facilities for any reason including field preparation for games.

### Lights (Albert Park Only):

- A. Use of Field lights is required for reservations occurring after 6:30 pm or one hour before sunset, whichever comes first, and must be turned off by 10pm. An additional charge for lights will be assessed at the time of application.
- B. Lights are required for safety. They must be activated at least one hour prior to sunset. Weather and other atmospheric conditions may occasionally require use of the lights earlier in the day.

## **9. Use Regulations**

Alcohol Service/Sales: No alcoholic beverages may be present or consumed on the facility except as noted below:

Applicants may request specific permission to serve or sell alcoholic beverages at Albert Park Field only, from a single source or concession. Additional permitting, insurance, and deposit fees will be required if the service or sale of alcoholic beverages is permitted.

Amplified Sound: Amplification of sound must comply with the San Rafael Municipal Code, Chapter 8.13, Noise Ordinance standards.

- A. The sound equipment installed in Albert Park Field will be made available to renters with conditions addressing volume, time of day, and type of sound.
- B. Additional sound equipment may be permitted on a case by case basis, when limited impact on the surrounding neighborhood can be achieved.

Attendance: Depending on type and size of event, additional portable restrooms maybe required at cost of renter.

Behavior: Renters, activity participants, and guests/attendees are responsible for adhering to the provisions of San Rafael Municipal Code, Chapter 8.10, Parks and Facilities, at all times during facility use. Renters are responsible for calling 911 or the San Rafael Police if behavior or safety issues arise out of the use of facilities. Renters are asked to report such accidents/incidents within 24 hours to the Library and Recreation Department.

Clean Up and Trash Disposal: Facilities must be restored to original condition at the end of use. Trash must be placed in receptacles provided. Clean up and/or repair charges beyond normal wear and tear will be billed to the Applicant based on cost of repair.

*Albert Park Field:*

- A. Bases and field equipment must be returned and locked into storage areas (dug outs) and base plugs replaced on field.
- B. Clean up duties include: remove all personal/team equipment and trash from the grandstands (including sweeping the grandstands) and dugouts/field cans and restrooms (trash and recycling may be put in large metal containers on the 1st and 3rd base entrances), drag and water infield, prep batter's box and pitchers' mound.
- C. Remove all equipment/trash from the Score/Press Box, turn off all equipment (including scoreboard), lights, power off power-strips and lock door.
- D. Secure building and restrooms, lock gates and eliminate electrical access.
- E. Report any damages or repairs needed.

*Pickleweed Park Field:*

- A. Soccer goals must be moved off the field and placed next to back fence. Community Center Facility Attendant should be notified when complete so that goals can be properly locked.

The above lists may not be comprehensive and are subject to change. Renters will work with Library and Recreation staff to ensure they receive the full list of duties for post-game/practice clean up.

Concessions: Renters may contract for concession services on site, or provide their own, with permission. Concessions will only be considered at Albert Park Field.

Ticket sales, donation requests, concession operations, and fundraisers must be approved in advance.

Food: Serving food to participants and invitees at the facilities is permitted only with Department permission.

Food may only be sold or served to the general public with written approval and the renter must consult with Marin County Health Department to determine if a Health Permit is required. It is the renter's responsibility to assure that outside food vendors do not sell food, or any items, during renter's use without previous Library and Recreation Department permission. Violation may include forfeiture of security deposit and additional fees.

Safety: Entrance and interior gates must remain unlocked for the duration of the reservation for emergency evacuation.

ADA compliant seating areas and restroom facilities must be available for the duration of any use where the public is invited to participate or observe.

City of San Rafael staff is authorized to stop or modify any activity if deemed necessary for the health and wellbeing of users, guests, neighbors, and the general public.

Security: Security will be required at all events in which any one of the following is present: commercial rental, admission fees charged, alcohol is served or sold, high-risk activities, or parties/special events that take place during non-business hours. Exceptions can be made if the department Director, in consultation with the City Attorney, determines in writing that the event and the activities taking place at the event pose no reasonably foreseeable risk to the health and safety of participants or the facility. Should security be required, authorized security services of the City's choice will be retained at the renter's expense.

At the discretion of the facility Supervisor and/or department Director, additional security, facility attendants, bonds or insurance may be required at the renter's expense.

Photography: Library and Recreation Department staff reserve the right to photograph events for promotional purposes.

Publicity: The City of San Rafael reserves the right to review and approve materials used to publicize events to be held in a city facility. City staff may not/will not give out information on private rentals. The community centers are not to be listed as a contact for your event.

Vehicles and Parking: Motorized vehicles on park property, lawns, turf, restricted areas, bicycle/pedestrian pathways or fields are prohibited.

Parking is permitted in designated parking lots, or stalls, only. Applicants may be required to provide offsite parking if estimated attendance or coinciding uses necessitate additional parking capacity.