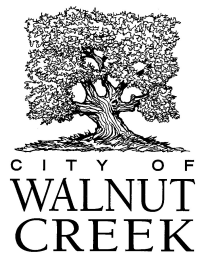


**CITY OF WALNUT CREEK, ARTS + RECREATION  
SPORTS FIELD/GYM RESERVATION  
POLICY AND PROCEDURES**



## **INTRODUCTION**

- A. The City of Walnut Creek provides sports field and gymnasiums for public use and enjoyment and to offer the community opportunities to participate in organized sports and activities.
- B. The purpose of this policy is to outline the allocation procedures and rental policies, and acceptable field playability for the permitted use of the sports fields and gymnasiums in the City. Due to the limited number of fields and gymnasiums available, the Division has established criteria for priority use. The Department will grant priority in accordance with this policy and will monitor proper use of allocations and permits.
- C. This policy has been established to ensure that the fields and gymnasiums are used for recreational, educational and community service functions that meet the needs of the community.
- D. The Division reserves the right to make any decision regarding sports programming and facilities that is in the best interest of the Department and residents of the City.

## **DEFINITION OF TERMS**

- A. A “Local Group”, is defined as groups or organizations comprised of at least 40 percent Walnut Creek residents. Team rosters with individual participant addresses may be required by City staff to verify residency. Youth status is defined as a person under the age of 18 or a person eligible to participate in high school-sponsored events.
- B. “Allocation” is the process used by the Department to assign sports fields and gymnasiums to recognized user groups for practice, games, tournaments, and other recognized events.
- C. A “non-profit” or “not-for-profit” organization is an organization that conducts business for the benefit of the general public without shareholders and without a profit motive. To qualify as a nonprofit organization, the organization must be recognized as a nonprofit from the State of California or another state as a public charity.
- D. “Basic services” are defined as the maintenance of safe, clean, attractive parks, facilities and buildings and the provision of recreation services for the general public.
- E. “Good Standing” includes historical performance based upon previous allocation and use of fields or gymnasiums, proper and timely payment, response to requests for information, compliance with established rules and policies and conditions of fields or gymnasiums after use. A request for field or gymnasium allocation will not be considered unless all invoices for prior use have been paid in full and an application is otherwise in good standing.

## **PRIORITY GROUP CLASSIFICATION – LEAGUES**

- A. Priority use of fields/gyms will be allocated as follows:

GROUP A – City-sponsored or co-sponsored events. This includes all Division programs and/or leagues

GROUP B – Local Non-profit groups; Public/Private Schools in Walnut Creek

GROUP C – Local For-profit and Out of Area Non-profit groups; Public/Private Schools in Walnut Creek

GROUP D – Out of Area For-profit; Commercial or Private Use

## **ALLOCATION PROCESS**

- A. Fields and gyms will be allocated and permitted biannually. These allocations are not intended to interrupt field assignments for teams and/or organizations during the course of a season that has already started.
- B. The Department reserves the right to adjust fields/gyms reservation process as needed to address recognized needs or resolve conflicts.
- C. The process for the allocation of fields/gyms begins with the submission of a Facility Use Request Form containing as much detail as possible including specific days and times for games and practices. The deadlines are:
- July 15 for Fall/Winter (covers August through February)
  - February 1 for Spring/Summer (covers March through July)
- D. After the specified time to receive requests has past, the Department staff will begin to draft the process of assigning fields/gyms, dates and times to the various organizations based on the priorities in this policy. *It may not be possible to grant all requests.*
- E. Reservation requests submitted after the deadline will be reviewed after allocations are granted.
- F. If a reserved field(s)/gym is not used two times by the designated organization, the field(s)/gym may be reassigned. Prior to reassignment, organizations will be notified by City staff.
- G. All cancelations of permitted multiple bookings for practices and/or games must be in writing and received by the City at least 30 days prior to the event; otherwise rental fees may be forfeited (a \$25 transaction fee may also apply)
- H. The City reserves the right to cancel a reservation to accommodate the needs of any City-sponsored/co-sponsored tournament and/or special event.

- I. Requests for additional use not covered by the Field/Gym Reservation policy should be submitted with the organization's original request.

## **HOW TO MAKE A RESERVATION**

- A. To reserve a field or gym, either call or email a request for approval. Please include dates, times and number of field/courts requested. Call (925) 256-3560 for questions.
- B. Applications may be submitted by email ([gymrentals@walnut-creek.org](mailto:gymrentals@walnut-creek.org)) or by mail to Field/Gym Rentals, 301 N. San Carlos Drive, WC 94598.
- C. All contracts will only be firmed up upon submission of a completed application, signed contract, payment of appropriate fees and submission of insurance and required deposits.
- D. Application is the last page of this document.

## **COLLECTION OF PAYMENT**

- A. The City will collect payment at the time permits are issued. To remain in good standing, payment must be submitted no later than 30 days past receipt of final invoice.

## **TOURNAMENTS**

- A. Tournaments will be evaluated on a case by case basis with a goal to balance local play with attracting out of town visitors and revenue. Each use "in good standing" has an opportunity to schedule an annual tournament, with priority.
- B. Official tournament reservations are subject to the City's Special Events Policy and Procedures.
- C. Those hosting tournaments are required to secure an appropriate sized dumpster container for servicing field receptacles throughout the course of the tournament period. Permit holder will submit a copy of the agreement to the Department one week prior to the tournament.

## **PERMIT CANCELLATION**

The Department reserves the right to cancel any field/gym reservation for any of the following reasons:

- It conflicts with a City/School sponsored program, activity, event or league
- Maintenance needs/issues
- Unsafe conditions
- Overuse/damage issues

## **LIABILITY INSURANCE REQUIREMENTS**

The City is not responsible or liable for accidents, injuries or loss/damage to property of individuals/groups using public fields and facilities. The applicant will be held responsible for all actions, behavior and damages caused by his/her participants/guests/attendees. All applicants requesting use of sports fields/facilities on a continuous basis shall provide the City of Walnut Creek with a valid certificate of insurance, written through carriers acceptable to the City, providing proof of the following coverage:

- Public liability and property damage insurance in an amount no less than \$1,000,000 per occurrence.
- The City of Walnut Creek must be named as additionally insured.
- The coverage shall not be canceled or reduced without a minimum of 10-day written notice to the City of Walnut Creek.

## **MAINTENANCE RESPONSIBILITIES**

- A. Field and gym users are responsible for any and all damage or excessive use to City premises, equipment and property. If after an activity additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly.
- B. Additional cleaning required by City staff after a rental will be assessed at an hourly rate as listed in the approved City Fee Schedule.
- C. Failure to pay for damages may result in the immediate loss of existing field and gym allocations, the revocation of existing permits, and the refusal of future allocation requests.

## **FIELD LINING & MARKINGS/GYMNASIUM FLOORING**

- A. Lining of City fields is prohibited without prior written approval.
- B. Burning lines on City fields is prohibited.
- C. All adhesive tapes are prohibited from being used on the gym floors

## FIELD/GYM USAGE RULES AND REGULATIONS

- A. The Organization and all those associated with the Organization shall follow established field and gym use rules.
- B. No food, drinks, or chewing gum is permitted on the courts of the gymnasiums.
- C. No selling or vending of food or general merchandise without prior permission from Department Director, Manager or Program Coordinator.
- D. No alcoholic beverages are permitted on fields, gyms, or parking lots associated with fields or gyms.
- E. It is the responsibility of the organization's president and the designated liaison to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.
- F. Use begins and ends at the times stated and includes set-up and clean-up.
- G. Groups are not allowed on fields/gyms prior to the start time and are required to have the fields/gyms cleaned and cleared by the ending times.
- H. No subleasing of fields/gyms is permitted under any circumstance.
- I. Any unauthorized use including using fields/gyms without a permit and/or interfering with another user may result in loss of good standing.
- J. Amplified sound is not allowed on any field/gym without City prior approval.
- K. Property boundary walls and fences are not to be used as backstops.
- L. Portable goals and/or markers, and training equipment are permitted but must be removed daily and must have prior approval.
- M. Each user group is responsible for picking up trash and debris and depositing it into the proper trash bins at the conclusion of games and practices.
- N. Organizations must leave field/gym areas immediately after games and practices safely and quietly, especially after late games. This is a courtesy to neighbors.
- O. Misuse of field/gym or the failure to follow established procedures, rules and regulations by any group or individual of a group is cause for loss of privileges.
- P. No group or individual is permitted to maintain a storage unit (or similar object) on or around a field without written approval from the City.
- Q. Fields/gyms are to be used for appropriate sports only. Size of event must be suitable and compatible to the field/gym/rooms selected.
- R. Bases, equipment, and field preparation (drag, water, lines, etc.) are not provided.

*The City of Walnut Creek reserves the right to deny the use of indoor or outdoor sports facilities to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, or Walnut Creek residents. Applicants should thoroughly review the Facility Rental Policies and Procedures.*

## **FIELDS**

### **INCLEMENT WEATHER POLICY AND PROCEDURE/FIELDS**

- A. The City reserves the right to cancel or suspend field use when field conditions could result in injury to players or cause damage to fields.
- B. During inclement weather, the City's Parks staff will assess the playability of all City owned fields. As a general rule, if a footprint leaves standing water, the field is saturated and unsafe for play.
- C. Updates for field conditions can be found by calling the field hotline at 925-256-3574 or by going to the City of Walnut Creek website: [Check Field Conditions](#).

### **FIELD PRESERVATION**

Cooperation is needed for the preservation of turf on City fields by following these guidelines:

- A. Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive damage in one area. Rotate use of areas and, when possible, staff off fringe areas to limit erosion and further damage.
- B. Replace turf divots at the end of each day to help re-root grass.
- C. No tarps or materials that may damage the grass may be placed on the turf. Any turf coverings used must be made of a breathable material.
- D. Do not use fields during or after a heavy rain, or when wet or muddy (see inclement weather policy).
- E. Multi use sports team practices are not to be held on the infield area of a softball or baseball diamond.
- F. Remove all equipment at the conclusion of each day.
- G. Do not overcrowd fields by scheduling multiple games in reserved areas. Allow a distance between fields for safe passage of spectators and participants.
- H. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas or non-designated parking spaces.

### **FIELD MODIFICATIONS**

- A. Requests to modify or improve any City fields must be submitted for review to the Department for consideration. A request to modify or improve a site does not constitute approval.
- B. No permanent structures or equipment can be erected on fields or facilities unless approved by the City.

### Gym Rental Fee Schedule

|                                | Priority A  | Priority B   | Priority C  | Priority D                   |
|--------------------------------|---|--|---|------------------------------|
|                                | City Sponsored & Co-Sponsored Programs and Activities | Non-profit Organizations or Public/Private Schools in WC | Non-profit Organization or Public/Private Schools outside of WC | Commercial or Private Use    |
|                                | Hourly Rate   | Hourly Rate  | Hourly Rate   | Hourly Rate                  |
| <b>GYM RENTAL</b>              |   |  |   |                              |
| Tice Valley Gym                | \$75  | \$75   | \$75  | \$90                         |
| WCI Gym                        | \$75  | \$75   | \$75  | \$90                         |
| Tice Valley Gym; Classroom     | \$30  | \$30   | \$30  | \$30                         |
| Tice Valley Gym; Exercise Room | \$40  | \$40   | \$40  | \$40                         |
| Refundable Security Deposit    | \$500   | \$500  | \$500   | \$500                        |
| Extra Cleaning Services        | Quote available upon request                          | Quote available upon request                             | Quote available upon request                                    | Quote available upon request |

### Field Rental Fee Schedule

| <b>SPORTS FIELD RENTAL</b>    |                              |                              |                              |                              |
|-------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| Arbolado                      | \$18                         | \$18                         | \$33                         | \$40                         |
| Castle Rock                   | \$18                         | \$18                         | \$33                         | \$40                         |
| El Divisadero                 | \$18                         | \$18                         | \$33                         | \$40                         |
| Heather Farm Fields 1-6       | \$18                         | \$18                         | \$33                         | \$40                         |
| Rudgear (soccer and softball) | \$18                         | \$18                         | \$33                         | \$40                         |
| Tice Valley Sports Field      | \$18                         | \$18                         | \$33                         | \$40                         |
| Extra Cleaning Services       | Quote available upon request | Quote available upon request | Quote available upon request | Quote available upon request |
| Light Fees                    | \$23.50                      | \$23.50                      | \$23.50                      | \$23.50                      |
| Refundable Security Deposit   | \$500                        | \$500                        | \$500                        | \$500                        |



City of Walnut Creek Field/Gym Rental Application

[gymrentals@walnut-creek.org](mailto:gymrentals@walnut-creek.org)

(925) 256-3560

**APPLICANT INFORMATION**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (h) \_\_\_\_\_ (c) \_\_\_\_\_

E-mail \_\_\_\_\_

**RENTAL REQUEST**

Facility/Field \_\_\_\_\_ #courts \_\_\_\_\_

Nature/Type of Activity \_\_\_\_\_

Rental Date \_\_\_\_\_ Day \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Rental Date \_\_\_\_\_ Day \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

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