



# City of Stockton Community Services Department



## 2018 Field Use Application, Policy and Renter Guidelines for Reserving Athletic Sporting Fields

The Community Services Department asserts the right to reserve fields for a City-sponsored program as well as to close fields for maintenance purposes or poor field conditions. This packet includes the necessary information and forms to reserve fields in the City of Stockton.

**Community Services Department,  
Stribley Community Center  
Field Reservations**  
1760 E. Sonora Street  
Stockton, CA 95205  
(209) 937-5544 or (209) 937-5606  
[sportsandfields@stocktonca.gov](mailto:sportsandfields@stocktonca.gov)

To request use/reservation of a City field, follow the steps provided below. Only when all items requested have been completed and approvals granted will a permit/contract be issued. Please complete the application thoroughly. Information omitted will delay the reservation process. **All past balances due must be paid in full before new requests will be considered.**

## WHEN TO APPLY

- Short term rentals 4 dates or less must be requested a minimum of 72 hours in advance of use date.
- Long Term Reservations (5 or more dates) will be accepted three times a year:

**February 1<sup>st</sup> – April 30<sup>th</sup> Reservations** will be accepted January 1<sup>st</sup> to January 31<sup>st</sup>.

Applications received after January 31<sup>st</sup> will be accepted if space allows and a minimum of 30 days in advance of use date.

**May 1<sup>st</sup> – August 31<sup>st</sup> Reservations** will be accepted March 1<sup>st</sup> to March 31<sup>st</sup>.

Applications received after March 31<sup>st</sup> will be accepted if space allows and a minimum of 30 days in advance of use date.

**September 1<sup>st</sup> – December 31<sup>st</sup> Reservations** will be accepted July 1<sup>st</sup> through July 31<sup>st</sup>.

Applications received after July 31<sup>st</sup> will be accepted if space allows and a minimum of 30 days in advance of use date.

## **2019 Reservations**

**January 1<sup>st</sup> 2019 – April 30<sup>th</sup> 2019 Reservations** will be accepted November 1<sup>st</sup> 2018 through November 30<sup>th</sup> 2018.

Applications received after November 30<sup>th</sup> will be accepted if space allows and a minimum of 30 days in advance of use date. ***If insurance has expired, 2019 reservation requests will not be granted until updated insurance is submitted.***

(Field availability during the months of December- February will be weather pending and may be closed for maintenance.)  
***Applications received prior to above dates will not be reviewed until the appropriate time. Time slots and park sites are not guaranteed from one year to the next.***

## APPLICATION PROCESS

Submit applications by mail, email ([sportsandfields@stocktonca.gov](mailto:sportsandfields@stocktonca.gov)), or in person to the Field Reservation Office located at the Stribley Community Center, 1760 E. Sonora Street, Stockton CA, 95205 or to the following Community Centers & Libraries: Arnold Rue, Cesar Chavez Central Library(2<sup>nd</sup> Floor), Stribley, and Van Buskirk Community Centers. Telephone requests will NOT be accepted.

**All field allocations will only be processed at the Field Reservation Office.**

## Required items for rental requests:

**1. Completed Application (see attachment):** A separate application and fee must be submitted for each field requested. Applicants must be 18 years of age or older and present during the rental. Long term rental applications must be received a minimum of thirty business days prior to requested start date.

**2. Application Fee:** There is a \$32.00 application fee for each field requested. Application fee can be used towards total reservation costs. Cash, checks (make payable to City of Stockton), or credit card (MasterCard or Visa only).

**3. Completed Field Use Calendar (see attachment):** Include dates and times for each month requested, make copies as needed. A calendar must be submitted for each field requested.

No rentals may begin before 8:00 a.m. or continue past dusk, with the exception of lighted fields which may be scheduled no later than 10:00 p.m. **Rental start time begins when renter gains entry to the field/facility and end time is at the time of departure.**

**4. Maximum Field Request:** There is a maximum of 3 fields at Stockton Soccer Complex per group or organization. ***Additional fields may be allocated pending availability.***

## Application Approval

If the request is approved, a confirmation letter with approved dates will be mailed or emailed. Renter must respond within 10 business days to complete the rental process. Failure to comply may result in cancellation of your reservation.

1. Sign rental contract
2. Provide insurance and endorsement page (see attached sample)
3. Pay 100% of estimated fees

After the contract is finalized and approved by Risk Management Department, the renter will receive a copy of the rental contract to be taken to the rental site for each day of use, as proof of rental.

## LIABILITY / INSURANCE (see attached sample)

The Community Services Department will accept field applications from one representative per policy. If an organization is covering several teams under their policy, all teams must be named on the policy. A Certificate accompanied by an additional insured endorsement in the amount of \$1,000,000 general liability is required for all reservations. The applicant will be responsible for any and all damage to the City's premises, equipment, and property. If additional maintenance is required, in excess of normal cleaning services/time, the applicant will be charged accordingly. The applicant will be held responsible for all actions, behavior, and damages caused by his/her guests/attendees.

## GENERAL RULES AND REGULATIONS

The Community Services Director or authorized representative retains the right to set rules and regulations for safe and reasonable use of parks. The City of Stockton staff shall regulate or prohibit such activity or use, which in his/her judgment is determined to be of a hazardous nature or dangerous or damaging to property or not in the best interests of the citizens of the City of Stockton.

- Renters are to prepare, line fields, and supply their own chalk or paint and bases for use. Renter improvements to fields will be considered a donation and will not result in a reduction of fees.
- Renter is required to remove trash from the park at the end of each day's use. The City may require the renter to provide a dumpster for excessive trash. Clean up fee will be charged if trash is not removed.
- Soccer Renters: Goals are to be removed after each use and cannot be stored at neighborhood parks. Goals left in parks are subject to removal and user will be charged for the removal.
- Misuse of the field, failure to conform to field regulations, or any other Federal, State or Local law, regulation or ordinance shall result in termination of the contract.
- Long Term field renters, other than softball/baseball, must rotate use on field areas to prevent field damage. Damage may result in additional charges and cancellation of the contract.
- Renters may only use fields designated on contract, and only at designated times.
- Contracts/reservations cannot be transferred, assigned, or sublet.
- Vendors selling food or other items may be subject to an additional fee for the right to conduct sales on public property. Vendors must adhere to all State, County, and City health requirements. Sales of any kind must be approved in writing by the Director of Community Services Department at least 90 days prior to use. The City requires a fee paid in advance.
- No amplified sound is permitted in any park without a permit.
- The following are not allowed in any City of Stockton park: gambling, alcohol (not allowed at designated parks), portable lights without permission, portable barbecues, use of any chemicals on the field or turf, decorations may not be tied, stapled, etc. to plants or structures.
- No vehicles are to be driven on park property. Vehicles on park property may be cited and towed.
- No advertising shall be exhibited without written permission from Community Services Director.

## SUPERVISION/LIGHTED FIELDS

The City may provide a staff member or a key for lighted field reservations. City staff or renter will be responsible for turning the lights on and off. Keys are provided at the discretion of the Field Rental Supervisor and are to be returned within 5 working days of the last date of use. Failure to return keys will result in denial of future requests. No rentals will be scheduled beyond 10:00 p.m. at any City park.

## RESTROOMS

Some parks do not have restrooms available. If you are renting a field at one of those parks, you may need to rent portable facilities depending on the size and type of event.

## RAIN DAYS / WET FIELDS

Depending on staff availability and weather, the renter may be responsible for checking field conditions before proceeding with field use.

The following criteria must be used to determine if a field is usable: **If footprint leaves an impression, or if sod is removed easily with a cleat, this is considered a wet field and the renter needs to cancel use for that date in writing or by email within 5 business days.**

On regular business days, staff may determine fields to be unusable and a message regarding field status will be available after 3 p.m. by calling 209-937-5606. **If renter plays and damages turf despite wet field conditions, the contract will be canceled and no refund will be granted. Renter may also be charged additional fees for damage.**

## FEES & CHARGES

The fees are established by the City of Stockton City Council and are reviewed on an annual basis. City staff does not have the authority to waive or reduce fees.

## CANCELLATIONS / CHANGES/ REFUNDS

1. Written notification or confirmed email is required 72 hours prior to the event in order to receive a refund, less cancellation fee: \$32.00
2. Rain cancellations must be submitted no later than 5 business days after a rain out date.
3. Changes to the contract must be submitted no less than 5 business days prior to the date(s) to be modified.

All deposits and payments will be forfeited if written notice is not submitted to the Community Services Department, Administration - Field Reservation Office at 1760 E. Sonora Street. Stockton, CA 95205 or submitted by email to [sportsandfields@stocktonca.gov](mailto:sportsandfields@stocktonca.gov).

The City of Stockton reserves the right to cancel use of facilities and/or equipment when deemed necessary. In such cases, the City will provide a full refund or credit of all fees and deposits, and every effort will be made to notify renter at the earliest possible date.

## CITY OF STOCKTON FIELD RENTAL FEES

<b>Park Diamond Uses Baseball or Softball</b>	<b>Fees</b>
Rental of Neighborhood Park diamonds, per hour, Adult	\$11.00
Diamond rental, per hour, Youth	\$4.00
Lights (if needed), additional fee per hour	\$15.00
Required Supervision, per hour	\$18.00

<b>Park Non-Diamond Uses Soccer, Football, Lacrosse</b>	<b>Fees</b>
Rental of Neighborhood Park fields or diamonds, per hour, Adult	\$15.00
Field or diamond rental, per hour, Youth	\$6.00
Lights (if needed), additional fee per hour	\$15.00
Required Supervision, per hour	\$18.00

<b>McNair Soccer Field</b>	<b>Fees</b>
Adult use per hour for Field	\$22.00
Youth use per hour for Field	\$11.00
Youth Tournament per hour for Field	\$20.00

<b>Stockton Soccer Complex</b>	<b>Fees</b>
Field Use Application Fee	\$32.00
Tournament Application Fee	\$100.00
Field Set Up and Supervision, additional fee per hour	\$16.00
Clean Up per hour	\$16.00
Lights (if needed), additional fee per hour	\$15.00
Weekend Walk-in Admission (Per Adult, age 18 & over)	\$1.00
Parking Fee, per vehicle, per day	\$5.00
Miscellaneous Use-reservation of complex for events other than Soccer/lacrosse/football etc. per hour	\$50.00
The field dimensions at The Stockton Soccer complex are set. Under only a case by case basis will changes in soccer field dimensions be considered, and an additional fee of \$16 per hour will be charged to adjust field lines. <b>See Stockton Soccer Complex Dimensions on Page 8</b>	

<b>Non-Tournament Field Use</b>	<b>Fees</b>	<b>Tournament Use</b>	<b>Fees</b>
Youth per hour, per field for ½ Field	\$8.00	Youth per hour, per field for ½ Field	\$12.00
Youth per hour, per field for Full Field	\$15.00	Youth per hour, per field for Full Field	\$20.00
Adult per hour, per field for ½ Field	\$12.00	Adult per hour, per field for ½ Field	\$18.00
Adult per hour, per field for Full Field	\$25.00	Adult per hour, per field for Full Field	\$30.00



## SAMPLE FORM ONLY

**INSURED:**

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED--OWNERS, LESSEES  
OR CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

**Name of Person or Organization**CITY OF STOCKTON, ITS OFFICERS, AGENTS AND EMPLOYEES  
425 N. EL DORADO STREET  
STOCKTON, CA 95202-1997

(if no entry appears above information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

SAMPLE FORM ONLY

---

Signature  
Authorized Representative

CG 20 10 85

Copyright, Insurance Services Office, Inc., 1984

**CG 20 10 85**





# CITY OF STOCKTON FIELD USE APPLICATION

Stribley Community Center, Field Reservations Office  
1760 E. Sonora Street Stockton, CA 95205  
[www.stocktonca.gov](http://www.stocktonca.gov)



A \$32.00 application fee (long/short term field use) or \$100 application fee (Tournament use) must accompany completed application to be considered. The application fee will be applied to the rental if approved, 100% of the contract fees will be due prior to contract start date. **One application and fee must be submitted for each facility requested.**

**Circle One:**      **TOURNAMENT**                      **LONG TERM FIELD USE**                      **SHORT TERM USE (5 dates or less)**

League/Group Name: \_\_\_\_\_  
Organization Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_  
Sport: \_\_\_\_\_ Attendance Total: \_\_\_\_\_ Adults: \_\_\_\_\_ Youth (under 18): \_\_\_\_\_

1<sup>st</sup> choice: \_\_\_\_\_  
Park Requested: \_\_\_\_\_ Area Requested: \_\_\_\_\_  
Date(s) of Use \_\_\_\_\_ How many fields will be needed? \_\_\_\_\_  
Time of Use \_\_\_\_\_ Additional Needs: \_\_\_\_\_

2<sup>nd</sup> choice: \_\_\_\_\_  
Park Requested: \_\_\_\_\_ Area Requested: \_\_\_\_\_  
Date(s) of Use \_\_\_\_\_ How many fields will be needed? \_\_\_\_\_  
Time of Use \_\_\_\_\_ Additional Needs: \_\_\_\_\_

## CLASSIFICATION INFORMATION

*Please answer all questions.*

Non-Profit Organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide tax ID#: _____
Fund-raising Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will items be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will a fee be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No
Event open to public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Additional services needed? _____
Will amplified sound be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	I have read the Field Use Policies <input type="checkbox"/> Yes <input type="checkbox"/> No

## HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, Lessee shall hold harmless, defend at its own expense, and indemnify City of Stockton its officers, employees, agents, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions of Lessee or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from City of Stockton's sole negligence or willful acts. The duty to defend and the duty to indemnify are separate and distinct obligations. The indemnification obligations of this section shall survive the termination of this agreement.

I understand that by participating in this event, that I am giving consent for images of myself and event to be used for promotional purposes or instruction by the City of Stockton.

I have carefully read this release, hold harmless and agree not to sue and fully understand its contents. I am aware that this form is a full release of all liabilities and signed by my own free will.

Signature of Authorized Representative: \_\_\_\_\_ Date \_\_\_\_\_

**Field Schedule** Team: \_\_\_\_\_

Month \_\_\_\_\_

Year \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat



# Stockton Soccer Complex Dimensions

