

City of Stockton
Community Services Department



Softball & Baseball
Tournament
Reservation
Application

WELCOME...

The City of Stockton offers Louis Park Softball Complex and Misty Holt-Singh Softball Complex for your softball and baseball tournament needs.



Community Services Department
Sports and Fields Office
1760 E. Sonora Street
Stockton CA, 95205
(209) 937-5606
sportsandfields@stocktonca.gov

Softball & Baseball Tournament Reservation Application

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 information and forms needed to reserve fields in the City of Stockton.

In the Know

To request use and reserve a City of Stockton softball complex, follow the steps in the application process section. 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.

Tournaments will be from February through the 3rd weekend in November. **Subleases or trades with other teams or organizations are not allowed without City of Stockton approval.**

Louis Park Softball Complex:

- Four diamonds (skinned infields, base configuration at 60 feet and 70 feet, fenced and lighted)
- Concession stand
- Restrooms
- Bleacher seating capacity - 1,000
- Fences set at 250 feet from home plate
- P.A. systems
- Electronic scoreboards are available. ***(Fees not included with field rental.)***
- User may charge gate admission.

Misty Holt-Singh Softball Complex:

- Four diamonds (skinned infields, base configuration at 60 feet and 70 feet, fenced and lighted)
- Concession stand
- Restrooms
- Bleacher seating capacity - 1,000
- Fences set at 260 feet from home plate
- User may charge gate admission.



Application Process

Applications must be submitted by mail, email (sportsandfields@stocktonca.gov) or in person to:

- Sports and Fields Office:
Stribley Community Center
1760 E. Sonora Street, 95205
- Arnold Rue Community Center
5758 Lorraine Avenue, 95210
- Cesar Chavez Central Library (2nd Floor)
605 N. El Dorado Street, 95202
- Seifert Community Center
128 W. Benjamin Holt Drive, 95207
- Van Buskirk Community Centers.
734 Houston Avenue, 95206

Required items for rental requests:

- Applicants must be 18 years of age or older and present during the rental.
- Completed application (see attachment on page 9) must be submitted per facility, per tournament.
- All past balances must be paid in full before new requests can be considered.
- \$100.00 application fee per complex per facility.
- Cash, check (make payable to City of Stockton) or credit card (MasterCard or Visa only) are accepted.

Rentals may begin as early as 7:00 a.m. Each day will begin with a facility walkthrough with tournament managers and facility staff two hours prior to first schedule game. Gates will open one hour before first games begin. Rental start time begins when renter gains entry to the facility and end time is at the time of departure.

Tournament Reservation Priority

When to Apply

First Priority: From 4th Monday in November through the 2nd Friday in December.

Second Priority: Draft day held on the 3rd Thursday in December.

Priority Three: Draft day or anytime thereafter.

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Minimum of 30 days prior to event.

Tournament confirmations will be sent out by the 2nd Friday of February

First Priority Field Rental

Reserves the same dates and locations for tournaments held during previous year.

- Must submit completed tournament application form(s).
- Must submit non-refundable tournament application fee per facility, per tournament at the time of the request.
- Applications are due no later than 5pm the 2nd Friday in December.

Second Priority Field Rental

All user groups that currently hold 4 or less priority one dates

- Must be in attendance during the tournament draft.
- Must submit completed tournament application form(s) immediately following the draft.
- Must submit non-refundable tournament application fee per facility, per tournament at the time of the request.

Third Priority

- All remaining available locations will be filled on a first come, first serve basis.
- Must submit completed tournament application form(s).
- Must submit non-refundable tournament application fee per facility, per tournament at the time of the request.
- Priority will then be awarded for the next calendar year on a case by case basis.

Application Approval

A confirmation letter with approved dates will be sent out by both mail and email. Applicants must follow the requirements below to complete the rental process and avoid cancellation of the requested reservations:

- Provide a written response by mail or email within 10 business days from approval date.
- Sign rental contract.
- Provide insurance and endorsement page.
- 100% of fees are due no later than 5 business days leading up to each tournament date.

Insurance/ Liability (see sample on pages 6-8)
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. Insurance will be required for all practices, games, and tournaments.

A Certificate accompanied by an additional insured endorsement in the amount of \$1,000,000/\$2,000,000 general liability is required for all reservations. The City of Stockton must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming "The City of Stockton, it's officers, officials, employees and volunteers" must accompany the certificate of insurance. This endorsement page is often referred to as page CG 201.

The applicants will be responsible for any and all damage to the City of Stockton premises, equipment, and property. The applicant will be held responsible for all actions, behavior, and damages caused by his or her guests and attendees.

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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.

Application & Special Fees

Item	Description	Fee
Tournament Use Application Fee	Non-refundable deposit Per application	\$100.00
Tournament Fee ½ Day	12 games or less 6 hours or less	\$500.00
Tournament Fee Full Day	13 games or more More than 6 hours	\$1000.00
Tournament Fee Full Day with lights	12+ hours with lights,	\$1500.00
Tournament Cancellation Fee Early Notice	Min. 31 days prior to date of tournament Per tournament Per facility	\$100.00
Tournament Cancellation Fee Late Notice	Less than 30 days prior to date of tournament Per tournament Per facility	\$300.00
Daily Vendor Fee	Permit to sell Per site Per day	\$50.00
Clean Up Fee	Per facility Per staff Per hour	\$92.00
Electronic Scoreboard	Per field Per tournament	\$120.00

Changes & Cancellations

Once an application is issued a reservation number, the cancellation policy becomes applicable. If the contract holder chooses to make an amendment or a cancellation, please review the following options:

- Submit request for changes to the contract no less than 10 business days prior to the date(s) to be modified.
- Written notification or confirmed email of cancellation is required no less than 31 days prior to the tournament to avoid additional cancellation charges. The \$100 deposit will be forfeited.

- Written notification or confirmed email is required no less than 10 business days prior to the event to receive a refund less any charges accrued.
- Weather cancellations must be submitted no later than 5 business days after a weather-based non-use date.

All deposits and payments will be forfeited if written notice is not submitted to the Community Services Department, Sports and Fields Office at 1760 E. Sonora Street, Stockton, CA 95205 or by email to 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 of Stockton may provide a full refund or credit of all fees and deposits, and every effort will be made to notify the contract holder as soon as possible.

General Rules & Regulations

The Community Services Director or authorized representative reserves 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 or 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.

- All sites must be restored to original condition at the end of use. The renter may be required to provide a dumpster for excessive trash. Clean up beyond normal use will be billed to the reservation contract holder based on the time it takes to return the site to the stated original condition.
- Misuse of the fields, failure to conform to field regulations, or any other Federal, State or Local law, regulation or ordinance shall result in termination of the contract.
- Contract holder may only use fields designated on contract, and only at designated times. Contract holder must carry a copy of the reservation contract during the assigned reservation. Contracts and reservations cannot be transferred, assigned, or sublet without City of Stockton approval.

Prohibited

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The following are not allowed in any City of Stockton parks:

- Amplified sound in any park without a permit.
- Gambling, alcohol (not allowed at designated parks), portable lights, portable barbecues.
- Use of any chemicals on the field or turf.
- Decorations tied, stapled, etc. to plants or structures.
- Vehicles on park property beyond designated parking space. Vehicles on park property may be cited and towed.
- Advertising exhibited without written permission from Community Services Director or authorized representative.

Vendors

Vendors selling food and/or other items may be subject to an additional fee for the right to conduct sales on public property. Vendor 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 or authorized representative at least 5 days prior to use. The City requires a fee paid in advance.

Field Preparation & Lining

The City of Stockton Softball Complexes (Louis Park & Misty Holt- Singh) fields will be maintained routinely for consistent playability. Reservation contract holders may prepare the infields of ball diamonds as needed. Reservation contract holders may line fields with chalk or field marking paint. Burning field lines with flame or chemicals is strictly prohibited and may result in loss of further field reservation contracts.

Contract holders who prepare and line fields must supply their own chalk or paint for use. All improvements to fields will be considered a donation and will not result in a reduction of fees

Lights

Sports and fields staff will oversee and maintain control of the field lighting. Lights are scheduled to turn on 30 minutes prior to sunset. Scheduled time of sunset is based on an average of sunsets with public safety in mind and to ensure consistency.

Field use status is monitored regularly. Depending on staff availability, the contract holder may be responsible for checking field conditions before proceeding with field use for playability and safety issues.

Factors such as the moisture content of the soil, safe use and avoidance of injury, damage to the field if played upon, environmental hazards as well as potential for inclement weather are all taken into consideration in determining the status for play. Please report unsafe field conditions immediately.

Field (wear & tear):

It is the responsibility of all the field users to protect the fields from excessive wear and tear. Additionally, users shall not use fences, bleachers, or other amenities as targets for practicing or warming up. Damage may result in additional charges and cancellation of the contract. The contract holder may be charged additional fee for damages.

Environmental & Weather Conditions

In case of active rain, all fields will be closed. Fields will be reassessed once the rain has ceased. On occasion, on a non-rainy day, the sports and fields office will determine a field to be closed based on excessive rains during the previous day(s), which have left the conditions unsafe for use.


All reservations must discontinue use immediately if unsuitable weather (*torrential rain, lightning, high winds, excessive heat, or poor air quality*) presents itself and may resume once conditions have improved. The contract holder or a representative will make this decision. In extreme circumstances, a City of Stockton appointed representative will render a final decision.

Disclosure

This Softball & Baseball Tournament Reservation Application is only a request for a reservation. Acceptance and approval of this application will be decided by the sports and field office. A request for reservation cannot be made without submitting a completed application and the \$100.00 application fee. Upon signing the application form, the applicant has an obligation to provide all required fees and documentation as

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set forth by the City of Stockton (i.e. Insurance requirements, payment, etc.).

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 07/01/2018				
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.								
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).								
PRODUCER Example 1 Producer Name Producer Address City ST ZIP		CONTACT NAME: John Doe PHONE (A/C No. Ext.): XXX-XXX-XXXX FAX (A/C No.): XXX-XXX-XXXX E-MAIL ADDRESS: John.Doe@insurance.com PRODUCER CUSTOMER IN IS:						
INSURED Example 1 Vendor Name Vendor Address City ST ZIP		INSURER(S) AFFORDING COVERAGE		NAIC #				
		INSURER A: Your Insurance Policy		XXX,XX				
		INSURER B:						
		INSURER C:						
		INSURER D:						
		INSURER E:						
		INSURER F:						
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:								
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSTR. LTR.	TYPE OF INSURANCE	ADDITIONAL INSUR.		POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS	
		INSUR.	WAIVER					
A	GENERAL LIABILITY			XXXXXX	07/01/2018	07/01/2019	EACH OCCURRENCE	\$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				DAMAGE TO RENTED PREMISES (EA occurrence)	\$
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$
GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-PORT <input type="checkbox"/> LOG <input type="checkbox"/>							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMM/PROP AGG	\$
								\$
A	AUTOMOBILE LIABILITY			XXXXXX	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Per accident)	\$
	<input checked="" type="checkbox"/> ANY AUTO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
								\$
								\$
								\$
								\$
A	UMBRELLA LIAB			XXXXXX	07/01/2018	07/01/2019	EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DEDUCTIBLE							\$
							RETENTION	\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			XXXXXX	07/01/2018	07/01/2019	WC STATUTORY LIMITS	100%
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MSB OR EXCLUDED (Mandatory in NH)	Y/N	N/A				E.A. EACH ACCIDENT	\$
	(Mandatory in NH) If you, the insured, under SPECIAL PROVISIONS below						S.A. DISEASE - EA EMPLOYEE	\$
							E.A. DISEASE - POLICY LIMIT	\$
CERTIFICATE HOLDER City of Stockton Attn: Risk Services 425 N El Corado Street Stockton CA 95202-11951	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE **Signature**							

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CG 20 10 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

h
COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

Name of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
<p>City of Stockton, its officers, officials, employees, and volunteers. Attn: Risks Services 425 N El Dorado Street Stockton, CA 95202-11951</p>	<p>City of Stockton</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above. However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing.

1. operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**: If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

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\$100 tournament application fee must accompany the 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 and tournament date requested.**

Tournament Application Form		
Choose one:	<input type="checkbox"/> Full Day Tournament	<input type="checkbox"/> Half Day Tournament
Type:	<input type="checkbox"/> Youth (participants under 18 years old)	<input type="checkbox"/> Adult (participants 18 years old and over)

Application Information

Organization Name:	Primary Contact Phone #:
Primary Contact:	Alternate Phone #:
E-mail Address:	
Address:	
City/State/Zip Code:	
Total Number of Participants:	Youth: Adults:

Sports Field Request

1st Choice:	Area(s)
Park Requested:	Number of Fields:
Date(s) of Use:	
Time of Use:	
Additional Needs:	
<i>If 1st choice is unavailable, please provide an alternative location below.</i>	
2nd Choice:	Area(s):
Park Requested:	Number of Fields:
Date(s) of Use:	
Time of Use:	
Additional Needs:	

Classification Information

Is this a Non-Profit Organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please provide Tax ID#:		
Is this a 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
Is the event open to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will there be amplified sound?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I have read and agree to all the rules and regulation set forth by the City of Stockton in the Field Reservation Packet. INITIALS

City of Stockton Hold Harmless I hereby release, discharge and agree not to sue the City of Stockton, its officers, employees, agents, and contractors for any injury or damage to or loss of personal property, or illness, including, but not limited to, communicable diseases such as MRSA, influenza, and COVID-19, arising out of, or in connection with, my participation in the activity/event from whatever cause, including the active or passive negligence of the promoter/organizer or City or any other participant in the activity/event. In consideration for being permitted to participate in the activity/event, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City from any and all claims, demands, actions or suits arising out of or in connection with my participation in the activity/event. This form will act as a medical release in the case of an emergency. 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. In case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary. Special event permittees and renters of City of Stockton facilities are required to follow all requirements of the CDC, State Department of Public Health and local authorities with respect to COVID-19 and other communicable diseases. I have carefully read this release, hold harmless and agree not to sue and fully understand it 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:** _____