

Santa Rosa Recreation & Parks Sports Field Rental Information

The City of Santa Rosa sports fields may be rented several ways. This information packet is specifically for Sports Field User Groups that are applying for seasonal League Permits. League permits are issued to organizations/groups that have a mission of organizing sports league play. This includes groups that collect fees/registration, use a field more than 7 consecutive dates, or need more than one field at a time. Groups are required to provide insurance and current rosters from the oversight organization (if paying per child fee). Applications for sports league permits are accepted twice a year.

Basic field rentals are also available for limited requests which include renting a field for less than 4 hours or less than 7 booking dates. These are typically for family or company games in conjunction with a picnic permit. Sports field user-groups may also obtain a basic field rental for dates/locations that were not part of their league permit or during off-season. These can be booked by calling the Sports Line (707) 543-4317 or emailing sports@srcity.org

Park Permits are required for those planning a special event such as a tournament or fundraiser. If activity extends beyond the sport field boundary, requires special equipment to be brought in, has vendors or additional portable toilets, impacts the overall park and parking, or is conducting any business/fundraising – then a park permit application must be filled out and submitted to parkpermits@srcity.org. Additional information regarding Park Permits is available by calling (707) 543-3294.

LEAGUE PERMIT FEES	
Application Fee (non-refundable)	\$25
Late Fee	\$25
Amendment Fee (adult groups)	\$25
Cancellation Fee	\$25
Youth Soccer (per season, per qualifying organization)	\$7/per child
Soccer Field/Diamond – qualifying sports leagues	\$12/Hr
Youth Baseball (per season, per qualifying organization)	\$7/per child
Soccer Field/Diamond Rentals	\$25/Hr
Field Lights	\$20/Hr

Field Permit Fees

League permit requests are subject to a \$25 non-refundable application fee, per location. This fee is due when submitting the application. Payment can be made in cash, check, money order, MasterCard or VISA. Permit is **not** in effect until full payment is received AND a fully-executed copy of the permit is processed by the City.

Light Requests and Fees

Light requests should be requested on field permit application and/or at least 15 days prior to your first requested use date. Fees for lights will be added to the field use permit and will be due and payable at the time the permit is issued (see **Field Permit Fees** section for payment options).

Scheduling Changes

A \$25 Amendment fee will be charged for changes made to permits after its been issued (adult leagues only).

Cancellations

Cancellations must be made in writing by the permit holder by emailing sports@srcity.org or calling the Play Santa Rosa Sports Hotline (707) 543-4317. Cancellation requests must be received at least 30 days in advance of the date cancelling to receive a refund/credit of use fees (\$25 application fee is non-refundable). If it rains/field closure on the date of a field reservation, a full refund is available (credit put on account), provided the permit holder calls the Play SR Sports Hotline at (707) 543-4317 the next working day to report the rainout and request refund.

Application & Allocation Process

Applications for Sports League field requests must be submitted with the \$25 non-refundable application fee (fee charged per location) by application deadline. Requests are evaluated and based on following criteria:

Priority 1 – City of Santa Rosa Recreation Programs

Priority 2 – Youth Sports Organizations

- Previous responsible field user
- Non-profit organizations
 - Santa Rosa based clubs/leagues
- Total Players on Roster (helps determine how many fields each Club will receive)
- For-profit organization

Priority 3 – Adult Sports Organizations (note: Sundays are typically reserved for adult play)

- Previous responsible field user
- Non-profit organization
- For-profit organization

The goal in allocating sports fields is to be fair, equitable and maximize use of the sports fields. All dates, times and fields listed on any group's application may not be approved in total. Reduced days per week, hours per day, weeks per year, or being assigned a different field for various reasons may occur.

Groups should not request fields or facilities that they do not intend to use. The City will monitor use of the fields to ensure that groups are using what they reserved. Groups who reserve time that they do not use (other than due to inclement weather field closures) will jeopardize their priority for future permits and such action may result in permit cancellation.

Field Permits

Once applications have been reviewed and fields have been allocated, applicants will receive a tentative permit. Review the tentative permit thoroughly to confirm dates, times, fields and other information. You will be given several days to make changes to the tentative permit without being charged. Any changes after the deadline will be considered an amendment and the \$25 fee will be imposed.

Sign and return your final permit and pay attention to deadlines! Your final permit will need to be electronically signed/returned with required documentation and full payment by deadline noted. A \$25 fee will be charged for anything received after deadline. Once returned, the Recreation Supervisor will sign it, payment will be applied, and a fully executed permit will be sent to you.

Required Documentation

1. Current Certificate of Liability Insurance with Additional Insured Endorsement
2. Proof of Non-profit (5013C) (if not already on file; for qualifying groups paying per player fee)
3. Current Rosters (for qualifying groups paying per player fee)
4. Application signed with acknowledgement that they received/read this packet.

Roster Information

Santa Rosa based organizations wanting to receive the per-player youth fee must provide current registration and membership rosters by deadline noted. Information must include participant's name/age and be from the sanctioned governing body that the Club is registered with (i.e. Little League International or USA Soccer). Organizations will be charged for the total number of players your Organization represents (not based on how many of them will be using the field). Information will not be shared with any other organization and will be kept confidential.

Responsible Field Use

- Litter removal from fields and adjacent areas including parking lots
- Adhering to all park and permit rules
- Proper use and care of the fields as outlined in the **Turf Preservation** section
- Meets deadlines for required payments and documentation
- Only uses fields permitted (not blanketing or field abandonment)
- Gets permission/approvals for porta-a-lets and storage containers
- Not playing on closed fields
- Releasing fields/dates/times not using. Updating start/end times.
- Respectful of neighbors bordering sports fields. This includes not parking in front of driveways, kicking balls against fences, congregating near homes/fences, urinating on fences, etc.
- Put goals/equipment back in place for groups using field after you
- Consequences of not being a Responsible Field User could result in forfeiture of permit

Park Rules & Information

- Subleasing of fields by any user group is strictly forbidden
- Amplified sound prohibited
- Public urination is illegal
- Dogs are required to be on a leash and not allowed on sports fields for health/safety reasons
- Smoking and glass beverage containers are not allowed in City Parks
- Youth spectators should be supervised at all times
- Portable toilets or storage containers need prior written approval by Park management using the Storage/Port-a-let request form
- Street vendors and conducting business in a City Park is prohibited
- Alcohol is prohibited before 5pm weekdays and in all neighborhood parks or parks near a school

- Must comply with posted rules and/or direction from Recreation & Parks employees

Turf Preservation

- Refrain and limit use of heavy traffic areas during practices if possible (i.e. goal areas)
- Rotate areas of use when possible. Stay off fringe or bare areas to limit erosion and further damage.
- Turf divots should be replaced and end of each day to help re-root grass
- Fields may not be used during or after heavy rain, when fields are wet or muddy, or when closed by the City of Santa Rosa (see **Inclement Weather Policy**).
- Soccer practices may not take place on the infield area of a softball or baseball diamond; or on tennis courts.
- No vehicles allowed in the park or out on fields, other than parking lots
- Groups damaging turf may be subject to repayment of total cost of damages and possible termination of field use permit.

Inclement Weather Policy

- The City reserves the right to close fields when field conditions could result injury to players or cause damage to the fields.
- Park Maintenance Management will determine playability of City fields by noon, and announcement made by 1pm.
- Closures may include but are not limited to rain, muddy conditions, smog/smoke/air quality alerts, extreme heat or maintenance issues.
- The City will update user groups through the www.govdelivery.com or the field conditions hotline (707)543-3474.
- To receive field closure update texts and/or emails, register the pertinent staff, managers and coaches of your organization on <https://srcity.org/1083/Sports-Programs-Fields> by clicking on appropriate field closure link under Play Santa Rosa Sports section.
- If no closure announcement is made, fields remain open and playable.
- Failure to adhere to field closures may result in the forfeiture of permit and repayment of field damage.

Field Amenities

- The City does not provide nets for goals or line sports fields.
- Clubs/Groups performing any maintenance to fields (besides daily field prep) must submit Volunteer Project Proposal and Liability Release (email: VolunteerSantaRosa@srcity.org)
- Organizations must get permission to put storage containers or portable toilets on City property.
- Organizations must label/identify their own equipment (goals, storage boxes, etc.)
- All goals to remain unlocked mid-March (after DLS) through November 30th (City owned, OR league owned)
- Field permits are only for days/times permitted and does not give exclusive use to a team/Club. Fields are available on a first-come, first-serve basis if not permitted.

Park Concerns

- Call the police non-emergency line (528-5222) to report illegal activity or problems needing police attention. This includes drinking/drug use, sleeping/camping in parks, loitering around public restrooms, etc.
- Email parksmaintenance@srcity.org to report field or park conditions and concerns or call 543-3770.
- Email sports@srcity.org and we will direct concern/complaint to appropriate staff.
- Call the after-hours office for on-call maintenance assistance (707)543-3805
- Call Animal Control (707)565-7100 for dogs off leash

2022 Season Deadlines

<i>Season</i>	<i>Sports Field(s)</i>	<i>Season Dates</i>	<i>Application Due</i>	<i>Mandatory Meeting</i>	<i>Payment/Rosters Due</i>
Spring/Summer 2022	Baseball	February 1 – July 31	Dec 10, 2021	Jan 24	Jan 21
Spring/Summer 2022	Soccer	March 14 – July 31	Feb 4, 2022	March 7	March 10

Note: Soccer Fields are closed December 1 through March 13. During “off-season” some fields may be available at the hourly rate.