



Facility Use Information
SPORTS FIELDS

The City of Santa Clara provides field rentals for your use and enjoyment. The following guidelines and rules have been established for use of these facilities.

I. WHO CAN USE THE FACILITIES?

Residents of the City of Santa Clara and qualifying resident groups may apply to use facilities based on the following priorities and requirements.

City of Santa Clara facilities may not be used by commercial groups for business activities, seminars, training sessions, etc.

Priority	Requirements
1	City of Santa Clara sponsored activities and Santa Clara Unified School District use.
2	Youth Activity Groups serving the City of Santa Clara (51% City of Santa Clara residents required).
3	Previous year multiple use adult resident groups (51% City of Santa Clara residents required) or resident businesses. Multiple use is a minimum of 8 and a maximum of 18 weeks.
4	New resident multiple use adult groups (51% City of Santa Clara residents required), businesses, or adult teams in the City of Santa Clara sponsored recreation leagues. Multiple use is a minimum of 8 and a maximum of 18 weeks.
5	Resident groups with picnic reservations at the Central Park Pavilion or Arbor Center (for Central Park use; weekend use only.)

II. TYPES OF FUNCTIONS

- A. All applications must be made at the Community Recreation Center (CRC), 969 Kiely Blvd., Santa Clara. No reservations will be taken by phone. Please call the Recreation Supervisor, at 408/615-3160, to make an appointment. A league representative from each **qualifying resident group** must be present to complete the permit application. A City of Santa Clara resident (for private or organizational event) or an employee of a Santa Clara based business (for non-business company events) must be present to complete the permit application.
- B. Proof of Santa Clara residency is required. Organizations with 51% of membership Santa Clara residents must provide roster within seven working days of application, including the organization's name, the names and addresses of its members, and their phone numbers.
- C. The CRC staff will not accept applications submitted earlier than 3 months in advance to the day, nor later than 14 days in advance. If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day. There are no exceptions to these rules. (Example: if June 6th is desired date, the earliest application date is March 6, the latest is May 28.)

Recreation Field Reservation Schedule

January – July (Softball and Baseball)	
Priority	Permits Accepted Beginning
1 & 2	December 1
3	February 23
4 & 5	March 1

August – December (Soccer and Football)	
Priority	Permits Accepted Beginning
1 & 2	July 1
3	July 27
4 & 5	August 1

III. GENERAL INFORMATION

A. Available Facilities

Location	Baseball	Football	Soccer	Softball	Cricket	Multi Use
Central Park 909 Kiely Blvd.	X	X	X	X		X
Elmer Johnson Field Poplar St. @ Monroe St.		X	X	X		X
Larry J. Marsalli Park 1425 Lafayette St.				X		
Mission College Field 3000 Mission College Blvd.			X	X		
Washington Park 270 Washington St.	X					
Santa Clara Unified School District Facilities	Sport in season prevails; use subject to approval					
Townsend Field 1111 Bellomy St., on Bucher campus		X				

B. Fees (*Rental Fees are subject to change on July 1.*)

Fees are due at the time of reservations

Fees	Priority 1 & 2	Priority 3	Priority 4	Priority 5
Ballfield & Turf Area- Day Use	NA	\$81/hr.		
Ballfield & Turf Area- Evening Use	NA	\$116/hr.		
Baseball & Softball Field Preparation	NA	\$163/flat fee		
Football Field Preparation	NA	\$667/flat fee		
Amplified Sound- Per event	\$68	\$68	\$68	\$68
Staff- per hour & per staff person	\$32	\$32	\$32	\$32
Cancellation Fee (per incident)	-	\$44	-	-

* Soccer Park has a separate Facility Use Information document.

IV. TERMS OF USE

Field Insurance Requirements (Applies to ALL facilities)

- All organizations must provide a certificate of insurance at the time of application for a use permit.
- Certificate must be in the amount of one million dollars (General liability).
- Certificate must name the City of Santa Clara as additional insured.
- Additional insured must be named in the following manner: **"City of Santa Clara, its City Council, District, its School Board, officers, agents and employees are hereby added as additional insureds in respect to liability arising out of any use of City or District facilities."**
- Expired or lapsed insurance will result in cancellation of a permit.

Food & Beverages, Sales (Applies to ALL Sports facilities)

- Concessions or merchandise cannot be sold without prior written permission.
- The City of Santa Clara, prior to scheduled activity, must approve concession items.
- No Alcoholic beverages allowed on School District property, per SCUSD Board Policy 1330. Violation will result in the cancellation of the permit.
- Gum, sunflower seeds, and peanuts strictly prohibited. Use of a facility will be canceled, including all future use, if these items are found in the facility, and use fees will be forfeited.**

Use & Maintenance (Applies to ALL Sports facilities)

- A. Permit groups are responsible for clean up of the facility and restrooms after each use; .Failure to comply will result in cancellation of any remaining permit dates.
- B. To preserve the life and conditions of the fields, users shall not play in wet conditions. A field is considered too wet if you can see standing water, hear a “squishy” sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf. Play is allowed during a light mist, if the ground is hard and relatively dry. If field has been overwatered, or it has been raining for three days, or wet conditions exist as described above, groups are not to play.
- C. Dogs are not allowed on site anytime (with the exception of guide dogs), per SCUSD Board Policy 1330 and Civil Code SCMC 5-3.51
- D. Vehicles are not allowed in the facility.
- E. Tape, tacks, or staples may not be used on the facility. String may be used to attach signs. All signs and other materials must be removed at the end of the event.
- F. Surrounding school grounds are not included in the permitted use of the fields on School District property.
- G. Elmer Johnson Field and Washington Park may be booked in conjunction with the use of Townsend Field at an additional fee.
- H. **The City of Santa Clara reserves the right to cancel or change rental contracts at their discretion.**
- I. Youth are described as 18 years or younger. Local colleges (Mission, Santa Clara University.) will qualify as youth organizations.
- J. Ice chests, food, and beverages are not permitted.
- K. Use of tobacco and alcohol is strictly prohibited. Violation will result in immediate suspension of use permit.
- L. All fees and contracts are due 14 days prior to scheduled activities. If not completed, event will be cancelled.
- M. Overnight parking is prohibited.