



Santa Cruz County Parks
979 17th Avenue, Santa Cruz, CA 95062
831.454.7938
reservations@scparks.com
scparks.com

Athletic Fields Rental Terms and Conditions of Use

A. RESERVATIONS

- i. **Reservations:** Reservations are made on a first come, first served basis, and can be made up to one year in advance. Minors (under 18) are not eligible to reserve facilities.
- ii. **Payment:** Full payment is required when the reservation is made. Credit cards are charged by ACT*SCCountyParks. Credit card charge backs and checks returned for insufficient funds and chargebacks are charged at the current processing fee.
- iii. **Changes to Permit:** Changes to the permit, including change of date, must be requested in writing by the permittee. All changes are subject to Department approval and subject to a change fee (as described in the Additional Fees section). No changes or additions to the reservation times may take place within two weeks of the event date.
- iv. **Cancellations:** Reservation cancellations must be made in writing and are subject to a fee (as described in the Additional Fees section). Approved reservations may be canceled by the Parks Department due to inclement weather or special maintenance projects. If facility use is canceled by the Parks Department, a full refund of fees and deposits will be made if the event cannot be rescheduled.

B. ATHLETIC FIELDS PERMIT REQUIREMENTS

- i. **Reservation Times:** County Parks outdoor facilities may be reserved daily between 8am to dusk, mid-March to mid-November. The times of the reservation permit must include all set-up and clean-up time.
 - i. **Restrictions:** Fields may not be reserved during designated maintenance hours. Other Park uses may preclude athletic facilities from being available for reservation and use. Once a reservation is approved, other park uses, or reservations will not pre-empt that use.
- ii. **Use of Athletic Fields:** The Department may regulate or prohibit activities which, in the Department's opinion, are deemed to be a hazardous nature to groups or individuals or which endanger property. In addition:
 - i. **Golf:** Golf equipment is not permitted.
 - ii. **Model Airplanes, Fireworks, Drones and Rockets:** Use of motorized toys, including model airplanes and use of fireworks or rockets is not permitted without a Facility Permit.
 - iii. **Animals:** Dogs, horses or other domestic animals are not permitted.
 - iv. **Glass:** Glass containers are not permitted.
 - v. **Bicycles and Motor Vehicles:** Use of bicycles, wheeled toys, and motor vehicles, including motorcycles, automobiles, or go-carts, are not permitted.
- iii. **Alcohol:** Alcohol consumption is not permitted in the County Parks outdoor facilities.
- iv. **Amplified Sound:** A sound permit is required for any event using these devices: public address systems, electronic equipment, live music, and amplification. These are subject to certain restrictions determined by individual facilities.
- v. **Field Preparation and Equipment:** The reserving group must perform all field preparation, including line marking and diamond grooming (but not weekly grading). Special equipment used in field



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preparation must be approved by the Department in advance. Field markings, lining and field preparation, use of signs, portable goals, and recreation equipment, driving of stakes, creating holes or removing soil or turf in preparation for field use, or other activity that will alter existing field conditions must be approved by the Department in advance.

- i. **Athletic Fields Maintenance:** The Department maintains fields by mowing, watering, fertilizing, and reconditioning as needed.
- ii. **Softball/ Baseball Fields:** Softball/ Baseball diamonds are equipped with arch backstops, permanent home plate and pitching rubber. The Department must approve use of portable fencing in advance. The fields are suitable for youth or adult softball and youth baseball (12 years and under).
- iii. **Soccer Fields:** Portable goals may be checked out from the Department if available. The reserving group must provide all other equipment. Portable goals may not be left on fields outside of reservation times and cannot be left accessible for public use.

C. SEASON AGREEMENTS

- i. The following criteria must be met to enter a Season Agreements with the Department:
 - i. Permittee must be a non-profit athletic league or teams with a home base in Santa Cruz County.
 - ii. **Insurance:** Permittee must furnish the department with a Certificate of General Liability and Property Damage Insurance. Please see Section E Insurance for full details.
 - iii. **Fees:** Fees must be paid 14 days prior to requested use.
 - iv. **Schedule:** Field use shall be consistent with the league schedule submitted to the Department.
 - v. **Accessibility:** Permittee must not discriminate against qualified persons with disabilities and must comply with the Americans with Disabilities Act (ADA). Permittee must make reasonable accommodations, if requested.
 - vi. Permittee is responsible for seeing that their participants and spectators observe all park rules and regulations. Permittee not abiding may lose their season agreement privileges.
- ii. **Relinquishment of Time Slot:** If a season agreement holder does not actually use a field as scheduled, the time slot shall be considered relinquished, and Parks may assign the field to another user. The season agreement holder may voluntarily relinquish a time slot with at least one-week prior written notice to receive fee credit.
- iii. **Season Agreement Renewals:** Non-profit leagues or teams affiliated with non-profit leagues in good standing will have the right of first refusal to enter into new agreements for the subsequent year in accordance with the contract and limited by actual use. Notwithstanding the first right of refusal, Parks reserves the right to set hours of use in order to maximize field availability. Additional field use will be subject to availability.
- iv. **Storage:** Limited storage facilities for community permittee who are continuous renters are available during the rental period for athletic equipment, field preparation equipment, and maintenance supplies. (The Department will maintain and check out soccer goals to reserving groups). Storage facilities may be required to be emptied at the end of each season. All athletic equipment remaining at a County Park is available to the general public and will not be secured for private groups or individuals. Organizations may contribute equipment to The Department for public use.



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D. TOURNAMENTS AND SPECIAL EVENTS

- i. **Tournaments:** If tournaments are held outside the season agreement, an additional reservation is required. The Department may require additional services for tournaments, including but not limited to special trash collection and sanitary facilities beyond those available. Tournaments with teams outside your own league may be subject to a special event fee.
- ii. **Special Events and Unique Use:** Use of athletic facilities for sports such as archery, volleyball or other atypical uses are subject to special conditions as specified by the Facility Permit. Use of facilities for special events, unique uses, fairs, carnivals, or activities with booth set ups will not be allowed if field conditions will be damaged or altered by such use, or if safety of participants and general public is compromised.

E. ATHLETIC FIELDS HOTLINE

- i. Please call the County Parks Athletic Fields Hotline for the fields' statuses during the rainy season. Please share this phone number with coaches, parents, and participants.
 - i. Call **831.454.7906**
 1. Press (1) for North County Fields
 2. Press (2) for Mid County Fields
 3. Press (3) for South County Fields
- ii. Maintenance staff will keep the messages updated. At times they may state that fields are closed until further notice, so please continue to call the hotline for the date that they reopen.
- iii. Please remember that you will be fined for playing on fields when they are designated as closed. Help us to maintain the condition of County Parks fields so that all may enjoy them. If you have any questions, please call the Parks office at (831) 454-7901.

F. INSURANCE

- i. Permittee must furnish the department with a Certificate of General Liability and Property Damage Insurance. A one million per occurrence general liability certificate is required prior to park use. Provide proof of vehicle insurance for motorized vehicles used in vending.
- ii. Permittee(s), at their sole cost and expense for the full term of this Permit (and any extensions thereof), shall obtain and maintain minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects County and any insurance or self-insurance maintained by County shall be in excess of Permittee(s) insurance coverage and shall not contribute to it.
- iii. Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000.00 combined single limit, including coverage for:
 - i. Bodily injury
 - ii. Personal injury
 - iii. Broad form property damage
 - iv. Contractual liability
 - v. Cross Liability
- iv. **Additionally Insured Wording:** The County of Santa Cruz, its officials, employees, agents and



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volunteers are added as an additional insured as respects the operations and activities of, and on behalf of, the named insured's performance under its/his/her/their contract with the County of Santa Cruz.

- v. **Statement of Cancellation:** This insurance shall not be cancelled until after thirty (30) days prior written notice has been given to: Santa Cruz County Parks, Open Space and Cultural Services Attn: Facilities 979 17th Avenue, Santa Cruz, CA 95062
- vi. **Named Certificate Holder:** Santa Cruz County Parks, Open Space and Cultural Services Attn: Facilities 979 17th Avenue, Santa Cruz, CA 95062
- vii. **Emailed Certificates** may be sent to reservations@scparks.com
- viii. Insurance must be on file and renewed annually with the Parks Office prior to permitted dates.

G. GENERAL CONDITIONS

- i. **Activities for Minors:** Groups comprised predominately of participants under 21 years of age, must be chaperoned at a ratio of one adult (over 18 years) to 12 minors.
- ii. **Concessions:** A permit is required to use County property for commercial purposes (Santa Cruz County Code Section 10.80.010). The County reserves sole right to control all concessions in and about department buildings and park facilities through separate agreements. Please inquire about concessions agreements if you are planning on selling items or food in the Parks.
- iii. **Decorating:** Light adhesive, removable tape (i.e., poster tape or painter's tape), zip ties, twine, and florist wire are the only fasteners permitted. Staples, tacks, nails, screws, or stakes longer than 6 inches are prohibited. Release of balloons or animals is prohibited. Biodegradable confetti only; no rice throwing.
- iv. **Drones:** Drones or unmanned aerial vehicles are prohibited from use at our parks.
- v. **Flammable Materials:** Candles, fuels, and hazardous materials are prohibited. Fires must be confined to designated barbecue areas. Portable barbecues and cook stoves are not permitted. Taco stands with sturdy workstations are subject to approval.
- vi. **Insurance:** The department may require insurance for activities that it deems to be high risk.
- vii. **Lost or Stolen Items:** Santa Cruz County Parks is not responsible for items left, lost, or stolen.
- viii. **Overnight Storage:** Overnight storage is not permitted. If rental equipment is used, permittee must arrange for it to be delivered and removed the same day as the reservation.
- ix. **Public Use:** The park will remain open for use by others. Permittee shall not exclude the public from any site, nor obstruct the public right-of-way, nor interrupt or impede upon the orderly flow of automobile or bicycle traffic on any streets or pedestrian right of way adjacent to the location.
- x. **Right to Refuse Service:** The Santa Cruz County Parks Director or designated representative is authorized to refuse or revoke any use permit or agreement.
- xi. **Set-up and Clean-up:** Responsibility for general set-up and clean-up of premises shall be the responsibility of the permittee. All trash and recyclable materials should be placed in the provided receptacles. Remove all decorations and clean up spilled food. Remove all personal belongings by end of reservation time. The facility must be restored to pre-use condition. Set-up and clean-up may only take place within the reservation timeframe.
- xii. **Smoking and Vaping:** Smoking and vaping are prohibited in Santa Cruz County Parks.



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- xiii. **Sublease:** Permittee shall not assign or sub-lease any portion of the premises, or any rights under approved permit, without prior written approval of the Department.
- xiv. **Vehicles:** All vehicles associated with a permit must abide by all applicable vehicle and parking statutes and regulations. Vehicles are allowed in designated parking areas only. Driving on grass areas or outside of parking areas is prohibited. Parking may be limited. Please encourage carpooling.
- xv. **Additional Provisions:** County Parks may establish additional policies consistent with the provisions of the adopted rules and regulations as it deems necessary for safe, efficient, and optimum use of facilities. Please check with the Reservations Office for prior approval regarding uncommon or unique requests.

H. ADDITIONAL FEES

- i. **Change Fee:** \$50.00
- ii. **Cancellation Fee:** \$100.00 or 50% of the reservation charge, whichever is less, if cancelled before two weeks prior to the date. Cancellations of less than two weeks receive no refund of fees. Refunds are not given for inclement weather.
- iii. **Damage:** Damage done to the facility or grounds during events or additional clean-up required by Parks Maintenance staff that do not have a deposit, or the damage is not covered by the amount of the deposit, will have the required amount billed to the Permittee. Staff rates to repair the facility are charged at the current maintenance staff hourly rate.
- iv. **Time Limit:** Renters are expected to abide by the reservation times indicated on the permit. If the time limits are exceeded by early entry or late exit, the Permittee will be charged for the excess time at 1-1/2 times the hourly rental rate. The fee will be deducted from any deposit and/or by invoice.
- v. **Collections:** Bills unpaid after 30 days are sent to collections.

I. ASSUMPTION OF LIABILITY, WAIVER, AND INDEMNITY

- i. **Assumption of Liability**
Permittee, whether individual, group, or entity, is solely responsible for any and all liabilities to persons or property resulting from use of the Park Facility, including damage to any County property or structures. Permittee will indemnify, defend, and hold harmless the County of Santa Cruz, its elected and appointed Boards, Commissions, Officers, Agents, and Employees from any claims, suits, losses, or damages for injury to persons or property arising from or connected to this use of the Park Facility.
- ii. **Agreement to Abide by Terms and Conditions**
Permittee, whether individual, group, or entity, represents that he/she/they/it has read these Terms and Conditions, agrees to make them known to persons attending the function or activity, and agrees that no violation of such shall be allowed to occur on the premises or facilities. Permittee understands that permission to use of the Park Facility is contingent upon compliance with these Terms and Conditions and that permission may be revoked at any time upon failure of persons attending the function or activity to fully comply with these Terms and Conditions.
- iii. **Permittee, or Representative, to be Present**
Permittee, or the group or entity individual named in the Permit, will be present during the entire



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period of use of the facility.

I have carefully read and agree to the Terms and Conditions of Use and will comply with the regulations and use policies.

Permittee

Date

Parks Representative

Date



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Athletic Field Credit Request Form

We hope for sunny skies for your league's practice and game time! In the event of field closures by the Parks Department due to inclement weather or field conditions, we will credit your organization's account for missed time. A yearly rainout calendar will be kept as a records reference in the Parks Office.

Please email your completed form to reservations@scparks.com. Credits will be issued upon receipt of this form.

Organization Name

Authorized Agent Name

Phone

Email

DATE	PARK	FIELD



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Athletic Field Reservation Change Form

Thank you for your request to make a change to your athletic field reservation. In order to process your request promptly and correctly, please fill out the form. Please note that no changes will be made with less than one week notice.

Organization Name

Authorized Agent Name

Phone

Email

A. REQUEST A CHANGE TO AN EXISTING RESERVATION

	Current Reservation	Requested Change
Date		
Time		
Park		
Field		

B. CANCEL AN EXISTING RESERVATION

Date	
Time	
Park	
Field	

C. REQUEST AN ADDITION

Date	
Time	
Park	
Field	

If the request is granted, Parks will provide a contract amendment reflecting the change(s) along with any outstanding balance or credit information. Any outstanding balances must be paid within 14 days of receipt of the amendment confirmation, unless otherwise noted.



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Adult League Athletic Fields Peace Officer Patrol Policy

A. NEW POLICY

Objective: To ensure a safe and enjoyable environment for all participants and park-goers, this policy outlines the penalties for incidents including but not limited to violence, including fights, firearms, alcohol consumption, and aggression toward non-players or other park users by players or regular attendees of adult sport leagues.

Enforcement: In the event of incidents or concerns reported, the league will be subject to a Peace Officer Patrol requirement and associated fee. This is an additional fee to be added to the field rental fees already paid to reserve the fields. Depending on the severity of the incident, the Parks Department reserves the right to escalate to necessary violation level.

B. THE VIOLATION AND ASSOCIATED FEE STRUCTURE:

First Violation: Warning and two-week patrol

- Written warning
- Meeting with the Parks Department to discuss further violations and possible solutions.
- Fee: \$114.92 per hour for all times reserved during those weeks.

Second Violation: Patrol for one – six months, up to remainder of season and subsequent season.

- Fee: \$114.92 per hour for all times reserved during the Assessment period

Third Violation: Permit Cancellation

- The Parks Department reserves the right to cancel all reservations upon the final incident within the calendar year. Infractions may result in a suspension for the following year as well, or permanently, depending on the severity.

C. ADDITIONAL DETAILS

Scope: This policy applies exclusively to adult sport leagues. If a league is found in violation, the designated representative must promptly pay the Peace Officer Patrol Fee to the Parks Department within 30 days of receiving the notification.

Appeals: Leagues may submit written appeals to contest alleged violations within 10 days of the notification. Appeals should include a detailed account of the incident, supporting evidence, and any mitigating circumstances. The league will be notified of the appeal decision within 30 days.

Multiple Offenses: In the case of multiple violations within a single incident, the league will be penalized for the most severe violation.



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Education and Prevention: Leagues are expected to implement preventive measures, such as distributing information about responsible conduct or organizing workshops to address conflict resolution.

Self-reporting: If there are small incidents or issues with certain players or people attending league reservations, the permittee is expected to inform the Parks Department of their actions to respond, or of any incidents involving emergency responders, police, fire, etc.

Policy Review: This policy will be reviewed continuously for its effectiveness and relevance. Amendments may be proposed based on evolving circumstances or feedback from league participants and park users.

By participating in the adult sport leagues, all members acknowledge their understanding and acceptance of this policy.

I have carefully read and agree to the Terms and Conditions of Use and will comply with the regulations and use policies.

Permittee

Date

Parks Representative

Date