



**Santa Cruz County Parks**  
979 17<sup>th</sup> Avenue  
Santa Cruz CA, 95062  
Ph: (831) 454-7901  
[www.scparks.com](http://www.scparks.com)

## **ATHLETIC FIELD RULES, REGULATIONS AND USE POLICY**

**Reservations:** Leagues or groups may reserve athletic fields for their exclusive use between the hours of 8:00 AM and dusk, subject to the following conditions:

- 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.
- Approved reservations may be canceled by the Parks Department due to inclement weather or special maintenance projects. If facility use is canceled, a full refund of fees and deposits will be made if the event cannot be rescheduled.

**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:

- Golf: Golf equipment is not permitted.
- Model Airplanes, Fireworks, and Rockets: Use of motorized toys, including model airplanes and use of fireworks or rockets is not permitted without a Facility Permit.
- Pet and Animals: Dogs, horses or other domestic animals are not permitted.
- Glass: Glass containers are not permitted.
- Bicycles and Motor Vehicles: Use of bicycles, wheeled toys, and motor vehicles, including motorcycles, automobiles, or go-carts, are not permitted.

**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.

**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 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.

**Athletic Fields Maintenance:** The Department maintains fields by mowing, watering, fertilizing, and reconditioning as needed.

**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).

**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.

**Alcoholic Beverages:** Alcohol consumption is not permitted in the County Parks outdoor facilities, including but not limited to areas in and immediately around athletic fields, sidelines, dugouts, bleachers, and field areas.

**Smoking:** Smoking and tobacco products are prohibited in Santa Cruz County Parks.

**Season Agreements:** Certain groups and organizations are eligible to enter into Season Agreements with the Department for continuing field use provided the following criteria are met:

- Groups must be non-profit athletic leagues or teams with a home base in Santa Cruz County
- **Insurance:** Groups must provide their own insurance. They must furnish the Department with a certificate of general liability and property damage in an amount of not less than One Million Dollars (\$1,000,000) per occurrence. Such insurance shall name the County as additional insured, be primary coverage, and indemnify the County for any and all losses including, but not limited to, attorney's fees and legal costs which the County may suffer by reason of this use of the premises (see page 4).
- **Fees:** Fees must be paid 14 days prior to requested use.
- Field use shall be consistent with the league schedule submitted to the Department.
- Groups are responsible for seeing that their participants and spectators observe all park rules and regulations. Groups not abiding may lose their season agreement privileges.
- Groups must not discriminate against qualified persons with disabilities and must comply with the Americans with Disabilities Act (ADA). Groups must make reasonable accommodations, if requested.
- Groups comprised predominantly of participants under 21 years of age must be chaperoned at a ratio of one adult (over 21) to 20 minors.

**Non-profit Leagues or teams affiliated with non-profit leagues:** 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.

**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.

**Clean-Up:** Permittee is responsible for set-up and clean-up of premises. Grounds shall be left free of debris and other refuse pertaining to the Permittee's use. Trash and recyclables must be placed in appropriate containers.

**Parking:** Groups are not guaranteed parking on weekend or holiday dates. Parking must be in designated parking areas only. Parking is not allowed in fire lanes, driveways, on turf or alongside red curbs.

**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.

**Concessions:** The County reserves sole right to control all concessions in and about department buildings and park facilities through separate agreements.

**Closure:** The fields close in mid-November for the winter. Use beyond that time must be approved by the Parks Department. The fields open, weather and field conditions permitting, by mid-March.

**Use Fees:** Fees for athletic fields defray Department costs, thus providing exclusive use of the reserved facility, and provide for reservation service and administrative overhead, personnel to verify reservations and oversee field use and offset costs of mowing, fertilizing, conditioning and other maintenance tasks.

**Damage done to the facilities:** If the facility is marred or defaced by intention or the act of negligence of the user, employee or employees, patron, guest, or any other person using the facility while the facility is under the control of the user, the user will pay to County, on demand, such sums as the Director shall determine to be necessary to restore the facility or such equipment to its condition prior to such damage. Any deposit made by the user may be retained by the County to cover part or all of the cost of repairing damaged facilities. Additional repair and clean-up services required of maintenance staff are charged at the current hourly maintenance staff rate.

**Athletic Field Equipment and Storage:** Limited storage facilities for community groups 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.

**Cancellations:** Reservations may be cancelled in person or in writing not less than 14 days prior to the scheduled use, with a permit processing fee of \$100.00 or 50% of the permit fee, whichever is less. Cancellations of less than 14 days receive no refund of fees.

**Changes to the Permit:** Any changes to the permit must be made in writing by the permittee only. No changes will be made with less than one week notice. Date changes are subject to a \$50.00 change of date fee and Department approval.

I have carefully read, considered, and agree to the conditions of the Athletic Field Rules, Regulations and Use Policy.

\_\_\_\_\_  
Permittee

\_\_\_\_\_  
Facilities Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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## Sports Fields Hotline

The County Parks fields hotline tells the status of the fields during rainy the season when they may be closed. Please pass this information onto coaches, parents and participants so everyone can be well informed of the status of field conditions.

- **Call (831) 454-7906**
  - Press (1) for North County Fields
  - Press (2) for Mid County Fields
  - Press (3) for South County Fields

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.

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.



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**Athletic Field Reservation Change Request Form**

Thank you for your request to make a change to your athletic field reservation(s). In order to promptly and correctly process your request, please fill out the form below based on your desired request with all required information. Please note that no changes will be made with less than one week notice.

Name of League/ Organization \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

**Please provide the request for a change of date, time frame or field below:**

**Date change:** Original date(s) and time: \_\_\_\_\_  
 Requested date(s), include any time change: \_\_\_\_\_  
 Park & Field(s): \_\_\_\_\_

**Time change:** Date(s): \_\_\_\_\_  
 Original time: \_\_\_\_\_ Requested time change: \_\_\_\_\_  
 Park & Field(s): \_\_\_\_\_

**Field change:** Date(s) \_\_\_\_\_ Park: \_\_\_\_\_  
 From field(s) \_\_\_\_\_ To field(s) \_\_\_\_\_

**Please provide the request for any addition(s) or cancellation of date(s) below:**

**Date cancellation:** Date(s): \_\_\_\_\_  
 Park & Field(s): \_\_\_\_\_

**Addition of a new date(s):** Date(s): \_\_\_\_\_  
 Times: \_\_\_\_\_  
 Park & Field(s): \_\_\_\_\_

**Upon receipt of this form, Parks will provide a contract amendment reflecting the change(s) along with any outstanding balance or credit information once processed. Any outstanding balances must be paid within 14 days of receipt of the amendment confirmation, unless otherwise noted.**



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**Credit Request Form**

We hope for sunny skies for your league's practice and game time. However, in the event of field closures by Parks staff 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. To receive your credits, this form must be completed with the dates of the scheduled use that were cancelled due to field closures by Parks staff.

Please return it to the Parks office. Forms must be emailed to [reservations@scparks.com](mailto:reservations@scparks.com). Credits will be issued upon receipt of this form.

Organization: \_\_\_\_\_

Name of League Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Dates	Park	Field

**ASSUMPTION OF LIABILITY, WAIVER, and INDEMNITY**

**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.

**AGREEMENT TO ABIDE BY TERMS AND CONDITIONS**

Permittee, whether individual, group, or entity, represents that he/she/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.

**PERMITTEE, OR REPRESENTATIVE, TO BE PRESENT**

Permittee, or the group or entity individual named in the Permit, will be present during the entire period of use of the facility.

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Permittee

Date

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Parks Representative

Date

## **INSURANCE REQUIREMENT**

1. Organized use of athletic fields requires a Certificate of General Liability and Property Damage Insurance in an amount of not less than One Million Dollars (\$1,000,000) per occurrence holding the County as additionally insured.

2. All required Insurance shall be endorsed to contain the following clauses:

The County of Santa Cruz, its officials, employees, agents and 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.

This insurance shall not be cancelled until after thirty (30) days prior written notice has been given to:

Santa Cruz County  
Parks, Open Space & Cultural Services  
Attn: Facilities  
979 17<sup>th</sup> Avenue  
Santa Cruz, CA 95062

3. A copy of the required insurance certificate must be submitted to the Department no less than two weeks prior to the first date of use. A current certificate must be on file for all dates of use per the Facility Permit.