

CITY OF DUBLIN
PARKS & COMMUNITY SERVICES COMMISSION
SPECIAL MEETING AGENDA



DUBLIN CIVIC CENTER, 100 CIVIC PLAZA

MONDAY, FEBRUARY 13, 2012, 7:00 P.M.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ORAL COMMUNICATIONS**

3.1 **Brief Informational Only Reports from Senior Center and Youth Advisory Committees**

3.2 **Public Comments**

At this time, the public is permitted to address the Parks and Community Services Commission on non-agendized items. The Commission must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Commission may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the Office of the Parks and Community Services Department related to the proper procedure to place an item on a future Parks and Community Services Commission agenda. The exceptions under which the Parks and Community Services Commission MAY discuss and/or take action on items not appearing on the agenda are contained in GC 54954.2(b)(1)(2)(3).

4. **APPROVAL OF MINUTES – January 9, 2012**

Staff Recommendation: Approve Minutes

5. **WRITTEN COMMUNICATIONS - None**

6. **PUBLIC HEARING - None**

7. **UNFINISHED BUSINESS - None**

8. **NEW BUSINESS**

8.1 **Draft Sports Field Use Policy Modifications**

The Commission will receive a report on the proposed modifications to the Sports Field Use Policy.

Staff Recommendation: Receive Report and recommend approval of the proposed Sports Field Use Policy to the City Council or provide alternate recommendation.

9. **OTHER BUSINESS**

9.1 ***Brief Informational Only Reports from Commissioners and/or Staff and Reports by Commission related to Meetings Attended at City Expense (AB 1234).***

10. **ADJOURNMENT**

This NOTICE is posted in accordance with Government Code Section 54954(b)(3).

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Office of the Parks and Community Services Department (925) 833-6645 at least 72 hours in advance of the meeting.

A complete packet of information containing Staff Reports (Agenda Statements) and attachments related to each item is available for public review at least 72 hours prior to a Commission Meeting or, in the event that it is delivered to the Commission less than 72 hours prior to a Commission Meeting, as soon as it is so delivered. The packet is available in the Parks & Community Services Department at Civic Center.

PARKS AND COMMUNITY SERVICES COMMISSION

SPECIAL MEETING

Draft Minutes

CITY OF DUBLIN

January 9, 2012

The January 9, 2012 Special Meeting of the Parks & Community Services Commission was called to order at 7:00 p.m. at the Dublin Civic Center, Dublin, California, by Chair Elias.

PLEDGE OF ALLEGIANCE

Chair Elias led the Pledge of Allegiance.

ROLL CALL

Commissioners (Cm.) Present: Bafaiz, Boboc, Jones, Mack, Totaro, Elias

Commissioner Absent: None

ORAL COMMUNICATIONS

Mr. Paul McCreary, Parks and Community Services Director, introduced the City's new Heritage and Cultural Arts Manager, Ann Mottola.

3.1 BRIEF INFORMATIONAL ONLY REPORTS FROM SENIOR CENTER AND YOUTH ADVISORY COMMITTEES

Senior Center Advisory Committee – None

Youth Advisory Committee – None

3.2 PUBLIC COMMENTS – None

APPROVAL OF MINUTES – December 19, 2011

On a motion by Cm. Mack, seconded by Cm. Boboc, and by a vote of 5-0-1 with Cm. Jones abstaining, the Commission voted to approve the December 19, 2011 minutes as presented. Cm. Jones abstained from the vote due to his absence during the December 19, 2011 meeting.

WRITTEN COMMUNICATIONS – None

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

8.1 ELECTION OF OFFICERS

Mr. Paul McCreary, Parks and Community Services Director, presented the specifics of the item as outlined in the Staff Report.

Chair Elias opened the floor to nominations for Chairperson.

Cm. Jones nominated Chair Elias. Cm. Mack seconded the nomination. By a vote of 6-0-0, the Commission unanimously voted to elect Chair Elias to remain as Chairperson.

Chair Elias opened the floor to nominations for Vice Chairperson.

Cm. Jones nominated Vice Chair Totaro. Cm. Mack seconded the nomination. By a vote of 6-0-0, the Commission unanimously voted to elect Vice Chair Totaro to remain as Vice Chairperson.

8.2 COMMITTEE APPOINTMENTS

Mr. Paul McCreary, Parks and Community Services Director, presented the specifics of the item as outlined in the Staff Report.

The Commission discussed and agreed to the following Committee Appointments:

Senior Center Advisory Committee

Representative: Connie Mack

Alternate: Steve Jones

Youth Advisory Committee

Representative: Jasmine Bafaiz

Alternate: Robert Boboc

Youth Sports Liaison Committee

Representative: Anthony Totaro

Alternate: Alan Elias

Special Events Logistics Committee

Representative: Robert Boboc

Alternate: Alan Elias

8.3 Fall 2011 Quarterly Report

Mr. Paul McCreary, Parks and Community Services Director, presented the specifics of the item as outlined in the Staff Report.

Cm. Boboc asked about the participation of women leagues in the adult soccer league program. Mr. McCreary stated that Staff has promoted a women's soccer league program, but did not receive adequate participation to continue to program.

Cm. Mack asked about the procedure for making donations to the Youth Fee Assistance Program. Mr. McCreary explained that anyone could make a donation to the Program. He further stated that Staff is in the process of creating donation request letters to send to local non-profit organizations, and other tactics to try and increase program funding.

Vice Chair Totaro suggested that Staff consider coordinating events that would drive donations to the Youth Fee Assistance Program, such as a basketball free throw event.

Vice Chair Totaro asked about the potential for continued growth of the Senior Center's programs and activities. Mr. McCreary stated that opportunity remains for additional programs and activities at the Senior Center. He stated that losing the Los Positas Community College programs at the Senior Center contributed to an overall decrease in attendance at the Senior Center. He stated that Staff continues to work towards adding new and exciting programs and activities.

Vice Chair Totaro asked if Staff has considered starting an outdoor basketball league at Fallon Sports Park. Mr. McCreary stated that Staff has considered the idea, but is concerned that such a league would

not be popular as use of the basketball courts is free of charge, open to the public, and does not require a reservation.

Vice Chair Totaro commented on the Adult Soccer League registration comparison numbers by stating that he would talk about the League with parents and coaches of the Dublin United Soccer League to help garner additional participation in the League.

Cm. Bafaiz stated that the Youth Advisory Committee is planning on holding fundraisers for the Youth Fee Assistance Program.

Chair Elias asked about the alignment of the Department's programs and activities with City Council priorities, as well as the demand from the community. Mr. McCreary stated that Staff continues to evaluate and align programs and activities with the Department's Strategic Plan, which is approved by the City Council, and the public's demand for such programs and activities.

Chair Elias asked about holding the Open Gym Basketball program at one of the High School's gym facilities. Mr. McCreary stated that Staff continues to work with the School District on identifying opportunities to utilize the gym facilities when availabilities exist.

Chair Elias asked about future programming plans for the preschool program. Mr. McCreary stated that until Emerald Glen Community Center is built, the preschool program would be limited in its ability to expand. He further stated that Staff is currently considering a Saturday program for preschool to use classrooms when they are typically vacant.

OTHER BUSINESS

9.1 BRIEF INFORMATION ONLY REPORTS FROM PARKS & COMMUNITY SERVICES COMMISSIONERS AND/OR STAFF

Vice Chair Totaro reported that he would be attending the next Youth Sport Liaison Committee meeting. He suggested that the City recognize Mr. Andre Ward, a Dublin resident, on his recent boxing championship.

Chair Elias reported that he interviewed Mayor Tim Sbranti for his upcoming newspaper column.

Mr. McCreary provided program and project updates.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:45 p.m.

Respectfully submitted,

Rhonda Franklin
Administrative Aide

APPROVED:

Chairperson



AGENDA STATEMENT
PARKS AND COMMUNITY SERVICES COMMISSION
MEETING DATE: February 13, 2012

SUBJECT: Draft Sports Field Use Policy Modifications
Report by Rich Jochner, Recreation Supervisor

ATTACHMENTS:

1. Draft Sports Field Use Policy
2. Redline Version of Existing Policy with Changes
3. Fee Survey
4. Letter Received from Dublin United Soccer League (DUSL)

RECOMMENDATION: Receive report and recommend approval of the proposed Sports Field Use Policy to the City Council or provide alternate recommendation.

FINANCIAL STATEMENT: None

DESCRIPTION: The City Council adopts Facility Use Policies for all public buildings and park areas that are available for rental by the community. These Facility Use Policies establish the rules, regulations, procedures and fees governing the use of the facilities.

The last update to the Sports Field Use Policy was approved by the City Council on January 19, 2010. When considering the Policy both the Parks and Community Services Commissioners and City Councilmembers suggested that the Sports Field Use Policy be re-evaluated after one year of use to review fees and determine if the policy needs to be modified based on how the fields are used in the first year. Therefore, Staff has worked with the local sports organizations to develop proposed changes to the Sports Field Use Policy for the sports fields at the Dublin Sports Grounds, Emerald Glen Park, Fallon Sports Park and Ted Fairfield Park.

Attachment 1 is the draft of the new Sports Field Use Policy. Attachment 2 is a redline version of the existing policy showing the proposed modifications to the policy. Following is a summary of the proposed changes to the existing Sports Field Use Policy.

HOW TO MAKE A RESERVATION

Currently, the City does not accept rental applications for organized use less than 14 days or casual use less than seven days prior to the rental date. Rental applications generally take three to five business days to process. Proper notification must be given to maintenance staff, to set field lights (if required) and generate an approved permit to the renter. It also allows ample time to collect rental fees and insurance

certificates and endorsements, which can typically take well over a week to obtain the correct certificate from the applicant's insurance carrier. Organized groups continue to request new rentals with less than 14 days notice and have indicated to Staff it is difficult for them to meet that timeline.

Staff proposes consistency between the casual use and organized use requiring both uses to have the same amount of lead time. Specifically, increasing the amount of time required for submitting a casual use rental application from seven days to ten business days and decreasing the amount of time required for submitting an organized use rental application from 14 days to ten business days. However, in order to provide the rental groups flexibility when absolutely necessary, requests within ten business days will require Department approval and an administrative fee of \$5 per booking will be added to prioritize the application and compensate for the special handling required to assure such a quick turnaround:

To reserve a sports field, a Sports Field Use Application must be submitted for approval a minimum of ten business days prior to the rental date. Submitting an application fewer than ten business days prior to the rental date will only be accepted with Department approval. In each case, an administrative fee of \$5 for each booking will apply.

PAYMENT SCHEDULE

Currently, the City requires that final payment of rental fees for organized use must be made no later than one month after receipt of an approved schedule and invoice. This creates a scenario where the payment might be due after the rental has occurred.

Staff proposes that rental fees be due after the receipt of a rental confirmation instead of the submittal of a rental application (schedule) if more than 30 days prior to the first rental date. If the rental application is submitted less than 30 days prior to the first rental date, then payment is due at the time of submittal of the rental application.

For organized use:

Final payment of rental fees must be made no later than 30 days after receipt of an approved confirmation and invoice. ***Payments not received by this deadline may result in cancellation of the rental and forfeiture of the deposit.*** If the application is received less than 30 days prior to the first date of the rental, then payment is due in full immediately.

CANCELLATIONS, CHANGES AND REFUNDS

Currently, the City requires that in order to receive a credit for cancelled bookings or reducing the hours of a booking, ten or more working days notice be given if the fields will not be used as scheduled. A high number of cancellations and change requests occur close to and after this ten day mark. With three to five business days generally required to process new applications, Staff has minimal time to try and re-book the fields to other interested rental parties in the community.

In order to better serve the needs of the community and the increased demand for field space, Staff proposes requiring more time to attempt to re-book any unused fields. Following are the proposed policies related to refunds and credits for cancelling or reducing hours for approved bookings.

1) No refunds or credits will be given for cancellations, date changes or reductions of hours within 30 days of the rental date. This relaxes the policy for bookings released prior to 30 days. Currently no refunds will be given for any approved booking no matter the when the City receives the written cancellation request.

- 2) Any requests to shift the scheduled booking hours to a new time within the same day would require a \$5 administrative fee per booking if less than 30 days prior to the rental date. This fee would also apply for each subsequent request to shift the booking.
- 3) Adding hours to an existing rental fewer than ten business days prior to the rental would be accepted with Department approval. An administrative fee of \$5 would apply.

No refund or credit will be issued for a cancellation or reduction of pre-booked hours within 30 days of the rental date.

If submitted less than 30 days prior to the rental date, there will be an administrative per booking fee of \$5 on each request to shift scheduled booking hours to a new scheduled time within the same day without any reductions. A \$5 fee will also apply for each subsequent request to shift the booking. A change of date is considered a cancellation.

Adding hours fewer than ten business days prior to the rental will only be accepted with Department approval. In each case, an administrative fee of \$5 will apply for each addition.

GENERAL RENTAL INFORMATION

Staff proposes that clarification be given that no equipment storage is permitted at the park sites without the approval of the Director.

No equipment storage is allowed at park sites without prior written approval from the City.

The City is seeking an option to evaluate applications requesting to use City property that are in direct competition with existing Parks and Community Services Department scheduled and promoted programs for the same target market and activity at potentially the same location.

Programs that duplicate in any form programs offered by the Parks and Community Services Department may be denied.

RENTAL FEES

Each year the costs to operate and maintain the City's sports fields increases. In addition, the City continues to provide an enhanced service level of turf care by mowing sports fields two times per week during the season, which is one more mowing per week than other agencies in the Tri-Valley Region.

Based on the ongoing cost increases for park operations and maintenance, Staff is proposing increases over a three year period for the City's sports fields. During November 2011, Staff conducted a survey of the fees charged by cities, school districts and special districts for use of sports fields in the Tri-Valley region. Attachment 3 is a summary of the survey results. As noted in the summary, the proposed fees for Dublin's fields would still be below the market average for Dublin based sports organizations.

Following is a summary of proposed fees, which would be effective for rentals occurring after July 1, 2012. Increases would be spread over a three year period (2012-2014) giving sports organizations time to budget accordingly. Only one fee for field lights is recommended by Staff as the number of lights per field is comparable for all fields recently constructed.

	<i>Current</i>	<i>Proposed 07/2012</i>	<i>Proposed 07/2013</i>	<i>Proposed 07/2014</i>
GROUP 1 – PUBLIC AGENCIES AND GROUP 2A – DUBLIN YOUTH SPORTS LEAGUES				
Turf Field per Hour	\$6.00	\$6.30	\$6.60	\$7.00
Synthetic Turf Field per hour	\$20.00	\$21.00	\$23.00	\$25.00
Lighting Charge per hour	\$24.00	\$24.40	\$24.80	\$25.40
GROUP 2B – DUBLIN ADULT SPORTS LEAGUES AND GROUP 3 – DUBLIN CHAMBER OF COMMERCE AND DUBLIN-BASED CHARITABLE AND SOCIAL WELFARE ORGANIZATIONS				
Turf Field per Hour	\$14.00	\$14.85	\$15.70	\$16.80
Synthetic Turf Field per hour	\$40.00	\$43.00	\$46.00	\$50.00
Field Lighting Charge per hour	\$24.00	\$25.00	\$26.00	\$27.20
GROUP 4 - INDIVIDUALS / OTHER GROUPS				
Turf Field per hour (Dublin Resident)	\$18.00	\$18.90	\$19.80	\$21.00
Turf Field per hour (Non-Resident)	\$22.00	\$23.00	\$24.00	\$25.20
Synthetic Turf Field per hour (Dublin Resident)	\$50.00	\$53.75	\$57.50	\$62.50
Synthetic Turf Field per hour (Non-Resident)	\$72.00	\$77.40	\$82.80	\$90.00
Field Lighting Charge per hour (Dublin Resident)	\$32.00	\$32.60	\$33.20	\$34.00
Field Lighting Charge per hour (Non-Resident)	\$38.00	\$39.10	\$39.80	\$40.80
GROUP 5 - COMMERCIAL USES				
Turf Field per hour (Dublin Resident)	\$29.00	\$30.40	\$31.80	\$33.60
Turf Field per hour (Non-Resident)	\$35.00	\$36.60	\$38.20	\$40.30
Synthetic Turf Field per hour (Dublin Resident)	\$80.00	\$86.00	\$92.00	\$100.00
Synthetic Turf Field per hour (Non-Resident)	\$115.00	\$123.70	\$132.40	\$144.00
Field Lighting Charge per hour (Dublin Resident)	\$51.00	\$52.00	\$53.00	\$54.40
Field Lighting Charge per hour (Non-Resident)	\$61.00	\$62.30	\$63.60	\$65.30

TOURNAMENTS

Tournaments bring in more players and families than regular league play, and those in attendance tend to spend most of the day at the park, rather than just one game. This requires special considerations such as extra maintenance and trash removal, restocking of the restrooms and handling other logistical issues. In order to provide a higher level of service that will ensure these events are successful and enhance the image of the community, Staff provides an onsite facility attendant at each park used during the tournament. Staff also proposes that a tournament director or designee remain onsite during the tournament and that the rental applicant or tournament director meet with a City representative at least 30 days prior to the tournament. At that meeting, the scope of the tournament will be discussed. The City representative will deem if any additional services are required such as added City staff, outdoor toilet facilities, extra litter pick-up or dumpsters. This will be added to the rental fees to be paid by the renter.

All tournaments must provide a tournament director or designee who shall remain onsite at each location throughout the duration of the tournament. The rental applicant or tournament director will meet with a City Representative at least 30 days prior to the tournament to discuss logistics of the tournament. Based on the size of the tournament, the rental group may be required to rent outdoor toilet facilities and/or be charged for extra litter pick-up or added staffing.

OUTREACH TO SPORTS ORGANIZATIONS

Staff has been proactively reaching out to the Dublin based sports groups as part of the process to update the Sports Field Use Policy. Issues related to sports fields were discussed at the January Youth Sports Liaison Committee with representation from Dublin Little League and Dublin United Soccer League. Input from the Liaison Committee was used to develop the draft policy. The draft was distributed in January to the sports groups, asking them to discuss the proposed changes with their Boards and supply the City with any feedback or comments. The sports organizations were also supplied with a public meeting schedule when this policy item would be discussed by the Commission and City Council.

Written comments were received from Dublin United Soccer regarding the proposed changes to the policy. Staff considered the comments and modified several of the proposed policy changes based on the feedback received from DUSL.

In the letter, DUSL indicated they would like some relaxed policy on the designation of DUSL sponsored camps as commercial uses, which would allow DUSL to run camps internally at a reasonable cost. Unlike regular league uses, such as practices and games which are coordinated by volunteers, typically DUSL will contract with individuals or companies to provide these camps and clinics. Even though the league is sponsoring the program these individuals and companies are profiting from use of public property.

Section 5.100.090 of the Dublin Municipal Code states that unless expressly authorized by the Parks and Community Services Director, no person while in any park shall sell, vend, peddle, expose, offer for sale, teach, offer to instruct, sponsor a program or service for a fee, except any regularly licensed concessionaire or independent contractor acting by and under the authority and regulation of the Director. The City currently regulates these types of commercial uses through a contracted services agreement or via the rental procedures and fees outlined in the Sports Field Use Policy. Relaxing the policy and allowing some commercial entities or individuals use the fields at a lower rental fee would circumvent the established policies and procedures for commercial uses and provide an unfair advantage compared to those that are following the established policies.

Therefore, Staff recommends not changing the policy on commercial use of parks at this time.

In the first draft of the proposed policy update, Staff added a minimum of two hours for each field rental and one hour for each field lighting request. DUSL indicated the proposed minimum rental hours would be restrictive for and result in wasted money for the league, and electrical costs for the City.

Based on the DUSL recommendation Staff does not propose changing the policy at this time regarding field or field lights use minimums. Therefore the minimum rental time period per booking for fields will remain one hour and no minimum for lights.

DUSL expressed that the proposed modifications to the section on cancellations, changes, and refunds were way too restrictive. As written, DUSL indicated it could cost the organization tens of thousands of dollars per year. With regards to not allowing for refunds or credits within 30 days of rental DUSL indicated they needed more flexibility.

While Staff can appreciate the need for DUSL to have flexibility, it comes at a premium to other users who cannot use the facilities if they are blanketed and then not released until the last minute. It also comes at a premium to the City, which loses revenue as facilities cannot be re-booked when the cancellation happens at the last minute.

Based on the feedback from DUSL that the administrative fee is too costly, Staff re-evaluated the proposed fee and reduced it from \$15 to \$5 per booking, based on an analysis of the Staff time to process the request, and potentially offset a portion of the lost revenue if the facility is not re-booked. However Staff recommends keeping the 30 day time limit in order to attempt to re-book unused fields and better meet community demand for field space.

DUSL requested that local youth sports organizations be excluded from the proposed policy that the City may deny applications for rental uses that duplicate City programs.

Staff wishes to evaluate applications requesting to use City property that are in direct competition with existing Parks and Community Services Department scheduled and promoted programs for the same target market and activity at potentially the same location. For example: An outside vendor requesting a field rental for a baseball camp should not be placed at the same park location and time as a scheduled City baseball camp. It would be Staff's recommendation to relocate this rental to another park location to avoid potential conflict.

With regards to the proposed lighting fee increases to address increasing electrical costs for soccer field lighting, DUSL indicated that the lighting fee for soccer fields should not be increased since the fees generated from softball fields will double. After reviewing actual rental data for ball field lighting, it is not anticipated the increased fees for ball field lighting will generate any significant revenue as those rentals have been minimal in the past.

In the letter DUSL indicated they would like some leeway on the requirement to have a tournament director from the league being onsite. The reasoning was that some reservations that DUSL submits as tournaments generate no more attendance than a busy day of games. DUSL suggested including a definition of a tournament to be teams playing multiple games in a day.

Staff modified the proposed change to indicate that a tournament director or designee from the organization remain on-site during the rental. Under the proposed policy, Staff would be meeting with groups before any tournament to discuss the scope of the event, equipment that will be required, and other logistics. If it is determined that the attendance will not be significant, Staff could waive the requirement to have a tournament director onsite if appropriate.

Finally, DUSL suggested keeping fees for Dublin based organizations and raising non-resident fees as much as practical to cover costs. In reviewing the rental usage data for the past year, there is an insignificant amount of non-resident rentals to make up the difference. DUSL also indicated the proposed policy would increase their annual rental fees from \$75,000 to \$100,000. Staff will conduct an analysis of the proposed rates based on the past year of data and present the anticipated impacts on the Dublin based youth sports groups at the meeting.

Staff believes the proposed strategy of a gradual three-year increase which applies to all rental groups will be a more effective route to keep up with rising maintenance and operations costs.

SUMMARY

The modifications proposed by staff will increase the effectiveness of sharing available fields with all user groups, provide for a gradual three year pricing adjustment, and will assist in timely processing of all Sports Field Use applications.

Specifically, the policy will continue to support Dublin sports organizations with advance field reservations while allowing for the City to re-rent any available fields. The additions and

changes will assist the City in maintaining the facilities while accommodating the growing community demand for sports fields.

The proposed rental fees remain affordable and are below the market average for public facilities in the Tri-Valley.

If approved by the City Council, the new fees would be effective for rentals occurring on July 1, 2012 or after. Rentals occurring prior to July 1 will be charged the existing rental rates.

RECOMMENDATION: Staff recommends that the Parks and Community Services Commission receive the report and recommend approval of the proposed Sports Field Use Policy to the City Council or provide alternate recommendation.



City of Dublin

Sports Fields Use Policy - DRAFT

The City of Dublin has several sports fields available for use by the community on a permit basis. The Sports Field Use Policy establishes rules, regulations, procedures and fees governing use of City sports fields. Fields available for rental are at the following park locations.

Dublin Sports Grounds, located on Dublin Boulevard at Civic Plaza, includes:

- Five Baseball Fields (one lighted 90' and four 60' diamonds)
- Six soccer fields (two lighted)
- Two lighted softball fields

Emerald Glen Park, located on Tassajara Road between Central Parkway and Gleason Drive, includes:

- Four soccer fields
- Three baseball fields (one 80' and two 60' diamonds)
- One cricket field

Fallon Sports Park, located on Lockhart Street between Central Parkway and Gleason Drive, includes:

- Two 60' baseball fields
- Two lighted softball fields
- Two lighted synthetic turf soccer/lacrosse fields

Ted Fairfield Park, located at North Dublin Ranch Drive and Antone Way, includes:

- One 60' baseball field
- One soccer field

Definition of Use

Organized Use – meeting any of the following conditions: (A) league games, practices, tournaments, clinics, instruction, special events; or other uses where a fee is charged for participation, (B) a rental application with more than three dates of use requested, (C) a rental application with more than one field requested.

Casual Use – meeting the following conditions: three dates or less requested and only one field requested.

Classification of Users

Group 1. **Public Agencies** (Agencies serving the City of Dublin including Alameda County, Dublin-San Ramon Services District, Dublin Unified School District, etc.)

Group 2. **Dublin Sports League Organizations** (Organized sports league groups with current IRS non-profit status, whose membership is open to the public. The organization's membership must be as listed below:

- a) *Youth Sports League Organizations – at least 75% Dublin residents.*
- b) *Adult Sports League Organizations – at least 51% Dublin residents.*

Group 3. **Dublin Chamber of Commerce, Dublin Charitable and Social Welfare Organizations** (Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Dublin community. The organization's membership must be at least 51% Dublin residents. An organizational file must be completed on an annual basis to receive the priority and fees of this classification. Regional and National non-profit groups that do not meet the 51% resident membership requirement may submit a letter addressed to the Parks & Community Services Department that demonstrates the direct community benefit of the facility use. Such letters will require the approval of the City Manager or their designee.)

Group 4. **Individuals or Other Groups** (Groups who do not meet the criteria listed above and/or activities such as games or practices, etc.)

- a) *Resident (Individuals must reside or own property within Dublin City Limits; Groups must have membership made up of at least 51% Dublin residents; current roster must be submitted with application)*
- b) *Non-Resident*

Group 5. **Commercial Uses** (Companies, groups or individuals whose practices, clinics, camps or games have an admission fee or include the sales of goods or services, including those contracted by any field lessees, regardless of classification)

- a) *Resident (Organization or individual must be located within the Dublin City Limits and have current City of Dublin Business License. If there is no company facility, person responsible for event must reside or own property within the Dublin City Limits)*
- b) *Non-Resident*

Priority of User Groups

The City reserves the right to reschedule use to accommodate Dublin Sports League Organizations requiring specified use fields (cricket, 90' baseball, synthetic turf).

Group 1 and Group 2 - Reservations accepted up to six months in advance of requested dates of use. **For use from March 1-July 15**, Dublin Little League will have priority for use of the baseball fields at Dublin Sports Grounds, Emerald Glen Park and Fallon Sports Park. **For use from July 16-December 15**, Dublin United Soccer League will have priority for use of the soccer fields at Dublin Sports Grounds, Emerald Glen Park and Fallon Sports Park.

Group 3 and Group 4 (Resident) - Reservations accepted four months in advance of requested dates of use.

Group 4 (Non-Resident) and Group 5 - Reservations accepted two months in advance of requested dates of use.

How to Make a Reservation

Please note that the City requires the applicant, not another party, to complete all transactions and provide the insurance required for the rental.

1. To reserve a sports field, a Sports Field Rental Application must be submitted for approval a minimum of ten business days prior to the rental date. Submitting an application fewer than ten business days prior to the rental date will only be accepted with Department approval. In each case, an administrative fee of \$5 will apply. Applications for **organized use** must include complete schedules including dates, times and fields requested for practices and games. Approval takes three to five business days; notification of application status will be e-mailed.
2. Applications must be submitted in person at the Parks and Community Services Department Office at the Dublin Civic Center, 100 Civic Plaza, Dublin. Applications are accepted between the hours of 8:00 A.M. and 5:00 P.M, Monday through Friday, holidays excepted.
3. In order to receive a resident rate, the applicant (i.e. the person responsible for the activity, payment of fees and provision of insurance) must live or own property within Dublin's City Limits. Verification of residence address will be required (valid California driver's license or current utility bill).
4. Groups applying under the Group 2 or 3 classification must have an "Organization Verification Form" on file, or submit one with the following: 1) Bylaws, and 2) Current I.R.S. Tax Exemption Letter. Groups claiming Dublin residency must provide a current membership roster (Group 2a - 75% of membership must reside in Dublin, Group 2b - 51% of membership must reside in Dublin). Applications will not be accepted without these items.
5. The City reserves the right to book additional events before or after an applicant's confirmed rental time.

Hours of Rental Use

1. The City's sports fields are available for rental from 8:00 A.M. to 10:00 P.M. Turf fields are available March 1 through December 15; synthetic turf fields are available year round.2. A minimum of one hour will be required per field rental application.
3. Hours of use must include the amount of time needed for the event, including setup and cleanup.
4. The field must be vacated by the time specified on the approved Sports Field Rental Application.

Payment Schedule

INITIAL:

1. For casual use:
 - a) A security deposit and insurance are not required for casual use of City fields.
 - b) Rental fees are payable at the time the Sports Field Rental Application is submitted.
2. For organized use:

- a) At the time the application is submitted, a \$250 refundable security deposit is required.
 - b) Final payment of rental fees must be made no later than 30 days after receipt of an approved confirmation and invoice. **Payments not received by this deadline may result in cancellation of the rental and forfeiture of the deposit.** If the application is received less than 30 days prior to the first date of the rental, then payment is due in full immediately.
 - c) Security deposits will be returned by mail within 30 days of the last date of the rental providing there are no violations of the Sports Field Use Policy, the rental hours exceeded, excessive cleaning required, or damages to the facility.
3. Payments may be made by Visa, MasterCard, Discover, American Express, check, or cash. Make checks payable to City of Dublin. Checks and credit cards must be drawn on the account of the person or organization listed as the applicant.

INITIAL:

Cancellations, Changes and Refunds

1. No refund or credit will be issued for a cancellation or reduction of pre-booked hours within 30 days of the rental date.
2. If submitted less than 30 days prior to the rental date, there will be an administrative per booking fee of \$5 on each request to shift scheduled booking hours to a new scheduled time within the same day without any reductions. A \$5 fee will also apply for each subsequent request to shift the booking. A change of date is considered a cancellation.
3. Adding hours fewer than ten business days prior to the rental will only be accepted with Department approval. In each case, an administrative fee of \$5 will apply for each addition.
4. In the event the field is not available due to rain or wet field conditions, a credit will be issued if the office is notified in writing within four business days after the scheduled date of use.
5. All credits expire one year after the date of issue and can only be used for field or field light rentals.
6. Credits are not issued for unused hours.
7. Occasionally it may be necessary to reschedule, relocate or cancel a request previously approved. In this event, the group or individual will be given as much advance notice as possible.

General Rental Information

1. A responsible adult from the rental group must supervise the premises for proper use during all rental hours.
2. Groups of minors must be supervised by two adults for each twenty minors at all times while using the field(s).
3. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription or erect any sign in the park (per City Ordinance) without prior permission from the Parks and Community Services Director, or designee.
4. Smoking is prohibited within 100 feet of Children's Play Areas, Sports Fields, Sport Courts, Snack Bars and Picnic Areas.
5. Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
6. Facility Use Permits cannot be transferred, assigned or sublet.
7. The consumption, serving and/or selling of alcoholic beverages is not permitted in the parks.
8. No use is permitted on turf fields if the rain indicator light is on. (Rain indicator lights are located at the Dublin Sports Grounds restroom building near Soccer Field #4; Emerald Glen Park restroom building near the basketball courts, and Fallon Sports Park on the baseball and softball outfield fences. There are no rain indicator lights at Ted Fairfield Park.) Leagues are responsible for assuring that their teams observe this rule. Synthetic turf soccer fields are all weather play.
9. Softballs must be rated "Restricted Flight."
10. Spectators are not permitted in dugouts or playing fields during event play.
11. Hitting or kicking balls into any fence or against any building is prohibited.
12. Bases, equipment and field preparation (drag, water, lines, etc.) are not provided.
13. Fields scheduled after dusk will require rental of field lights. All rentals must end by 10:00 p.m.
14. Fields are to be used for appropriate sports use. Events must be suitable and compatible to the field selected.
15. The 60' baseball diamonds are designated for youth use only.
16. Lining or marking of the field is not allowed without prior written approval from the City.
17. No equipment storage is allowed at park sites without prior written approval from the City.
18. Programs that duplicate in any form programs offered by the Parks and Community Services Department may be denied.
19. Requests for exception to the Sports Field Use Policy must be submitted in writing to the City Manager, or designee, no later than 30 days prior to the date of use requested. Approval or denial of the request will be issued in writing.

Synthetic Turf Fields at Fallon Sports Park

INITIAL:

1. An approved rental permit is required to use the synthetic turf fields.
2. Food and beverages, including gum, seeds, nuts, candy or sports drinks are prohibited. Water only. Glass bottles or containers are prohibited.
3. Any cleats that are used must be rubber; no metal spikes.
4. Chairs, umbrellas, tents, flags and other outdoor furniture are not allowed on the field. Spectator seating is only allowed in designated areas off of the field.
5. No driving in of stakes.
6. Lining or marking of the field is not allowed without prior written approval from the City.
7. Smoking and tobacco products are prohibited.
8. Dogs or pets of any kind are prohibited on the synthetic turf.
9. Barbecues are prohibited.
10. Bikes, roller blades, skateboards, strollers, motorized vehicles or high-heeled shoes are prohibited.

Insurance Requirements

INITIAL:

All applicants for **organized use** shall provide the City of Dublin with a valid Certificate of Liability including the endorsement page written through carriers acceptable to the City of Dublin. Such certificate shall provide Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence. The applicant must be specified as the insured. The Certificate shall name the City of Dublin as an **“additional insured”** in conformance with the hold harmless agreement as outlined in the Sports Field Use Application and must specify that the applicant’s insurance shall be **primary to any insurance carried by the City**. The certificate shall be properly executed with the original signature of the authorizing insurance agent. The Certificate is due at the time final payment is made. ***Note: Please contact your insurance provider to check if your homeowner’s policy may be extended to cover your facility rental.***

Security Deposit

INITIAL:

A \$250.00 Security Deposit is due when the application is submitted. The Security Deposit is refundable provided there are no violations of the Sports Field Use Policy, the rental hours exceeded, excessive cleaning required, or damages to the facility.

	<i>Current</i>	<i>Effective 07/2012</i>	<i>Effective 07/2013</i>	<i>Effective 07/2014</i>
<i>GROUP 1 – PUBLIC AGENCIES AND GROUP 2A – DUBLIN YOUTH SPORTS LEAGUES</i>				
Turf Field per Hour	\$6.00	\$6.30	\$6.60	\$7.00
Synthetic Turf Field per hour	\$20.00	\$21.00	\$23.00	\$25.00
Lighting Charge per hour	\$24.00	\$24.40	\$24.80	\$25.40
	\$12.00	\$12.00		
<i>GROUP 2B – DUBLIN ADULT SPORTS LEAGUES AND GROUP 3 – DUBLIN CHAMBER OF COMMERCE AND DUBLIN-BASED CHARITABLE AND SOCIAL WELFARE ORGANIZATIONS</i>				
Turf Field per Hour	\$14.00	\$14.85	\$15.70	\$16.80
Synthetic Turf Field per hour	\$40.00	\$43.00	\$46.00	\$50.00
Field Lighting Charge per hour	\$24.00	\$25.00	\$26.00	\$27.20
	\$12.00	\$12.00		
<i>GROUP 4 - INDIVIDUALS / OTHER GROUPS</i>				
Turf Field per hour (Dublin Resident)	\$18.00	\$18.90	\$19.80	\$21.00
Turf Field per hour (Non-Resident)	\$22.00	\$23.00	\$24.00	\$25.20
Synthetic Turf Field per hour (Dublin Resident)	\$50.00	\$53.75	\$57.50	\$62.50
Synthetic Turf Field per hour (Non-Resident)	\$72.00	\$77.40	\$82.80	\$90.00
Field Lighting Charge per hour (Dublin Resident)	\$32.00	\$32.60	\$33.20	\$34.00
Field Lighting Charge per hour (Non-Resident)	\$38.00	\$39.10	\$39.80	\$40.80
	\$16.00	\$16.00		
	\$19.00	\$19.00		
<i>GROUP 5 - COMMERCIAL USES</i>				
Turf Field per hour (Dublin Resident)	\$29.00	\$30.40	\$31.80	\$33.60
Turf Field per hour (Non-Resident)	\$35.00	\$36.60	\$38.20	\$40.30
Synthetic Turf Field per hour (Dublin Resident)	\$80.00	\$86.00	\$92.00	\$100.00
Synthetic Turf Field per hour (Non-Resident)	\$115.00	\$123.70	\$132.40	\$144.00
Field Lighting Charge per hour (Dublin Resident)	\$51.00	\$52.00	\$53.00	\$54.40
Field Lighting Charge per hour (Non-Resident)	\$61.00	\$62.30	\$63.60	\$65.30
	\$16.00	\$16.00		
	\$19.00	\$19.00		

Tournaments

1. Tournaments will be charged a Facility Attendant fee of \$15 per hour per park in addition to the rental fees.
2. All tournaments must provide a tournament director or designee who shall remain onsite at each location throughout the duration of the tournament. The rental applicant or tournament director will meet with a City Representative at least 30 days prior to the tournament to discuss logistics of the tournament. Based on the size of the tournament, the rental group may be required to rent outdoor toilet facilities and/or be charged for extra litter pick-up or added staffing.

The City of Dublin reserves the right to deny the use of City Sports Fields to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents. Applicants should thoroughly review the Facility Use Policy to become familiar with all rental fees, policies and procedures.



City of Dublin

Sports Fields Use Policy - DRAFT

The City of Dublin has several sports fields available for use by the community on a permit basis ~~for baseball, cricket, lacrosse, soccer and softball~~. [The Sports Field Use Policy establishes rules, regulations, procedures and fees governing use of City sports fields.](#) Fields available [for rental are at the following park locations.](#)

Dublin Sports Grounds, located on Dublin Boulevard at Civic Plaza, includes:

- Five Baseball Fields (one [lighted](#) 90' and four 60' diamonds)
- Six soccer fields (two lighted)
- Two lighted softball fields

Emerald Glen Park, located on Tassajara Road between Central Parkway and Gleason Drive, includes:

- Four soccer fields
- Three baseball fields (one 80' and two 60' diamonds)
- One cricket field

Fallon Sports Park, located on Lockhart Street between Central Parkway and Gleason Drive, includes:

- Two 60' baseball fields
- Two lighted softball fields
- Two lighted synthetic turf soccer/lacrosse fields

Ted Fairfield Park, located at North Dublin Ranch Drive and Antone Way, includes:

- One 60' baseball field
- One soccer field

Definition of Use

Organized Use – meeting any of the following conditions: (A) league games, practices, tournaments, clinics, instruction, special events; or other uses where a fee is charged for participation, (B) a rental application with more than three dates of use requested, (C) a rental application with more than one field requested.

Casual Use – meeting the following conditions: three dates or less requested and only one field requested.

Classification of Users

Group 1. **Public Agencies** (Agencies serving the City of Dublin including Alameda County, Dublin-San Ramon Services District, Dublin Unified School District, etc.)

Group 2. **Dublin Sports League Organizations** (Organized sports league groups with current IRS non-profit status, whose membership is open to the public. The organization's membership must be as listed below:

- a) *Youth Sports League Organizations – at least 75% Dublin residents.*
- b) *Adult Sports League Organizations – at least 51% Dublin residents.*

Group 3. **Dublin Chamber of Commerce, Dublin Charitable and Social Welfare Organizations** (Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Dublin community. The organization's membership must be at least 51% Dublin residents. An organizational file must be completed on an annual basis to receive the priority and fees of this classification. Regional and National non-profit groups that do not meet the 51% resident membership requirement may submit a letter addressed to the Parks & Community Services Department that demonstrates the direct community benefit of the facility use. Such letters will require the approval of the City Manager or their designee.)

Group 4. **Individuals or Other Groups** (Groups who do not meet the criteria listed above and/or activities such as games or practices, etc.)

- a) *Resident (Individuals must reside or own property within Dublin City Limits; Groups must have membership made up of at least 51% Dublin residents; current roster must be submitted with application)*

b) *Non-Resident*

Group 5. **Commercial Uses** (Companies, groups or individuals whose practices, clinics, camps or games have an admission fee or include the sales of goods or services, including those contracted by any field lessees, regardless of classification)

a) *Resident (Organization or individual must be located within the Dublin City Limits and have current City of Dublin Business License. If there is no company facility, person responsible for event must reside or own property within the Dublin City Limits)*

b) *Non-Resident*

Priority of User Groups

The City reserves the right to reschedule use to accommodate Dublin Sports League Organizations requiring specified use fields (cricket, 90' baseball, synthetic turf).

Group 1 and Group 2 - Reservations accepted up to six months in advance of requested dates of use. **For use from March 1-July 15**, Dublin Little League will have priority for use of the baseball fields at Dublin Sports Grounds, Emerald Glen Park and Fallon Sports Park. **For use from July 16-December 15**, Dublin United Soccer League will have priority for use of the soccer fields at Dublin Sports Grounds, Emerald Glen Park and Fallon Sports Park.

Group 3 and Group 4 (Resident) - Reservations accepted four months in advance of requested dates of use.

Group 4 (Non-Resident) and Group 5 - Reservations accepted two months in advance of requested dates of use.

How to Make a Reservation

Please note that the City requires the applicant, not another party, to complete all transactions and provide the insurance required for the rental.

1. To reserve a sports field, a Sports Field [Use-Rental](#) Application must be submitted for approval [a minimum of ten business days prior to the rental date](#). ~~Applications for organized use (see definition above) submitted less than 14 days prior to the rental date will not be accepted. Applications for casual use submitted less than seven days prior to the rental date will not be accepted.~~ [Submitting an application fewer than ten business days prior to the rental date will only be accepted with Department approval. In each case, an administrative fee of \\$5 will apply.](#)

Applications for **organized use** must include complete schedules including dates, times and fields requested for practices and games. Approval takes three to five business days; notification of application status will be e-mailed.

2. Applications must be submitted in person at the Parks and Community Services Department Office at the Dublin Civic Center, 100 Civic Plaza, Dublin. Applications are accepted between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, holidays excepted.

3. In order to receive a resident rate, the applicant (i.e. the person responsible for the activity, payment of fees and provision of insurance) must live or own property within Dublin's City Limits. Verification of residence address will be required (valid California driver's license or current utility bill).

4. Groups applying under the Group 2 or 3 classification must have an "Organization Verification Form" on file, or submit one with the following: 1) Bylaws, and 2) Current I.R.S. Tax Exemption Letter. Groups claiming Dublin residency must provide a current membership roster (Group 2a - 75% of membership must reside in Dublin, Group 2b - 51% of membership must reside in Dublin). Applications will not be accepted without these items.

5. The City reserves the right to book additional events before or after an applicant's confirmed rental time.

Hours of Rental Use

1. The City's sports fields are available for rental from 8:00 A.M. to 10:00 P.M. Turf fields are available March 1 through December 15; synthetic turf fields are available year round.

2. A minimum of one hour will be required per [field](#) rental application.

3. Hours of use must include the amount of time needed for the event, including setup and cleanup.

4. The field must be vacated by the time specified on the [approved Facility Use Application](#) [Sports Field Rental Application](#).

Payment Schedule

INITIAL:

1. For casual use:

Adopted January 19, 2010

- a) A security deposit and insurance are not required for casual use of City fields.
 - b) Rental fees are payable at the time the ~~Field Use~~[Sports Field Rental](#) Application is submitted.
2. For organized use:
 - a) At the time the application is submitted, a \$250 refundable security deposit is required.
 - b) Final payment of rental fees must be made no later than ~~one month (30 days)~~ after receipt of an approved [schedule confirmation](#) and invoice. **Payments not received by this deadline may result in cancellation of the rental and forfeiture of the deposit. If the application is received less than 30 days prior to the first date of the rental, then payment is due in full immediately.**
 - c) Security deposits will be returned by mail within 30 days of the ~~last date of the function rental date~~ providing there are no violations of the [Sports Field Facility Use Policy](#), the rental hours exceeded, excessive cleaning required, or damages to the facility.
 3. Payments may be made by Visa, MasterCard, [Discover, American Express](#), check, ~~money order~~, or cash. Make checks ~~or money orders~~ payable to City of Dublin. Checks [and credit cards](#) must be drawn on the account of the person or organization listed as the applicant.

INITIAL:

Cancellations, Changes and Refunds

1. [No refund or credit will be issued for a cancellation or reduction of pre-booked hours within 30 days of the rental date.](#)
2. [If submitted less than 30 days prior to the rental date, there will be an administrative per booking fee of \\$5 on each request to shift scheduled booking hours to a new scheduled time within the same day without any reductions. A \\$5 fee will also apply for each subsequent request to shift the booking. A change of date is considered a cancellation.](#)
3. [Adding hours fewer than ten business days prior to the rental will only be accepted with Department approval. In each case, an administrative fee of \\$5 will apply for each addition.](#)
- ~~1. Field use fees are not refundable. Credit will be issued if the field(s) will not be used as scheduled if written notice is received ten working days or more prior to the scheduled date of use. The credit expires one year after the date of issue and can only be used for field rentals.~~
24. In the event the field is not available due to rain or wet field conditions, a credit will be issued if the office is notified in writing within ~~96 hours~~[four business days](#) after the scheduled date of use.
5. ~~All~~The credits expires one year after the date of issue and can only be used for field [or field light](#) rentals.
36. Credits are not issued for unused hours.
47. Occasionally it may be necessary to reschedule, relocate or cancel a request previously approved. In this event, the group or individual will be given as much advance notice as possible.

General Rental Information

1. A responsible adult from the rental group must supervise the premises for proper use during all rental hours.
2. Groups of minors must be supervised by two adults for each twenty minors at all times while using the field(s).
3. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription or erect any sign in the park (per City Ordinance) without prior permission from the Parks and Community Services Director, [or designee](#).
4. Smoking is prohibited within 100 feet of Children's Play Areas, Sports Fields, Sport Courts, [Snack Bars](#) and Picnic Areas.
5. Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
6. Facility Use Permits cannot be transferred, assigned or sublet.
7. The consumption, serving and/or selling of alcoholic beverages is not permitted [in the parks](#).
8. No use is permitted on turf fields if the rain indicator light is on. [\(Rain indicator lights are located at the Dublin Sports Grounds restroom building near Soccer Field #4; Emerald Glen Park restroom building near the basketball courts, and Fallon Sports Park on the baseball and softball outfield fences. There are no rain indicator lights at Ted Fairfield Park.\)](#) Leagues are responsible for assuring that their teams observe this rule. Synthetic turf soccer fields are all weather play.
9. Softballs must be rated "Restricted Flight."
10. Spectators are not permitted in dugouts or playing fields during event play.
11. Hitting or kicking balls into any fence or against any building is prohibited.
12. Bases, equipment and field preparation (drag, water, lines, etc.) are not provided.
13. Fields scheduled after dusk will require rental of field lights. All rentals must end by 10:00 p.m.

Adopted January 19, 2010

14. Fields are to be used for appropriate sports use. Events must be suitable and compatible to the field selected.
15. The 60' baseball ~~Sixty-foot~~ diamonds are designated for youth use only.
16. Lining or marking of the field is not allowed without prior written approval from the City.
17. No equipment storage is allowed at park sites without prior written approval from the City.
18. Programs that duplicate in any form programs offered by the Parks and Community Services Department may be denied.
1719. Requests for exception to the Sports Field Use Policy must be submitted in writing to the City Manager, or ~~their~~ designee, no later than ~~one month~~ 30 days prior to the date of use requested. Approval or denial of the request will be issued in writing.

Synthetic Turf Fields at Fallon Sports Park

INITIAL:

1. An approved rental permit is required to use the synthetic turf fields.
2. Food and beverages, including gum, seeds, nuts, candy or sports drinks are prohibited. Water only. Glass bottles or containers are prohibited.
3. Any cleats that are used must be rubber; no metal spikes.
4. Chairs, umbrellas, tents, flags and other outdoor furniture are not allowed on the field. Spectator seating is only allowed in designated areas off of the field.
5. No driving in of stakes.
6. Lining or marking of the field is not allowed without prior written approval from the City.
7. Smoking and tobacco products are prohibited.
8. Dogs or pets of any kind are prohibited on the synthetic turf.
9. Barbecues are prohibited.
10. Bikes, roller blades, skateboards, strollers, motorized vehicles or high-heeled shoes are prohibited.

Insurance Requirements

INITIAL:

All applicants for **organized use** shall provide the City of Dublin with a valid Certificate of Liability including the endorsement page written through carriers acceptable to the City of Dublin. Such certificate shall provide Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence. The applicant must be specified as the insured. The Certificate shall name the City of Dublin as an **“additional insured”** in conformance with the hold harmless agreement as outlined in the Sports Field Facility Use Application and must specify that the applicant’s insurance shall be **primary to any insurance carried by the City**. The certificate shall be properly executed with the original signature of the authorizing insurance agent. The Certificate is due at the time final payment is made. **Note: Please contact your insurance provider to check if your homeowner’s policy may be extended to cover your facility rental.**

Security Deposit

INITIAL:

A \$250.00 Security Deposit is due when the application is submitted. The Security Deposit is refundable provided there are no violations of the Sports Field Use Policy, ~~and/or excessive cleaning or damages to the field.~~ the rental hours exceeded, excessive cleaning required, or damages to the facility.

	<i>Current</i>	<i>Effective 07/2012</i>	<i>Effective 07/2013</i>	<i>Effective 07/2014</i>
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**GROUP 1 – PUBLIC AGENCIES AND GROUP 2A –
DUBLIN YOUTH SPORTS LEAGUES**

Turf Field per Hour	\$6.00	<u>\$6.30</u>	<u>\$6.60</u>	<u>\$7.00</u>
Synthetic Turf Field per hour	\$20.00	<u>\$21.00</u>	<u>\$23.00</u>	<u>\$25.00</u>
Soccer Field Lighting Charge per hour	\$24.00	<u>\$24.40</u>	<u>\$24.80</u>	<u>\$25.40</u>
Softball Field Lighting Charge per hour	\$12.00	<u>\$12.00</u>		

**GROUP 2B – DUBLIN ADULT SPORTS LEAGUES AND
GROUP 3 – DUBLIN CHAMBER OF COMMERCE AND
DUBLIN-BASED
CHARITABLE AND SOCIAL WELFARE ORGANIZATIONS**

Turf Field per Hour	\$14.00	<u>\$14.85</u>	<u>\$15.70</u>	<u>\$16.80</u>
Synthetic Turf Field per hour	\$40.00	<u>\$43.00</u>	<u>\$46.00</u>	<u>\$50.00</u>
Soccer Field Lighting Charge per hour	\$24.00	<u>\$25.00</u>	<u>\$26.00</u>	<u>\$27.20</u>
Softball Field Lighting Charge per hour	\$12.00	<u>\$12.00</u>		

GROUP 4 - INDIVIDUALS / OTHER GROUPS

Turf Field per hour (Dublin Resident)	\$18.00	<u>\$18.90</u>	<u>\$19.80</u>	<u>\$21.00</u>
Turf Field per hour (Non-Resident)	\$22.00	<u>\$23.00</u>	<u>\$24.00</u>	<u>\$25.20</u>
Synthetic Turf Field per hour (Dublin Resident)	\$50.00	<u>\$53.75</u>	<u>\$57.50</u>	<u>\$62.50</u>
Synthetic Turf Field per hour (Non-Resident)	\$72.00	<u>\$77.40</u>	<u>\$82.80</u>	<u>\$90.00</u>
Soccer Field Lighting Charge per hour (Dublin Resident)	\$32.00	<u>\$32.60</u>	<u>\$33.20</u>	<u>\$34.00</u>
Soccer Field Lighting Charge per hour (Non-Resident)	\$38.00	<u>\$39.10</u>	<u>\$39.80</u>	<u>\$40.80</u>
Softball Field Lighting per hour (Dublin Resident)	\$16.00	<u>\$16.00</u>		
Softball Field Lighting per hour (Non-Resident)	\$19.00	<u>\$19.00</u>		

GROUP 5 - COMMERCIAL USES

Turf Field per hour (Dublin Resident)	\$29.00	<u>\$30.40</u>	<u>\$31.80</u>	<u>\$33.60</u>
Turf Field per hour (Non-Resident)	\$35.00	<u>\$36.60</u>	<u>\$38.20</u>	<u>\$40.30</u>
Synthetic Turf Field per hour (Dublin Resident)	\$80.00	<u>\$86.00</u>	<u>\$92.00</u>	<u>\$100.00</u>
Synthetic Turf Field per hour (Non-Resident)	\$115.00	<u>\$123.70</u>	<u>\$132.40</u>	<u>\$144.00</u>
Soccer Field Lighting Charge per hour (Dublin Resident)	\$51.00	<u>\$52.00</u>	<u>\$53.00</u>	<u>\$54.40</u>
Soccer Field Lighting Charge per hour (Non-Resident)	\$61.00	<u>\$62.30</u>	<u>\$63.60</u>	<u>\$65.30</u>
Softball Field Lighting per hour (Dublin Resident)	\$16.00	<u>\$16.00</u>		
Softball Field Lighting per hour (Non-Resident)	\$19.00	<u>\$19.00</u>		

~~TOURNAMENT FEE~~

Attendant Fee	N/A	\$15-per hour
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Tournaments

1. Tournaments will be charged a Facility Attendant fee of \$15 per hour per park in addition to the rental fees.
2. All tournaments must provide a tournament director or designee who shall remain onsite at each location throughout the duration of the tournament. The rental applicant or tournament director will meet with a City Representative at least 30 days prior to the tournament to discuss logistics of the tournament. Based on the size of the tournament, the rental group may be required to rent outdoor toilet facilities and/or be charged for extra litter pick-up or added staffing.

General Notes Regarding Fees

- ~~1. Hourly rental fees will apply for each field reserved.~~
- ~~2. Teams participating in City of Dublin Leagues will be charged \$6.00 per hour to utilize turf fields for team practices (use of lights will be charged at the full rate).~~

3. ~~Tournaments charging a team entry fee or spectator admission fee will be charged a Facility Attendant fee of \$15 per hour per park in addition to the rental fees.~~

The City of Dublin reserves the right to deny the use of City Sports Fields to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents. Applicants should thoroughly review the Facility Use Policy to become familiar with all rental fees, policies and procedures.

Synthetic Turf Fields	School Districts							
	DUBLIN (CURRENT)	LIVERMORE	PLEASANTON	SAN RAMON	DUBLIN	LIVERMORE	PLEASANTON	SAN RAMON
GROUP 1 AND GROUP 2A Synthetic Turf Field per hour	\$20.00	N/A	N/A	\$40	\$54.50	Waived	\$58.97	\$28.91
GROUP 2B AND GROUP 3 Synthetic Turf Field per hour	\$40.00	N/A	N/A	\$40	\$54.50	\$30	\$58.97	\$58
GROUP 4 - INDIVIDUALS / OTHER GROUPS Synthetic Turf Field per hour (Dublin Resident)	\$50.00	N/A	N/A	\$40	\$54.50	\$30	\$58.97	\$58
Synthetic Turf Field per hour (Non-Resident)	\$72.00	N/A	N/A	\$100	\$54.50	\$30	\$58.97	\$58
GROUP 5 - COMMERCIAL USES Synthetic Turf Field per hour (Dublin Resident)	\$80.00	N/A	N/A	\$50	\$54.50	\$75	\$58.97	\$232
Synthetic Turf Field per hour (Non-Resident)	\$115.00	N/A	N/A	\$100	\$54.50	\$75	\$58.97	\$232

Turf Fields	DUBLIN (CURRENT)	LIVERMORE	PLEASANTON	SAN RAMON
GROUP 1 AND GROUP 2A Turf Field per hour	\$6.00	\$10.00 (Y) \$20.00 (A) \$25.00 (sand based)	waived	\$12.80
GROUP 2B AND GROUP 3 Turf Field per hour	\$14.00	Same	\$12	\$12.80
GROUP 4 - INDIVIDUALS / OTHER GROUPS Turf Field per hour (Dublin Resident)	\$18.00	Same	\$12	\$12.80
Turf Field per hour (Non-Resident)	\$22.00	Same	\$22	\$25
GROUP 5 - COMMERCIAL USES Turf Field per hour (Dublin Resident)	\$29.00	Same	\$17	\$18.30
Turf Field per hour (Non-Resident)	\$35.00	Same	\$22	\$25

Field Lights	School Districts							
	DUBLIN (CURRENT)	LIVERMORE	PLEASANTON	SAN RAMON	DUBLIN	LIVERMORE	PLEASANTON	SAN RAMON
GROUP 1 AND GROUP 2A	<i>Per Hour</i>	<i>Per Hour</i>	<i>Per Hour</i>	<i>Per Hour</i>	<i>Per Hour</i>	<i>Per Rental</i>	<i>Per Hour</i>	<i>Per Hour</i>
Softball Field per hour	\$12.00	\$25	\$27	\$20	\$21.75	N/A	N/A	N/A
Soccer Field per hour	\$24.00	\$25	\$27	\$20	\$21.75	\$50	\$23.60	\$28.91
GROUP 2B AND GROUP 3								
Softball Field per hour	\$12.00	\$25	\$32	\$20	\$21.75	N/A	N/A	N/A
Soccer Field per hour	\$24.00	\$25	\$32	\$20	\$21.75	\$50	\$23.60	\$57
GROUP 4 - INDIVIDUALS / OTHER GROUPS								
Softball Field per hour (Dublin Resident)	\$16.00	\$25	\$27	\$20	\$21.75	N/A	N/A	N/A
Soccer Field per hour (Dublin Resident)	\$32.00	\$25	\$27	\$20	\$21.75	\$50	\$23.60	\$57
Softball Field per hour (Non Resident)	\$19.00	\$25	\$37	\$40	\$21.75	N/A	N/A	N/A
Soccer Field per hour (Non Resident)	\$38.00	\$25	\$37	\$40	\$21.75	\$50	\$23.60	\$57
GROUP 5 - COMMERCIAL USES								
Softball Field per hour (Dublin Resident)	\$16.00	\$25	\$32	\$40	\$21.75	N/A	N/A	N/A
Soccer Field per hour (Dublin Resident)	\$32.00	\$25	\$32	\$40	\$21.75	\$50	\$23.60	\$392
Softball Field per hour (Non Resident)	\$19.00	\$25	\$37	\$40	\$21.75	N/A	N/A	N/A
Soccer Field per hour (Non Resident)	\$38.00	\$25	\$37	\$40	\$21.75	\$50	\$23.60	\$392

E-mail received from Todd Barnes, City Liaison for Dublin United Soccer League
Received on 1-24-12

Rich,

Please see my comments below.

1. We would like to see some relaxed policy on the commercial uses designation to allow us to run camps internally at a reasonable cost.
2. The 2 hour minimum for fields and 1 hour minimum for lights will be restrictive for us and result in wasted \$\$\$. The 1 hour minimum for lights will actually result in wasted electricity with lights being on and no one using the field. No one wants to waste electricity these days even if it is being paid for by a non-profit youth organization.
3. The cancellation, changes, refunds section is way too restrictive. As written, it could cost our organization tens of thousands of dollars per year. No refunds or credit within 30 days of rental? Then you say if it is within 30 days that there is a \$15 fee. As a non-profit youth organization with 1100 members, we need some flexibility here.
4. There is a statement 18 under general rental information that states programs that duplicate city programs may be denied. I think we need to exclude local youth organizations from this statement.
5. I do not think that the lighting fee should be increased above \$24 for soccer fields. By increasing the baseball fee from \$12 to \$24 you will be capturing much lost revenue already.
6. I would like to see some leeway on the tournament director being onsite. Many reservations that we submit as tournaments these days are no more that a busy day of games. Maybe we could include a definition of a tournament to be teams playing multiple games in a day. I often reserve as a tournament these days to ensure trash and restrooms are maintained.
7. We would love to see our youth sports fees stay the same and raise the non-resident fees as much as practical to cover that cost.

Everything we do as an organization is about providing the highest level of service to our membership at the lowest possible cost. Our membership is probably more than 90% Dublin Residents. I think we spent \$75,000 in 2010 renting fields and lights, maybe more. If no changes are made to the proposed policy I suspect our budget would increase to \$100,000 + in 2013 which would result in an additional cost of \$20-\$25 per player.

Thanks,

Todd Barnes