



**City of Dublin**  
**SPORTS FIELDS & STAGER COMMUNITY GYMNASIUM**  
**RESERVATION POLICIES**

## 1. RENTAL CATEGORIES

- **City of Dublin**- the City of Dublin's events, programs, and activities
- **Public Agencies:** Including but not limited to agencies serving the City of Dublin, including Alameda County, Dublin-San Ramon Services District, etc.
- **Dublin Sports League Organizations:** Organized sports league groups with current IRS non-profit status, with membership open to the public. The organization's membership rosters must reflect:
  - *Youth Sports League Organizations – at least 75% Dublin residents*
  - *Adult Sports League Organization – at least 51% Dublin residents*Sports Organizations submitting inaccurate residency rosters will automatically have permits revoked.
- **Dublin Non-Profit Organization:** Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status. The submission and approval of a “Non-Profit Organization Verification Form” must be on file with the City.
  - Groups applying under the Non-Profit Organization classification must have 51% Dublin residency. All groups must have an “Organization Verification Form” on file with the following documents:
    - 1) Bylaws
    - 2) Current IRS Tax Exempt Letter
    - 3) Commercial General Liability
- **Resident:** Individuals must reside or own property within Dublin city limits.
- **Non-Resident:** Individuals or organizations not residing within Dublin city limits.
- **Commercial Uses:** Companies or individuals whose events have an admission fee or include the sales of goods or services. This includes all individuals and organizations requesting tournament reservations that do not qualify as a Dublin Sports League Organization.

## 2. RENTAL CATEGORIES PRIORITY USE

### ***Sports Fields & Stager Community Gymnasium***

1. **City of Dublin:** the City of Dublin's events, programs, and activities.
2. **Public Agencies:** Including but not limited to agencies serving the City of Dublin, including Alameda County, Dublin-San Ramon Services District, etc. Reservation requests are accepted up to one year in advance.
3. **Dublin Sports League Organization – Youth 75% Dublin Residents** – Reservation requests are accepted one year in advance each November. Staff will allocate accordingly and release permits for March – June. In May each year, Staff will reassess requests and release permits for July – December. Each May, users may request modifications to permits at this time only to avoid a sports facility administrative charge (see Master Fee Schedule for the current list of fees).
4. **Dublin Adult Sports League Organization** - Adults 51% Dublin Residents - Reservation requests are accepted one year in advance with permits released, as stated in #3 above.
5. **Dublin Non-Profit Organizations** – Reservation requests are accepted up to six (6) months in advance of requested use.
6. **Resident** – Reservation requests are accepted up to six (6) months in advance of requested use.
7. **Non-Resident** – Reservation requests are accepted up to four (4) months in advance of requested use.

8. **Commercial** – Reservation requests are accepted up to four (4) months in advance of requested use.

In the interest of providing sustainable parks and recreation facilities with the least possible expenditure of public funds, the City of Dublin and the Dublin Unified School District have entered into joint use agreements regarding the use of City and District facilities. Separate agreements for the use of Stager Gymnasium, the Tennis Complex at Dublin High School, the Dublin High School Center for Performing Arts, the Jordan Ranch Park Site and Ground Lease, St. Raymond CYO, and The Dublin Wave are on file and may affect priority use.

**3. FIELD ALLOCATION FORMULA**

- In the event two user groups within the same rental category submit similar requests, the allocation formula below will be used based on the percentage of verifiable total Dublin residents on the organization's roster.
- Formula example:
  - Organization A has 900 Dublin residents, and Organization B has 750 Dublin residents.
  - Total Dublin residents registered in Organizations A and B equals 1,650.
    - Organization A would receive 55% of field time available (900 divided by 1,650 equals 55%).
    - Organization B would receive 45% of field time available (750 divided by 1,650 equals 45%).
  - Both Organizations request usage on the same field and day from 3:00–7:00 p.m.
    - Organization A (55%) would be allocated 2.5 hours of field time for that day.
    - Organization B (45%) would be allocated 1.5 hours of field time for that day.
  - Organization A would receive first choice on the time they prefer to use the field (3:00–5:30 p.m. or 4:30–7:00 p.m.) on the requested day. Staff highly encourages sports organizations requesting the same field on the same day and time frame to work together on field usage.

**4. RENTAL HOURS OF USE**

The required rental period is a minimum of one (1) hour per sports field rental and two (2) hours for gymnasium rental. Hours of use must include the time needed for the event, including setup and cleanup. The fields and gymnasium must be vacated by the time specified on the approved Sports Field Rental Application.

**Sports Fields** are available during the following hours:

- 8:00 a.m. to dusk (10:00 p.m. for lighted fields)
  - Grass fields are typically available from March 1 through December 15.
  - Synthetic turf fields are available year-round and are all-weather playable.
- Sports facilities, except those with synthetic turf, are typically closed for a resting/renovation period from November 15 – February 1 each year.
- The City reserves the right to close facilities for additional maintenance if necessary. Dates are subject to change.

**Stager Community Gymnasium** is available for rental during the following hours when not scheduled for City or Dublin Unified School District activities:

***When school is in session***

- Monday-Friday 3:00 p.m. - 10:00 p.m.
- Saturday 8:00 a.m. - 10:00 p.m.
- Sunday 8:00 a.m. - 10:00 p.m.

***When school is NOT in session***

- Weekdays 8:00 a.m. - 10:00 p.m.
- Weekends 8:00 a.m. - 10:00 p.m.

**5. RENTAL PROCESS**

- To request a field or court reservation:  
Complete the City of Dublin Sports Field and Gym Rental Application, and email the completed form and commercial liability insurance to [recreation@dublin.ca.gov](mailto:recreation@dublin.ca.gov) . The City of Dublin maintains a facility reservation calendar available for viewing online to assist users in checking availability. Please note that facility availability does not reflect pending reservations received.
- Requests must be received at least 30 days in advance of the rental request. Approval takes three (3) to five (5) business days; notification of application status will be emailed.
- Submitting an application fewer than (30) thirty days prior to your event requires the approval of the Parks and Community Services Director or their designee, and approvals are subject to availability. In each case, an administrative fee applies if approved (see Master Fee Schedule for the current list of fees).
- Applications are accepted between 8:00 a.m. and 5:00 p.m., Monday through Friday, except on holidays.
- 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 the Dublin City Limits. Verification of resident address (valid California driver's license or current utility bill) will be required.
- Applications for **continuous use** must include complete schedules, including dates, times, fields, and gymnasium requested for practices and games.
- The City reserves the right to book additional events before or after an applicant's confirmed rental time.

## 6. RENTAL DEPOSIT

**A refundable deposit per field/court or Stager Gymnasium** is due at the time the application is processed (see Master Fee Schedule for the current list of fees). The deposit will be returned within 30 days of the last rental date provided there are no Use Policy violations, failure to accurately complete the facility rental application, the rental hours exceeded, excessive cleaning required, or damages to the field(s) or gymnasium. Violations could result in forfeiture of the deposit and any additional expenses incurred.

## 7. RENTAL FEE BALANCE

Upon booking a reservation, the deposit will be due immediately, with the remaining balance due 30 days prior to the day of your reservation. **Payments not received by this deadline will result in the rental cancellation 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 immediately upon receipt of a rental contract/confirmation.

Checks should be made payable to "City of Dublin." Cash, VISA, MasterCard, Discover, and American Express are also accepted. **Payments not received by the due date may result in cancellation and forfeiture of the deposit (as applicable).**

## 8. INSURANCE CERTIFICATE

All applicants 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 for rentals for league play, a tournament, or commercial uses. Such certificate shall provide bodily injury and property damage liability protection at a **minimum of \$1,000,000 per occurrence**. The applicant must be specified as the insured. A separate endorsement shall be submitted naming "*the City of Dublin, its officers, employees, agents and volunteers*" as an "**additional insured**" with coverage at least as broad as ISO form CG 20 10, in conformance with the hold harmless agreement the applicant's insurance shall be **primary to any**

***insurance carried by the City of Dublin and/or the Dublin Unified School District.*** The certificate shall be properly executed with the original signature of the authorizing agent of the insurance company.

## 9. CANCELLATIONS, CHANGES, AND REFUNDS

- Cancellation requests must be in writing by the applicant and sent via email to [recreation@dublin.ca.gov](mailto:recreation@dublin.ca.gov).
- Refunds and credits are not issued for unused hours.
- Occasionally, it may be necessary for the City to reschedule, relocate, or cancel a request previously approved. The group or individual will be given as much advanced notice as possible in this event.
- No refund or credit will be issued for cancellations within thirty (30) business days of the rental date.
- Any reduction of pre-booked hours or addition to; being submitted less than thirty (30) business days prior to the rental date will result in a sports facility administrative charge per booking (see Master Fee Schedule for the current list of fees).
- Continuous failure to notify Staff of unused days and times will result in a sports facility administrative charge and possible loss of future field use permits (see Master Fee Schedule for the current list of fees).

## 10. RULES

### General Rules

- Facility Use Permits cannot be transferred, assigned, or sublet.
- Hours of use must include the total amount of time needed for the event, including setup and cleanup.
- Groups comprised of minors must be supervised at all times by two (2) adults for every twenty minors.
- Parking is permitted in painted parking stalls only, and vehicles parked illegally will be cited.

### Sports Field Rules

11. An approved rental permit is required to use the synthetic turf fields.
12. Softballs must be rated "Restricted Flight."
13. Bases, equipment, and field preparation (drag, water, lines, etc.) are not provided.
14. Fields scheduled after dusk will require the rental of field lights. All rentals must end by 10:00 p.m.
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.

### Stager Community Gymnasium Rules

17. The City may provide tables and chairs when requested and should not be removed from the facility.
  - Storage is not available.
18. Only water may be brought into the gymnasium. Food and drink are not allowed.
19. Containers of ice may not be placed in the gymnasium.
20. The consumption, serving, and/or selling of alcoholic beverages is not permitted.
21. PA systems, microphones, TV/VCRs, stand-up podiums, and extension cords are not available.
  - Portable scoreboards are available for a fee (see Master Fee Schedule for the current list of fees).
22. Tickets may not be sold at the door as an admission charge unless approved in advance.
23. The gymnasium lobby has heating, but no air conditioning or heating is available within the

gymnasium.

- The bleachers are electric and **must not** be pulled or moved by the user. A Gym Attendant will be responsible for setting up the bleachers. *The bleachers are only available for league games or special events.*
- All exit doors must be operable, and no part of any hallway, corridor, or exit may be used to obstruct its use as an exit.
- Decorations:
  - All decorative materials must be made of non-combustible substances or treated with State-approved flame retardant.
  - Confetti or similar materials may not be thrown inside or outside the facility.
    - Users are responsible for all setup and cleanup of their activity or event.

## 11. PROHIBITED ACTIVITIES

### General:

- The consumption, serving, and/or selling of alcoholic beverages.
- Glass containers, including bottles.
- The use of tacks, tape, nails, staples, or putty on any walls.
- Paste, tack, glue, or post any sign, placard, advertisement, or inscription or erect any sign on the buildings.
- The use of decals, glitter, powders, wax, paint, etc.
- Hitting or kicking balls onto the walls, outside fences, or against buildings.
- Spectator seating is only allowed in designed areas off the field.

### Sports Fields:

- Spectators in dugouts or playing fields during event play.
- SMOKING within 100 feet of any children's playground area, sports fields, sports courts, and picnic areas.

### Synthetic Turf Fields:

- Any cleats that are used must be rubber, with no metal spikes.
- No driving in of stakes.
- Dogs or pets of any kind on the fields.
- Barbecues, bikes, rollerblades, skateboards, motorized vehicles, or high-heeled shoes.
- Food and beverages (except water), including gum, seeds, nuts, candy, or sports drinks.
- Chairs, umbrellas, tents, flags, and other outdoor furniture on the field.
- Users must supply their own goals/nets and are prohibited from using goals onsite belonging to other users. All equipment, including goals/nets, must be removed at the conclusion of reservations.

### Stager Community Gymnasium:

- Containers of ice, drinks (except water), or food inside the gymnasium.
- SMOKING within the interior of the gymnasium and outside on the school property.
- The capacity of the gymnasium is 1,428. ***Overcrowding is forbidden and will result in the event's cancellation and forfeiture of all fees paid.***
- School and City property must be protected from damage and undue wear. Users shall be responsible for the condition of the facility and equipment. The Gym Attendant will record the condition of the facility and equipment before and after each rental. The rental applicant shall pay for repairs to property or equipment damaged during a rental.

## 12. LOCATIONS AND INFORMATION

### Sports Fields Information

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

- Six baseball fields (one lighted 90'; four 60'; and one lighted 50'/70' diamond)
- Seven soccer/lacrosse fields (two lighted)
- One lighted softball field

**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)
- Four tennis courts
- Two basketball courts
- Two cricket batting cages
- One cricket field

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

includes:

- Four 60' baseball fields
- One lighted 90' baseball field
- Two lighted softball fields
- Four lighted synthetic turf soccer/lacrosse fields
- Four lighted basketball courts
- Four lighted tennis courts
- Four volleyball courts
- Five multi-use batting cages
- One cricket field

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

- One softball field
- One soccer field

**Don Biddle Community Park**, located at 6100 Horizon Parkway

- Two basketball courts
- Two tennis courts

**Stager Community Gymnasium** is located at 6901 York Drive at Valley High School.

## 13. PARKS AND COMMUNITY SERVICES DIRECTOR APPROVAL

- Request for an exception to the Sports Fields and Stager Community Gymnasium Use Policy must be submitted in writing no later than 30 days before the requested use date. Approval or denial of the request will be issued in writing.
- No equipment storage is allowed at park sites without prior written approval from the Parks and Community Services Director.

## 14. TOURNAMENTS

- Except for approved Dublin Youth Sports League Organizations (must include Dublin-based teams), all tournaments will be charged the commercial rate in addition to the current hourly maintenance fee. Each group must provide a tournament director or designee who shall remain onsite at each location throughout the tournament. The rental application or tournament director will meet with a City Representative at least 30 days prior to the tournament to discuss the event. Based on the

tournament size, the rental group may be required to rent outdoor toilet facilities and/or be charged for extra litter pick-up, restroom supplies (toilet paper and paper towels), or added staffing.

- Tournaments that require City staffing will be charged for the actual cost of services related to Park Monitors, Maintenance Staff, and other City Staff, per hour, per location, in addition to rental fees.
  - Sports Organizations that conduct tournaments without informing Staff at least one month in advance will be charged for extra restroom supplies, Maintenance Staff costs, and risk revocation of future permits, forfeiting their deposit.
  - Any damage to the facility during the rental will result in the forfeiture of the deposit(s).

## **15. GRASS FIELD CONDITIONS AND CLOSURES**

- In the event the City closes a field due to rain or wet field conditions, a credit will be issued if the office is notified in writing within four (4) business days after the scheduled use date.
- Field use is prohibited when the Rain Indicator Light is on.
  - Field renters are responsible for ensuring that their organization, leagues, and teams observe this rule.
- Rain Indicator Light locations:
  - Dublin Sports Grounds: by the restroom building near Soccer Field #4.
  - Emerald Glen Parks: by the restroom building near the basketball courts.
  - Fallon Sports Park: on the baseball and softball outfield fences.
  - Ted Fairfield and Don Biddle Community Park have no rain indicator lights.
- Visit the Field Conditions webpage on the City website, which features the latest information on field closures due to wet weather conditions or maintenance. Field conditions will be updated by 3:00 p.m., Monday through Friday, and by 8:00 a.m. on Saturday and Sunday, as conditions warrant.

An additional 50% will be charged for using the facility on designated City holidays, pending the availability of City staff.

## **16. CONTACT**

- For assistance with questions regarding the field and court reservation process, please email [recreation@dublin.ca.gov](mailto:recreation@dublin.ca.gov) or call (925) 833-6645, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays.
- For assistance during your field or court reservation, Monday through Friday, after 5:00 p.m. and Saturday or Sunday, between 8:00 a.m. to 8:00 p.m., please call or text the Park Monitor at (925) 325-3891.

***The City of Dublin reserves the right to deny Sports Fields or gymnasium use to any person or group if such use is deemed contrary to the best interest of the City, the facility, and/or Dublin residents.***