



## City of Lafayette

Parks, Trails & Recreation Department

Office Address: Lafayette Community Center, 500 St. Mary's Rd., Lafayette CA 94549

Phone (925) 284-2232; Fax (925) 284-1549

recreation@ci.lafayette.ca.us

### **Application to use Lafayette Parks Facilities:**

Dear Applicant:

City of Lafayette Parks facilities exist for the enjoyment of all Lafayette citizens.

People visiting the parks need to respect others who may be using a facility for the same or a different purpose. As a park visitor, we rely on you to read and understand the rules and to leave areas clean and undamaged.

An application/permit is required for use of the Lafayette Community Park facilities for any organized group. If you wish to reserve a date(s), a \$50 non-refundable deposit is required at the time of booking and will be applied to a \$500 refundable security deposit required for organized use of the Community Park facility(ies).

This packet contains an application form, park regulations and insurance requirements. Once the Parks, Trails & Recreation Department staff has received the applicable deposit, a completed application form and proof of insurance, a permit will be issued in your name.

Please call the Parks, Trails & Recreation Office at (925) 284-2232 if you have any questions.

Sincerely,

Jennifer Russell, Director  
Lafayette Parks, Trails & Recreation Department

**City of Lafayette**  
**Parks, Trails & Recreation Department**  
**Application for Use of City Park Facilities – SPORTS FIELDS**

- Lafayette Community Park Fields: 480 St. Mary's Rd., Lafayette, CA 94549
- Buckeye Fields: 711 St. Mary's Road, Lafayette, CA 94549

Parks, Trails & Recreation Department Mailing Address: 500 St. Mary's Rd., Lafayette CA 94549  
 Phone (925) 284-2232 Fax: (925) 284-1549

*All required paper work and fees must be received no less than 30 days before rental date. An approved permit will be issued upon receiving use fees and a completed application.*

Today's Date \_\_\_\_\_ Type of Event: \_\_\_\_\_

Name of Applicant (individual): \_\_\_\_\_

Street Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization's Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Email: \_\_\_\_\_

**✓ Applicable PARK**

- ( ) Lafayette Community Park, 480 St. Mary's Rd.
- ( ) Buckeye Fields, 711 St. Mary's Rd.

**✓ Applicable SPORT**

**SPORT:** ( ) Baseball ( ) Soccer ( ) Other \_\_\_\_\_ **Total # of Teams:** \_\_\_\_\_

**✓ TYPE OF USER** (see attached user fees)

- ( ) Season (Established Lafayette Youth League)
- ( ) Scheduled, Non-Lafayette League (Minimum of 3 months use; established leagues)
- ( ) Daily (Tournaments/Camps/Clinics) **Total # of Participants** \_\_\_\_\_
- ( ) Hourly (Individuals, Office, Birthday Parties) **Total # of Guests** \_\_\_\_\_

**✓ Applicable FIELD(S)**

( ) UPPER FIELD (LCP) or ( ) NORTH FIELD (Buckeye)

Date Range	Day(s) of the Week	Start & End Times

( ) LOWER FIELD (LCP) or ( ) SOUTH FIELD (Buckeye)

Date Range	Day(s) of the Week	Start & End Times

**INSURANCE REQUIREMENTS** (✓) Appropriate Box)

( ) We can provide \$1 million in general liability insurance naming the City of Lafayette as additionally insured. Attached is our "Proof of Insurance Certificate" issued by the insurance company.

( ) We cannot provide the City with adequate liability insurance and therefore we would like to request waivers be made for our use. We will request at least 30 days prior to use from the office and return all waivers to the office before the use.

**VENDOR INFORMATION**

Please list any outside vendors, i.e. , caterer, performer, etc., below:

Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Note: No bounce houses or other inflatable play equipment, petting zoos or animals allowed.

**AGREEMENT**

In consideration of the City of Lafayette granting an applicant permission to use non-fee city facilities as indicated on this application, applicant agrees to:

1. Use the facilities as specified on the application.
2. Tentative reservations are confirmed upon receipt of a \$50 non-refundable deposit, appropriate insurance, and a completed application. The deposit will be credited to your rental payment.
3. Notify the City of Lafayette of the use of any outside vendors, i.e. caterers, performers, etc. and list them on the application;
4. Defend and indemnify the City of Lafayette, its officers, agents and employees from any claim loss, damage, cost or expense that might arise out of, or be caused by, the use of city facilities by the applicant or applicant's organization;
5. Take responsibility for any damages to the facilities that occur during occupancy of specified facilities;
6. Compensate the City of Lafayette for all damages within five (5) days of notification by the City of cost of damages;
7. Accept cancellation of your facility permit if the City deems the facilities unusable for any reason. (City will make every effort to give as much advance notice as possible.);
8. Abide by all facility rules that govern the use of said facilities. I have read and understand the Parks Facility rules and if applicable, I have read and understand the Sports-Field Rules.

The City of Lafayette grants to renter, permission to use the facility(ies) as indicated on application form. Use of said facility(ies) shall begin and terminate on the date(s) and time(s) indicated on the previous page(s). Renter agrees to pay the City of Lafayette the total fee states for the use of said facility(ies) at least 30 days prior to first use.

I hereby certify that I have read and understand the City of Lafayette's policies and procedures for use of its park facilities and agree they are made a part of the facility permit by reference and that I, and the members of my organization, will abide by the same. I also certify that the information in this application is complete and accurate. I further agree that, failure to abide by the City's rules and regulations will result in forfeiture of part or all of the security deposit.

Signature \_\_\_\_\_

Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

# City of Lafayette Parks, Trails & Recreation Department

## SPORTS-FIELD RULES

**In addition to the general park rules, users of the sports fields must comply with the following:**

1. Use of sports fields is by permit only. Bring your permit with you in case you need to show others that you have reserved the fields.
2. Motor vehicle access, beyond the parking lot, is by permit only. If permission is granted, you must ensure the access gate is closed and locked during daily permitted use period.
3. No permanent marking of the fields is allowed. Only latex paint that disappears in a few weeks is acceptable. Herbicides, lime or any other product that injures the turf is expressly forbidden.
4. Adequate manpower must be provided to move equipment on/off the fields at the end of daily permitted use period.
5. Store all sorts equipment in designated locations after each rental period. Do not leave any equipment on or about the fields, they must be properly stored.
6. Lock knock boxes and batting cages after daily permitted use period. Label and lock goals after daily permitted use period.
7. Anchor goals onto turf in such a way that they cannot be tipped over.
8. Rake and replace base path material, pitcher's mound, practice mounds, pitcher and batter warm-up areas, bullpens and infield material (baseball leagues and practice teams).
9. Pick up and dispose of all litter and garbage immediately after daily permitted use period.
10. Install and maintain automatic pitching and other practice equipment (baseball leagues).
11. Immediately report any damage to fields, equipment or facilities to the parks, trails, & recreation department office at 500 St. Mary's Road. If the office is closed, a note should be put in the mail slot on the side door. The office will forward these reports and the site check-off lists to the parks maintenance specialist for corrective action.

***I have read and understand the above rules and I will make sure that all members of my group/organization are aware of the rules & abide by them. Failure to do so may result in the termination of any and all permits.***

**NAME OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_**

**NAME OF ORGANIZATION: \_\_\_\_\_**

**POLICE: 284-5010 • PUBLIC WORKS: 934-3908 • PARKS & RECREATION: 284-2232**

**ALL REQUIREMENTS AND ENFORCEMENT PROVISIONS OF THE LAFAYETTE MUNICIPAL CODE, TITLE 11, CHAPTER 1, APPLY TO USE OF THE COMMUNITY PARK, TRAILS AND SPORTS FIELDS.**

# **City of Lafayette Parks, Trails & Recreation Department**

## **Park Rules, Regulation & Restrictions**

1. The hours of the Park are from Dawn to Dusk.
2. Use of the Sports Fields, Batting Cages and Group Picnic Area are by permit only. Apply for a permit at the Parks Trails & Recreation Dept. Office located at the Lafayette Community Center, 500 Saint Mary's Road, or call 925-284-2232 and ask for an application to be mailed or emailed to you.
3. Alcohol and Smoking Strictly Prohibited.
4. Dogs & Horses are not permitted on the Sports Fields.
5. Dogs must be on a leash, no longer than 6 feet, and under the control of their owners at all times.
6. Dog waste and trash must be put in proper containers or carried out of the Park.
7. Motor vehicles, including motorbikes, are permitted in the parking area only. Vehicular access to the sports fields is by permit only.
8. Fires are not permitted anywhere in the Park except in a barbecue unit approved by permit.
9. Any games or activities such as golf, model airplanes, rocketry, or anything likely to endanger property or sports field users are not permitted.
10. Plants and wildlife are protected by laws. It is a violation to hunt, harm, feed, frighten, kill, trap or chase a wild animal or remove the young, egg, or nest of any animal. No wood or plant gathering is permitted.
11. Firearms, hunting and fireworks are not permitted. It is a violation to possess or discharge any type of gun, including paint-guns and air-soft rifles.
12. It is a violation to write, mark, print or post signs on trees, buildings or public property. It is also a violation to cut, break, injure, deface, or disturb a building, sign, fence, bench, structure, apparatus, equipment or other property.
13. It is a violation to roller-skate, ride a bicycle, scooter or skateboard within the playground area, on grassy or planted areas, or leave them where a person may trip or be injured.
14. Bicycles are not permitted on designated nature trails.
15. Bicycles shall be operated in a safe manner especially when sharing trails with pedestrians. Bicycle speed on mixed-use trails shall not exceed 15 mph on straightaways and 5 mph around corners and on hills. Bicyclists shall call out to pedestrians so they have adequate time to move to the side.
16. Use of threatening, abusive, insulting or indecent language or gestures is prohibited.
17. Pick up all litter and debris from park grounds and deposit in trash or recycling containers.
18. Noise levels should not disturb neighbors (e.g. no amplified music).
19. Park users will be held financially responsible for any damage to City property.

*All Requirements and enforcement provisions of the Lafayette Municipal Code, Title 11 Chapter 1, apply to use of City Parks, Trails and Sports Fields. Any person or persons who violate any of these regulations will be cited and/or fined.*

### **Emergency & Maintenance Contacts:**

**Lafayette Police: (925) 284-5010    ●    Public Works: (925) 934-3908    ●    Parks, Trails & Rec Dept: (925) 284-2232**