



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

jrr: 06/25/13

City of Lafayette
Parks, Trails & Recreation Department
Sports Fields Use Categories and Rental Fees

1. **Established Seasonal Leagues with over 85% Lafayette Residency:** Established, Lafayette baseball, softball and soccer leagues that use the fields for practices and games, mostly against Lafayette resident teams, over an established time period (generally a min. of 2.5 months). Groups in this category use all volunteer coaches and offer open enrollment (not invitational). Youth leagues with the highest number of Lafayette residents have scheduling priority over all other users. Must have over 85% Lafayette resident participation. A \$500 security deposit is required at the time of the reservation. All fees are due 30 days prior to first day of use.

<u>Activity</u>	<u>Fee</u>
Lafayette Baseball/Softball Leagues	\$8/hr/field
Lafayette Soccer Leagues	\$15/hr/field
Security Deposit (Fully refundable if no damages incurred)	\$500

Note: A Lease Agreement between the City and Lafayette Little League establishes the fees for Buckeye Fields from February 1 through mid-August.

2. **Scheduled Organizations, Clubs, or Select Teams:** Organizations or teams using the fields on a regularly scheduled basis, but not part of an established Lafayette league. Use would typically consist of a set schedule of weekly practice sessions and/or games and may be against non-Lafayette teams. A \$500 security deposit is required at the time of the reservation. All fees are due 30 days prior to first day of use.

<u>Activity</u>	<u>Fee</u>
Baseball/Softball	\$20/hr/field
Soccer/Lacrosse	\$25/hr/field
Security Deposit (Fully refundable if no damages incurred)	\$500

3. **Daily Camps, Clinics, & Tournaments:** Individuals or groups wishing to use the fields for tournaments, sports camps, player or coaches clinics. A non-refundable reservation deposit of \$50 is required to save the date. All fees are due 30 days prior to first day of use.

<u>Activity</u>	<u>Fee</u>
Baseball/Softball Camps/Clinics/ Tournaments	\$180/day
Soccer/Lacrosse Camps/Clinics/ Tournaments	\$220/day
Security Deposit (Fully refundable if no damages incurred)	\$500

4. **Hourly, Short Term:** Individuals or groups wishing to use the fields on a short term basis, i.e., for a few hours on a single day. Typical uses include company/family picnics, birthday parties and reunions. A non-refundable reservation deposit of \$50 or actual cost of use (whichever is less) is required to save the date. All fees are due 30 days prior to use.

<u>Activity</u>	<u>Fee</u>
Baseball/Softball	\$20/hr
Soccer/Lacrosse	\$25/hr
Security Deposit (Fully refundable if no damages incurred)	\$500

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 unless the Parks, Trails & Recreation Director makes an exception. If there are significant changes to the application, you must update the application prior to 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:** _____

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 apply for liability insurance under the City’s Special Event Insurance Program. (For hourly events, i.e. Birthday Parties, the City will consider individual participant waivers pending approval from the City’s Risk Management Authority.)

PLEASE USE OTHER APPLICATION FORMS FOR RESERVING THE LAFAYETTE COMMUNITY PARK GROUP PICNIC AREA OR THE BATTING CAGES.

AGREEMENT

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

1. Use the facilities as specified on the application;
2. At time of booking, pay \$50 non-refundable deposit to save the date (Group Picnic Area and short-term users) or a \$500 refundable deposit to save dates for long-term users;
3. Pay the total fees as specified in the "User Fees";
4. Notify the City of Lafayette of the use of any outside vendors, i.e. bounce house, caterers, performers, etc. and list them on the application;
5. 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;
6. Take responsibility for any damages to the facilities that occur during occupancy of specified facilities;
7. Compensate the City of Lafayette for all damages within five (5) days of notification by the City of cost of damages;
8. 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.);
9. Provide proof of liability insurance which you may be able to obtain from your organization or home owners insurance company. Insurance must name the City of Lafayette as additionally insured. If your insurance does not provide adequate coverage, insurance can be purchased through the City's Special Event liability carrier. Various park uses are considered to have a moderate to high hazard risk and insurance can cost anywhere from \$50-\$500. You must complete an insurance application to be considered for the City's special event coverage.
10. Abide by all facility rules that govern the use of said facilities (See Regulations below).

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.

Name (Please Print) _____

Signature _____ Date _____

For Office Use

- () Application approved and Permit issued.
- () Proof of Insurance received
- () Site Checklist and reserve sign sent.
- () Site Checklist Returned on _____ (date)
- () Key Returned
- () Security Deposit Refunded

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.