



Parks and Athletic Fields Reservation Information

City of Davis
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The City of Davis parks and athletic fields are designed as amenities for the entire community to enjoy, and are considered valuable assets in which the community has invested significant resources. Use of City parks and athletic fields are in high demand for community groups, school sports teams, recreation programs, general residents and non-residents.

The Parks and Field Reservation Information packet and associated Conditions of Use have been developed to ensure that all park and field users are made aware of the rules and regulations governing use of City of Davis parks and athletic fields. It is the responsibility of every team official, player, parents of players (for youth organizations), and spectator to be aware of the following terms and conditions. Coaches and their affiliated organizations will be held responsible for the conduct and behavior of players and spectators in the field areas. The facility applicant/renter is expected to adhere to the rules and regulations governing city parks and athletic fields in order to ensure both the safety of participants and the preservation of the city facility.

A park or field reservation is valid only for the date, time and location specified on the reservation receipt. The City of Davis does not post reservation notices at park or field locations. **Please have a copy of your reservation receipt with you at all times throughout the duration of your reservation.** Should a conflict arise with another facility user, your reservation receipt should be used to verify your scheduled reservation to the other facility user. If the conflict cannot be resolved with your reservation receipt, please call the Community Services office at 757-5626 during regular business hours, or if after hours or on weekends, please call the Police Department at 747-5400.

The following fields are available for rental:

Level I

- Arroyo Park Cricket
- Central Park (Special Events Only)
- Chestnut Park Softball
- John Barovetto Soccer
- La Playa Soccer
- Oak Grove Soccer
- Oxford Circle Soccer
- Putah Creek Soccer
- Robert Arneson Soccer
- Slide Hill Turf Softball
- Sycamore Soccer
- West Manor Soccer
- Westwood Soccer
(City goals available)

Level II

- Arroyo Park East Soccer
(City goals available)
- Arroyo Park West Soccer
- Civic Center Baseball
- Community Park Lit Softball
- Community Park Softball A
- Community Park Softball B
- Community Park Soccer Main
- Mace Ranch Soccer (west)
- Mace Ranch North/South Ball Field
- Northstar Soccer A (West)
- Northstar Soccer B (East)
- Pioneer Soccer
- Sandy Motley Park Ball Fields (City goals available)
- Slide Hill Dirt Infield (South)
- Walnut Soccer North A
- Walnut Soccer North B
- Walnut Soccer South
(City goals available with key)

Level III

- Playfields Soccer
(City goals available)
- Playfields Softball
- Playfields Baseball

Community Parks include:

- Arroyo
- Central
- Community
- Mace Ranch
- Walnut

Special Use Parks:

- Toad Hollow
- Civic Park
- Playfields

General Reservation Information

1. Field or park reservations must be made a minimum of 14 days in advance to insure a reservation, and a deposit is required to guarantee the reservation date. An hourly or daily fee is charged, plus a refundable cleaning/damage deposit. (Fields that require lights will not be guaranteed if reserved less than 14 days prior to the reservation date)

2. Please note that Arroyo, Mace, Playfields, Community Lit Field, Civic, and Walnut are the only athletic fields which may be reserved on weekdays.
3. Field preparation at Civic and Community Park by city staff may be arranged for an additional fee. Field preps are required at Playfields.
4. If a group reserves a field and anticipates the attendance at the event to exceed the capacity of the existing restroom facilities, then the group must provide additional portable restroom facilities at their own expense. Two portable chemical toilets are required for up to every 250 people in attendance, one of which must be accessible for persons with disabilities. The applicant must arrange for and pay all rental costs associated with the delivery, set up and removal of the portable restrooms.
5. If groups exceed the recommended capacity for a specific area, arrangements can sometimes be made to accommodate the group with special conditions. Groups may be required to provide additional security, lighting, trash bins, special permits, etc. (Letter of Intent is necessary for approval)
6. All field and park users must adhere to City ordinances applying to parks and recreation facilities and areas.
7. A reservation will not be granted under the following conditions:
 - a. Insufficient notice: When staff cannot be scheduled, park areas cannot be prepared, or other conditions cannot be completed in time.
 - b. **Hazardous Activities: When activities of a hazardous nature endanger persons or property.**
 - c. Prior Infractions: When applicant/renter has mistreated a field or park and/or violated use policies during a prior event.
8. Groups should carry their own liability insurance. The City is not responsible for damage or claims for personal injury or death, or claims for damage or loss of property incurred in any City park.
9. Individuals or organizations granted use of fields or parks will be held responsible for any loss or damage caused by such use.
10. Applicants/renters certify, on behalf of the organization applying to rent the facility described on the reverse side, that the organization will not discriminate on the basis of race, national origin, religion, sex, age, handicap, or sexual orientation with respect to attendance at the function to be held in City facilities in accordance with Resolution No. 5259 and Ordinance No. 1359.
11. The following policies related to for-profit activities in the fields and parks were approved by the City Council on March 17, 1999:
 - a. Profit making activities in the parks except fund-raisers sponsored and organized by non-profit groups are prohibited.
 - b. Farmer's Market is governed by a separate City ordinance.
 - c. Flea markets and commercial vehicles selling food or other merchandise are prohibited.
 - d. Circuses or other events that utilize large mechanical equipment are prohibited.
 - e. Permit Fun Runs sponsored by a commercial entity are permitted. The rental fee is four times the regular, non-profit rate.

General Field and Park Information

1. Alcohol is prohibited in some park facilities. All city policies related to alcohol use are in effect.
2. **Soccer Tournament Organizers** should be aware that soccer fields are not mowed to competitive turf heights.
3. The Central Park picnic area is often used for large community events, such as the Rotary Turkey Barbecue, Movies in the Park, Picnic Day, etc. The Central Park Pavilion and picnic areas are generally used for Farmer's Market on Saturday mornings and Wednesday afternoons (November-April) and evenings (May-October).
4. Electricity for a picnic reservation must be arranged by the renter 14 days prior to your reservation. A key may be required. Call outs for electricity that were not previously requested and arranged will be charged to the renter. Electricity for Bounce Houses is available at Central Park, Community Park – Solar Panels, Mace Ranch, and is only available by advanced request.
5. Water access is restricted to picnic users at Community Shade Arbor, Mace Ranch, Pioneer, and Westwood Parks. Water needs not previously requested, paid for and arranged will not be available on the day of the reservation.
6. If you choose to use a bounce house, insurance naming the City of Davis is required. *A drive on permit is*

required for bounce house use. Insurance for all park users using bounce houses and/or water access must meet the following criteria:

- Name City of Davis as additionally insured*
 - Have a minimum of \$1,000,000 coverage
 - Certificate must specify date and location of event
 - Must be submitted two weeks prior to reservation date or permit will not be released.
 - Ponies are prohibited in city parks for private events
7. All field and park areas must be left free of debris. Renter will be charged for the amount of time needed to clean if the areas are not left clean.
 8. Any damage to facility is to be noted the following day; charges to the renter may be assessed.
 9. Equipment being used or brought onto the park site by group must be approved in advance.
 10. All rentable picnic areas have tables, BBQ facilities, and shade. If a group wants to bring in a BBQ trailer, the Parks Supervisor must approve the location in advance. Groups are only permitted to put BBQ trailers on decomposed granite or paved areas, and are required to provide ground protection. Parks cannot be reserved for skateboard contests.
 11. If inclement weather keeps you from using your reserved area, please contact the Community Services office. If the area was not usable, the Community Services Reservation Coordinator will determine if a refund will be granted.

Fees

1. Fees must be paid 30 days in advance of field and park use.
2. Reservations for out of town businesses are allowed; however, for-profit making activities are prohibited.
3. Unused time is not refundable. If it rains during your event, please contact the Community Services Department within two (2) business days during normal business hours, to discuss a rainout refund.
4. All fees are subject to increase July 1 of each year. Applicants/renters are required to pay the reservation fee that is in effect at the time the reservation is made.
5. Overtime charges will be billed at 2x's the current approved Master Fee Schedule after your event.
6. You should receive deposit refunds within three to four weeks. Deposit refund checks will be made to individual and/or organization indicated on the original application. If you are making a reservation for an organization and would like the refund check made out to an individual, please indicate to whom the refund should be made out to and where it should be mailed. Non-Davis addresses will be charged non-resident fees. Refunds to credit cards will only be made back to the same credit card.

Cancellation Policy

1. Field or park cancellations must be made 14 days prior to use. If a reservation is made less than 14 days prior to the reservation date and subsequently cancelled, there will be no refund of rental fees or deposit.
2. Cancellation of your reservation by the City will occur if: (1) The application is found to contain false or misleading information; (2) The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the City field or park facility; (3) Should any individual, group, member, or guest willfully or through gross negligence, mistreat the staff, equipment, facility, or violate state or local ordinance; (4) Renter fails to pay all rental fees and deposit by due date; (5) If applicant/renter defaults on or has not completed all conditions and requirements for use of the field or park; (6) If the field or park is needed for emergency use; (7) Circumstances arising from natural disasters, power outage, or other unusual situations beyond the City's control; (8) Failure to obtain required permits.

Permits

1. Considerations are made for noise, parking, electrical use, impacts on other users, etc.
2. Reservations for uses other than picnics should submit an event summary detailing the planned activities (amplified sound, electrical needs, etc.) at the time of payment. This letter of intent is subject to approval. A Special Event Permit may be required.
3. Applicant/renter is responsible for obtaining their own permits.
4. No vehicles are allowed in park areas without a Vehicle in Park Permit.

Required Insurance/Permit	Secure From	Fee	Days Needed to Secure Permit prior to the event date
Basic Insurance	Community Services	Varies by event	5 days prior to reservation date
Bounce House Insurance	Customer		Due 14 days prior to reservation date
Alcohol: ABC License or Open Container Permit	Davis Police Dept.	\$11.00 - 30.00	30 days, ABC or 16 days Open Container, prior to reservation date
Exempt Business license (non-profits)	City Finance Office	No Charge to non-profits	14 days prior to reservation date
Food Permit	Yolo Co. Health Dept.	\$ 76.00	14 days prior reservation date
Sound Permit	Davis Police Dept.	\$ 30.00	16 days prior reservation date
Vehicle in Park Permit	Community Services	\$ 15.00	14 days prior to reservation date

Lights

Lights that are not scheduled 14 days prior to the event are not guaranteed. Unscheduled use of lights will be charged the overtime rate (1.5 X Hourly Rate).

Classifications

Community Groups - *Groups and Organizations may rent at a preferred rate if they fall under one of these categories.

non-profit 501c **or** Local affiliate of a national/regional non-profit **or** Registered Student organization with the University of California Davis. **and** 50% membership lives in Davis **and** The membership and the Event are open to the public.

On-going Users - Individuals or groups who reserve (4) months or more may reserve a field by paying the appropriate deposit; the remaining fees for the first month of reservation dates must be paid 30 days before the first date. (Ongoing reservations may pay one month's rent at a time, due 30 days before the first reservation date of each month.)

Tournament Users - *Individuals or organizations that are renting Playfields that are playing for more than six hours and drawing participants from at least three communities. Sanctioned tournaments have different payment procedures.

League Users - Regional groups renting Playfields park for a season that lasts in excess of four weeks.

Tournament users

This tournament policy is set up for those groups who book more than 14 days in advance. Tournaments that are sanctioned by an organization (ex. USSSA, ASA, NSA, ISA, including adult and senior organizations) will follow the procedure below:

1. Insurance is required.
2. Cancellations or modifications to your reservation must be made by 5pm, on Friday, the week prior to your reservation. You will forfeit your deposit up to the amount of you reservation if you cancel after that date.

Example:

- You have a Tournament date of Saturday and Sunday, March 15 &16 - Cancellation or modification must be made by 5pm on Friday, March 7.
 - Your reservation fees are due by 5pm on the Tuesday, March 13, the week of your tournament. If payment is not received as stated, your reservation will be canceled and you will forfeit your deposit.
3. Your deposit must be paid in full for each reservation. If that deposit is not updated, all future reservations will be canceled.

4. The Tournament Rate applies to Community lit, Civic, and Playfield Fields only.
5. The daily Tournament Rate allows 12 hours of use at 6 hours of the hourly rental fee. Any time after the 12 hours will be charged the hourly rate. Time not scheduled will be charged the overtime rate.
6. Tournament schedules must be submitted by 5:00pm, the Wednesday prior to the tournament. Schedules must include all required preps.
7. Port-a-Potties are required for any tournament in City Parks. (Except at Playfields)

Inclement Weather

If inclement weather prevents a reserved event from taking place, rental fees will be refunded or applied toward another date. Extreme weather, for the purpose of the synthetic turf field, may include sustained temperatures in excess of three consecutive days, with extreme cold or heat, and/or thunder or lightning as determined by the City. For all other fields and park areas, inclement weather conditions are subject to milder, rainy conditions.

As weather can affect the use of a field or park, the Community Services Department has set up a notification method for users to access when they need to know if a field is closed. Join the City of Davis' List Serve for Inclement Weather Field Conditions Update.

Description: Subscribers will receive weekly notices regarding the condition of the City of Davis' Athletic Fields. These notices will inform field users about current field conditions including temporary closures due to maintenance or inclement weather. Updates will be provided as conditions change throughout the season.

Here is how you join:

1. Go to the City of Davis Website: www.cityofdavis.org and Select "City Council & Commissions" towards the top half of the web page.
2. In the box titled "Commissions" select the "Emails List" link then select the "Create a New Account" link.
3. There you create a user name and password and your email address.

You will be sent a confirming email to activate your account with the City and then you will be given an opportunity to select the Commissions(s)/City Council Agendas, and the "Inclement Weather Field Conditions Update" you would like to receive. If you need assistance registering email: webmaster@cityofdavis.org

Additional Considerations

The Conditions of Use are designed to provide sports organizations and amateur enthusiasts with guidelines when using fields or parks scheduled and/or maintained by the City of Davis. We want to encourage all patrons to always be considerate of other people and careful to protect the City's recreational facilities, and would appreciate your cooperation relative to:

- Notify City staff when there is damage to the field.
- Being considerate of other teams or players as teams transition between games. Teams arriving to play should remain off of the synthetic turf field until the prior team has left the field area, and removed their equipment
- Removing all trash and debris after each use of the facility. Use provided receptacles.
- Removing any team equipment from field area when the scheduled use is finished.
- Complying with all field closure schedules and closures due to inclement weather.

Violations of the Conditions of Use for the City Parks and Fields

All rules and regulations as set forth in the Parks and Athletic Fields Reservation Packet and the Conditions of Use will be strictly enforced. Failure of an organization, its members and/or general field or park users, to abide by the field rules shall constitute a violation of this policy.

First Infraction – A letter shall be sent to the organization/permit holder outlining the concerns of the City. Potential forfeiture of the rental deposit and/or additional damage fees will be assessed if the Conditions of Use is not adhered to or results in any field or park damage.

Additional Infractions – May result in the loss of scheduling privileges based on severity and number of occurrences, including the cancellation of remaining dates for both games and practices at the discretion of the Community Services and Parks & General Services Departments. There will be no refunds issued for any cancellations due to violations of use.

Investigation – The Community Services and Parks & General Services Departments will review and investigate reports of violations, and reserve the right to inquire of the organization, its members or general field and park users, concerning any events alleged to have occurred during the period for which that user was issued a permit. By accepting a permit to the city fields and parks, the organization, its members or general field user, agrees to cooperate fully in any investigation deemed necessary by the Community Services and Parks & General Services Departments, or other authorities.

Sanctions – Based upon its investigation, the Community Services and Parks & General Services Departments will determine a sanction appropriate to the violation, including but not limited to:

- i. Revocation of a permit or permits issued to an organization or general field or park user.
- ii. Prohibiting use of the Field or park facility by an organization or general user for an indefinite or specified period of time.
- iii. Conditioning that the organization or general field or park user's future use of facilities on other reasonable terms and conditions such as participation in maintenance and repair of the field or park facility.