



# Athletic Field Rentals Information Packet

City of Davis – Parks and Community Services  
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The City of Davis 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 athletic fields are in high demand for community groups, school sports teams, recreation programs, general residents, and non-residents.

The Athletic Field Reservation Information Packet has been developed to ensure that all 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 on the field and in the surrounding 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.

The following athletic fields are available for rental:

### Level I

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

### 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:

- Civic Park
- Playfields

## General Reservation Information

1. An athletic 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, call the Parks and Community Services office at (530) 757-5626 (option 2) during regular business hours, or if after hours or on weekends, call the Police Department at (530) 747-5400.
2. Athletic Field reservations must be made a minimum of 14 days in advance to ensure 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.)

3. Arroyo, Mace, Sandy Motley, Playfields, Community, Civic, and Walnut are the only parks with athletic fields which may be reserved on weekdays.
4. Field preps are required at Playfields, and are done only by City of Davis staff.
5. **Insurance is required for all rentals.** A Certificate of Liability Insurance must be submitted 15 business days prior to your rental and must name the City of Davis as additionally insured and must meet the following criteria:
  - Name City of Davis as additionally insured (Additional Insured Endorsement page must be included)
  - Have a minimum of \$1,000,000 general liability coverage
  - Certificate must specify date and location of event
  - Must be submitted 15 business days prior to rental date or rental will not be granted.
  - Rentals are considered tentative until insurance meeting all criteria has been received by the City.
6. If a group reserves an athletic 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.
7. If groups exceed the recommended capacity for a specific area or include multiple athletic field locations, arrangements can sometimes be made to accommodate the group with special conditions. Groups may be required to submit a Special Event application, provide additional security, lighting, trash bins, and special permits, etc.
8. All athletic field users must adhere to City ordinances applying to parks and recreation facilities and areas.
9. Individuals or organizations granted use of an athletic field 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 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 City Council has approved the following policies related to for-profit activities in the fields and parks:
  - Profit making activities in the parks except fund-raisers sponsored and organized by non-profit groups are prohibited.
  - Farmer's Market is governed by a separate City ordinance.
  - Flea markets and commercial vehicles selling food or other merchandise are prohibited.
  - Circuses or other events that utilize large mechanical equipment are prohibited.
  - Fun Runs or organized running events sponsored by a commercial entity are permitted. The rental fee is four times the regular, non-profit rate.
12. A reservation will not be granted under the following conditions:
  - Insufficient notice: When staff cannot be scheduled, park areas cannot be prepared, or other conditions cannot be completed in time.
  - No Liability Insurance
  - **Hazardous Activities: When activities of a hazardous nature endanger persons or property.**
  - Prior Infractions: When applicant/renter has mistreated a field or park and/or violated use policies during a prior event.

### General Athletic Field Conditions of Use

The Conditions of Use are designed to provide sports organizations and amateur enthusiasts with guidelines when using athletic 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:

- Please notify City staff immediately when there is damage to the field. Any damage to the facility will be noted,

and charges to the renter may be assessed.

- Being considerate of other teams or players as teams transition between games. Teams arriving to play should remain off of the field until the prior team has left the field area, and removed their equipment.
- Equipment being used or brought into the park site must be approved in advance.
- All athletic fields must be left free of trash and debris after each use of the facility. Use provided receptacles. Renter will be charged for the amount of time need to clean if the areas are not left clean.
- Remove all team equipment from field area when the scheduled use is finished.
- Comply with all scheduled field closure, closures due to inclement weather.
- Alcohol is prohibited in some park facilities. All city policies related to alcohol use are in effect.
- **Soccer Tournament Organizers** should be aware that soccer fields are not mowed to competitive turf heights.
- **Lights** that are not scheduled 14 days prior to the event are not guaranteed. Unscheduled use of lights will be charged the overtime rate of 1.5x Hourly Rate. **\*\*Lights are only available at Civic, Playfields, and Community Lit.**

### Rental Fees

1. Fees must be paid 30 days in advance of field use.
2. Unused time is not refundable.
3. All fees are subject to increase each year. Applicants/renters are required to pay the fee that is in effect at the time the reservation is made.
4. You should receive your deposit refund within four weeks. Deposit refund checks will be made to the 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 and where it should be mailed. Non-Davis addresses will be charged non-resident fees. Refunds to credit cards can only be made back to the same credit card.

### Cancellation Policy

1. Athletic Field cancellations must be made 14 days prior to use to receive a refund. 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.
2. Cancellation of your reservation by the City will occur if:
  - The application is found to contain false or misleading information.
  - The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the City athletic field facility.
  - Should any individual, group, member, or guest willfully or through gross negligence, mistreat the staff, equipment, facility, or violate state or local ordinance.
  - Renter fails to pay all rental fees and deposit by due date.
  - If applicant/renter defaults on or has not completed all conditions and requirements for use of the athletic field including obtaining the required permits and insurance.
  - If the athletic field is needed for emergency use.
  - Circumstances arising from natural disasters, power outage, or other unusual situations beyond the City's control.

### Permits

1. Considerations are made for noise, parking, electrical use, impacts on other users, etc.
2. Reservations for uses (Tournaments & large non-athletic event) should submit an event summary detailing the planned activities (amplified sound, electrical needs, etc.) at the time of payment. This event detailing is subject to approval. *A Special Event Permit Application may be required – additional application fee required.*
3. Applicant/renter is responsible for obtaining any required permits.
4. No vehicles are allowed in park areas without a Vehicle in Park Permit. Vehicles may only be driven on paved surfaces. All vehicles must be parked in the appropriate facility/park parking lot.

Required Insurance/Permit	Secure From	Fee	Days Needed to Secure Permit prior to the event date
Insurance	Parks & Community Services or own provider	Varies by event	15 days prior to reservation date
Sound Permit	Davis Police Dept.	\$ 30.00	16 days prior reservation date
Special Event Permit	Parks & Community Services	Varies by event	Will be issued when all event requirements are met
Drive on Paved Surface in Park Permit	Parks & Community Services	\$ 25.00	14 days prior to reservation date

### User Group Classifications

Fees are calculated based on the following User Group Classifications:

- A. **Residents** – Persons living within the Davis city limits, who pay Davis property taxes.
- B. **Non-Residents** – Persons living outside of the Davis city limits, who do not pay Davis property taxes.
- C. **Community Groups** – Groups and Organizations (charitable or service) in one of the following categories.

**Community Group Category 1:**

- a. Non-profit 501c(3) or Local affiliate of a national/regional non-profit that benefits the Davis Community. Proof of 501c(3) status with the Internal Revenue Service must be shown **and**
- b. Membership and event is open to the public **and**
- c. At least 50% of membership is comprised of Davis residents.

**Community Group Category 2:** Registered Student Organization as sanctioned by the University of California, Davis Office of Student Affairs, Student Programs and Activities Center

- D. **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.)
- E. **Tournament Users** - Individuals or organizations that are renting fields that are playing for more than six hours and drawing participants from at least three communities. Sanctioned tournaments have different payment procedures.
- F. **League Users** - Regional groups renting Playfields Park for a season that lasts in excess of four weeks.

### Policies for 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. Your deposit must be paid in full for each reservation. If the deposit is not paid, all future reservations will be cancelled.
2. The Tournament Rate applies to Community Lit, Community A & B, Civic, and Playfield fields only.
3. The daily Tournament Rate allows 12 hours of use at 6 hours of the hourly rental fee. Any time after the 12 hours or any time not listed on your reservation application will be charged the hourly rate.
4. Port-a-Potties are required for any tournament in City Parks that participation exceeds current restroom capacity. (Except at Playfields)
5. Tournament schedules must be submitted by 5:00pm, the Wednesday prior to the tournament. Schedules must include all required preps.
6. Cancellations or modifications to your reservation must be made by 5pm, on Friday, one full week prior to your reservation. You will forfeit your deposit, up to the amount of your reservation, if you cancel or make modifications (e.g. reducing the number of fields used) 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.
- If you cancel any or all of your reservation within the approved time frame but then wish to re-book all or part of your reservation, you will be subject to the standard field reservation policies (payment is due in full at the time of the reservation and you will pay the per hour fee and not be eligible for the tournament rate).

### **Inclement Weather**

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, poor air quality and/or thunder or lightning as determined by the City. For all other athletic fields and park areas, inclement weather conditions are subject to milder, rainy conditions.

If inclement weather prevents a reserved event from taking place, rental fees will be refunded or applied toward another date. Please contact the Parks and Community Services office within 2 business days to discuss a rainout refund. If the area was not usable, the Community Services Coordinator responsible for field reservations will determine if a refund will be granted

### **Violation of Rules and Regulations for Use of Athletic Fields**

All rules and regulations as set forth in this [Athletic Field Rentals Information Packet](#) will be strictly enforced. Failure of an organization, its members and/or general athletic field or park users, to abide by the athletic 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 any rules, regulations, or conditions of use are not adhered to or results in any athletic field 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 City of Davis. There will be no refunds issued for any cancellations due to violations of use.

Investigation – The City will review and investigate reports of violations, and reserve the right to inquire of the organization, its members or general athletic 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 athletic fields, the organization, its members or any athletic field user, agree to cooperate fully in any investigation deemed necessary by the City, or other authorities.

Sanctions – Based upon its investigation, the City of Davis will determine a sanction to/against an organization or athletic field/ park user appropriate to the violation, including but not limited to:

- Revocation of a permit or permits issued.
- Prohibiting use of the athletic field for an indefinite or specified period of time.
- Conditioning future uses of facilities on other reasonable terms and conditions such as participation in maintenance and repair of the athletic field or park facility.