



City of Santa Clara

The Center of What's Possible

City of Santa Clara, Parks & Recreation Department
ATHLETIC FACILITIES
 Community Recreation Center
 969 Kiely Boulevard, Santa Clara, CA 95051-5099
 PHONE: 408-615-2265
 Updated 7/2022

The City of Santa Clara provides field rentals for your use and enjoyment. The following guidelines and rules have been established for use of these facilities.

USER TYPES

Non-profit (Registered with the State of California)- Organizations registered with the State of California as a non-profit organization that serve the City of Santa Clara. Facilities are not available for fundraising activities unless authorized by appropriate permit, license, or agreement with the City.

- Organization must be registered with the State of California as a non-profit organization.
- Organization must serve the City of Santa Clara.
- City of Santa Clara resident with organization membership must request the reservation and be present at the event.

Community group- Groups or organizations whose membership consists of a majority of City of Santa Clara residents. Facilities are not available for fundraising activities unless authorized by appropriate permit, license, or agreement with the City.

- Membership must have a majority of City of Santa Clara residents. A roster of ALL members is required and a provide a roster of all participants.
- City of Santa Clara resident must request the reservation and be present at the event.

Resident- A person living in the City of Santa Clara personally hosting a recreational event. A resident cannot book on behalf of a non-resident, company or organization.

- City of Santa Clara host resident must request the reservation and be present at the event.

Non-resident- A person who does not live in the City of Santa Clara hosting a recreational event.

Commercial- A company or business entity hosting a recreational event. Facilities are not available for business activities unless authorized by appropriate permit, license, or agreement with the City. Profit-making activities are not allowed.

AVAILABLE FACILITIES

Location	Baseball	Football	Soccer	Softball	Multi Use
Fatjo Field, Central Park- 909 Kiely Blvd.					
Field 1	X	X	X	X	X
Field 2	X	X	X	X	X
Earl Carmichael Park- 3445 Benton St.	X				
Larry J. Marsalli Park- 1425 Lafayette St.			X	X	
Henry Schmidt Park- 555 Los Padres Blvd.			X	X	
Reed & Grant Sports Park- 750 Reed St.					
Field 1 (Artificial Turf)- 11 v 11		X	X		X
• Field 1A (Artificial Turf)- 9 v 9		X	X		X
• Field 1B (Artificial Turf)- 9 v 9		X	X		X
Field 2 (Artificial Turf)- Full Field		X	X		X
• Field 2A (Artificial Turf)- 7 v 7		X	X		X
• Field 2B (Artificial Turf)- 7 v 7		X	X		X
Field 3 (Artificial Turf)- Full Field		X	X		X
• Field 3A (Artificial Turf)- 7 v 7		X	X		X
• Field 3B (Artificial Turf)- 7 v 7		X	X		X
Field 4 (Artificial Turf)- Full Field		X	X		X
Field 5 (Natural Turf)- 11v 11		X	X		X
• Field 5A (Natural Turf) 9 v 9		X	X		X
• Field 5B (Natural Turf) 9 v 9		X	X		X



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Location	Baseball	Football	Soccer	Softball	Multi Use
Washington Park- 270 Washington St., on Buchser campus (SCUSD)	X				
Youth Soccer Park - 5020 Stars & Stripes Dr. Field 1 (Natural Turf)- 11 v 11 <ul style="list-style-type: none"> Field 1 A (Natural Turf)- 9 v 9 Field 1 B (Natural Turf)- 9 v 9 Field 2 (Artificial Turf) - 11 v 11 <ul style="list-style-type: none"> Field 2 A (Artificial Turf)- 9 v 9 Field 2 B (Artificial Turf)- 9 v 9 Field 3 (Natural Turf) - 11 v 11 <ul style="list-style-type: none"> Field 3 A (Natural Turf)- 9 v 9 Field 3 B (Natural Turf)- 9 v 9 			X X X X X X X X		

All fields and sub-fields are permitted and charged separately.

APPLICATION

- All use permit applications must be submitted directly to mcruz@santaclaraca.gov. If you have questions about booking athletic facilities contact Marlon Cruz at mcruz@santaclaraca.gov or 408-615-3192.
- A league representative from each **group** must complete the permit application. A City of Santa Clara resident for non-profit or resident events, non-resident must have a photo ID, and employee of the business must complete and submit the permit application.
- Applications are accepted on a first-come, first-served basis. If more than one person simultaneously applies to reserve the same facility for the same date and time, City staff will first check the applicants' residency, and then have qualified applicants draw numbers. Only one person per event may draw a number. The person drawing the lowest number will receive application preference.
- If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day.
- Applications will not be accepted less than 14 days in advance of event.
- Applications are subject to approval. After staff has reviewed an application, applicant will receive written confirmation or rejection. The application process requires 7 to 10 days. Do not send invitations to your event until you have received written approval.
- Reservation dates are as follows:

Priority	Jan-Jul permits accepted beginning	Aug-Dec permits accepted beginning
Non-Profit/Community Group	November 1	May 1
Resident	January 23	June 27
Non-Resident	February 1	July 1
Commercial	March 1	August 1

PROOF OF RESIDENCY

Proof of residency is required for the following user types:

- Non-Profit-** Resident requesting facility must provide a photo ID and 2 recent proofs of residency, dated in the last 30 days (bills work best for this purpose).

- **Community Group-** Resident requesting facility must provide a photo ID and 2 recent proofs of residency, dated in the last 30 days (bills work best for this purpose) and full roster proving 51% of group membership live in the City of Santa Clara.
- **Resident-** Resident requesting facility must provide a photo ID and 2 recent proofs of residency, dated in the last 30 days (bills work best for this purpose).

City does not keep proof of residency on file; documents must be submitted with each request. If residency is falsified, all fees and facility reservations will be forfeited.

TERMS OF USE

Applicant must be present for the entirety of the Permitted/Licensed time of Event. Applicant assumes all responsibility for use of the facility. Applicant is responsible for the behavior of all participants and/or guests and the cost of damage repair. Permit/License cannot be transferred, assigned, or sublet to another party.

Commercial activities as defined as activities intended for making a profit are prohibited without the specific written permission of the City Permit/License and in conformance with City Code. Commercial or profit-making activities are not allowed. This includes charging admission, selling products, or soliciting donations.

FEES/DEPOSITS

- See the Facility Rate Sheet for specific charges.
- **All fees are due at the time of application.**
- **A cancellation fee is charged if cancellation is requested 14 or more days in advance of booking. All fees are forfeit if cancelled less than 14 days in advance of event.**
- Staffing costs may be added to rentals depending on size, scope and timing of the event.

CHANGES/CANCELLATION

- Any changes to the reservation must be made 14 days in advance of event.
- Reservation cancellations must be made at least seven 14 days in advance of event for a refund minus cancellation fee. Cancellations made less than 14 days will forfeit all fees.
- A Permit/License may be revoked at any time for violation of health and safety orders, or failure to observe the rules, regulations, and ordinances of the City of Santa Clara. Failure to follow facility use rules may result in denial of future rental Applications/Permits.
- The City reserves the right to cancel a Permit/License and/or use of equipment due to unforeseen situations, including but not limited to emergencies, maintenance, public health and safety, or City use. In these cases, the City will provide a full refund of security deposit and all fees paid.

INSURANCE

- All organizations must provide a certificate of insurance at the time of application for a use permit.
- Certificate must be in the amount of one million dollars (General liability).
- Certificate must name the City of Santa Clara as additional insured. Additional insured must be named in the following manner: **"City of Santa Clara, its City Council, District, its School Board, officers, agents and employees are hereby added as additional Insureds in respect to liability arising out of any use of City or District facilities."**
- Expired or lapsed insurance will result in cancellation of a permit.

FOOD, BEVERAGES, SMOKING & ALCOHOL

- Concessions or merchandise sales require prior written permission from the City of Santa Clara. All City, local, state and federal rules apply.
- Ice chests, food, and beverages are not permitted.
- The City of Santa Clara, prior to scheduled activity, must approve concession items.
- No Alcoholic beverages allowed on School District property, per SCUSD Board Policy 1330. Violation will result in the cancellation of the permit.
- Alcohol is not allowed in the park building or the park (City code 9.05.040).

- Smoking is prohibited within enclosed public places pursuant to the Code of the City of Santa Clara section 8.35.040. Smoking is prohibited in the park (California Health and Safety Code, Section 104495).
- Gum, sunflower seeds, and peanuts strictly prohibited.
- Use of a facility will be canceled, including all future use, and use fees will be forfeited if above items are found in the facility.

SET-UP & CLEAN UP

- Permit groups are responsible for clean-up of the facility and restrooms after each use; Failure to comply will result in cancellation of any remaining permit dates.
- Tape, tacks, or staples may not be used on the facility. String may be used to attach signs. All signs and other materials must be removed at the end of the event.

GENERAL RULES

- **To preserve the life and conditions of the fields, users shall not play in wet conditions.**
 - A field is considered too wet if you can see standing water, hear a “squishy” sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf.
 - Play is allowed during a light mist if the ground is hard and relatively dry.
 - If field has been overwatered, or it has been raining for three days, or wet conditions exist as described above, groups are not to play.
 - City staff reserves the right to determine if fields are too wet and may cancel on a sunny day if fields have retained too much moisture.
 - City staff will communicate directly to applicant when fields are too wet. Applicant is responsible for sharing this information with his/her group or organization.
 - Applicant may call 408-615-3192 to check on field status.
- The City of Santa Clara reserves the right to cancel or change rental contracts at their discretion.
- Animals are not allowed on site at any time, with the exception of service animals.
- Parking, including loading and unloading, is allowed in designated areas or on street; all zoning and traffic ordinances apply.
- Vehicles are not allowed within the facility.
- No overnight parking is allowed within or around the facility.
- Amplified sound may be allowed with a permit; additional costs apply (see Facility Rate Sheet). Volume at any site must be adjusted if requested by City staff or park users.
- At no time shall exit signs be covered or doorways obstructed.
- Facilities are not available for commercial activities unless authorized by appropriate permit, license, or agreement with the City. Commercial or profit-making activities are not allowed. Charging admission, selling products, or soliciting donations without prior approval by the Parks & Recreation Department Director or the assigned representative and is prohibited. All federal, state, and local laws and ordinances apply.
- Youth are described as 18 years or younger. Local colleges (i.e., Mission College, Santa Clara University.) will qualify as youth organizations.
- The City reserves the right to cancel any use of the facilities and/or equipment in emergency situations, unplanned maintenance, or when necessary for the safety of the public. The City will provide a full refund of all fees and deposits paid.
- The City of Santa Clara is not responsible for accidents, injury, illness, or loss of group or individual property.
- A permit can be revoked and/or event shut down for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara and/or when the facility is needed for a program sponsored by the City of Santa Clara.
- Failure to follow guidelines may cause future permits to be denied.