



**TOWN OF LOS GATOS
PARKS AND SUSTAINABILITY COMMISSION AGENDA
AUGUST 5, 2024
220 CARLTON AVE, LIVE OAK MANOR PARK
6:00 PM**

*Craig Gleason, Chair
Matt Ober, Vice-Chair
Mike Buncic, Commissioner
Brant Corenson, Commissioner
Chirag Mapara, Commissioner
Rob Stephenson, Commissioner*

HOW TO PARTICIPATE

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to ppwcomment@losgatosca.gov.

Public Comment During the Meeting:

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting. Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

Deadlines to Submit Written Comments:

If you are unable to participate in person, you may email ppwcomment@losgatosca.gov with the subject line "Public Comment Item #_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

For inclusion in the regular agenda packet: by 11:00 a.m. the Thursday before the Commission meeting.

For inclusion in the agenda packet supplemental materials: by 11:00 a.m. the Friday before the Commission meeting.

For inclusion in a desk item: by 11:00 a.m. the day of the Commission meeting.

Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email to ppwcomment@losgatosca.gov by 3:00 p.m. the day of the Commission meeting.

CALL MEETING TO ORDER

ROLL CALL

CONSENT ITEMS *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

1. Approve Parks and Sustainability Commission Regular Minutes of June 10, 2024

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Parks and Sustainability Commission on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Commission. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Pickleball Update (Verbal)
3. Receive a Report on Park Use Agreements (Written Report)
4. Parks and Public Works Report (Verbal)
 - a. Town Sponsored Events
 - b. Volunteer Programs
 - a. Natives in Parks
 - b. Santa Cruz Mountain Trail Stewardship Event

COMMISSIONER REPORTS

ADJOURNMENT

Next meeting scheduled: October 7, 2024

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354- 6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR §35.102-35.104]



**TOWN OF LOS GATOS
PARKS AND SUSTAINABILITY
COMMISSION REPORT**

MEETING DATE: 08/05/2024

ITEM NO: 1

**DRAFT MINUTES OF THE PARKS AND SUSTAINABILITY COMMISSION
REGULAR MEETING
June 10, 2024**

The Town of Los Gatos Parks and Sustainability Commission conducted a Regular Meeting on June 10, 2024, at 6:00 p.m.

MEETING CALLED TO ORDER AT 6:00 p.m.

ROLL CALL

Present: Chair Gleason, Vice-Chair Ober, Commissioners Buncic, Corenson, Mapara, Stephenson, and Youth Commissioner Balasingham (absent).

CONSENT ITEMS

1. Approve Minutes of the Parks and Sustainability Commission Meeting of April 1, 2024.

MOTION: Motion by Commissioner Buncic to approve Consent Items 1.

Seconded by Vice-Chair Ober.

VOTE: Motion passed unanimously

VERBAL COMMUNICATIONS

No verbal communication.

OTHER BUSINESS

2. Pickleball Update

Nicolle Burnham, PPW Director, verbally reported on this item. We updated the signage at La Rinconada Park which has helped the pickleball community with the understanding of when play stops. Town Council adopted the capital budget and there is funding for the resurfacing of the court at La Rinconada and converting one tennis court at Blossom Hill Park to pickleball.

Jim Harbin, PPW Superintendent, verbally reported on this item. The construction will begin within the next six months.

The Commission asked questions.

Jim Harbin, PPW Superintendent, and Nicolle Burnham, PPW Director, responded to the questions.

Public Comment

Joel Korelitz

- No comment.

Teri Kent

- At the April 2024 meeting of the Parks and Sustainability Commission, Mr. Crites, a pro-pickleball community member, graciously acknowledged that there will be a need to provide sound mitigation for the noise generated by pickleball play at La Rinconada and Blossom Hill Parks. My understanding is that no funds are included in the proposed budget for reducing the noise level that is generated from pickleball paddles hitting the plastic balls. I respectfully request that the Commission be good neighbors to those living near the parks by approving additional funds for sound mitigation solutions. Also, I would like to confirm that the tennis court to be restriped at Blossom Hill is the one located on the northwest corner closest to the restroom. Also, I would like to confirm that when pickleball players are not adhering to the posted rules for the time allowed on the court, like what happened last night at Blossom Hill, neighbors should contact the Los Gatos Police Department non-emergency line or the Parks and Public Works Department. Thank you very much for your consideration.

Nicolle Burnham, PPW Director, responded to the questions.

The Commission asked questions.

Jim Harbin, PPW Superintendent, and Nicolle Burnham, PPW Director, responded to the questions.

3. Receive a Presentation on Proposed Donation from Los Gatos Rotary to Live Oak Manor Park and Recommend that Town Council Accept the Proposed Donation

Nicolle Burnham, PPW Director, introduced this item. Six months ago, the Rotary Club approached Parks and Public Works on a project. We explored ideas and developed the project of an Oak grove at Live Oak Manor Park.

Adam Mayar, Los Gatos Rotary Club, provided information about the project and the donation from the Los Gatos Rotary Club.

Brian Glick, HMM Senior Landscape Manager, presented a PowerPoint Presentation.

The Commission asked questions and discussed this item.

Brian Glick, HMH Senior Landscape Manager, Adam Mayar, Los Gatos Rotary Club, and Nicolle Burnham, PPW Director, responded to the questions.

MOTION: **Motion** by Commissioner Buncic to move the project forward as is to Town Council with their final discretion and we would like to be informed of any details they propose.

Seconded by Vice-Chair Ober.

VOTE: **Motion passed 5 to 1 (Commissioner Corenson voted no)**

4. Receive a Report from Trail Ad Hoc Committee and Recommend that Town Council Prioritize Funding and Development of a Townwide Parks and Trails Master Plan to Advance the Work Outlined in the Report

Chair Gleason and Commissioner Corenson verbally reported on this item. Chair Gleason received some feedback from Joel Paulson the Community Development Department.

The Commission asked questions and discussed this item.

Nicolle Burnham, PPW Director, gave some feedback for the direction the Commission should consider for the next steps of a Townwide Parks and Trails Master Plan.

MOTION: **Motion** by Commissioner Corenson recommend that Town Council receive a report from Trail Ad Hoc Committee and recommend that they prioritize funding and development of a Townwide Parks and Trails Master Plan to advance the work outlined in the report.

Seconded by Commissioner Stephenson

VOTE: **Motion passed unanimously**

5. Receive a Report on Park Use Agreements

Meredith Johnston, PPW Administrative Technician, verbally reported on this item.

Nicolle Burnham, PPW Director, provided additional information on Use Agreements.

The Commission asked questions and discussed this item.

Meredith Johnston, PPW Administrative Technician, Nicolle Burnham, PPW Director, and Jim Harbin, PPW Superintendent, responded to the questions.

6. Consider Remote Location for August 2024 Parks and Sustainability Commission Meeting

Chair Gleason, verbally reported on this item.

The Commission discussed this item.

MOTION: Motion by Vice-Chair Ober to hold the August meeting at Live Oak Manor Park.
Seconded by Commissioner Mapara.

VOTE: Motion passed unanimously

7. Parks and Public Works Report

1. Town Sponsored Events

Jim Harbin, PPW Superintendent, verbally reported on this item.

- Saturday, June 22, 2024 Sounds of Summer Blue Grass Festival at Town Plaza Park.
- Wednesday, June 26, 2024 Jazz on the Plazz at Town Plaza Park.
- Friday, June 28, 2024 Special Olympics Torch Run with Los Gato Monte Sereno Police Department at Town Plaza Park.

Vice-Chair Ober, verbally reported on this item. Music in the Park Sundays from July 21, 2024, through August 25, 2024, at Civic Center Park. This is a private event, not a Town sponsored event.

2. Volunteer Programs

The Commission asked a question about the Pinehurst Community Garden project.

Nicolle Burnham, PPW Director, gave an update on the Community Garden. We are in the process of working on the soil report.

Jim Harbin, PPW Superintendent, verbally reported on this item.

- The Delta Highway clean-up is starting again for the clover clean-up at Highway 17.
- National River Clean-up May 18, 2024, in the downtown area and along the creek trail. They gathered 20 gallons of trash.

COMMISSIONER REPORTS

Chair Gleason gave an update on the 2024 Spring into Green event. The game engaged the residents and was a good opportunity for conversations.

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SUBJECT: PARKS AND SUSTAINABILITY COMMISSION MEETING MINUTES

DATE: June 26, 2024

ADJOURNMENT

The meeting adjourned at 8:04 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the June 10, 2024, meeting as approved by the Parks and Sustainability Commission.

/s/ Nicolle Burnham, Director of Parks and Public Works



**TOWN OF LOS GATOS
PARKS AND SUSTAINABILITY
COMMISSION REPORT**

MEETING DATE:
08/05/2024
Item: 3

DATE: July 16, 2024
TO: Parks and Sustainability Commission
FROM: Nicolle Burnham, Parks and Public Works Director
SUBJECT: Park Use Agreements – Staff Response to Questions from the June 2024
Commission Meeting

RECOMMENDATION:

Receive information about Park Use Agreements – Staff response from the June 2024 Commission meeting.

BACKGROUND:

After receiving the Park Use Agreement report at its June 2024 meeting, the Parks and Sustainability Commissioners provided feedback and had a number of questions that required staff research. This report provides responses to those questions.

Staff brought forward this topic to discuss current practices around Field Use Permits and Use Agreements that are issued by the Parks and Public Works Department.

DISCUSSION:

The following is a response to the Commission's questions.

Question 1. What is the Difference Between Parks Special Use Permit and Use Agreement?

Parks Special Use Permit

An organization planning an event in a park or trail may acquire a Parks Special Use Permit through the Parks and Public Works Department, which is responsible for receiving and approving all Parks Special Use Permit applications.

PREPARED BY: Meredith Johnston
Administrative Technician

DISCUSSION (continued):

A Parks Special Use Permit may be required for some or all of the following elements:

- Use of three or more picnic sites and groups of 100 or more in Oak Meadow Park
- Groups of 25 or more at any of the Town's neighborhood parks
- Organized recreational/class activities
- Vendors or caterers, if an event has more than 100 attendees at Oak Meadow Park

Use Agreement

Use agreements grant organizations access to Town facilities for recreational and educational purposes, contributing to the enrichment of our community. Organizations based within the jurisdiction of Los Gatos, or with most of its participants residing in Los Gatos, may be eligible to obtain a Use Agreement. An organization can approach the Parks and Public Works Department with the desire to enter into a Use Agreement. If it is decided that this is in the Town's and the community's best interest, the Use Agreement and a staff report would go to Town Council for approval. This practice was once common but is no longer the norm in most jurisdictions throughout the Bay Area. It is more common practice that all user groups be required to secure use permits.

Question 2. What is the Term of Use Agreements?

As of July 1, 2022, Los Gatos Little League, and as of July 1, 2023, Los Gatos United Soccer Club and Red Hawks Lacrosse, have entered into a five-year term agreement. This agreement may be extended for up to two additional five-year periods with the mutual written consent of all parties involved.

Los Gatos Saratoga Recreation has a one-year term agreement effective July 1, 2023, with the option to extend the term for up to eight additional one-year periods with the mutual written consent of all parties involved.

Question 3. What would charges be if hourly rates were applied versus the fees charged in the use agreements?

Use Agreement Fees

An annual use fee is paid once a year, and the base amount is set in the use agreements of each organization. The annual use fee is adjusted by the Consumer Price Index (CPI) every year to account for inflation. Table 1 shows the current fees for each use agreement.

DISCUSSION (continued):**Table 1. Summary of Use Agreement Fees**

Username	Annual Use Fee (\$)	Annual Total Use Hours	Annual Fee Per Hour (\$/Hour)
Los Gatos United Soccer	\$21,590	1,865	\$11.58
Red Hawks Lacrosse	\$5,850	253	\$23.12
Los Gatos Little League	\$6,600	1,216	\$5.43
Los Gatos-Saratoga Recreation	\$16,042.50	4,607	\$3.48

Hourly Use Fee

If each group were required to secure hourly permits the total fees would be as shown in Table 2. The hourly rates are adopted by the Town Council in the Comprehensive Fee Schedule and adjusted annually based on CPI. As noted above hourly fees on sports fields for all users are the industry standard for Bay Area park systems.

Table 2. Charges if Fiscal Year 2024/25 Hourly Rates Were Applied

Username	Hourly Use Fee (\$)	Annual Total Use Hours	Hourly Fee Per Hour as Defined in Comprehensive Fee Schedule (\$/Hour)
Los Gatos United Soccer	\$65,275	1,865	\$35
Red Hawks Lacrosse	\$8,855	253	\$35
Los Gatos Little League	\$30,400	1,216	\$25

Question 4. What is the season during which fields are used?

A season is defined as Fall, Winter, Spring, and Summer; however, the majority of organizations conduct practices and games throughout the year.

Question 5. How do other municipalities handle permitting?City of Saratoga

Los Gatos-Saratoga Recreation administers the permits on behalf of the City of Saratoga.

- The hourly rate for Quito-Saratoga Little League's use of Congress Springs Park is \$20.
- See Attachment 2 for Saratoga's Field Use Policy.

DISCUSSION (continued):

City of Campbell

The City of Campbell administers permits and Lease Agreements.

- South Bay Youth Soccer is permitted season to season for use of fields in the Spring and Fall.
- Pony Baseball has a three-year lease agreement for the use of the baseball field at John D. Morgan Park, with an annual fee of \$930 plus CPI adjustments for years two and three.
- See Attachment 1 for Campbell's Field Use Policy.

Question 5. What are some potential strategies for modifying field use permits?

Staff has been considering potential changes and modifications to how the Town's limited sport field resources are managed. Some ideas from staff are below.

1. Priority Policies

Staff is in the process of developing a Field Use policy and would appreciate your feedback. Specifically, staff is interested in understanding what the Commission thinks should be included in such a policy. Please also consider sharing thoughts on what think content is important in a Field Use policy.

- Develop policies that prioritize access for underrepresented or disadvantaged groups.
- Allocate prime time equitably among different user groups to prevent monopolization by any single group.
- To ensure the optimal use of public fields and resources, we will establish clear policies, procedures, regulations, and fee structures. These guidelines will aim to maximize resource utilization fairly and equitably.

2. Transparent Scheduling System

- Implement a reservation system accessible to all members.
- Ensure scheduling decisions are based on clear, equitable criteria rather than first-come, first-served, or preferential treatment.

3. Monitoring and Evaluation

- Set up a system to regularly monitor field use and gather data on who is using the fields.
- Evaluate the effectiveness of policies and make adjustments based on data and community feedback.

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SUBJECT: Park Use Agreements – Staff Response from the June Commission Meeting

DATE: July 16, 2024

Attachments:

1. Attachment 1 - City of Campbell - Park and Field Use Policy
2. Attachment 2 - City of Saratoga with Los Gatos-Saratoga Recreation Field Use Policy



Recreation and Community Services Department

1 West Campbell Avenue, # C-31

Campbell, CA 95008

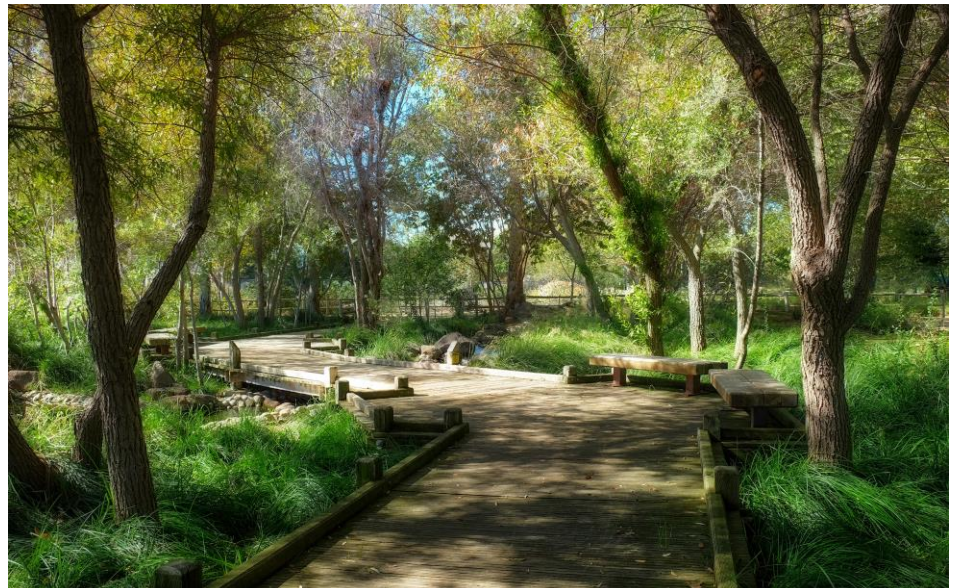
(P) 408.866.2104 • (F) 408.374.6965

recreation@campbellca.gov

www.campbellca.gov/

Office Hours

8:00 a.m. – 5:00 p.m. Monday - Friday



City of Campbell Park, Field and Athletic Facility Use Policy

Approved by Council on April 20, 2021

Effective July 1, 2021

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Park, Field & Athletic Facility Use Policy

I. Introduction

This policy has been established to assure that the park and field facilities are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community, as well as to set clear policies, procedures, regulations, and rental fees regarding such uses.

In addition to the facilities that are available for general public use, Campbell parks have a wide variety of amenities that are available for rental by the general public. These amenities include softball diamonds, a soccer bowl, a football stadium and track, general athletic fields/lawn, group picnic areas, tennis courts, sand volleyball courts, handball courts, and horseshoe pits. Exclusive use requires an advance reservation and is subject to fees, and in some cases, damage deposits. Citizens are encouraged to use these facilities, when available, for their casual recreational needs, or to reserve them in advance for organized groups, parties, or league play. Please note that Jack Fischer Park is not available for rental or regular organized activities. This turf area has been designated to remain open and available for casual use.

II. Facilities Available

The City of Campbell's Community Center and John D. Morgan Park both have numerous play fields and facilities available for rent.

John D. Morgan Park 540 W. Rincon Avenue

The city's largest park is Morgan Park, named for former Police Chief John D. Morgan. Morgan Park is 32 acres and is located east of San Tomas Expressway between Budd and Rincon Avenues. Morgan Park is home to the Campbell-Moreland Pony/Colt Baseball League and contains two softball fields, a soccer bowl, open playfields, two separate playgrounds, two sand volleyball courts, four horseshoe pits, restrooms, picnic areas, open fields and water play features.

Fields and facilities available for rent on an hourly basis include the following:

<u>#</u>	<u>Description</u>
2	Full Size Soccer Fields (Goals not provided)
2	Jr. Size Soccer Field (Goals not provided)
2	Softball Diamonds with Backstops (Bases not provided)
4	Horseshoe Pits (2 available for rent)
2	Sand Volleyball Courts (1 available for rent)

The Campbell Community Center 1 W. Campbell Ave.

The Campbell Community Center is a unique community service complex. The site, which used to house the city's only high school, was purchased by the City of Campbell from the Campbell Union High School District in August of 1985.

The facility was purchased primarily for the purpose of preserving its open space and recreational facilities for the use and enjoyment of the citizens of Campbell. The offices for the City's Recreation and Community Services Department are located on-site (Building C, Room 31). In addition to the reservable athletic facilities the Community Center is also home to the City's Skate Park.

Fields and facilities available for rent on an hourly basis:

#	Description
1	Football Stadium Athletic Field and Track (Bleachers on one side)
1	Large Multi-Use Field Area (used for various sports-rented in quadrants – 4 fields total)
2	Handball Courts (lighted until 10:00pm)

Los Gatos Creek Trail

The City's section of the Los Gatos Creek Trail (from Bascom Ave. to Camden Ave.) is available for non-exclusive use to groups holding small walking/running events. The Campbell section of the trail includes a paved walkway approximately three miles in total length, including a two-mile par course loop. Use of the trail for special events (groups over 100) and/or fundraisers requires a Special Event Permit (Section X). Use of other sections of the Creek Trail must be arranged with the correct jurisdiction. (The County of Santa Clara Parks and Recreation Department, City of San Jose, and the Town of Los Gatos all manage sections of the Trail.)

III. Reservations

A. APPLICATIONS

1. Field Reservations can be made no less than 10 calendar days prior to the desired date(s) of use and may be submitted according to the following schedule:

For rentals for the period of March 1 through June 30

Type of User	Apply on:
Non-Profit Organizations	November 15
Campbell Community Center Tenants	November 15
All others	November 25

For rentals for the period of July 1 through November 15

Type of User	Apply on:
Non-Profit Organizations	April 15
Campbell Community Center Tenants	April 15
All Others	April 25

2. Applications must be submitted to the Campbell Community Center office during business hours or emailed to the Recreation Supervisor or to recreation@campbellca.gov Call (408) 866-2104 to check on facility availability.
3. All applicants must be at least 18 years of age or older.
4. Full rental fees and applicable deposits are due at the time the reservation is made. **NOTE:** VISA, MasterCard, American Express or Discover are accepted. Uses will not be confirmed or approved until all fees are received.

B. CANCELLATIONS

1. Cancellations must be made in writing (fax acceptable: 408-374-6965) and received by the Recreation and Community Services Department at least 15 days in advance of the use date in order to receive a refund. The \$25 processing fee will be deducted from all refunds. If it rains on the date of reservation, a full refund is available, providing the permittee submits a formal request for refund.

IV. General Park and Facility Use Rules and Regulations

A. GENERAL RULES AND REGULATIONS

1. Parks are open for public use from sunrise until one-half hour after sunset. Lighted facilities (Community Center tennis, handball and track as well as Campbell Park basketball courts) are available for public use until 10:00pm. No person shall remain in a City Park during non-operating hours.
2. Misuse of a public park facility, or the failure to conform to established policies, procedures, rules, and regulations is sufficient reason for denial of future applications. This includes abiding by the Wet Field Policy (Section V.c and outlines restrictions for use of turf areas when they are wet).
3. Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.
4. Customers are responsible to remove all items they brought into the park at the conclusion of their use. All balloons, decorations, tablecloths, food, bottles, cans, paper, and other litter must be deposited into trash receptacles, where provided, or removed from the premises. Recycling is encouraged. If you anticipate generating a great deal of trash, you are responsible to provide your own additional waste bags to contain your trash. The customer is responsible for the condition in which he/she leaves the facility.
5. Athletic uses must be restricted to designated field areas. Portable volleyball and/or badminton courts must be set up away from walking paths and picnic areas, so as not to cause a danger or potential injury to the general public.
6. Individual minors or groups of minors must be properly supervised by adults when using park facilities.
7. Permittees are to restrict their use to only use those playfields or courts specifically reserved and paid for, as designated on their Facility Reservation Contract. Other playfields or courts may be scheduled by other groups and may not be available. Permittees are advised to always carry their Facility Reservation Contract in case there is a question as to who has priority/reservation for the use of the field or court area. If you arrive at the facility and have difficulty gaining access due to an unscheduled user, contact the Campbell Police Department at (408) 866-2101.
8. Complaints from surrounding neighborhood residents as to noise level, litter and

debris, and disregard for use of parking regulations could result in cancellation of your reservation and denial of future facility use. Groups using the Stadium must abide by the Community Center's established Good Neighbor Policy (see Section XII-C).

9. In the event of an emergency, unsafe condition, or conflict with City or school activities, the City reserves the right to cancel a previously approved reservation. When possible, alternate facilities will be provided.
10. Private play apparatus (dunk booths, trampolines, etc.) are not allowed in parks with the exception of commercially contracted Bounce-Abouts in John D Morgan and Edith Morley Parks. Bounce-Abouts are allowed only with a permit may be provided only by companies that have a current certificate of insurance on file with the City of Campbell.
11. All motor vehicles must park in designated marked stalls in the parking lots or legally on side streets or be subject to citation by the Campbell Police Department. No unauthorized vehicles shall enter park premises, drive on turf, grounds, playfields, or paved walkways. Customers must carry or "cart" their belongings to and from parking lots.
12. Gambling is prohibited on all City property.
13. Per State law, smoking is not permitted in parks.
14. Disfigurement of City property is not allowed. The City of Campbell maintains a 'Graffiti Hotline' for citizens to use to report graffiti and assist the City in its eradication. To report graffiti or to access the Hotline call (408) 866-2191.
15. Vending of any merchandise is not allowed in Campbell parks, except with the possession of a concession agreement approved by the City Council.
16. No amplified sound is permitted including megaphones, public address systems or other equipment.
17. No fires are allowed in City Parks, except in provided barbecue pits. Customers are not allowed to bring in their own portable barbecues or hibachis.
18. Model rockets are allowed, with a permit only, in specific areas within John D. Morgan Park and at the Campbell Community Center. Permits are issued by the Santa Clara County Fire Department, and only after you have secured a park

reservation for the date and time of the firing of the rocket. For details or a copy of model rocket procedures, contact the Community Center Recreation office at (408) 866-2104.

For details on model rocket permits, contact:

Santa Clara County Fire Department (408) 378-4010
Office of Fire Prevention
14700 Winchester Blvd.
Los Gatos, CA 95030

19. Fireworks are prohibited in all City parks.

B. ALCOHOLIC BEVERAGES

1. Alcoholic beverages are not allowed in City parks (per Municipal Ordinance 13.04.160).
2. At John D. Morgan Park and Edith Morley Park beer and wine may be consumed only

with an approved permit and only in a designated group picnic area. No alcoholic beverages may be consumed in any other areas including athletic fields and facilities.

3. The selling of alcoholic beverages in Campbell parks is prohibited.
4. In cases where a special event is held in a City park and alcoholic beverages are desired to be served or sold, the City Council may make an exception to this policy on a case-by-case basis.

C. ANIMALS

Dogs are allowed on leash in all Campbell parks, except in children's play areas and when special events are taking place.

D. LIABILITY/INSURANCE

Indemnification

Permittee agrees to indemnify, defend, and hold harmless City, and its agents, officers, attorneys, employees, officials and volunteers, to the fullest extent permitted by law from any and all claims, causes of action, injuries, losses, liabilities, cost (including reasonable defense costs and attorneys' fees) or damages arising out of or related to, or alleged to arise out of or relate to the permittee's use of City facilities or any acts or omissions of Permittee, its agents, officers, employees, or anyone rendering services on their behalf, except for any claims, causes of action, injuries, losses, liabilities or damages proximately caused by the sole negligence, or willful misconduct of City. This provision is intended to fully allocate all risk of liability to third-parties between Permittee and City; and there shall be no rights of contribution or indemnity, whether in law or equity or otherwise in favor of Permittee against the City. This provision shall survive the termination of this Agreement.

Insurance

Permittee shall maintain insurance for injuries to persons or damage to property during the term of the permit, conforming to the following specifications:

- A. Types of Coverage
 1. Permittee shall maintain Commercial General Liability coverage;
 2. If Permittee owns or operates any motor vehicles in the course and scope of exercising the rights granted by the permit, then Permittee shall maintain automobile insurance;
 3. If Permittee employs persons in the course and scope of exercising the rights granted by the permit, then Permittee shall maintain Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability insurance.
- B. Minimum Scope of Insurance

Coverage shall be at least as broad as:

 1. For Commercial Liability Coverage: Insurance Services Office (ISO) CGL form CG 00 01 11 85 covering Commercial General Liability on an "occurrence" basis; and
 2. For Automobile Insurance Coverage: ISO CA 00 01 06 92 including symbol 1 (Any Auto); and
 3. Workers' Compensation insurance as required by the Labor Code of the State of California and Employer's Liability insurance acceptable to the City.
- C. Minimum Limits of Insurance

Permittee shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employer's Liability: Workers' Compensation limits as required by the State of California and Employer's Liability limits of \$1,000,000 per accident.

D. Deductible and Self-Insured Retention

Any deductibles or self-insured retention must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the City, its agents, officers, attorneys, employees, officials and volunteers; or the Permittee shall procure a bond guaranteeing payment of, or provide proof of ability to pay losses related to investigations, claim administration, and defense expenses.

E. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverage:

- a. The City, its agents, officers, attorneys, employees, officials and volunteers are to be covered as insureds as respects: liability arising out

of activities related to use of the City's facilities by Permittee, operations performed by or on behalf of the Permittee, including equipment furnished in connection with permittee's operations, or automobiles owned, leased, hired or borrowed by the Permittee.

- b. The Permittee's insurance coverage shall be primary insurance as respects the City its agents, officers, attorneys, employees, officials and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, attorneys, employees, officials and volunteers shall be excess of the Permittee's insurance and shall not contribute with it.

- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its agents, officers, attorneys, employees, officials, and volunteers.

- d. The Permittee's insurance shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employer's Liability Coverage: The insurer shall agree to waive all rights of subrogation against the City, its agents, officers, attorneys, employees, officials, and volunteers for losses arising from work performed by the Permittee for the City.

3. All Coverages: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. A ten (10) day written notice is required for cancellation due to non-payment of a premium.

- F. Acceptability of Insurers
The policies of insurance listed above are to be issued by an issuer with a current A.M. Best Rating of A:VII and be authorized to transact business in the State of California, unless otherwise approved by the City.
- G. Verification of Coverage
Permittee shall furnish the City with the original certificates of insurance and amendatory endorsements evidencing coverage required by this clause at least ten (10) days prior to the event or use. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Permittee's obligation to provide them. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be on forms acceptable to the City. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting coverage required by these specifications, at any time.
- H. The foregoing provisions shall survive termination of the Permit while coverage is still required to be in effect.

Modifications to Rules & Policy

1. The City of Campbell shall have the authority to waive or modify these rules, for uses on their property, at their discretion, upon written request and approval. Any and all requests/variances shall be considered individually and shall not be automatically applied as a matter of precedent to past or future uses of a similar nature by the same or another group. Requests for fee waivers or waiver of any rule shall be directed, in writing, to the Director of Recreation and Community Services at least 90 days prior to the intended date of use/event.
2. This Park, Field and Athletic Facility Use Policy supersedes any policy now in effect and will take effect on July 8, 2020.

V. Field Use Policy

General information pertaining to use of sports fields has been summarized and noted here so that field users and those participating in their activities may be made fully aware of the conditions of use under which your reservation was made.

A. TURF PRESERVATION

Your cooperation is needed to preserve the turf on City fields by following these guidelines:

1. The City will determine when a field must be taken out of service in order to maintain the health of the turf.
2. Field use, especially sports practices, should be conducted in such a way that play will take place on different sections of the turf, thus reducing excessive turf damage to any one area. Rotate use of areas (i.e. use middle of turf area for drills one day and sides of field the following day), and when possible, stay off of fringe or bare areas to limit erosion and further damage.
3. Replace turf divots at end of each day to help re-root grass.
4. Do not use fields during or after heavy rain, or when wet or muddy.

5. Soccer practices are NOT to be held on the infield area of a softball or baseball diamond.
6. Softball, baseball, and T-ball practices are to be held only on designated ball fields in order to prevent injuries to other park users.
7. Permit holders must remove all equipment at the conclusion of use each day. This includes soccer goals. No equipment (goals, etc.) can be left on City property.
8. Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a safe distance between fields for safe passage of spectators and participants.
9. Paint is the only approved method of applying lines to the fields. Burning of lines with chemicals or cutting lines into turf areas is not allowed.
10. Report hazards on City property to the Public Works Grounds Maintenance Division office at 408-866-2145.
11. Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the Campbell Police Department (408-866-2101) who will call-out appropriate City maintenance personnel. When you make the call, be prepared to fully identify yourself, your location, and the specific nature of the emergency and where it is so that the appropriate personnel will be notified and can come prepared with the proper repair equipment.
12. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas or sidewalks. Vehicles are only permitted in marked parking spaces.

B. CONDITIONS OF USE

1. Tournament dates, practice games and league game dates are to be specified when making field reservations.
2. All leagues must make photocopies of their facility permit to be carried by each coach or manager. They must show it upon request of any person or group.
3. The Recreation & Community Services Department or duly appointed representative must be notified immediately if a field or fields reserved by your group are no longer needed or if there is a change in your playing schedule.
4. All General Facility Use Rules (Section IV) apply to all field uses. All Community Center Good Neighbor Policies (Section XII) apply to all field uses at the Community Center.
5. Field users renting the Community Center Concession Stand agree to abide by Concession Stand Use Procedures (available on request) and must be in possession of a current Concession Agreement if they intend to sell food or beverages.

C. WET FIELD POLICY

The following information is the City's policy regarding the use of fields during wet conditions. This policy and described procedures apply to all sports and activities including football, soccer, softball, baseball, rugby, field hockey, or any other physical activity taking place on a grass field or turf area. This includes all fields at John D. Morgan Park/Campbell School of Innovation, Edith Morley Park, and the Campbell Community Center.

Play is prohibited if any of these conditions are present:

- During active rainfall, all fields are closed. Play is allowed during a light mist if the ground is hard and relatively dry.
- Standing water is visible and "squishy" sounds are heard when walking on the turf.
- Soil is wet and "spongy".
- The ground is muddy and soil clumps or clings to shoes after walking on the turf.

- If it has been raining for three consecutive days prior to date of use.

The following procedures are to be followed regarding the use of the fields when there has been rain, over-watering, or the fields are not playable.

Users' Responsibility

1. If it has rained within the preceding 24 hours, groups using public fields must call the Recreation & Community Services Department's **FIELD CONDITIONS HOTLINE** at (408) 866-2769 to receive updated information on field playability. Generally, only same-day information will be provided, except in the case of severe conditions or scheduled maintenance. The HOTLINE message will be updated by 3:00pm Monday-Friday and by 7:30am Saturday and Sunday. As time permits, staff will also send an email update to permit holders regarding the field closure. **PLEASE DO NOT INQUIRE EARLIER OR ABOUT FUTURE DAYS** as the determination of field conditions are not made until those times each day. Determination of field conditions will be made by City personnel, and determinations/decisions are not negotiable.
2. In the event that the HOTLINE has not been updated, or is unavailable, groups are expected to make educated and responsible decisions regarding field conditions and playability, keeping in mind the current and future quality of turf facilities. In general, 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, the field is too wet to allow safe play. Scheduled activities on the turf should be canceled to avoid damage to the turf and potential injuries to the players.
3. Groups failing to follow the guidelines of this policy will subject their reservation to cancellation and risk loss of future use and/or priority status. Fields will be checked for misuse during times when fields are considered too wet and/or muddy by designated City staff.
4. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact Campbell Police Department (408-866-2101) to report misuse.
5. Abuse/use during wet conditions shall result in a minimum \$50 fine* upon the first occurrence and minimum \$100* fine for the second infraction. A third infraction in a calendar year will result in loss of future scheduled uses and/or priority status. It is the permit holder's responsibility to be sure that all coaches and parents understand and enforce this policy, however inconvenient it may be.
*Fine may be higher if the cost of repairs necessary as a result of group's use of wet field exceed the minimum fine amount.
6. The City's maintenance staff has the authority to close fields due to wet field conditions or deterioration indefinitely.

VI. Facility/Court Use Policy

General information pertaining to use of handball courts, sand volleyball courts, and horseshoe pits has been summarized and noted here so that users and those participating in their activities may be made fully aware of the conditions of use under which your reservation was made.

A. CONDITIONS OF USE

1. The tennis courts at the Campbell Community Center are not available for rental uses.
2. When requesting to reserve the handball courts, sand volleyball courts or horseshoe pits, only 50% of the available courts will be reserved at one time. All other courts will remain open to the general public. For full closure of any facility a Special Event Permit is required.
3. Permit holders are required to carry their permit with them at all times while using a rented facility.
4. Only tennis shoes and non-marking soled shoes are allowed on the tennis and handball courts.
5. All steel racquets must have guards.
6. Skates, skateboards, scooters, go-peds, bicycles, animals, glass containers, and alcoholic beverages are not allowed on tennis courts, handball courts, sand volleyball courts, and horseshoe pits.
7. All General Facility Use Rules (Section IV) apply to court uses.

VII. Track/Trail Use Policy

General information pertaining to non-exclusive group use of the Campbell Community Center Track and the Los Gatos Creek Trail has been summarized and noted here so that groups utilizing the facilities are fully aware of the conditions of use under which their reservations are made.

A. LOS GATOS CREEK TRAIL

1. Organized group use of the trail is allowed by permit only. Facility use permits will only be issued to groups of less than 100 people. For events with more than 100 people a Special Event Permit is required (Section X).
2. Permits for trail use are for non-exclusive use only. To avoid conflict with other trail users group members are required to run/walk on the right side of the trail single file. Any closure of the trail would require a Special Event Permit (Section X).
3. Permits for trail use will only be issued to one group at any given time.
4. For organized groups of more than 30 people starting at Campbell Park, we ask that organizers staggered the start of the race to prevent congestion on the trail.
5. All equipment left by your group must be removed by the conclusion of the event. All litter must be picked up and removed.
6. All General Facility Use Rules (Section IV) apply to all trail uses

B. COMMUNITY CENTER TRACK

1. Organized group use of the track is allowed by permit.
2. Permits for track use are for non-exclusive use only. Group members are required to run/walk in the inside lanes, leaving the four outside lanes open to the general public. Closure of the track/stadium to the general public would require an approved Special Event Permit (Section X).
3. All equipment left by your group must be removed by the conclusion of the event. All litter must be picked up and removed.

4. Groups are not allowed to place cones, barricades or any other types of training tools or equipment on the track that may impede the general public's use and enjoyment of the facility.
5. No amplified sound or music is allowed at any time (this includes megaphones, public address systems or small speakers).
6. All Community Center Good Neighbor Policies (Section XII) and General Facility Use Rules (Section IV) apply to all track uses.

VIII. Orchard City Green Policy

All facility use rules in the City's Park Field and Facility Use Policy apply to use of the Orchard City Green.

A. CONDITIONS OF USE

1. Organized group use of the area is allowed by permit only. Facility use permits will only be issued to groups of less than 100 people. For events with more than 100 people a Special Event Permit is required (Section X). Permitted uses of this area will be strictly limited so as not to conflict with City, Library and Museum or Ainsley House business, operations and activities.
2. Permits will only be issued for community-sponsored events by an individual or non-profit organization. Permits will not be issued for commercial or private use of the area. No gated or for fee events will be considered, except for City events or for events sponsored by non-profit support groups for the benefit of City programs.
3. The Orchard City Green is adjacent to many public facilities that are heavily used by the general public; permits will only be issued for events that will not heavily impact the regular business operations in the area or other previously scheduled uses (such as the Ainsley Gardens).

IX. Non-Exclusive Park Use Permits

Many park areas are not available for reservation and are open to the general public. Commercial use of these public park facilities requires a use permit (CMC 13.04140). Non-exclusive park use permits are available per the following conditions.

A. CONDITIONS OF USE

1. Non-exclusive park use permits will only be issued to groups who will not disrupt the general public's use and enjoyment of the park facility.
2. Permit holders are not allowed to setup equipment (i.e. cones) or use heavy equipment (i.e. kettlebells) that may impact or damage the facility.
3. PA systems and megaphones are not allowed.
4. All General Facility Use Rules (Section IV) apply to this section.

X. Special Event Permits

Special events of 100 people or more held in City parks or on City of Campbell property (i.e. Los Gatos Creek Trail, Community Center) will be authorized by the Recreation & Community Services Department (R&CS). It is the intent of the City to welcome outdoor public events for
City of Campbell Park, Field & Athletic Facility Use Policy

the general economic benefit of the City's business community, cultural enrichment and/or promotion of the City while not negatively impacting public access. Events targeted in Downtown Campbell please refer to the Downtown Special Event Policy and Application Packet.

A. GENERAL GUIDELINES

1. The event must not severely disrupt normal business and residential traffic patterns. Plans must be developed that mitigate public inconvenience to the greatest extent possible.
2. The proposed site must be suitable for the event, with consideration given to adequate space, traffic flow, parking, power, health and safety requirements, and impact on the site.
3. The Organizer must pay for all applicable City services and permit fees and charges as specified by City Council Policy (see schedule of Fees and Charges).

B. APPLICATION MATERIALS

The application should be filled out completely and submitted a minimum of ninety (90) days prior to the event. The following items are required to be submitted with the application.

1. Event Site Diagram and/or Route Map – must accompany the application, indicating the layout of all equipment (food, vendor booths, tent and canopy locations, stages, first aid, information/headquarters, trash & recycling container locations, parking areas, volunteer stations, etc.).
2. Event Description – a detailed description of all aspects of the event including logistics, schedule of events, changes from previous years events, and any other relevant information.
3. Any necessary permits (i.e. health permits, liquor license, fire inspection, etc.)
4. Event Financial Report – This should include an expense and revenue report from the previous year's event. If this is the first year for the event, include an estimate of expenses and revenue to be generated by the event. If the event is a fundraiser, also include what the revenue is going towards.

The completed application along with the supporting documents will be distributed to the City's Special Events Committee (Police, Public Works & Recreation Department representatives) for approval or denial. The event organizer will hear within sixty days (60) whether or not their event is approved.

C. PRE-EVENT MEETING

After the event is approved, a pre-event meeting with the Event Organizer and representatives from City departments will be scheduled 30 to 60 days before the event. At this meeting, the Event Organizer will present the proposed event plan and, with City staff, finalize an event plan that meets public health and safety standards, provides for the delivery of City services and addresses the concerns of the community.

The Organizer will be informed of all the required fees, permits and insurance requirements.

D. INSURANCE REQUIREMENTS

Insurance requirements listed under Section IV.D.E apply to Special Events as well.

XI. Other Information

A. TENT AND CANOPY REQUIREMENTS

Article 32 of the State Fire Code requires that permits be obtained for the rental, use, or installation of:

- Tents over 200 square feet in size; and
- Canopies over 400 square feet in size.

When more than one tent or canopy is installed at the same location, adjacent to one another, the total square footage shall be computed for the purpose of enforcing the need for a permit.

The code was written to provide assurance that the fabric is of a non-flammable material, the unit is properly installed and anchored to the ground, and exits are clearly marked and readily accessible in the event of an emergency.

The Santa Clara County Fire Department is the governing body for the City of Campbell. They will generally only issue the permits to the vendor who owns and sets up the tents and canopies.

To obtain a permit, or obtain further information, contact:

Santa Clara County Fire Department (408) 378-4010
Office of Fire Prevention
14700 Winchester Blvd.
Los Gatos, CA 95030

B. FUNDRAISING

Concessions, other than City operated, must possess a valid City of Campbell business license and any other applicable state, county or federal permit.

Concessions will be defined as the sale of any food, beverage, souvenir item or service. Copies of said permits and licenses must be submitted a minimum of 30 working days in advance of permit use date.

Food being sold to the public requires a Health Permit obtainable from the County of Santa Clara's Health Department and must be submitted to the City, 30 working days prior to permit use date.

C. BARBECUE RULES AND REGULATIONS

As per City Ordinance (13.04.060), "No fire shall be built, lighted or maintained within any city or county park area except in a camp stove or barbecue provided in areas designated for such purposes...."

Portable barbecues, hibachis, gas grills, etc. are not allowed in City parks or facilities, with the following exceptions:

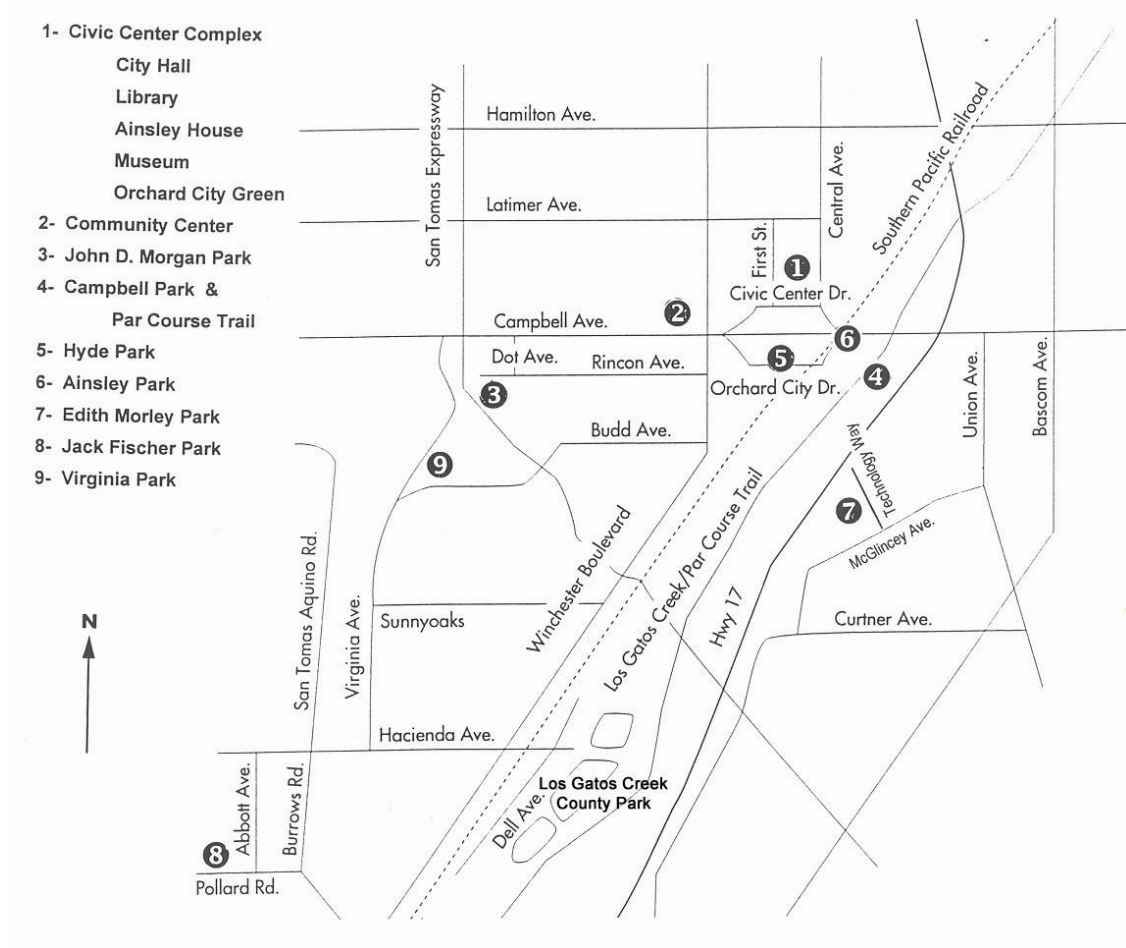
1. Groups or organizations holding a current Concession Agreement with the City of Campbell, and then only if the barbecue or grill is a professional portable trailered grill, or a portable propane barbecue in good condition, to be used in a specific designated area, as approved in advance by the Director of Recreation & Community Services or his/her designee.
2. Professional catering companies holding a Campbell Business License and authorized by the Director of Recreation & Community Services to provide such service to a scheduled picnic or facility use customer, and then only if the barbecue or grill is a professional portable trailered grill and used in the specific location designated. All grills are to be supervised at all times to prevent injury to the general public.

D. COMMUNITY CENTER GOOD NEIGHBOR POLICY

The City has established the following rules and regulations to govern use of Community Center facilities for the safe and pleasant enjoyment of your participants and neighbors. Failure to abide by the Good Neighbor Policy may result in loss of security/damage deposit and/or loss of the privilege of future use of the facilities.

1. No unauthorized vehicles are allowed inside the Football Stadium, on any turf areas, corridors, patios or any location other than the parking lot. Authorized vehicles must obtain a Parking Permit from the Recreation Supervisor and display it on their front left dashboard. Unauthorized vehicles are subject to citation and towing.
2. No amplified music, use of musical instruments, radios, or public address systems, with the exception of approved Special Events.
3. All litter and debris that occur as a result of your event must be picked up. All trash must be placed inside the provided containers or in sealed trash bags adjacent to the containers.
4. No smoking in City parks or in areas adjacent to surrounding neighborhoods.
5. No outside vendors allowed on the Campbell Community Center campus, areas adjacent to surrounding neighborhoods, or streets.
6. Site Plan – The location of all vendors, booths, barbecue equipment, portable restrooms, and any other special equipment desired by your organization must be proposed on a Site Plan and approved, in advance, by

the Recreation Supervisor. If they are not submitted and approved, they are NOT ALLOWED and must be removed upon demand by City staff or the Campbell Police Department. All vendors must have a Campbell Business License and food booths must meet Santa Clara County Health Department and Fire Department codes and requirements (or be subject to shut down upon determination that they do not meet applicable codes).



E. PARK LOCATION MAP

XII. Procedures for Youth Sports Organizations

ELIGIBILITY FOR YOUTH SPORTS ORGANIZATIONS (YSO's)

Policy Goal: To ensure that youth who reside in the City of Campbell can play organized sports on Campbell fields at reduced rates; that Recreation staff will be guided by the Policy in order to equitably allocate fields to youth organizations; to protect athletic fields by providing scheduled rest periods and prohibit usage during and as a result of inclement weather.

Field Rental applications for Youth Sports Organizations must be submitted according to the timeline listed in this policy under Section III Reservations. Youth Sports Organizations must meet the following requirements:

- A. Provide participant rosters for the previous year to verify the number of Campbell residents. Organizations will provide proof of residency (for example: utility bill, drivers' license, preprinted personal check). Organizations will also be required to provide team rosters four weeks after the start of each season's games and/or access to organization's computer registration reports.
- B. Provide documentation of non-profit status by the State of California's Secretary of State.
- C. Provide a service, program or opportunity that is not currently provided by the City of Campbell.
- D. Provide a training program for coaches which includes positive coaching practices when working with youth.
- E. Certify in writing that all coaches and volunteers who are in direct contact with children have completed a background check in keeping with California Penal Code Section 11105.3, and that the organization will not utilize the services of anyone with convictions or any arrest pending adjudication involving the offenses specified in subdivision (a) of Section 15660 of the California Welfare and Institutions Code.
- F. Maintain updated website.
- G. Provide certificate of insurance.
- H. Complete all specified forms, information, materials, and pay fees by the appropriate deadline.

Failure to meet stated Campbell residency requirements and/or failure to provide documents of proof; and/or repeated failure to use fields that are reserved may result in reduced priority in the future season.

FACILITY RESERVATION REQUESTS. The Recreation Supervisor will review facility requests and create Reservation Permits based on facility availability. The City's maintenance and Capital Improvement Project schedules shall receive priority over field requests. The City will attempt to set construction schedules so as not to interfere with the approved schedules of the leagues.

Groups must be flexible in accepting alternate facilities if/when their normal facility is scheduled for maintenance or major renovation/improvement. The City reserves the right to cancel an approved reservation due to maintenance needs, overuse of facility, unsafe conditions, or due to conflict with a City or school district event. In these cases, all attempts will be made to provide a minimum of 15 days advance notice and to provide an alternate location for the group's scheduled practice, game, or activity.

In the event of an emergency, or when no notice is provided, groups must cooperate with the request not to use the facility. If there are no alternate facilities available, the City is not obligated to provide an alternate facility.

Recreation Supervisor will grant field use based on the following priority:

- Priority 1 - City of Campbell Recreation Programs
- Priority 2 - Youth Sports Organizations (YSOs)
1. Number of Campbell Residents Served in League
 2. Previous Field User
 3. Responsible Field User
 4. Non-profit Organization
 5. For-profit Organization*

**For-profit youth sports organizations will not receive a discounted field rental rate and must meet the requirements listed within this policy.*

- Priority 3 - Adult Sports Organization (ASOs)
1. Number of Campbell Residents Served in League Previous Field User
 2. Responsible Field User
 3. Non-profit Organization
 4. For-profit Organization

All dates, times, and fields listed on any group's application may not be approved in total. The Recreation Supervisor may need to reduce days/week, hours/day, weeks/year, or assign a different field to meet demands or avoid construction/repair projects and planned field rotations. The Recreation Supervisor will work with the groups to maximize the use of the available facilities for the best and most efficient use of all facilities for the community.

RESPONSIBLE FIELD USE

All organizations permitted to use fields will be responsible for the following items:

- Litter removal from fields and adjacent areas such as parking lots
- Ensuring that the lanes of the track are kept open for public use
- No amplified sound
- Enforcement of no smoking and no alcohol
- Supervision of youth spectators, especially on outdoor exercise equipment
- Providing a contact name and cell number for the groups on-site supervisor

FIELD USE AND MONITORING Groups should not reserve fields or facilities that they do not intend to use. Once a reservation/permit is received, the groups are responsible to notify the City's Recreation Supervisor in writing of any reserved time that can be released. The City will monitor use of the facilities to ensure that groups are using the facilities they reserved. Groups who reserve time that they do not use (other than rainy days) will be subject to penalty fees of \$25/day. Leagues may not assign their scheduled time to other groups.

CONTACT PERSON Each group shall appoint one contact person to be the agent for the organization in all communications with the City of Campbell's Recreation Supervisor. Only this person shall communicate with the Recreation Supervisor regarding any issues relating to the organization's use of the park facilities, except in the event of the need to report the existence of a safety hazard. The contact person is responsible to see that all the organization's board members, coaches, committee chairs and parents are aware of all policies, procedures and conditions of use of the facilities.

SCHEDULING CHANGES. Scheduling changes after the original permit has been issued will be subject to a \$25 processing fee per incident.

Safety hazards should be reported immediately to the Recreation and Community Services Department at 408-866-2104. Be sure to specify the park and the specific location and nature of the hazard. If possible, cone or flag the hazard so that the maintenance staff can more easily locate the hazard for investigation and repair.

All groups are expected to take responsibility for their actions, the actions of their participants, and the guests/families of their participants. Any damage that occurs to the facility during the group's scheduled time must be reported to the Recreation Supervisor. If repairs are required, the responsible group will be invoiced for the repair cost. Failure to pay will result in retention of your security/damage deposit and may impact the group's ability to use Campbell fields in the future. Damage that occurred prior to the group's scheduled use should also be reported as such to the Recreation Supervisor so that necessary action and repairs can be initiated.

NOTE:

Field Users may propose to provide improvements to the facilities in lieu of use fees. Documents and/or detailed drawings outlining such proposals must accompany the field use application, must meet or exceed the permit value from the prior season in labor and materials, and are subject to the approval and acceptance of the City. If not approved, the group is subject to the use fees as described above. Only improvements that will benefit the general public (not just a specific group) will be considered for a fee waiver.

Facilities that are designed for dedicated use, and have separate water and/or utility meters, may be subject to additional fees (i.e.: groups using the facilities pay the water and utility bills) and arrangements regarding the maintenance of such dedicated facilities. Such arrangements shall be made, in writing, between the facility owner and the approved facility user.

Current fees and charges are listed in Section XIII. Checks should be made payable to the City of Campbell and be drawn on an organization check. Organization credit cards are also accepted. No personal checks or credit cards will be accepted. Checks returned due to insufficient funds are subject to a \$25 handling fee and payment of the balance due by certified check, cash, or money order within ten days of notice of such action. As stated above, any repairs to facilities required as the result of damage caused by a YSO or ASO shall be invoiced to the group and payment is due within thirty (30) days. Invoices shall be for cost + 15%. Non-payment of fees due for damage repairs will affect the group's future status.

Groups who wish to request that the City make significant repairs to any facility shall submit such request/proposal in writing, at time of application. These items will be prepared as budget requests in the annual budget process for consideration. If approved, funds will be available the following fiscal year (starting in July). Groups will be made aware of improvements scheduled for each calendar year. All attempts will be made to perform improvements during the off-season, when possible. Be aware, however, that the off-season is usually the rainy season, when it is difficult or not appropriate to make repairs to turf or other outside athletic facilities due to the wet conditions.

Groups wishing to make improvements to facilities must submit these improvements in advance to the City. No groups are allowed to make improvements to any facility without first obtaining approval.

The City of Campbell reserves the right to amend fees and charges as deemed necessary.

FACILITY USE AND MAINTENANCE. All field users shall respect the facilities and treat them as they would their own. Care shall be taken to avoid constant wear in the same location. Practices and drills shall be relocated daily so as not to over-wear any certain area. Divots shall be filled and/or replaced according to the specifications provided. Unauthorized vehicles are not allowed on turf, play field, paths, or blacktop areas. All vehicles shall park in marked stalls in parking lots or legally on adjacent public streets. Litter shall be removed or deposited into the provided receptacles.

XIII. Fees and Charges

The fees and charges set forth here are not negotiable; City staff does not have the authority to waive or reduce fees. All fees and deposits are due at the time the reservation is submitted to hold the date and facility.

A. PROCESSING FEES

1. All applications are subject to a non-refundable \$25 processing fee. This fee is designed to cover administrative time required to process your reservation.

B. DEPOSITS

1. A refundable damage deposit of \$100 is required for all athletic field reservations. Long-term renters and co-sponsored groups are required to provide a \$250 refundable damage deposit.
2. The City reserves the right to deduct from the damage deposit all additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of your use.
3. Refunds of security/damage deposits may be fully or partially withheld for any of the following reasons:
 - a. Damage to or misuse of the facility.
 - b. Inadequate cleanup by permittee, requiring additional custodial/staff time/services after your use.
 - c. Misrepresentation of the type of event held, or group/individual actually using the facility.
4. If additional fees due exceed the amount of deposit, permittee will be billed for the balance. Payment will be due within thirty (30) days of date of invoice. Fees not paid will be sent to collections.
5. Deposits, less any applicable additional charges, will be processed through the City's Finance Department, approved by City Council, and returned to the permittee by mail within 30 days of the date of their event.
6. It is the permittee's responsibility to keep the Campbell Community Center office staff informed of any address, or telephone changes.

C. DEFINITION OF TERMS

- A. **NON-PROFIT:** To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's Office with their non-profit ID number indicated and must pay with an organization check or charge card.

Note: The Organization name and address must be the same on the following items:

- Letter of non-profit status from California Secretary of State Office
- Check/Charge card,
- Insurance documentation, and
- Permit

D. FEES & CHARGES FOR USE OF PARKS, FIELDS & FACILITIES

Non-profit Youth Sports Organizations will receive a discounted rate corresponding to the percentage of Campbell residents in their league up to a 70% discount. For example, a group with 58% Campbell residents would receive a 58% discount from the non-profit rental fee. For-profit Youth Sports Organizations and all Adult Sports Organizations are not eligible for a discount.

	Base Hourly Rate	Non-Profit Hourly Rate
John D. Morgan Park Soccer Bowl*	\$30 hr	\$25 hr
John D. Morgan Park Athletic Field*	\$25 hr	\$20 hr
Community Center Stadium Field*	\$50 hr	\$30 hr
Community Center Athletic Field (1-4) *	\$25 hr	\$20 hr
Community Center Concession Stand	\$40 day	\$35 day
Handball Court (CCC)	\$25 hr	\$20 hr
Sand Volleyball Court (JDM)	\$25 hr	\$20 hr
Horseshoe Pit (JDM)	\$10 hr	\$6 hr
Los Gatos Creek Trail Special Events* & **	\$1,050/use	\$630/use
Orchard City Green*	N/A	\$25 hr
Non-Exclusive Use Permit (Under 10 People)	\$25 hr	\$25 hr
Non-Exclusive Use Permit (10-20 People)	\$30 hr	\$30 hr
Non-Exclusive Use Permit (21-99 People)	\$35 hr	\$35 hr

* A refundable damage deposit is required for all indicated uses.

** Special Events must be approved by the City of Campbell Special Event Committee (Section X)

OUTDOOR-SPORTS FIELD FACILITIES RULES OF USE

GENERAL GUIDELINES AND CONDITIONS

- Please bring your receipt/permit with you on the day of your event. The document shall serve as a group use permit pursuant to Articles 11-05 and 11-10 of the Municipal Code.
- NO personal BBQ's are allowed in the park. Fires are restricted to BBQ pit provided at the picnic area.
- All sports Facilities reservations are for those specific areas only.
- Dog owners are responsible for the maintenance of their dog while in the park, and to keep the dog on a leash.
- No amplified sound is allowed.
- Food Trucks are NOT allowed
- Motorized vehicles are NOT allowed in the park.
- Please leave the facility clean with all trash placed in receptacles provided. It is advisable to bring additional trash bags to compensate for excess trash.
- The sale of any food, drink, merchandise, or services of any kind, or advertisement of the same, in any facility or area is prohibited without authorization from LGS Recreation or the City of Saratoga.
- Classes, clinics, camps, tournaments, leagues, private/group lessons, drop-in play are NOT permitted without permitted authorization from LGS Recreation. Law enforcement will be notified for unlawful use of facility space.
- Users must comply with all applicable LGS Recreation policies and procedures.
- Set-up and tear down are the responsibility of the user.
- User shall maintain safe exit pathways at all times in the facility.
- User shall observe, obey and comply with all applicable City, County, State and Federal laws.
- Users shall not: (1) use, remove, reposition, replace, move, or otherwise disturb any LGS Recreation or City of Saratoga equipment or property; (2) make any physical changes to the facilities, buildings, or grounds on LGS Recreation/City of Saratoga facilities without authorization.
- The facility and all its equipment and furnishings shall be properly respected. User shall leave facilities in the same condition received. There should be no garbage, litter, alcohol containers, or breakage of equipment.
- No storage of materials (banners, rental dishes, decorations, chairs, etc.) at the facility is permitted without prior approval.
- While using the facility, User shall report all maintenance problems (burnt-out light bulbs, faulty bathroom sinks, toilets, poor field conditions, damaged play equipment, etc.) to LGS Recreation. Upon request, LGS Recreation shall arrange for maintenance and repair work to the extent that staff or services is available.
- Users shall not tamper with or adjust any security, fire protection equipment,
- The use of illegal drugs, and carrying of firearms (except by law enforcement) are strictly prohibited.
- Users must remove any materials and items brought into the facility and must make reasonable efforts to clean areas used or return them to their pre-use condition.
- Users will keep all equipment/supplies in agreed upon location when not using facilities.
- Users will not sublease the facilities or allow any use other than that for which the use was approved.
- User shall not allow play on tables or other furniture.

- All users must provide reasonable supervision and shall be financially liable for all damage to facilities resulting from their use.
- Users will be responsible for any and all damages to or theft of LGS Recreation/City of Saratoga property and shall reimburse LGS Recreation in an amount determined by LGS Recreation in accordance with established accounting principles. Failure to reimburse LGS Recreation shall disqualify the user from any further use of LGS Recreation/City of Saratoga facilities.
- Users will ensure that they are to store their equipment only in approved locations. All users will make sure the City of Saratoga or LGS Recreation have been given key of combo access to all storage locations. Storage in unapproved locations may result in loss of storage or facility use. Equipment not properly stored after use may result in loss of facility usage or may be responsible for costs associated with storing equipment properly.
- Users shall be responsible for supervising the conduct and control of all patrons and participants and shall ensure that all applicable laws and LGS Recreation policies and procedures are strictly obeyed.
- Users must take responsibility for safety when dangerous lightning weather conditions are present. Users of outdoor facilities (fields, pools, courts, playground areas, patios, etc.) must cease activities, vacate the area, and take appropriate safe shelter in available buildings and/or vehicles if (1) lightning is seen, (2) thunder is heard, (3) or if notified by LGS Recreation and their facility partners. In the event that lightning was seen or thunder was heard, user may resume outdoor activities at the facility only after the dangerous weather conditions have cleared the area.

SNACK SHACK USE

- LGS Recreation or the City of Saratoga has the right to inspect the snack shack at all times.
- Users shall ensure the space is cleaned up, and accessible during and after use.
- Use of the space is only allowed with approval from LGS Recreation or City of Saratoga.
- Alterations to the snack shack are not allowed without authorization from LGS Recreation or the City of Saratoga.

FIELD MAINTAINANCE

- LGS Recreation and the City of Saratoga shall have full authority to regulate the use of the Sports Field, including, but not limited to, regulation of field use and imposing field "rest" periods during the season or use period, which is contingent upon the condition of the park and field as determined by LGS Recreation and the City of Saratoga to ensure the long-term health of the Sports Field.

RAINY DAY POLICY

- All users are prohibited from utilizing any field that LGS Recreation or the City of Saratoga deems or anticipates being in an unplayable state at the scheduled time of use. LGS Recreation or the City of Saratoga will furnish a designated representative of the user with a "Weather Hotline" telephone number for recorded updates on field conditions. In the event of a field closure, the Weather Hotline will reflect this, and if possible, a sign reading "Field Closed Today" will be promptly displayed at the park, following LGS Recreation or the City of Saratoga's decision. Once LGS Recreation or the City of Saratoga confirms that a closed field is playable, this information will be communicated on the Weather Hotline, and any field closure sign at the park will be removed as soon as reasonably practicable. User is responsible for disseminating this policy on all game and practice schedules distributed to players and coaches, ensuring accessibility to all individuals participating in the use.

SE VIOLATIONS

- Unauthorized use of the Sports Field by a user may result in a penalty as determined by LGS Recreation or the City of Saratoga.
- In addition, user shall compensate the City of Saratoga for the actual costs of correcting any damage to the Sports Field due to the unauthorized use. If payment is not made within ten (10) days of user's receipt of City's request for payment, the City of Saratoga or LGS Recreation may suspend user's ability to use Sports Field until such time as payment is made.

FACILITY USE TERMINATION

- If LGS Recreation or the City of Saratoga determines user is violating any terms of this agreement or in any way engaging in activities that the City of Saratoga determines are or may be harmful or hazardous to persons or property, LGS Recreation or City of Saratoga may at its sole discretion cancel user's authorization if after giving of written notice to user to correct the violation, within thirty (30) days, user has not made the necessary correction.
- This authorization shall be administered on behalf of City by LGS Recreation. LGS Recreation has complete authority to receive information, interpret and define City's policies consistent with this authorization, and communicate with user concerning this authorization. All correspondence and other communications shall be directed to or through LGS Recreation. LGS Recreation or the City of Saratoga may designate in writing one or more employees to exercise some or all of his authority under this authorization.
- This authorization shall inure to the benefit of and shall be binding upon the successors of the parties hereto by merger, consolidation, incorporation of an existing unincorporated association or the formation of additional branches, divisions or regions. But otherwise this authorization is neither transferable nor assignable.

SMOKING AND TOBACCO POLICY

- Smoking or using a tobacco product is prohibited anywhere in a recreational area or in any parking area.

SPORTS USE PERMIT-ORDINANCE 11-10.010

- User must have one or more adults who agree in writing to be responsible for user's group during the entire period of use of the area in question.
- The number of people in user's group shall in no event exceed seventy-five percent of the capacity of such park or the area of such park, and in all events the City of Saratoga or LGS Recreation shall have the authority to limit the size of the group to a number less than such percentage of capacity in conditioning such permit.

CONDITION OF PERMIT-ORDINANCE 11-10.040

- In authorizing any sports use or group use, the City of Saratoga or LGS Recreation may impose any conditions deemed necessary or appropriate to protect the public health, safety or welfare, including, without limitation, any or all of the following:
 - Restrictions on the requested use or uses set forth in the application.
 - Restriction on the hours within which the use or activity may be conducted.
 - A requirement that the applicant provide, at the applicant's own cost and expense, a park attendant to help maintain the condition and operations of the park and professional crowd-control monitors, such as sheriff's deputies or private licensed patrolmen, in such numbers as the City of Saratoga reasonably anticipates may be necessary under all the circumstances.
 - A requirement that the applicant provide, at the applicant's own cost and expense, restroom facilities sufficient to serve the expected number of persons attending the event that is the subject of the permit.
 - A clean-up and damage deposit shall be required prior to issuance of any sports use or group use permit, in such amount as indicated by LGS Recreation or City of Saratoga, but no less than fifty dollars, guaranteeing not only that the permittee will leave the park premises in a clean and orderly condition upon termination of the use, but also the repair of all damages and replacing of any park equipment or plantings removed or destroyed by permittee or any of the members or guests of the group or entity using the facilities under such permit.

KEVIN MORAN PARK USE-ORDINANCE 11-10.012

- The park may be used for practice use only. No games may be played at the park.
- No use shall be allowed on Sundays
- All uses shall be between the hours of 3:00 P.M. and 7:00 P.M. or dusk, whichever comes first.
- No more than three teams may use the park at any one time.
- No more than two user groups may have sports use permits at Kevin Moran Park at any one time.
- Kevin Moran Park may be used by user groups on no more than six Saturdays per year according to a schedule set by LGS Recreation or City of Saratoga.

ISSUANCE OF PERMIT-ORDINANCE 11-10.030

- That the proposed use or activity will not unreasonably interfere with the promotion of the public health, welfare, safety and recreation.
- That the proposed use or activity is not reasonably anticipated to incite crime, violence or disorderly conduct.
- That the facilities desired have not been reserved for other use at the day and hour requested in the application or are not otherwise programmed for use by the City of Saratoga or LGS Recreation.

CONGRESS SPRING PARK-SIGN POSTING-ORDINANCE 11-05.053

- Notwithstanding any other provision of this Code, in Congress Springs Park signs, banners, and posters may be posted, affixed, or otherwise attached in accordance with this Section of the Code provided that no sign, banner, or poster may be posted over a previously posted sign, banner, or poster.
- Signs, banners, and posters are permitted only in the following areas of the park: (1) On fencing for all dugouts, bleachers, and batting cages; (2) The portion of backstop fencing from ground level to a height of ten feet; (3) The wall of the concession stand facing the field area, provided that the sign, poster, or banner is not larger than four hundred fifty square inches; (4) On temporary structures erected by a user group in the field for use in an activity being carried out pursuant to a group use permit (e.g., on temporary outfield fencing for baseball or registration tables for a walk-a-thon or other event); and (5) At up to three locations in the field area on a temporary structure designed to hold only the sign, banner, or poster and erected in a manner that does not damage turf or otherwise impair future use of the park. Notwithstanding the foregoing, no sign may be erected in any location where the printing on the sign is clearly visible from Glen Brae Drive.
- No signs, banners, or posters posted in Congress Springs Park may be larger than twenty square feet.
- All signs shall be marked with the date of posting. No sign, banner, or poster may be posted for more than two weeks unless posted in connection with an activity permitted pursuant to a group use permit in which case the sign may be posted for the term of the use permit. Signs, banners, and posters may be re-posted for additional two-week periods provided that the sign is removed for at least forty-eight hours at the end of each posting period.
- The area on the batting cage closest to Glen Brae Drive shall remain open for posting of signs, banners, and posters by any person notwithstanding any group use permit authorizing a particular group exclusive use of the park.

RESERVATION TERMS AND CONDITIONS

- LGS Recreation reserves the right to reschedule, relocate, or deny a request previously approved in the event of an emergency, or if facility space is needed for other purposes. The applicant will be given as much advance notice as possible if this is necessary.
- User may only exceed their reservation time limit if facility availability permits it. User shall pay for additional time at the rate applicable to the place and time of use.

ALCOHOL POLICY

- Alcohol is not allowed at any sports field without an alcohol permit issued by LGS Recreation

CANCELLATION POLICY

- All outdoor use authorizations are non-refundable
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