



**City of San Clemente**  
**Beaches, Parks and Recreation Department**  
 100 N. Calle Seville, San Clemente, CA. 92672  
 Phone: (949) 361-8264 Fax: (949) 361-8280

## **BALL FIELD RENTAL POLICIES AND FEES**

Thank you for your interest in renting one of the City's ball fields. The goal of the Recreation Division is to make your rental activity as successful and enjoyable as possible. To assist you in this regard, please familiarize yourself with the following policies.

You are welcome to utilize the City's ball fields from 6:00am to 10:00pm, without charge or reservation, on a first-come, first served basis unless a permit is required or a field has been reserved. A permit is required for: a reservation of a ball field lighted evening use, all sport organization and club activities, any commercial use, any use of Steed Park.

### **APPLICATION PROCESS**

**Applications will be approved according to the following priority:**

1. City Activities- activities originated by the City of San Clemente, including recreation classes;
  2. City Partnership Activities- activities that have been approved by the City Council;
  3. Resident Youth Sports Activities- activities by non-profit organizations with 50% of its members being City residents that operate under and adhere to chartered local, state, or nationally recognized youth sports organizations and that can provide insurance liability to the City; and
  4. General Public Activities- activities by non-profit groups, clubs, organizations, and individuals other than set forth above.
- **An application can be denied if:** 1) the ball field is not available; 2) the applicant has an unsatisfactory use record; 3) the rental does not meet applicable laws/rules; or 4) the rental could be detrimental to the best interest of the City, as determined by the Director of Beaches, Parks and Recreation.
  - **Each applicant shall be** at least 21 years of age and act or designate one person to act as the coordinator of all rental matters.
  - **Each application must contain complete information**, since City staff will not be responsible to supply any equipment, utilities, or additional services not listed on the approved application.

### **FEE SCHEDULE**

The following is a list of available discounts. No discounts will be applied to light fees, tournaments or commercial activities.

- 25% discount for residents of San Clemente or non-resident non-profit organizations
- 40% discount for resident non-profit organizations

<b>Park Type</b>	<b>Hourly Fee</b>
Neighborhood	\$40
Community	\$50
Sport	\$60

Light Fee	\$15
Steed Park Tournament	\$1,000/day
Vista Hermosa Meadows	\$250

No discounts on light fees.

No discounts. Includes all four fields.

- **All fees are due upon and as a condition of approval.** Fields will not be reserved without payment. Fees are subject to change, unless paid in full, prior to the effective date of a fee change.
- **Light Key Deposit:** A \$25 (per key) cash deposit is required for rentals that require keys to operate field lighting at Bonito Canyon and Vista Bahia. The keys must be returned within 24 hours of the last rental date to receive a refund.

## GENERAL POLICIES

All renters are required to abide by the following general policies. Failure to abide by these conditions may result in the revocation of current permits and denial of future field requests.

- **Rental Hours:** Ball fields may be rented each day from 6:00am to 10:00pm. Permitted hours must include time needed to enter and prepare field for use, remove or secure equipment, and vacate the field. Other users may be scheduled immediately prior to and following a reservation. Lights will be scheduled to turn off immediately at the end of the permitted time.
- **Applicant shall abide by all applicable laws**, including the prohibition of smoking and alcohol.
- **The City is not responsible for** personal injuries or for damaged or stolen property.
- **The City does not provide** portable mounds, bases, other sports equipment, or additional field maintenance (in-field dragging, watering or line placement) beyond routine maintenance.
- **Insurance Requirements:** All organizations, clubs, tournaments, and commercial groups renting a ball field must provide \$1 million of liability insurance coverage for the permitted dates. A certificate of liability insurance and an endorsement letter naming the City of San Clemente as additionally insured must be submitted at least two weeks in advance of the first permitted date. Renters that cannot provide the correct insurance documents will have their permit revoked.
- **Styrofoam Products Prohibited:** The use of food service items comprised of expandable polystyrene, commonly referred to by the trade name “Styrofoam” is prohibited. The renter shall assume the responsibility for preventing the utilization and/or distribution of expandable polystyrene food service products, by any attendee or vendor (caterer) utilizing the City property or facility during the term of the rental agreement.
- **Notice of Non Use of Fields:** Any organization that has been allocated field space and does not intend to use it according to the permit issued shall notify the Recreation Division so the field may be re-allocated. Users may not sublease fields under any circumstance, nor allow shared or drop-in use by other users during their permitted time.
- **The City does not provide storage** at parks for rental activities. All equipment and supplies must be brought in by the applicant for the dates and times of the reservation only. Storage containers may not be brought into the park for operational supplies. Property and supplies are the responsibility of the applicant. The City is not responsible for lost, stolen or damaged equipment.
- **Vehicles are not permitted to drive on City fields.** This rule applies to coaches and other program administrators who want to unload game equipment or supplies for the program. Please plan on bringing dollies or wagons to carry equipment and supplies into the park grounds.
- **Stages, Tents, Bounce Houses:** Small tents (10' x 10') are approved for set up in appropriate areas which do not cause trip hazards to the participants or general public. Stages, bleachers, bounce houses, and other prop displays must be approved separately through the Special Event process, which may include separate conditions and fees.

- **All renters are responsible for controlling noise.** Amplified sound for private rentals is limited to a portable CD player with non-detachable speakers with a 25 foot amplification limit. No special permit is required for this level of sound. Amplified sound of any other type including PA systems for announcements may be permitted to non-profit organizations by obtaining a City of San Clemente Sound Permit. Sound Permits are reviewed separately and issued with conditions and fees when appropriate.
- **Renter may temporarily hang banners** with prior approval from the Recreation Division. Banners may be hung on the ball field fences only during the permitted time and then remove them when vacating the field. All tape, hooks, zip ties, and strings used to attach the banners must also be removed and disposed of properly.
- **Crowd Control:** It is the responsibility of applicant to keep registered participants and their spectators from engaging in un-sportsmanly conduct, such as fighting or rude and abusive verbal confrontations. If field representatives or game officials of the league cannot control the situation, the applicant should contact Orange County Sheriffs for assistance.
- **Safety:** Players warming up should not be stationed so that missed or overthrown balls can hit other park spectators, users or foot traffic. Any malfunctioning sprinklers, lights, or other mechanical park malfunctions should be reported to the City on-call staff immediately (949)361-8317. Please call 911 for emergencies.
- **When fields must be closed** due to rain or other inclement weather, saturated field conditions due to irrigation problems, or for any damage due to vandalism or other conditions requiring immediate attention, applicants may be refunded or rescheduled if other dates are available and agreed upon by both parties. It is the applicant's responsibility to notify their participants and coaches to stay off the fields until further notified. Unplanned closures will be posted to the "Mud Line" on the City's website <http://San-Clemente.org>.
- **Concessions:** Organizations are restricted from selling concessions without the written consent of the Beaches, Parks and Recreation Director.
- **Park gates close at 10pm.** Once the park gates are locked for the evening, vehicles will be under the authority of the Orange County Sheriff's Department and subject to ticketing and impound.
- **Scoreboard Use at Vista Hermosa Sports Park:** A \$600.00 refundable deposit is required to use the scoreboards at the Vista Hermosa Sports Park fields. In addition, the Scoreboard Agreement must be on file with the City of San Clemente. After the last rental date has ended, the scoreboard deposit will be fully refundable, except for costs for damages to equipment.

## **SYNTHETIC TURF SPORTS FIELDS RULES AND REGULATIONS**

Failure to comply with the Synthetic Turf Rules and Regulations will result in cancellation of the reservation. Synthetic turf fields are available by permit only. To preserve the quality of the turf and provide a clean and healthy environment, the following are prohibited:

- Any beverage other than water
- All food including nuts, seeds, gum
- Smoking or tobacco products of any kind
- Glass bottles or containers of any type
- Dogs and other pets or animals
- Golfing, javelins, shot putting, discus throwing
- Metal cleats
- Grills

- No individual leg furniture is permitted – sled base furniture only
- Sharp objects such as tent stakes or corner flags
- Unauthorized vehicles, bicycles, scooters, skateboards
- Unauthorized marking of lines
- RC cars, planes or toys that use fuel
- Lighter fluid or other gasoline type products
- Dragging of sport equipment. All equipment must be lifted when moved or have turf wheels attached.

### **CANCELLATIONS AND CHANGES TO APPROVED APPLICATIONS**

- **All cancellations and changes must be submitted in writing** before any request will be considered.
- **A \$25 processing fee** will be charged for cancellations or changes made after a permit has been approved.
- **The City reserves the right to cancel an approved rental** in the unlikely event that the ball field cannot be used, or there is a conflicting activity.
- **The City reserves the right to terminate a rental activity**, without refund, if it is considered necessary by the Director of Beaches, Parks and Recreation, his designate, or a Sheriff Deputy for the safety and welfare of the public and City.

### **QUESTIONS OR NEED ASSISTANCE?**

Please call the Recreation Division office at (949) 361-8264, if you have any questions or need assistance in any way. We wish you the best of success with your planned activity.



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## BALL FIELD RENTAL APPLICATION

*Please read ball field rental information prior to completing application. Please Print Clearly or Type.*

**Applicant/Organization:** \_\_\_\_\_

**Main Contact:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Primary Phone:** \_\_\_\_\_

\_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Ball Fields:**

**Sport Fields:**

- Vista Hermosa:  1: football  
 2: large baseball  
 3: small baseball  
 4: small baseball  
 5: soccer lower  
 6: soccer upper

- Steed Park:  1: red- softball  
 2: blue- softball  
 3: white- softball  
 4: gold- softball

- Jim Johnson:  1:synthetic multipurpose  
 2: multipurpose  
 3: multipurpose

**Community Fields:**

- San Geronio:  1: large baseball  
 2: softball  
 3: large multipurpose  
 Forster Ranch:  2: softball  
 3: soccer/track  
 4: small multipurpose  
 5: large multipurpose  
 6: small multipurpose

- Bonito Canyon:  large softball  
 Vista Bahia:  small baseball

**Neighborhood Fields/Courts:**

- Liberty:  1: multipurpose  
 2: softball  
 3: softball  
 Talega:  1: softball  
 2: multipurpose  
 Tierra Grande:  1: multipurpose  
 2: softball lower  
 3: softball upper

- Basketball Court: \_\_\_\_\_  
 Volleyball Court: \_\_\_\_\_

**Rental Date(s):** \_\_\_\_\_

**Rental Time:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (park gates lock at 10pm)

**Type of Sport/Activity:** \_\_\_\_\_ **Maximum Attendance:** \_\_\_\_\_

- Practice  Game  Tournament  Clinic/Camp/Class

**For Vista Hermosa Sport Fields, did you need use of the scoreboard? Yes  No  (See rental policies)**

**RELEASE FROM LIABILITY AND INDEMNIFICATION**

In consideration for and as a condition of the use of the above stated facility, applicant hereby agrees to hold harmless the City, its officers, employees, and agents, against any and all claims, demands, causes of action, damages (including damages to City property), costs and liabilities, directly or proximately resulting from or caused by the use and occupation of the facility hereinabove described, whether such use is authorized or not or from any act of omission of applicant or any of its officers, agents, employees, guests, patrons, or invitees. The Applicant shall at its sole risk and expense, defend any and all suits, actions, or legal proceedings which may be brought against the City, its officers and employees in which in any way arise from or relate to Applicant's use of the above facility. Applicant shall also pay for any and all damages to any property of City including any damages for loss or theft of such property, done or caused by Applicant, its officers, agents, employees, guests, patrons and invitees. The undersigned hereby assumes full responsibility for, and the risk of, physical, mental and emotional injury due to the negligence of the City of San Clemente, its officers, agents and employees. The undersigned recognizes for him or her, and any minors, which the events and occurrences to which this release applies can be dangerous and as a result of signing below, the undersigned is accepting those risks for him or herself, and for any minor participants for whom the undersigned can contract.

I have read, understand and agree to abide by the Recreation Rental Policies and Fees for the type of facility I am applying to rent and I will be present at the facility during its use. I further realize the ramifications of failure to abide by the policies and/or permit requirements. I understand that submittal of this application does not guarantee approval of my application.

**Applicant/Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_