



August 22, 2019

**FIELD PERMIT - (#)**  
**(ORGANIZATION)**  
**(SEASON)**

This permit is issued under the condition that all fees (Player and/or Concession) and league rosters have been submitted by the first day of field use. The following fields have been reserved for the **(ORGANIZATION)**. Team practice and game scheduling are handled by **(ORGANIZATION)** within the dates and times of this use permit. **(ORGANIZATION)** agrees to the following conditions and policies of the Field Permit and if found otherwise, will forfeit all fees and reservation times. *The City of Martinez Recreation Division reserves the right to change or cancel this use permit at any time.*

#### **Rainouts & Inclement Weather**

**(ORGANIZATION)** may not use any field while it is raining or the field is wet. Use of a wet field can cause extreme damage. ***FIELD USE, INCLUDING INFIELDS AND OUTFIELDS, IS NOT PERMITTED FOR AT LEAST 72 HOURS AFTER IT HAS RAINED, UNLESS OTHERWISE SPECIFIED BY CITY STAFF.*** In the case of active rain, all fields are closed during the time of actual rain; the fields are then reassessed once the rain has ceased. On occasion, on a non-rainy day, staff will determine a field to be closed based on excessive rains during the previous day(s), which have left conditions unsafe for use, even though the rain has stopped. Fields may be closed due to frost or other conditions that may damage the turf or playing surface. ***Any group/team found playing on a wet or closed field will lose their use permit.***

#### **Field Maintenance**

**(ORGANIZATION)** may not use any field while it is closed. Field conditions are assessed based on both the short-term (Days/Weeks) and the long term (Months/Seasons) impacts to each field's playability. City staff will determine if the fields are open or closed. An annual rest and renovation of fields is scheduled annually to maintain field sustainability. The City attempts to be flexible in accommodating user groups, but ultimately, the health and safety of the user and the conditions and playability takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for use. No user groups shall use fields that are closed for renovation or repair.

The Public Works Parks Maintenance Division will not put mowing equipment on a soft field. This may mean that some weeks the fields will not be mowed for Saturday and Sunday games.

**No organization or user group is permitted to mow or edge any part of fields. The use of mowers and power trimmers are strictly prohibited.** Any special requests for particular lawn and edge maintenance are to be made via email to Recreation staff; Recreation staff will then forward request to Park Maintenance staff.

After hours and/or weekend games and tournaments will be responsible for the cleanliness of the facility and bathrooms. The City of Martinez provides garbage cans and dumpster(s) at most sport field locations. ***(ORGANIZATION) is responsible for cleaning up debris and trash on all fields and common areas following***

***field use including dugouts, stands and waterways/creeks.*** Any trash left behind by the renter will be picked up by City staff and labor costs will be deducted from the deposit. Should City staff not be available for bathroom/facility custodial services, renter must replace soap and toilet paper in restrooms and keep facility clean. If anything beyond the renter's facility management occurs, the Martinez Police Department Dispatch can be contacted at (925) 372-3440 to send out an on-call support staff.

It is the responsibility of all field users to protect the turf from excessive wear and tear. **(ORGANIZATION)** should rotate locations of training and equipment, including but not limited to: ladders, cones, pitching practice, etc. Additionally, **(ORGANIZATION)** shall not use fences, bleachers or other amenities as targets for practicing or warming up.

#### **Field Preparation Requests – Baseball/Softball**

**Requests to have City staff line and/or prep baseball/softball fields by **(ORGANIZATION)** for games or tournaments must be received no later than 12:00 pm on the Wednesday prior to the reservation via email to Recreation staff; Recreation staff will then forward request to Park Maintenance staff.** Field maintenance personnel are not available unless previously requested. If field maintenance is requested for day of games or tournaments, ample time must be provided between games for servicing of the fields. Staggered start times for games are required to assure that your maintenance needs are met. Participants are not allowed on the fields until all prep work is complete and equipment is removed. Field maintenance staff are only provided based upon staff availability.

City staff reserve the right change field use assignments at any time and may deny additional field use requests based upon field availability and conflicting programs/events.

#### **Police Enforcement and Field Security**

In the event of conflicts between non-permitted and permitted uses of City fields, the Martinez Police Department Dispatch should be notified for assistance. For your own convenience, in the case of an emergency, the Martinez Police Department Dispatch can be reached at (925) 372-3440.

Any City keys checked out to **(ORGANIZATION)** must be managed/returned according to City staff requested policies and deadlines.

**(ORGANIZATION)** shall not use locks on City fields unless they are City-issued locks and **(ORGANIZATION)** has received prior written approval of the City Manager or his/her designee, with supporting documentation kept on file in the City Recreation Division. Instances in which special permission(s) may be granted:

- Field may be locked, with a City issued lock, after a field preparation but no more than 12 hours prior to the next scheduled use.
- Volunteer work by organization to host a special event, make approved field improvement (painting, planting, etc.), outside of field permit reservation and/or needing special access for vehicles, equipment, etc.
- Special placement on/around fields for vendors and needed vendor access for events, tournaments, etc.
- Any other permission not currently listed but for which prior written approval of the City Manager or his/her designee has been granted.

**Notice of Non-Use of Field**

**(ORGANIZATION)** must notify the Recreation Division to report any reserved time that can be released for general public use or to other groups. This includes delay in start times, cancelled practices/games, etc. If non-use is not communicated then City may release reserved use to public for day. Continued non-use of a rented, permitted field may result in revocation of the permit of the allocated field.

**Cooperation with City Staff and Other Field Users**

**(ORGANIZATION)** must engage appropriately with staff, public and with one another, and not interfere with the use of fields by other user groups. Refusal to comply with City staff instructions may result in a directive to vacate the field. These actions will be documented in the renter’s file, and may result in disciplinary action. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.

**(ORGANIZATION)**’s point of contact for field use during Field Permit : **(NAME & PHONE/EMAIL)** \_\_\_\_\_.

**Parking and Traffic Control**

**(ORGANIZATION)** must provide adequate traffic and parking control, according to the size of their event, and adhere to all City parking regulations. Parking is permitted in parking stalls on hard surfaces only. Martinez Police Parking Enforcement may issue parking tickets if violations are found. Barricades may be placed on streets and around facility for parking and traffic control.

**Good Neighbor Policy**

**(ORGANIZATION)** will arrive quietly and depart in the same manner to avoid disrupting the neighborhood especially after late games.

**(ORGANIZATION)** will be charged for field light use by the hour. All field lights will be turned off by 10:30 pm. No exceptions.

**(FIELD/S NAME & NUMBER)**

Dates	Monday - Friday	Saturday & Sunday

\_\_\_\_\_  
Kara Galindo, Recreation Supervisor

\_\_\_\_\_  
Date

- Field Permit Permission(s) approved. See attached for Field Permit Permission(s) Approval Form.
- Field/Facility keys will be checked out during use of Field Permit.  
Check Out Date: \_\_\_\_\_  
Return Date: \_\_\_\_\_