



BALLFIELD USE POLICY & USER GUIDELINES FOR RESERVING UNION CITY SPORTING FIELDS

APPLICATION PROCESS:

The first step in the permit application process is to complete a Field Use Application. It is important to understand that completing an application **is not** a guarantee that a reservation will be issued. Only when all items requested have been completed and approvals granted will a permit be issued. Please complete the application as thoroughly as possible. Information omitted from the applications delays the reservation process.

1. Applications must be made a minimum of 5 business days prior to the desired date of use. No permits will be accepted less than five days prior to the desired date of use. **NO EXCEPTIONS.**
2. Permits must include an initial deposit when submitting the application. Deposits must be 25% of total permit fees or a maximum of \$500 for non-profit groups. All final payments are to be paid prior to the last date of use.
3. Applications may be submitted:
 - a. In person at the Union City Sports Center (31224 Union City Boulevard). MasterCard, Visa, check, or cash may be used. **Walk-in applications may only be submitted by appointment only.** If you wish to speak with reservations staff, you may make an appointment with by calling (510) 675-5808.
 - b. By fax with ballfield staff pre-approval: (510) 489-8620 (only by credit card- MasterCard & Visa only). It is the applicant's responsibility to confirm receipt of fax.
 - c. Telephone reservations will not be accepted.
4. All applicants must be 21 years or older. Additional applications may only be completed by the original applicant. Only the applicant or approved alternate contact may sign the official permit in the presence of ball field staff.
5. Applicants must provide \$1,000,000 liability insurance coverage with the City of Union City named as an additional insured. Permits will not be approved without providing a copy of the liability insurance. See Liability Insurance section.
6. Upon completion of your application, it will be reviewed by the Field Reservations Staff. If the date and field are available, a permit contract/ permit and a detailed bill will be given to the applicant to sign. Ballfield reservations staff will contact you when the permit contract/permit is ready.
7. All fees are due prior to the completion of the permit dates. **No additional permits will be granted unless outstanding permits are paid in full.**
8. All deposits are final and are not refundable.

USER PRIORITY:

Reservations will be taken on a first come, first served basis and will be considered for all reservations according to the following priority:

1. Programs conducted by the Union City Leisure Services Department.
2. Programs conducted by other City of Union City Departments.
3. Programs conducted by New Haven Unified School District.

4. Programs conducted by or for non-profit youth, senior citizens, or the disabled.
 5. Programs conducted for adult, private, or commercial groups.
- **Ballfields & Open Grass:** Monday – Friday until 7 p.m. and Saturdays are designated for Union City youth groups, followed by Adult, private, or commercial groups. Weekdays after 7 p.m. and Sundays are designated for adult, private, or commercial groups followed by Union City youth groups.
 - **Shorty Garcia Fields:** Monday – Thursday until 8 p.m., all day Saturdays, and Sundays from 8 am – 12 pm are designated for Union City youth groups, followed by Adult, private, or commercial groups. ***Adult rate will be charged on Sundays to all groups.** Weekdays after 8 p.m., Friday evenings and Sundays after 12 pm are designated for adult, private, or commercial groups followed by Union City youth groups.
 - **Accinelli Field:** Monday-Friday until 7 p.m., Saturdays from 8 am – 12 pm, and Sundays are designated for Union City youth groups followed by adult, private, or commercial groups. Weekdays after 7 p.m. and Saturdays after 12 pm are designated for adult, private, or commercial groups, followed by Union City youth groups.

PERMIT PERIODS:

1. Long Term Reservations (defined as 2 or more days of use) will be accepted two (2) times a year.
 - a. **Period 1 (January 1 – June 30 of each year):** Groups/Leagues requesting field use during this period should submit their permits through the month of November. All requests will be reviewed and those approved will be issued by the second week of December.
 - b. **Period 2 (July 1 – December 31 of each year):** Groups/Leagues requesting field use during this period should submit their permits through the month of May. All requests will be reviewed and those approved will be issued permits by the second week of March.
***Permits submitted after permit period deadlines will not be processed until two weeks after deadlines.**
2. Single day use reservations may be submitted up to six months in advance of the desired date.
3. Following the permit periods, reservations will be taken on a first come, first served basis and user priority will be considered.

CANCELLATION/REFUNDS:

Reservations that are cancelled at least one week (5 business days) in advance, may forward the deposit as credit towards future reservations. **There are absolutely no refunds.**

The City of Union City reserves the right to cancel any use of facilities and/or equipment in emergency situations or when deemed necessary for the safety and best interest of the customers, the City of Union City, and all concerned. In such cases, the Union City Leisure Services Department will provide a full refund of all fees and deposits paid. Every effort will be made to notify user of a cancellation at the earliest possible date.

LIABILITY INSURANCE:

The City of Union City requires proof of liability insurance in connection with the rental of any Union City sports facility, field, or picnic area. The cost of such insurance shall be borne by the renter. To obtain any field use permit, the renter must provide a minimum

limit of \$1,000,000 of insurance coverage with the City of Union City named as an additional insured.

RAIN OUT POLICY:

Reservation fees will not be refunded for events that are cancelled due to rain. Events cancelled due to rain may be rescheduled for a future use to occur within one year of the cancelled use date.

GENERAL RULES AND REGULATIONS:

1. The group or individual that is granted a permit is responsible for the conduct of children and adults during the permit period. This also includes the responsibility of providing security personnel when necessary.
2. Permits for groups composed of minors will be issued only to adults (21 years of age or older) who accept the responsibility of enforcing the rules and regulations of the Leisure Services Department.
3. Permittee is solely responsible and answerable for any damages and all accidents or injuries to persons or property resulting from their use of the facilities or areas.
4. **Permittee may not sublet fields at any time. If permitted party is found subletting fields to unknown user groups, permits will be revoked.**
5. All activities conducted in city parks will be in accordance with the law and the policies of Union City's City Council. No meetings or entertainment may be held for the purpose of advancing any doctrine or theory that advocates the overthrow of the government of the United States or the State of California by force or violence or other unlawful means. Profanity and/or physical violence is expressly prohibited at city facilities.
6. Gambling in any form is prohibited on the premises.
7. No alcohol beverages shall be sold or consumed in Union City parks or athletic fields without written approval from the City. Any person(s) found with alcohol on park premises will be subjected to fines. Any permitted groups found having alcohol on park premises without written approval will have all permits revoked.
8. Park equipment shall not be removed from the premises without written approval of the Union City Leisure Services Director.
9. The City Council or its authorized representative (Leisure Services Director) may make exception to any of the park use rules or regulations, including rental rates. Fee waivers may only be granted by the City Council. The City reserves the right to refuse service to anyone. This field use policy, effective **December 9, 2010**, supersedes any earlier version.
10. The sale of food and/or beverages will require additional insurance, business license, and a Health Department Permit. The sale of alcoholic beverages is not allowed by the general public. No food or beverages, other than water, are permitted to be consumed on any Sports Synthetic Turf field (Shorty Garcia and Accinelli). Gatorade or any other liquids containing sugar are prohibited as well. Any permitted group found eating on any synthetic turf field will be subjected to fines.
11. No pets or animals are allowed on any Sports Synthetic Turf field (Shorty Garcia and Accinelli).
12. The permittee will be held financially responsible for any damage, or extra clean up fee to the rented facilities, or neighboring structures.
13. Any permitted group who go over their allotted time of use and displaces the next permitted party will be subjected to fines.

14. The capacity stated for each site is the maximum that the area will hold without causing damage to the field, creating parking problems, or overcrowding.
15. The following may be used as proof of Union City Residency: California Drivers License or Identification Card, PG&E or telephone bill, a business license, and/or if children attend the New Haven Unified School District (must provide proof of address within New Haven Unified School District boundaries).
16. All parks will be open for scheduled use from 8 a.m. to 10 p.m. Lighted fields may be scheduled until 10 p.m.
17. User is responsible for cleaning up all garbage related to event.
18. One (1) adult per twenty (20) youth must be present during field use.
19. All groups must provide \$1,000,000 liability insurance coverage with City of Union City named as an additional insured.
20. Fields must be used for permitted purpose only.
21. If there has been substantial rain from the previous twenty-four (24) hours or when there is standing water, fields are not available for use regardless of permit. Failure to abide by the above restrictions could be cause for termination of permits and the offending group being billed for any necessary repairs.
22. Permits requiring ball field light changes must be done one week (5 working days) prior in order to take affect.

BALL FIELDS AND OPEN GRASS RATES:

The City of Union City maintains eleven (11) ball fields with backstops or open grass areas throughout the City.

GROUP/ CLASSIFICATON	GRASS FIELD HOURLY RATE	LIGHTS HOURLY RATE	MINIMUM REQUIRMENTS
UNION CITY YOUTH GROUPS <i>W/ Approved Special Use Allowance (NON PROFIT)</i>	\$2	\$27.00	MINIMUM OF 2 HOURS
ADULT, PRIVATE, & COMMERCIAL GROUPS	\$20	\$32.50	MINIMUM OF 2 HOURS

SHORTY GARCIA AND ACCINELLI SOCCER FIELDS

The City of Union City maintains two (2) synthetic turf fields at Shorty Garcia Park and one (1) synthetic field at Accinelli Park (no lights). Field rates are charged per field. Absolutely no metal cleats are allowed on the synthetic turf.

GROUP/ CLASSIFICATON	SYNTHETIC TURF HOURLY RATE	LIGHTS HOURLY RATE	MINIMUM REQUIRMENTS
UNION CITY YOUTH GROUPS <i>W/ Approved Special Use Allowance (NON PROFIT)</i>	\$10 effective 01/2011	\$27.00 effective 07/2010	MINIMUM OF 2 HOURS
ADULT, PRIVATE, & COMMERCIAL GROUPS	\$30 effective 07/2010	\$32.50	MINIMUM OF 2 HOURS

FULL WEEKEND TOURNAMENT RATES:

Groups may reserve two or more fields for the entire weekend at the *Full Weekend Tournament Rate* (once per permit period). Full Weekend Tournaments can be booked a year in advance. A 25% non-refundable deposit is due at the time of booking.

GROUP/ CLASSIFICATION	FIELD HOURLY RATE	LIGHTS HOURLY RATE	MINIMUM REQUIREMENTS
UNION CITY YOUTH GROUPS <i>W/ Approved Special Use Allowance (NON PROFIT)</i>	\$20	\$32.50	BOOK BOTH SATURDAY & SUNDAY
ADULT, PRIVATE, & COMMERCIAL GROUPS	\$40	\$32.50	BOOK BOTH SATURDAY & SUNDAY

UNION CITY 70% RESIDENCY RULE

Union City’s fields and facilities are paid for and supported by Union City taxpayers and residents. Therefore, 70% of the youth participating in any youth league receiving a Union City field permit must be residents of Union City. Youth groups with fewer than 70% Union City youths will have secondary priority versus youth groups with a majority of local residents. The City of Union City will require all youth groups to provide proof of participants’ residency. Youth groups must present a full roster of league participants. Youth groups showing proof of 70% Union City residency, have paid any fees due, and having met all other requirements will have priority in receiving field permits.

SHORTY GARCIA AND ACCINELLI FAIR FIELD PLAY RULE:

Youth leagues must divide their field time equally amongst all their teams. 20% of field use time must be shared equally between all age groups and non-traveling teams.

GRIEVANCE PROCEDURE:

Should any team feel that these policies have not been fairly applied by their league, resulting in the exclusion of a “Union City” team (i.e. Greater than 70% Union City residents) in favor of a “non Union City” team (i.e. Less than 70% Union City residents), the team coach may file an Administrative Appeal to the Director of Leisure Services subsequent to exhausting all efforts to the league board. Such appeals will be investigated and a determination made within 14 days of receipt of the appeal. All decisions of the Director shall be final. Should an appeal be sustained, a new permit will be issued to the “Union City team” for the field in question.

COACHES CERTIFICATION TRAINING:

All youth groups must provide proof of an active Coaches Certification Training Program. CCT Programs must include a training manual, date/ time of training, and roster of attendees. The City of Union City encourages all coaches working with youth to be trained and certified. Youth groups showing proof of coach certification will have priority for receiving field permits.

FINGER PRINTING

All adults working directly with minors as coaches, managers, etc. must be fingerprinted. Finger printing may be scheduled by the Union City Leisure Services Department.

SPECIAL USE ALLOWANCES

All interested Union City 501c3 non-profit youth groups can apply annually for a “Union City Special Allowance Use – Facility or Parks.” Youth groups with special use allowances may permit sports fields at a special hourly rate. Applications may be picked up at either the Kennedy Community Center or at the Union City Sports Center. Special Use Allowance request must be approved 10 business days before first day of use.

REALLOCATION OF FIELD USE

The City of Union City reserves the right to revoke any field reservation permit without prior notice if a field is observed over a 1-2 week period to be under utilized by the permit holder. Field reservation staff shall reallocate said field to a bona fide user. No refunds shall be given to user groups.

Revised Thursday, December 9, 2010