



# Albany Recreation and Community Services Department

## Field Use Request & Agreement

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Date

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Organization & Team Name

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Business Mailing Address

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Primary Contact Name

Primary Phone #

Primary Email Address

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Secondary Contact Name

Secondary Phone #

Secondary Email Address

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Purpose For Field Rental

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**For Official Use Only**

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Request Received By:

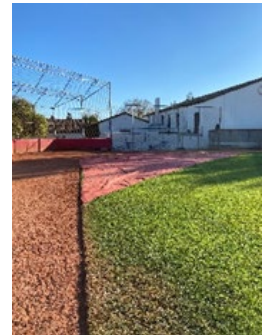
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Date & Time Received

## General Statement Field Rental Rules and Procedures

*Field Rental Permits may be revoked by the City for failure by the Permit Holder to comply with local laws, ordinances, regulations and rental rules and any fees paid may be forfeited. Failure to comply may also result in the loss of opportunities to obtain permits in the future.*

1. Applicant understands that this application is a field request only. Your submission will be reviewed and approved or denied based on the information provided. A draft permit will be sent to the applicant for review and approval. Once the draft permit is returned, a final permit will be issued. Do not announce or post schedules until the application is approved, and a field rental permit is issued by the Recreation & Community Services Department.
2. City of Albany programs, events, classes, camps, etc. have priority use over all other field users.
3. The renting organization must have first aid supplies available on site and access to a cell phone to call 911 in the event of an emergency. For non-emergency support, contact Albany Police Department Non-Emergency at 510-525-7300.
4. At least one adult and/or organization official shall be assigned the responsibility of staying on the site until all participants and spectators vacate the site.
5. Any organization selling food or drinks on City property is required to obtain all necessary Alameda County Health Department permits and provide a copy of the permit to the Albany Recreation & Community Services Department.
6. Hours will be strictly observed and if time is extended beyond that specified, it is understood that additional charges may be necessary. The permittee shall be responsible for reimbursing the City for any loss or damage to City property caused by such use.
7. The renting individual or group is responsible for keeping the City field or facility free of litter, disposing of event-related trash and spectator garbage. Personal property and/or food are not allowed to be stored at City facilities. The City is not responsible for any loss or damage of items left on-site.
8. **Insurance:** Liability Insurance is required for permits with more than 2 bookings. Applicant must obtain General Liability insurance in the minimum amount of \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The City shall also be named as an additional insured on the policy. Failure to meet the insurance requirement will result in the cancellation of the reservation. Proof of insurance must be produced upon request.
9. **Memorial field** shall remain locked when not in use by renters. **Keys** are provided to teams that have booked reservations through Joy White, Recreation Supervisor. **Ocean View** baseball field is always open to the public. All fields are closed between November – January.
10. **Infield Red Tarp at Memorial Field:** There is a red tarp that should be used; 1) batting practice and 2) infield practice. Please reference attach photo on how the red tarp should be placed on infield. If you need further instruction, please let us know.
11. **Memorial Field:** Access field through dugout. No dogs are allowed on the field at any time.
12. **Payments and Fees:** All payments are due 30 days before the first day of the scheduled rental. Payments can be made in 2 installments or 1 full payment by the date specified by the Recreation & Community Services Staff and agreed upon by renter. Resident rate applies to leagues with majority of the participants being Albany residents. The Recreation and Community Services Department reserves the right to request league rosters to document residency or verify date entered on the 3<sup>rd</sup> Party Collection Data Form.
13. **Changes/Cancellations:** Bookings canceled due to inclement weather will be refunded the rental fee (credited to account). The City reserves the right to cancel, modify or change a permit with prior notification to the rental group. Requests for changes or adjustments should be submitted five (5) working days in advance prior to the rental and confirmed by a new permit. Each change will incur the \$5 change fee. Should there be a cancellation less than five (5) working days or a no-show, no refund will be issued. At the end of your rental for the season, a check can be issued for remaining credits on account. We will try to accommodate reservation changes but there are no guarantees.
14. **Field Prep:** The renting individual or group is responsible for prepping the field. Prepping of the field includes but is not limited to dragging, placing bases, lightly moisten infield surface /dirt area in preparation, filling any noticeable



holes and chalking lines. City of Albany Recreation & Community Services Department shall be contacted if there are issues that need maintenance beyond regular field prep.

15. **Mowing Schedule:** City of Albany baseball outfields are mowed weekly April-October and every other week in November-March.
16. **Watering:** occurs 3-times a week and is not scheduled during reservations. Please notify us immediately [jwhite@albanyca.org](mailto:jwhite@albanyca.org) if sprinklers are on during your noted rental times.
17. **Volunteers** of Memorial baseball field or Ocean View baseball field should not be working on in-field or maintaining the field during rental times. Please reference Master baseball field schedule for breakdown of all field reservations. Field use rental times are posted at baseball dug outs
18. **Use of Fields or Facilities:** Use of a City field or facility shall be in accordance with all local laws, ordinances, and regulations. Schedules of use and issuance of permits are the responsibility of the City of Albany Recreation & Community Services Department. Permits are granted for specific activities to a specific individual/organization for a specific date/time and are not transferable to, or shared with, other entities.
19. **Recreation Department will always update field users of baseball field policy and procedure changes and updates.**

**Hold Harmless Agreement:** Permittee hereby agrees to, and shall hold the City of Albany, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from and against any loss, risk of accident or injury sustained from whatever cause in connection with the activity, included, but not limited to act of omission, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

Permittee agrees to and shall defend the City of Albany, its elective and appointed boards, commissions, officers, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether the City has assisted in or approved such activities.

I declare that I am authorized to complete this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above Hold Harmless Agreement and understand that if this application is approved, that this agreement shall be legally binding upon myself and the organization or group I represent.

I have read and agree to the above rules and procedures. Failure to comply with any of the above items will be grounds for the revocation of the facility use permit.

I certify that the above information is accurate. I have read the rules and procedures pertaining to the use of the City of Albany's Park facilities. (1) Permittee will be responsible for all injuries caused by such use. (2) Hours will be strictly observed and if time is extended beyond that specified, it is understood that additional charges may be necessary. (3) Permittee shall be responsible for reimbursing the City for any loss or damage to City property caused by such use. (4) In consideration of participation as specified at location shown on the above dates and times, Permittee does hereby release and hold harmless the City of Albany from any and all liability of claims for damage or injury to person or property of the undersigned due to Permittee's use of said facility, by reason of any act or omission by the City of Albany Recreation and Community Services Department, or any of its officers, agents or employees or the condition of its property.

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Print Name

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Signature

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Date

# FIELD DATES REQUEST SHEET

## One—Time Field Rental

One Time Rental Date: \_\_\_\_\_

Field Request: ☐ Memorial

☐ Ocean View

Purpose for Rental: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Will Alcohol be Present?: ☐ Yes

☐ No

## **On—Going Field Rental: Ocean View Field (Lights)**

**Date Range:** \_\_\_\_\_

☐ Monday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

☐ Tuesday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

☐ Wednesday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

☐ Thursday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

☐ Friday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

☐ Saturday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

☐ Sunday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

No Use Dates: \_\_\_\_\_

## **On—Going Field Rental: Memorial Field**

**Date Range:** \_\_\_\_\_

☐ Monday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

☐ Tuesday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

☐ Wednesday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

☐ Thursday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

☐ Friday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

☐ Saturday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

☐ Sunday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

No Use Dates: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

☐ Youth

☐ Adults

☐ Both

# of Participants: \_\_\_\_\_

# of Boys: \_\_\_\_\_

# of Girls: \_\_\_\_\_

% Albany Residents: \_\_\_\_\_

**CITY OF ALBANY  
RECREATION AND COMMUNITY SERVICES DEPARTMENT**

**POLICY  
FAIR PLAY ACT (AB 2404):  
ELIGIBILITY FOR FIELD USE, PARTICIPATION ASSESSMENT AND FIELD ALLOCATION  
(City of Albany City Council Resolution No. 2017-85)**

**1.0 Equal Opportunity Commitment**

**(1) General:**

The City of Albany Recreation and Community Services Department ("Department") shall comply with laws that prohibit discrimination and harassment based on sex, sexual orientation, gender, gender identity, ethnic group identification, race, national origin, color, religion, mental or physical disability. This principle applies not only to programs or activities sponsored by the Department, but also to allocation of City facilities and resources to third parties.

**(2) Gender Equity in Youth Sports Programs:**

Department programs, policies and practices shall meet the requirements of the Fair Play in Community Sports Act ("Fair Play Act"; AB 2404; Government Code Section 53080), which mandates gender equity in youth sports programs that are run by the Department as well as programs that use City facilities. The Fair Play Act requires that girls and boys be provided with equal opportunities for participation in community youth athletics programs. Opportunities for use of City facilities (considered in the aggregate) should be provided in numbers substantially proportionate to the respective numbers of girls and boys in the community. The Department will annually monitor participation numbers by gender of youth participants (under the age of 18). Where the members of one gender are under-represented, the Department, and its third-party youth program users, will proactively promote and develop activities for the under-represented gender until proportional participation has been achieved or until it can be demonstrated that the interests and abilities of the underrepresented gender have been fully and effectively accommodated by the present program and allocation of resources.

**(3) Policy Distribution:**

This policy statement shall be distributed with all applications for use of City park and recreational facilities. Flyers announcing the Department's commitment to gender equity under the Fair Play Act shall be displayed in City recreational and sports facilities and shall include contact information for the Fair Play Act Compliance Coordinator in the event any citizen wishes to report a gender equity concern. See Appendix F.

**(4) Administrative Responsibility:**

The Recreation and Community Services Director will serve as the Fair Play Act Compliance Coordinator and be responsible for ensuring compliance with this policy. The Director will prepare an Annual Fair Play Youth Participation Report and shall submit such report to the Parks and Recreation Commission. The report will include youth participation data for the previous five years and a summary of promotion and development activities undertaken by

the Department and third-party users in the current year. See Attachment B for sample report format (including back-up charts showing use of facilities by program-Appendix A). The Director will also be responsible for investigating any gender inequity complaints.

**2.0 User Fees:**

Fees for the use of all facilities shall be as provided in the City Master Fee Schedule or reciprocal use agreements with third parties as annually approved by the City Council.

**3.0 Eligibility for Field Use and Priorities for Allocation of Facilities:**

City park and recreation facilities, including those owned by other entities and leased or otherwise contracted for use by the City, shall be available for use by all residents of the City according to the following use priorities (City of Albany Master Fee Schedule, Exhibit A):

**1. Department Sponsored Activities**

Recreation and Community Service programs and activities directly sponsored by the Recreation & Community Services Department; other City activities as approved by the Director of Recreation & Community Services.

**2. School Sponsored Activities (at Senior Center for adult activities)**

(1) Adult or youth programs sponsored by the Albany Unified School District.

**3. Community Youth Groups (at all facilities except Senior Center)**

Any organized youth group having the following qualifications:

- (1) Non-profit
- (2) A majority of the members are 17 years or younger and City residents
- (3) Has voluntary adult leaders or chaperones
- (4) Is recreational in nature
- (5) Shall have no membership restrictions other than age and gender
- (6) Has definite organizational structure
- (7) Its primary interest is in community school age group

**4. Community Disabled/Senior Citizens Groups**

An organized youth or adult group having the following qualifications:

- (1) Non-profit
- (2) Organized to serve a specific group of City residents who either suffer from a specific disability or are above the age of 55 years of age. Is primarily recreational in nature, but may also serve some social service need or educational needs for their group
- (3) Has a specific organizational structure

**5. Community Service Clubs & Other Community Groups**

Any organized youth or adult service group having the following qualifications:

- (1) Non-profit
  - (2) A majority of members live, work, or own businesses in the City
  - (3) Has officers, a definite organizational structure, meets regularly
- Senior Center Only: (School activities for young people and Community Youth Groups are next in priority order here)

**6. Private Rental for Social Activities**

- (1) All groups in B-E above who wish to conduct a special activity not open to the general public
- (2) City business firms and associations conducting official company or group activities
- (3) City residents conducting private family or individual parties, receptions, picnics, etc.

**7. Fund Raising Activities**

All fundraising activities by groups in B-F above.

**8. Commercial Use or Non-Resident Recreational Use**

- (1) Commercial for-profit activities
- (2) Non-resident reservations for recreational activities

**4.0 Additional Field Allocation Application Policies for Community Youth Groups (see 3C above)**

**A. Third-Party League Data Collection Form:**

The Fair Play Act is applicable to all Department-sponsored youth sports programs, as well as, allocation of facilities to community youth sports groups. The Department must either demonstrate that the combined annual sports participation percentages of boys and girls in ALL programs are substantially proportionate to their respective numbers in the community, or that the interests and abilities of members of an under-represented gender have been fully and effectively accommodated by the present program and allocation of resources. Applications for use of City park and recreation facilities by youth sports programs shall therefore include and require the completion of a Fair Play Act Third-Party League Data Collection Form (see Attachment C) as a condition of consideration.

**B. Priority Allocation to Programs for the Underrepresented Gender:**

If participation percentages for boys and girls are not proportionate to their respective numbers in the community, the Department will give higher facility allocation priority to programs for the under-represented gender. Further, the Department reserves the right to give higher facility allocation priorities and/or fee discounts to third-party programs demonstrating consistent growth and efforts to increase the participation of the under-represented gender.

**5.0 Annual Youth Sports Participation and Treatment Assessment:**

The Department will collect male and female participation data for each facility scheduling season (Appendix A) and produce a Fair Play Act Participation Report (see Appendix B) and Treatment Assessment (see Appendix D) and once every three years will conduct a Community Youth Sports Survey (see Appendix E). The Director will prepare a Fair Play Act Compliance report for the Parks and Recreation Commission for review.

**6.0 Complaint Procedure:**

Any complaint regarding gender equity in youth sports programs and activities should be reported to the City of Albany Parks and Recreation Commission, who will review the complaint, conduct further investigation as needed, and take appropriate action to ensure compliance with the Fair Play Act and applicable City policies.

## Field Rental Application Fair Play Act Third-Party League Data Collection Form

The Fair Play Act (AB 2404; Government Code Section 53080) is applicable to all Department-sponsored youth sports programs, as well as allocation of City facilities to community youth sports groups. The Department must either demonstrate that the combined annual sports participation percentages of boys and girls in ALL programs are substantially proportionate to their respective numbers in the community, or that the interests and abilities of members of an under-represented gender have been fully and effectively accommodated by the present program and allocation of resources. Applications for use of City park and recreation facilities by third-party youth sports programs therefore include and require the completion of the following information as a condition of considering your organization's field rental application.

1. League/Program Name \_\_\_\_\_
2. Are a majority of the participants in this league/program under the age of 18? YES\_\_\_\_ NO\_\_\_\_

**IF YOU ANSWERED "NO", skip to Question #12 at the end and sign this form.**  
**IF YOU ANSWERED "YES, complete all remaining questions before signing this form.**

3. Season (i.e., FALL-2017) \_\_\_\_\_
4. Facilities requested (list all): \_\_\_\_\_
5. With regard to ONLY THOSE PARTICIPANTS UNDER THE AGE OF 18 WHO WILL ACTUALLY BE USING THE CITY FACILITIES YOU HAVE REQUESTED IN THIS APPLICATION IN THIS SEASON, INDICATE:

Memorial Park:	# Girls _____	# Boys _____	# Total _____
Ocean View Park:	# Girls _____	# Boys _____	# Total _____
Overall Organization Totals:	# Girls _____	# Boys _____	# Total _____

6. Is this sport program considered:

SINGLE SEX? (indicate sex with an "X")      Male\_\_\_\_      Female\_\_\_\_

OR

CO-ED? (indicate %)      Boys\_\_\_\_%      Girls\_\_\_\_%

If CO-ED, do the rules of your sport require an equal number of males and females on the field or court during a competition?      YES\_\_\_\_      NO\_\_\_\_

OR briefly explain rules related to gender:



7. Girls are currently significantly underrepresented in the use of park and recreation facilities in our City. Please describe the efforts of your program DURING THE PAST YEAR to promote increased participation of girls in your program (i.e., publicity, clinics, play days to introduce your sport, speaking to school classes or teams, fee reductions for girls from families who qualify for school lunches, etc.). Note that such efforts may result in a higher facility priority.
8. Are there ways the Recreation and Community Services Department can assist your league/program in promoting the increased participation girls in your program?
9. The Fair Play Act requires that the Recreation and Community Services Department and third-party users of its facilities, treat male and female youth sports participants equally. Please respond to the following questions about treatment areas specified in this law with regard to the practices of your program.
- a. Girls and boys have equal access to functional, appropriate equipment and uniforms.  
YES\_\_\_\_ NO\_\_\_\_ NOT APPLICABLE\_\_\_\_ If "No" or "Not Applicable" please explain:
- b. Funds and donations are generally distributed equally among girls' and boys' teams.  
YES\_\_\_\_ NO\_\_\_\_ NOT APPLICABLE\_\_\_\_ If "No" or "Not Applicable" please explain:
- c. Within the hours you requested for use of Department facilities, the scheduling of games and practice times will provide girls and boys with equal opportunities to play and practice at times when it is possible for parents/guardians to transport their child and/or attend games.  
YES\_\_\_\_ NO\_\_\_\_ NOT APPLICABLE\_\_\_\_ If "No" or "Not Applicable" please explain:
- d. Coaches recruited for boys' and girls' teams have equal qualifications and experience and are equally compensated.  
YES\_\_\_\_ NO\_\_\_\_ NOT APPLICABLE\_\_\_\_ If "No" or "Not Applicable" please explain:
- e. The number of coaches provided for boys' and girls' teams provide equal instructional ratios for boys and girls.  
YES\_\_\_\_ NO\_\_\_\_ NOT APPLICABLE\_\_\_\_ If "No" or "Not Applicable" please explain:

- f. The seasons for which you are requesting the use of Department sports facilities equally accommodate boys' and girls' sports (i.e., your organization does not have a policy in which boys play in the traditional season and girls play in the non-traditional season)

YES\_\_\_\_ NO\_\_\_\_ NOT APPLICABLE\_\_\_\_ If "No" or "Not Applicable" please explain:

- g. Our program provides equal publicity and recruitment efforts for male and female participants.

YES\_\_\_\_ NO\_\_\_\_ NOT APPLICABLE\_\_\_\_ If "No" or "Not Applicable" please explain:

- h. Our program provides girls and boys with the same quality of awards, trophies and other forms of recognition.

YES\_\_\_\_ NO\_\_\_\_ NOT APPLICABLE\_\_\_\_ If "No" or "Not Applicable" please explain:

- i. Our program provides girls and boys with the same quality umpires, referees, or judges with regard to experience, training and certification standards.

YES\_\_\_\_ NO\_\_\_\_ NOT APPLICABLE\_\_\_\_ If "No" or "Not Applicable" please explain:

10. Are there any barriers to the participation of girls in your league or program (i.e., availability of coaches, cost of participation adversely affects girls from poor families, etc.) and, if such barriers exist, how do you think they should be addressed?

Barriers:

Possible Solutions:

11. Do you know of sports OTHER THAN YOURS in which girls are interested in or actually participating that the Recreation and Community Services Department should make efforts to accommodate? If so, do you have any contact information for persons in our community who are offering such programs?

SPORT	CONTACT PERSON	CONTACT INFORMATION
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12. CERTIFICATION.

I hereby certify that the above information is accurate to the best of my knowledge.

PRINT NAME: \_\_\_\_\_

POSITION IN THIS PROGRAM: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_