



## Recreation and Community Services Department

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### Office Hours

8:00 a.m. – 5:30 p.m. Monday - Thursday  
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# City of Campbell Park, Field and Athletic Facility Use Policy

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## TABLE OF CONTENTS

I.	INTRODUCTION .....	3
II.	FACILITIES AVAILABLE .....	3
III.	RESERVATIONS .....	4
IV.	GENERAL PARK AND FACILITY RULES AND REGULATIONS	5
	Facility Renters Rules & Regulations .....	5
	Alcoholic Beverages .....	7
	Animals .....	7
	Liability/Insurance .....	7
	Modifications to Rules/Policy .....	10
V.	FIELD USE POLICY .....	10
	Turf Preservation .....	10
	Conditions of Use .....	11
	Wet Field Policy .....	11
VI.	FACILITY/COURT USE POLICY .....	12
VII.	TRACK/TRAIL USE POLICY .....	13
	Los Gatos Creek Trail .....	13
	Community Center Track .....	13
VIII.	ORCHARD CITY GREEN USE POLICY .....	14
IX.	NON-EXCLUSIVE PARK USE PERMITS .....	14
X.	SPECIAL EVENT PERMITS .....	15
	General Guidelines .....	15
	Application Materials .....	15
	Pre-Event Meetings .....	16
	Insurance Requirements .....	16
XI.	OTHER INFORMATION .....	16
	Tent and Canopy Requirements .....	16
	Barbeque Rules and Regulations .....	17
	CCC Good Neighbor Policy .....	17
	Park Location Map .....	18
XII.	PROCEDURES FOR YOUTH SPORTS ORGS .....	19
XIII.	FEES & CHARGES.....	22
	Group Definitions .....	23
	Schedule of Fees & Charges.....	24

# 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:

<u>#</u>	<u>Description</u>
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](mailto: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" c 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 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**

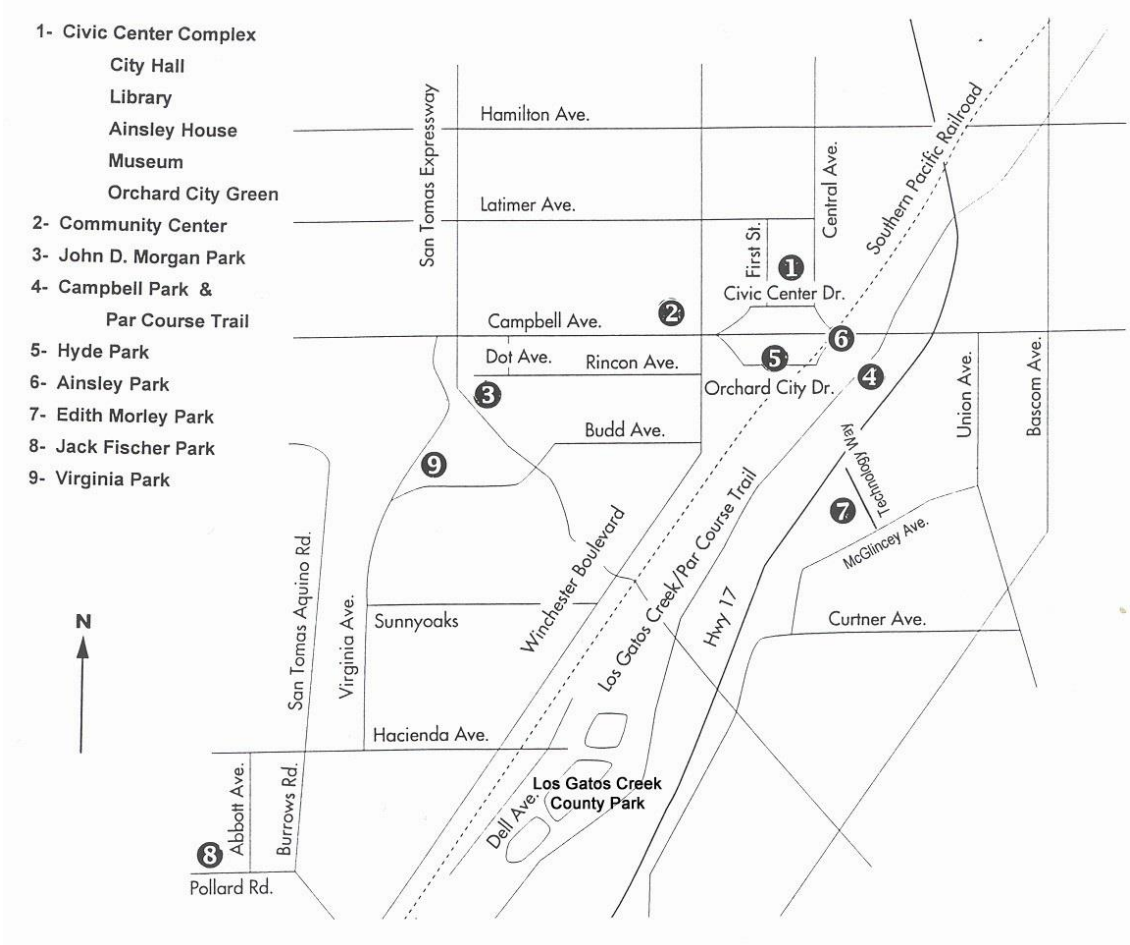
The City has established the following rules and regulations to govern use of Community Center facilities for the safe and pleasant enjoyment of your participants and neighbors. Failure to abide by the Good Neighbor Policy may result in loss of security/damage deposit and/or loss of the privilege of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

	<b>Base Hourly Rate</b>	<b>Non-Profit Hourly Rate</b>
John D. Morgan Park Soccer Bowl*	\$30 hr	\$25 hr
John D. Morgan Park Athletic Field*	\$20 hr	\$15 hr
Community Center Stadium Field*	\$50 hr	\$25 hr
Community Center Athletic Field (1-4) *	\$20 hr	\$15 hr
Community Center Concession Stand	\$40 day	\$30 day
Handball Court (CCC)	\$25 hr	\$14 hr
Sand Volleyball Court (JDM)	\$17 hr	\$14 hr
Horseshoe Pit (JDM)	\$10 hr	\$6 hr
Los Gatos Creek Trail Special Events* & **	\$630/use	\$315/use
Orchard City Green*	N/A	\$25 hr
Non-Exclusive Use Permit (Under 10 People)	\$20 hr	N/A
Non-Exclusive Use Permit (10-20 People)	\$25 hr	N/A
Non-Exclusive Use Permit (21-99 People)	\$30 hr	N/A

\* 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)