



# HAYWARD AREA RECREATION AND PARK DISTRICT

1099 "E" Street, Hayward, CA 94541 ♦ Phone (510) 317-2314 ♦ Fax (510) 317-2302 ♦ adultsports@haywardrec.org

## Field and Gymnasium Use Application Form

Sports fields and gymnasium use is under the auspices of the Hayward Area Recreation and Park District. Facilities may be requested by submitting this application to the Hayward Area Recreation and Park District Sports Division, 1099 "E" Street, Hayward, CA. 94541. This form will **NOT** be accepted more than **six (6) months in advance** and must be accompanied by those items requested in the attached *STATEMENT OF EXPECTATIONS*.

**Allow 5-7 working days for processing. To accommodate the specific staffing needs of all requests, your reservation must be confirmed and paid for one week prior to your first reservation date. Please fill out the information requested as completely as possible. If your form is incomplete, it may be returned for more specific information.**

NAME OF ORGANIZATION \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

YOUR NAME \_\_\_\_\_ BUS. PHONE \_\_\_\_\_ FAX \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_ CELL \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

### CHECK FACILITY REQUESTED:

**Alden E. Oliver**  
**Sports Park of**  
**Hayward**  
\_\_\_\_ *Softball #1*  
\_\_\_\_ *Softball #2*  
\_\_\_\_ *Softball #3*  
\_\_\_\_ *Softball #4*  
**Richard Sheridan**  
**Soccer Fields**  
\_\_\_\_ \* *Soccer #1*  
\_\_\_\_ \* *Soccer #2*  
\_\_\_\_ *Soccer #3*

____ <i>Larry Standley</i>	____ <i>Centennial #1</i>	____ <i>Centennial #2</i>	____ <i>Bret Harte #1</i>	____ <i>Bret Harte #2</i>
____ <i>Castro Valley</i>	____ Tennyson	____ San Lorenzo #1	____ San Lorenzo #2	____ San Lorenzo #3
____ <i>Mt. Eden</i>	____ Five Canyons #1	____ Five Canyons #2	____ El Rancho Verde	____ Southgate #1
____ Palomares Hills	____ Sunset (2)	____ Sorensdale (3)	____ Bidwell (2)	____ Palma Ceia (2)
____ Bohannon	____ Cannery (2)			

### SOFTBALL/BASEBALL

### SOCCER/MULTI-USE FIELDS

____ <i>Bohannon</i>	____ Bidwell #1**	____ Bidwell #2**	____ Centennial	____ Southgate #2
____ <i>Bret Harte</i>	____ <i>Sunset #1</i>	____ Sunset #2	____ Canyon View	____ Gansberger
____ <i>Mt. Eden</i>	____ *Stonebrae Lower	____ *Stonebrae Upper	____ Five Canyons #1	____ Five Canyons #2
____ Cannery (2)	____ San Lorenzo #1	____ San Lorenzo #2	____ San Lorenzo #3	____ *San Lorenzo #4
____ Tennyson	____ Palomares Hills			

\*Designates Synthetic Soccer Facilities. These fields have goals and nets. *Italics denote lights available for additional charge.* \*\* For youth (under 12 years old) use only. NO OTHER SOCCER SITES HAVE GOALS, GROUPS MUST PROVIDE THEIR OWN.

### GYMNASIUMS

\_\_\_\_ Sunset    \_\_\_\_ El Rancho Verde    \_\_\_\_ Stonebrae

TYPE OF ACTIVITY: (PLEASE DESCRIBE) \_\_\_\_\_

WILL THERE BE AN ADMISSION CHARGE AND/OR ENTRY FEE?    YES    NO    EXPECTED ATTENDANCE: \_\_\_\_\_

IF YES, HOW MUCH?    ADMISSION: \$ \_\_\_\_\_    ENTRY FEE: \$ \_\_\_\_\_    FUNDS ARE USED FOR? \_\_\_\_\_

ADDITIONAL REQUIREMENTS:    FIELD PREPARATION \_\_\_\_\_    SCOREBOARD \_\_\_\_\_    FIELD LIGHTS \_\_\_\_\_    FENCES \_\_\_\_\_

ARE YOU PLANNING TO SELL FOOD OR NON-FOOD ITEMS?    YES    NO    IF YES, PLEASE ATTACH A LIST.

**DAYS/DATES/TIMES OF USE:** If your request has multiple dates, please **specify all dates** requested on this applications. If your use **times** differ from date to date please specify. (You may attach additional sheets, if necessary.)

**DATES REQUESTED (LIST):**

**TIMES FOR EACH DATE:**

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# ADULT SPORTS DIVISION

## FIELD AND GYMNASIUM USE FEES

All H.A.R.D. maintained Fields and Gymnasiums are available for rental during most of the year. The District reserves the right to change or modify any use permits to best serve the interest of local residents and organizations.

### SOFTBALL/BASEBALL FIELDS

The Hayward Area Recreation and Park District maintains eight (8) lighted softball fields throughout the District. Softball Fields are open from March through October.

<u>AMOUNT OF TIME</u>	<u>SERVICE LEVEL</u>	<u>RESIDENT FEE</u>	<u>NON-RESIDENT</u>
Per Hour	Field Reservation only. No services.	\$20	\$30
Per Hour	Field with bases & attendant. No lights.	\$40	\$50
Per Hour	Field with lights, bases & attendant.	\$50	\$60
Per Hour - Youth Leagues*	Field Reservation Only. No Services	\$2	N/A
Per Hour – Youth Leagues*	Field Reservation with lights	\$15	N/A
Permit Change Fee	Each Field date, time or location changes	\$5	\$5

FIELD PREP: Add \$35 flat fee per field per prep. Includes dragging, watering and lining of field and use of bases. These services are not available for all fields listed. Please check the Sports Office to verify that field preparation is available.

### GYMNASIUMS

The District has gymnasiums at the Sunset Adult Center, El Rancho Verde School, and Stonebrae Elementary School. Sunset has a full basketball court or two side-by-side courts or two volleyball courts available. El Rancho has a full basketball court or one volleyball court available. Please note that there is no smoking, food or drink (except water) allowed in either gym. Gyms are available for rent year-round pending approval from each respective School District. Gyms are not available for any event that requires food service or an admission charge. Fees are as follows:

<u>AMOUNT OF TIME</u>	<u>SERVICE LEVEL/TYPE OF USE</u>	<u>RESIDENT FEE</u>	<u>NON-RESIDENT</u>
Per Hour	Gymnasium with attendant.	\$45	\$60
Per Hour	Commercial Use.	\$70	\$85
Permit Change Fee	Each Gym date, time or location changes	\$5	\$5

**THERE IS NO YOUTH DISCOUNT FOR YOUTH ORGANIZATIONS FOR GYMNASIUM RESERVATIONS.**

### SOCCER FIELDS

The Hayward Area Recreation and Park District maintains sixteen (16) natural grass soccer fields throughout the District. The District also features five (5) synthetic soccer fields. The District also features six (6) lighted soccer fields *Applicants must be prepared to arrange for soccer goals and nets for all locations except the Alden E. Oliver Sports Park, San Lorenzo #4, and Stonebrae Elementary.* Fees are as follows:

<u>AMOUNT OF TIME/ SURFACE</u>	<u>SERVICE LEVEL</u>	<u>RESIDENT FEE</u>	<u>NON-RESIDENT</u>
Per Hour - Grass	Field Reservation only. No services.	\$20	\$30
Per Hour - Grass	Field with attendant and lights.	\$50	\$60
Per Hour - Synthetic	Field Reservation only. No Services	\$35	\$45
Per Hour - Synthetic	Field with attendant and Lights	\$50	\$60
Per Hour – Youth-All Surfaces*	Field Reservation only. No Services	\$2	NA
Per Hour – Youth-All Surfaces*	Field Reservation with lights	\$15	NA
Permit Change Fee	Each Field date, time or location changes	\$5	\$5

**\*Youth program fees may be waived in exchange for facility improvements. Groups submitting requests should complete a Sports Organization Fee Reduction Request Form for consideration.**

**Permit Change fees will be assessed each time an applicant modifies an issued facility permit. Regardless of the circumstances that require the changes.**

# STATEMENT OF EXPECTATIONS

The following is herewith adopted and attached as a **condition** of the Facility Request Application. No Facility Request Application will be accepted without a signed Statement of Expectations.

**PRIORITY USERS:** Reservations that are sponsored and co-sponsored by the Hayward Area Recreation and Parks District have PRIORITY USE of all H.A.R.D. facilities. Resident Non-Profit, Commercial and/or Private groups have second priority, with all Non-Resident uses having third priority. Non-resident groups shall be determined as any group that serves a primary clientele outside the Hayward Area Recreation and Park Districts boundaries. HARD reserves the right to cancel, modify or reschedule any reservation based on the needs of the District and in compliance with it's agreements with other governmental agencies.

As a user of facilities under the auspices of the Hayward Area Recreation and Park District it is expected that you as an individual and/or your organization have in effect the following items prior to a Facility Use Permit being issued:

- 1) The organization shall have an adopted Code of Conduct that applies to participants, including but not limited to players, league officials, game officials, managers, coaches and spectators. Code of Conduct should reflect expected decorum, compliance with rules and regulations and the minimum and maximum penalties for non-compliance. A copy of the Code of Conduct shall be distributed to all participants.
- 2) Umpires, referees or other game Officials used for your program shall possess adequate levels of training and sanctioned registration commensurate with the scope of the activity and are responsible for enforcing the rules of the game, event or activity. (If Applicable)
- 3) Team managers are responsible for the conduct of their players and will work with game officials to assure that all players conform to Facility Use Rules and Regulations and with League Rules and Regulations. (If Applicable)
- 4) Individuals/Organizations are responsible for the conduct of spectators and shall take appropriate action, including removal from premises, if necessary, to ensure that proper and safe behavior is maintained at all times. Individual/Organization is responsible to enforce the adopted Rules and Regulations and follow the Code of Conduct.
- 5) Emergency Procedures shall be made available by the applicant to a responsible individual at every activity. The organization shall have available first aid supplies and shall identify the location of the nearest phone with which to call "911" in case of an emergency.
- 6) At least one adult and/or organization official shall be assigned the responsibility of staying on the site until all participants and known spectators vacate the site.
- 7) Concession sales are restricted to non-food items unless the operator has special permission from the District and its Contracted Concessionaire. Should food sales be authorized, a County Health Permit and City Business License must be secured. In addition, the district will assess a daily fee for all sales. Operator may be required to provide a deposit and additional insurance should permission be granted. A pre-approved list of any/all items for sale is required.
- 8) Organized leagues and tournaments applications must provide a Certificate of Insurance with a minimum **\$1 Million** liability coverage naming the Hayward Area Recreation and Park District as Additionally Insured. **The District reserves the right to require additional insurance based on the nature of the activity.**

**In this connection, please list the liability insurance you will have in effect at the time of your use.**

Name of Insurance Carrier \_\_\_\_\_ Type of Policy \_\_\_\_\_ Policy Limits \_\_\_\_\_  
Policy # \_\_\_\_\_ Our group does not have liability insurance. \_\_\_\_\_

9) The applicant agrees to indemnify and save the Hayward Area Recreation and Park District harmless against all claims, costs, expenses (including attorney's fees) action, causes of action, judgments and or liabilities whatsoever arising out of or in connection with any injury to or the death of any person, including members of your organization or their guests, or from any damage to any property, including damage to property owned by you or your organization and it's members or their guests, resulting from the activities of your organization and it's members and guests as described herein, or resulting from any act or omission of any third person or persons other than employees of the Hayward Area Recreation and Park District. This indemnity shall extend to all Directors, officers, agents, and contractors of the Hayward Area Recreation and Park District.

***I, the undersigned, have read the above STATEMENT OF EXPECTATIONS and understand, as the individual and/or a duly authorized representative of my organization, that failure to comply with any of the above items will be grounds for the revocation of the Facility Use Permit. I understand further that as the individual or duly authorized representative of my organization that I/we are responsible for the implementation of the above requirements included in this STATEMENT OF EXPECTATIONS. I shall assume full responsibility for any and all damage to the property of the Hayward Area Recreation and Park District resulting from use of the requested field or facility. Further, I understand that the Hayward Area Recreation and Park District does not provide any medical or liability insurance for users of its facilities.***

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_