



Hayward Area Recreation and Park District

1099 "E" Street, Hayward, CA 94541
Phone (510) 881-6700 • Fax (510) 881-6763
SportsRentals@HaywardRec.Org

Field and Gymnasium Use Application Form

Application requests for **January 1st through June 30th** will be accepted starting on **November 1st**
Application requests for **July 1st through December 31st** will be accepted starting on **May 1st**

Sports Field 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's District Office. 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 and POLICY*. Please initial next to each section to indicate you have read and understand our facility policies.

Please fill out the information requested as completely as possible. Requests for facility use must be submitted in writing by filling out this form. No information will be given out to any individual or organization without this form on file. If your form is incomplete, it may be returned for more specific information. Please allow 7-10 business days for processing. To accommodate the specific staffing needs of all requests, your reservation must be **CONFIRMED and **PAID IN FULL** two (2) weeks prior to your first reservation date.**

DEFINITION OF USE

INITIAL:

Organized Use: Meeting any of the following conditions: **(A)** league games, practices, tournaments, clinics, instruction, special events; or other uses where a fee is charged for participation, **(B)** a rental application with more than three (3) dates of use requested, **(C)** a rental application with more than one (1) field requested.

Casual Use: Meeting the following conditions: three (3) dates or less requested and only one (1) facility requested.

CLASSIFICATIONS OF USERS

INITIAL:

Priority I *HARD Programs*

Reservations that are sponsored or co-sponsored by the Hayward Area Recreation and Park District.

Priority II *Resident Youth Non-Profit Groups*

Organized sports league groups with current IRS non-profit status, whose membership is **open to the public**. The organization's membership must be **at least 75% HARD District residents**.

Priority III *Resident Youth Groups*

Organized sports league groups, whose membership is not open to the public or where tryouts are held. The organization's membership must be **at least 51% HARD District residents**.

Priority IV *Resident Non-Profit Groups*

Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is **open to the public** and whose primary purpose is to serve the Hayward Area and Park District community. The organization's

membership must be **at least 51% HARD District residents**. An organizational file must be completed on an annual basis to receive the priority and fees of this classification.

Priority V *Individuals or Other Groups*

Groups who do not meet the criteria listed above and/or activities such as games or practices, etc.

(a) **Resident** - Individuals/Groups who reside or own property within HARD District boundaries. Groups must have membership made up of **at least 51% HARD District residents**. Current roster or membership list must be submitted with application.

(b) **Non-Resident** – Individuals/Groups who do not reside or own property within HARD District boundaries.

Priority VI *Commercial Users*

Companies, groups, or individuals whose practices, tournaments, clinics, camps or games have an admission fee or include the sales of goods or services, including those contracted by any field lessees, regardless of classification. HARD reserves the right to deny the use of any facility if an applicant's use directly conflicts with any District run program, class, or event.

(a) **Resident** - Organizations or individuals must be located within the HARD District boundaries and have current County of Alameda Business License. If there is no company facility, person responsible for event must reside or own property with the HARD District boundaries)

(b) **Non-Resident** - Organizations or individuals who are not located within the HARD District boundaries.

HOW TO MAKE A RESERVATION

INITIAL: ____

Please note that the District requires the applicant, not another party, to complete all transactions and provide the insurance required for the rental.

1. To reserve a facility, a **Field and Gymnasium Use Application Form** must be submitted for approval. Applications submitted less than 15 days prior to the rental date will not be accepted. Applications for **Organized Use** (see definition above) must include complete schedules including dates, times and facilities requested for practices and games. **Approval takes seven (7) to ten (10) business days.** Notification of application status will be e-mailed.
2. Applications must be submitted to the **HARD District Office** by one of the following methods:
 - Walk In** – Applications can be dropped off in person to our office located at the
HARD District Office
1099 'E' Street
Hayward, CA 94541
 - Applications are accepted between the hours of 8:30 am and 4:45 pm, Monday through Friday, holidays excepted.
 - Mail** – Any application that is mailed in **MUST** be sent to our District Office address.
HARD District Office
Attn: Kristy Pardee
1099 'E' Street
Hayward, CA 94541
 - E-Mail** – Applications can be sent in by e-mail to **FacilityRentals@HaywardRec.Org**. Applications can also be directly sent to Kristy Mc Caffery-Pardee, Program Leader III, at **ParK@Haywardrec.org**.
 - Fax** – Applications can be sent in by fax to **(510) 317-2302**.
3. In order to receive a resident rate, the applicant (i.e. the person responsible for the activity, payment of fees and provision of insurance) must live or own property within HARD District boundaries. Verification of residence address will be required (valid California driver's license or current utility bill).
4. Groups applying under Priority II or III classification must have an **Organization Verification Form** on file, or submit the following: **1) Bylaws**, and **2) Current IRS Tax Exemption Letter**. Groups claiming HARD

District residency must provide a current membership roster (Priority II – 75% of membership must reside in HARD District boundaries, Priority III – 51% of membership must reside in HARD District boundaries). Applications must be submitted with an address within District boundaries. Applications will not be accepted without these items.

5. The District reserves the right to book additional events before or after an applicant's confirmed rental time.

HOURS OF RENTAL USE

INITIAL: ____

1. The District's facilities are available for rental from 8:00 A.M. to 10:00 P.M.
2. A minimum of one hour will be required per rental application. A minimum 2 hours for staffing is required during your rental.
3. Hours of use must include the amount of time needed for the event, including setup and cleanup.
4. The facility must be vacated by the time specified on the **Facility Use Contract/Permit**.

PAYMENT SCHEDULE

INITIAL: ____

1. For **Casual Use**:
 - (a) A security deposit and insurance are not required for Casual Use of District facilities.
 - (b) Rental Fees are payable at the time the **Facility Use Contract/Permit** is issued. **Payments not received by this deadline may result in cancellation of the rental.**
2. For **Organized Use**:
 - (a) At the time the application is submitted, a \$300 refundable security deposit is required.
 - (b) Rental Fees are payable at the time the **Facility Use Contract/Permit** is issued. Groups can request that a monthly payment schedule be set up. In that case, payment is due monthly thirty (30) days prior, on the first of the month. **Payments not received by this deadline may result in cancellation of the rental and forfeiture of the deposit.**
 - (c) Priority II users only - Final payment of rental fees must be made no later than one month (30 days) after receipt of an approved schedule and invoice. **Payments not received by this deadline may result in cancellation of the rental and forfeiture of the deposit.**
 - (d) Security deposits will be returned by mail within 30 days of the function date providing there are no violations of the Facility Use Policy, the rental hours exceeded, excessive cleaning required, or damages to the facility.
3. Payments may be made by Visa, MasterCard, check, money order, or cash. Make checks payable the Hayward Area Recreation and Park District (H.A.R.D.). Checks must be drawn on the account of the person or organization listed as the applicant.

CANCELLATIONS, CHANGES & REFUNDS

INITIAL: ____

1. **Facility use fees are not refundable.** Credit will be issued if the facility will not be used as scheduled if written notice is received fifteen (15) working days or more prior to the scheduled date of use. The credit expires one year after the date of issue and can only be used towards HARD programs and rentals.
2. In the event a field is not playable due to rain or wet and muddy field conditions, a credit will be issued by the HARD District Office if notified in writing by the permit holder within 72 hours after the scheduled date of use. The credit expires one year after the date of issue and can only be used towards HARD programs and rentals.
3. Credits are not issued for unused hours.
4. Occasionally it may be necessary to reschedule, relocate or cancel a request previously approved. In this event, the group or individual will be given as much advance notice as possible.
5. For rentals that require staff to be assigned, no credits will be issues for cancellations made less than fifteen (15) days in advance.

GENERAL RENTAL INFORMATION

INITIAL: ____

1. All HARD 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. Facilities may be blacked out during certain time periods for maintenance.
2. A responsible adult from the rental group must supervise the premises for proper use during all rental hours.
3. Groups of minors must be supervised by two adults for each twenty minors at all times while using the facility.
4. It is prohibited to paste, tack, glue or post any sign, placard, advertisement, or inscription or erect any sign in the park (per District Ordinance) without prior permission from the General Manager.
5. Smoking is prohibited at any District facility or field.
6. Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
7. Facility Use Permits cannot be transferred, assigned, or sublet.
8. The consumption, serving and/or selling of alcoholic beverages is not permitted.
9. Spectators are not permitted in dugouts or playing fields during event play.
10. Hitting or kicking balls into any fence or against any building is prohibited.
11. Bases, equipment, and field preparation (drag, water, lines, etc.) are not provided unless paid and specified.
12. Fields scheduled after dusk will require rental of field lights. All rentals must end by 10:00 p.m.
13. Facilities are to be used for appropriate sports use. Events must be suitable and compatible to the field/gymnasium selected.
14. Lining or marking of the field is not allowed without prior approval of the District.

SYNTHETIC TURF FIELDS

INITIAL: ____

HARD maintains six (6) synthetic soccer fields throughout the District, two (2) of which are lighted. Goals are provided at synthetic fields only. As of January 2018, a portion of the new hourly fees will go towards a fund for future refurbishment of synthetic fields.

1. An approved rental permit is required to use the synthetic turf fields.
2. Food and beverages, including gum, shelled seeds, nuts, candy or sports drinks are prohibited. Water Only. Glass bottles or containers are prohibited.
3. Any cleats that are used must be rubber, no metals spikes.
4. Chairs, umbrellas, tents, flags and other outdoor furniture are not allowed on the field. Spectator seating is only allowed in designated areas.
5. No driving in of stakes (corner flags).
6. Lining or marking of the field is not allowed without prior approval of the District.
7. Smoking and tobacco products are prohibited.
8. Dogs or pets of any kind are prohibited on the synthetic turf.
9. Barbecues are prohibited. Authorized Barbecue areas can be rented at most facilities. Contract the HARD District Office at (510) 881-6700.
10. Bikes, roller blades, skateboards, strollers, motorized vehicles, or high-heeled shoes are prohibited.

NATURAL GRASS FIELDS

INITIAL: ____

HARD maintains twenty-six (26) softball/baseball fields, twelve (12) of which are lighted, throughout the District. Softball/Baseball Fields are open from February through November. The softball fields at the Alden E. Oliver Sports Park of Hayward are reserved for league and tournament play only. HARD maintains fourteen (14) natural grass soccer, four (4) of which are lighted. Applicants must be prepared to arrange for soccer goals and nets for all natural grass locations.

1. An approved rental permit is required to use natural grass fields.
2. Lining or marking of the field is not allowed without prior approval of the District.
3. Smoking and tobacco products are prohibited.
4. Use of facility is not allowed during poor weather conditions (Rain, wet or muddy conditions).
5. Permission must be obtained to drop or store goals at any field site. An inspection of the goals must be performed, and use approved by the Recreation Supervisor.

GYMNASIUMS

INITIAL: ____

H.A.R.D maintains five (3) gymnasiums throughout the District. Edendale has a full basketball court or two side-by-side courts or two volleyball courts available. MJCC has a full basketball court or two side-by-side courts or one volleyball courts available. Bohannon has a full basketball court or two side-by-side courts or two volleyball courts available. 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.

1. An approved rental permit is required to use a gymnasium.
2. No food or drinks (except water) are allowed in the gymnasium.
3. Smoking and tobacco products are prohibited.
4. No footwear that may cause any type of damage to the playing surface is allowed at any time.
5. Futsal balls must be used when playing soccer in the gymnasium.
6. There is no youth discount for youth organizations for gymnasium reservations.
7. Some facilities may have a higher hourly rate than others.

BOCCE COURTS

INITIAL: ____

HARD maintains two (2) Bocce Courts at Adobe Park.

1. Smoking and tobacco products are prohibited.
2. Use of facility is not allowed during poor weather conditions (Rain, wet or muddy conditions).

INSURANCE REQUIREMENTS

INITIAL: ____

All applicants for **organized use** shall provide the Hayward Area Recreation and Park District with a **valid Certificate of Liability** written through carriers acceptable to the District. Such certificate shall provide a minimum of Bodily Injury and Property Damage Liability protection in the amount of **\$2,000,000 Per Occurrence/\$4,000,000 General Aggregate**. The applicant must be specified as the insured. The Certificate shall name the Hayward Area Recreation and Park District as an **“Additional Insured”** in conformance with the hold harmless agreement as outlined in the Statement of Expectations and Policy and must specify that the applicant’s insurance shall be **primary to any insurance carried by the District**. The certificate shall be properly executed with the original signature of the authorizing insurance agent. All youth organizations must provide **\$1,000,000 of S.A.M. coverage** as well. The Certificate is due prior to your first rental date. **No blanket endorsements will be accepted!**

Please use the following information to indicate the Hayward Area Recreation and Park District as the certificate holder:

Hayward Area Recreation and Park District
1099 ‘E’ Street
Hayward, CA 94541

SECURITY DEPOSIT

INITIAL: _____

For Organized use a **Permit Security Deposit** is due when the application is submitted. The Security Deposit is refundable provided there are no violations of District Regulations and/or excessive cleaning or damages to the facility.

\$350.00 per Field Permit
\$500.00 per Gymnasium Permit

RENTAL FEES

INITIAL: _____

Effective January 1, 2026 – New Rates are shown in BOLD

Priority II – RESIDENT YOUTH NON-PROFIT GROUPS

| | | | |
|--|--------------------------------------|----------------|----------|
| Grass Field Use | Field Reservation Only. No services. | \$7.00 | per hour |
| Synthetic Field Use | Field Reservation Only. No services. | \$20.00 | per hour |
| Any Field Type <i>(add to hourly rate)</i> | Field Reservation with Light Use. | \$30.00 | per hour |

Priority III – RESIDENT YOUTH GROUPS

| | | | |
|--|--------------------------------------|----------------|----------|
| Grass Field Use | Field Reservation Only. No services. | \$14.00 | per hour |
| Synthetic Field Use | Field Reservation Only. No services. | \$30.00 | per hour |
| Any Field Type <i>(add to hourly rate)</i> | Field Reservation with Light Use. | \$30.00 | per hour |

Priority IV & V – RESIDENT NON-PROFIT GROUPS & INDIVIDUALS OR OTHER GROUPS

| | | <u>Resident</u> | <u>Non-Resident</u> |
|--|--|-------------------------|----------------------------|
| Grass Field Use | Field Reservation Only. No services. | \$28.00 per hour | \$38.00 per hour |
| Grass Field Use* | Field with Bases & Attendant. No Lights. | \$60.00 per hour | \$70.00 per hour |
| Synthetic Soccer Field | Field Reservation Only. No services. | \$65.00 per hour | \$75.00 per hour |
| Any Field Type <i>(add to hourly rate)</i> | Field Reservation with Light Use. | \$30.00 per hour | \$30.00 per hour |
| Gymnasium | Gymnasium with Side Courts & Attendant. | \$95.00 per hour | \$105.00 per hour |
| Bocce Courts | Court Reservation Only. No Services. | \$11.00 per hour | \$21.00 per hour |
| Pickleball Courts | Court Reservation Only. No Services. | \$11.00 per hour | \$21.00 per hour |
| Multi-Use Courts | Court Reservation Only. No Services. | \$11.00 per hour | \$21.00 per hour |

Priority VI – COMMERCIAL USERS

| | | |
|--|---|-------------------------|
| Grass Field Use | Field Reservation Only. No services. | \$48.00 per hour |
| Synthetic Field Use | Field Reservation Only. No services. | \$85.00 per hour |
| Any Field Type <i>(add to hourly rate)</i> | Field Reservation with Light Use. | \$30.00 per hour |
| Gymnasium | Gymnasium with Side Courts & Attendant. | \$115.00 per hour |
| Bocce Courts | Court Reservation Only. No Services. | \$31.00 per hour |
| Pickleball Courts | Court Reservation Only. No Services. | \$31.00 per hour |
| Multi-Use Courts | Court Reservation Only. No Services. | \$31.00 per hour |

OTHER FEES

| | |
|---------------------------------|--|
| Field Preparation* | \$75.00 flat fee per field prep (if available) |
| Volleyball Net Setup/Breakdown* | \$40.00 for 1 net \$50.00 for 2 nets |
| Scoreboard Use* | \$25.00 per hour (if available) |
| Permit Change Fee | \$5.00 fee will be assessed each time an applicant modifies and issued facility permit |

***Subject to availability based on staffing levels**

The Hayward Area Recreation and Park District reserves the right to deny the use of District facilities to any person or organization if such use is deemed to be contrary to the best interest of the District, the facility, and/or District residents.



Hayward Area Recreation and Park District

1099 "E" Street, Hayward, CA 94541
Phone (510) 317-2314 • Fax (510) 317-2302
AdultSports@HaywardRec.Org

FACILITY USE APPLICATION

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

SOFTBALL

- Larry Standley*
- Mt. Eden
- Bret Harte #1*
- Bret Harte #2*
- Centennial #1
- Centennial #2
- San Lorenzo Red
- San Lorenzo Blue
- San Lorenzo Green
- San Lorenzo #4

BASEBALL

- Tennyson
- Southgate
- Palomares Hills
- Five Canyons #1
- Five Canyons #2
- Cannery #1
- Cannery #2
- Soresndale #1
- Soresndale #2
- Soresndale #3
- El Rancho Verde #1
- El Rancho Verde #2
- El Rancho Verde #3

SOCCER MULTI-USE FIELDS

- Bohannon*
- Bret Harte*
- Mt. Eden*
- Southgate
- Tennyson
- Centennial
- Gansberger
- Cannery
- Five Canyons #1
- Five Canyons #2
- Darwin
- *Stonebrae Upper
- *Stonebrae Lower
- *Edendale
- *San Lorenzo
(Omar Rodriguez Field)
- San Lorenzo #1
- San Lorenzo #2

Italics denote lights available for additional charge. *Designates Synthetic Soccer Facilities. These fields have goals. **NO** other Soccer sites have goals. GROUPS MUST PROVIDE THEIR OWN.

Edendale

GYMNASIUMS

Bohannon MJCC

MULTI Use Court

Weekes

BOCCE BALL COURTS

Adobe Park - Ken Martin Court #1
 Adobe Park - Ken Martin Court #2

TYPE OF ACTIVITY: (PLEASE DESCRIBE) _____

Please check all that apply to your use of facility:

Organized League Drop In Use Practice Tournament Clinic/Camp Special Event

Family/Recreation Picnic/Party Co-Sponsored Event Other _____

WILL THERE BE AN ADMISSION CHARGE AND/OR ENTRY FEE? YES NO

IF YES, HOW MUCH? ADMISSION FEE: \$ _____ ENTRY FEE: \$ _____

FUNDS ARE USED FOR? _____ EXPECTED ATTENDANCE: _____

STATEMENT OF EXPECTATIONS & POLICY

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 and Policy.

- PRIORITY USE:** Priority I – District administered programs
Priority II – Resident youth non-profit groups* (VERIFIED)
Priority III – Resident youth groups*
Priority IV – Resident non-profit groups*
Priority V – Any other group, business, or individual resident of H.A.R.D.
Priority VI – Any non-resident group, business or individual
*Resident groups are defined as groups principally composed of District residents (51% or more)

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) Organizers are responsible for the conduct of players and must work with game officials to assure that all players conform to facility use rules and regulations, league rules and regulations, and the team Code of Conduct.
- 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) Organized leagues and tournaments applications must provide a Certificate of Insurance with a minimum **\$2 Million Liability Coverage Per Occurrence/\$4 Million General Aggregate** naming the Hayward Area Recreation and Park District as Additionally Insured. Youth groups must provide **\$1 Million in S.A.M. Coverage** as well. **The District reserves the right to require additional insurance based on the nature of the activity.**

| | |
|--|--|
| <u>In this connection, please list the liability insurance you will have in effect at the time of your use.</u> | |
| Name of Insurance Carrier _____ | Policy # _____ |
| Type of Policy _____ Policy Limits _____ | <input type="checkbox"/> Our group does not have liability insurance |

8) 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 POLICY 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 AND POLICY. 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 _____