CITY OF SUNNYVALE
DEPARTMENT OF LIBRARY AND COMMUNITY SERVICES

FIELD RESERVATIONS 2013-2014 APPLICATION

Reservation Start Dates	Reservation Period
November 5, 2013 (9:00 am)	December/ January/ February
February 12, 2014 (9:00 am)	March/ April/ May
April 10, 2014 (9:00 am)	June/ July/ August
July 9, 2014 (9:00 am)	September/ October/ November
November 3, 2014 (9:00 am)	December/ January/ February
February 2, 2015 (9:00 am)	March/ April/ May

Note: There will only be up to 8 fields available to rent from December through February. Please contact the Field Coordinator and the city website for a list of open fields during these months.

Procedures for renting field space:

- Obtain field application from Sunnyvale Community Center or through the City of Sunnyvale web site at http://sunnyvale.ca.gov or FieldRentals.inSunnyvale.com
- Complete application and return to Sunnyvale Community Center.

Drop-off: Sunnyvale Community Center
M-F, 9am – 6pm
Attn: Marlon Cruz
550 E. Remington Drive
Sunnyvale, CA 94088-3707

Mail-in: Sunnyvale Community Center
Attn: Marlon Cruz
P.O. Box 3707
Sunnyvale, CA 94088-3707

E-mail: mcruz@sunnyvale.ca.gov

Fax-in: (408) 730-7757

- Field rental application must be submitted at least ten business days prior the first day requested.
- The Field Reservation Coordinator will respond to a completed field rental application within three business days. The application must be complete including the credit card information.
- Applications will be considered on a first-come, first serve basis. Applications received before reservation start date (listed above) will be considered after all other received on the first day of the reservation period. Mail-in applications will be accepted on a second priority basis.
- Incomplete applications will not be considered (including credit card information).
- If you are a Sunnyvale resident, a copy of proof of residency must be attached to application. Acceptable forms of identification: drivers' license, utility bill or phone bill.
- To reserve on behalf of a company or organization, please indicate which group you will be representing.
- There is a 2 hour minimum for field reservations.
- If all requests are able to be accommodated, your credit card will be charged the appropriate fee and your reservation permit will be mailed or e-mailed to you.
- Once permitted, please review the Field Regulations and contact the turf hotline (408) 730-7585 to check the status of the field. Play on a closed field that cause unreasonable wear or damage may result in the loss of the current and future reservations.

Resident Fees		Non-Resident Fees	
Field without Lights (per individual field)	$25 per hour or $175 per day maximum	Field without Lights (per individual field)	$40 per hour or $280 per day maximum
Field with lights	$60 per hour	Field with lights	$75 per hour

Basketball Court Fees	
Fair Oaks Park (3 Courts) , Washington Park (2 Courts)	$10 per hour per court

FIELD REGULATIONS

Applicant is responsible for calling the Turf Hotline at (408) 730-7585 on the day before using to check the status of the field. Use must be cancelled if field is closed for any reason. Play on a closed field that cause unreasonable wear or damage may result in the loss of current and future reservations. Please contact the reservation office if your field is closed on a reserved date. If we are unable to make-up or re-schedule your reservation due to field closure, we will reimburse the credit card that is listed on your reservation application for the amount of that particular unused date.

- All fees connected with the use of the field are to be paid at the time the permit is issued by VISA or MasterCard only.
- Permits cannot be transferred, assigned or sublet.
- To cancel a reservation, please call the Field Coordinator at (408) 730-7721 at least 14 days prior to the reserved date for a refund. If cancellation is done less than 14 working days, fees will be forfeited.
- Proof of insurance may be required, depending on the type of event.
- Planned use of any equipment must be stated on your Application and Special Request Section.
- Each individual in the group must obey all applicable City, State, and Federal rules, ordinances, laws and regulations. If you do not, your permit may be cancelled, you may be asked to leave the field and/or be subject to legal action.
- The person or organization in whose name that permit is issued assumes all responsibility for use of the field.
- The City of Sunnyvale is not responsible for accidents, injury, illness or loss of group or individual property.
- Alcohol is not permitted on the fields including spectators.
- Smoking is prohibited in all public parks, including recreation facilities and open spaces.
- The City has banned use of foam plastic food and beverage containers by food vendors effective April 22, 2014 and, as of April 22, 2015, retail sales of these items. To protect the local environment, we ask your cooperation in not using foam food containers (aka “Styrofoam”) at your picnic, meeting, or other event.
- NO amplified music or speeches are allowed in the parks except by special permit.
- NO permanent equipment will be used or stored on the field or park area unless given prior approval by the Parks Department. (Permanent soccer goals and equipment, baseball equipment, football equipment, etc. Include items in the Description section.)
- Fields located on school property are not reservable when school is in session.
- Only authorized vehicles are allowed on park grounds. You may park only in designated parking areas, including the time spent loading and unloading your vehicle.
- Fields reserved exclusively for your activity are indicated on your permit. Other non-reserved fields/areas may be used by anyone on a first come first serve basis.
- Commercial or profit-making activities are not allowed except by special permit.
- All refuse must be placed in trash receptacles or otherwise removed from the site. Fields must be left in as clean a condition as they were at the beginning of the permitted use.
- Applicant must be at least 18 years of age to make a reservation.
- Intended use may or may not be approved by reservation staff. Rentals in direct conflict of City programs will not be approved.
- User groups are responsible for providing Porta-Potties at the following sites: Bishop, Cherry Chase, Cumberland, Ellis, Hollenbeck, San Miguel, Vargas, and West Valley.

CITY OF SUNNYVALE DEPARTMENT OF LIBRARY AND COMMUNITY SERVICES
Field Rental Application
Attention: Marlon Cruz
550 E. Remington Drive Sunnyvale, CA 94088-3707
Phone: (408)730-7721 Fax: (408)730-7757
Email: Mcruz@sunnyvale.ca.gov

Contact/Individual Name _____

Company/Organization_____

Mailing Address_____City_____ Zip Code_____

E-mail address _____Cell Phone (_____)_____

Phone: Home (_____)_____ Work (_____)_____

Intended use of field (SPORT/Event/Tournament?): _____

Anticipated Total Attendance (including spectators): _____

Park/School Requested: _____ Area/Field Requested:_____

Dates (Attach Separate Sheets if needed)	Days of the Week	Start Time	End Time

Classification Information

	Yes	No		Yes	No
I have read & understand the Field Regulations on the reverse.			Are you planning to line the field or make any modifications to the field? (See next section)		
Will this be a fundraising event?			Will amplified sound be used?		
Will items be sold?			Will food be served?		
Will a fee be charged for participation?			Will alcohol be in the vicinity?		

Field Modification or Special Requests
These items must be approved prior to approval of permit

	Yes	No		Yes	No
Will you be lining the field?			Will you need to provide portable toilets?		
Are you planning to put up temporary structures? (Pop-up shade, tents, fences, etc.)			Will you be using sport specific equipment? (If yes, please indicate below w/ the space provided.)		

Descriptions: Please indicate the type of equipment (portable toilets, shade structures, soccer goals, cones, cricket equipment, or specialized equipment, etc.) that will be used for your event and the location of where it will be placed on the field. If you are planning to line the field, please include the dimensions and how it will be lined according to the location. Only water based turf marking paint is allowed to line the fields. Please include the layout of the field. You are encouraged to attach pictures and/or drawings.

LIABILITY STATEMENT

In submitting and signing this form, I certify I have read, understand and will abide by the facility rules and regulations set forth. I certify that the use detailed on the enclosed permit is in compliance with the City's rules and regulations and certificates of insurance requirements and is subject to approval of the Director of Library and Community Services or the assigned representative. Applicant/Permit Holder hereby agrees to indemnify, defend and hold harmless the City of Sunnyvale, City Council, Boards and Commissions, and individual members thereof, and all officers, agents and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of, resulting from or in any manner related to the use and occupancy of said facility, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

I, the undersigned, or the company I represent, will be responsible for any damages sustained to the facility. I agree that the reservation is granted with the understanding the City may cancel when the facility is needed for City programs. Full payment must be given 14 days prior to the reservation date. Failure to submit payments by the designated date will result in loss of the contract, and the facility will be released. It is my responsibility to notify the City of any cancellations or revisions on my part within 14 days prior to the reservation date. Failure to do so will result in my fees being withheld.

Applicant Name: _____

Name Signature Date

Payment: Visa/ MasterCard Only Name of Card Holder _____

Card #_____Exp. Date_____Zip Code_____

Address if different from Applicant _____