

## **SPORTS FACILITY RENTAL RULES & REGULATIONS**

**By signing the Sports Facility Rental Application, you are signing that you have read and understand all information contained herein. The following rental policies outline the conditions for use of LARPD facilities. All LARPD facilities are governed by these general rules, in addition to specific conditions for each facility.**

- 1. Application Requirements** - Reservations will only be accepted with a completed application and the required deposit fee. Applicants must be at least 18 years of age. Livermore residents must provide valid proof of residency (i.e. California I.D. or utility bill in applicant's name) to qualify for the resident rate. Reservations may be made up to four (4) months in advance. The district has established a priority use list which allows LARPD staff to schedule facility space upon availability and priority; the District's priority use list is determined and implemented at the discretion of LARPD.
- 2. Permit** – The applicant will receive a DRAFT permit at the time of booking, and an APPROVED permit once paid in full; which will be used as proof of the reservation. If another group is in your area, show your permit and inform them of your reservation. If they refuse to move, call LARPD staff at (925)960-2400 for assistance in resolving the issue. The specific reservation site is the only section of the facility shall be governed by the reservation policy.
- 3. Rental/Reservation Contact Requirements** - All contact regarding the deposit fees, insurance, rental fees, and on-site coordination, will only be arranged with the original applicant. If the original applicant is unavailable for event coordination on the event day, the applicant must designate an alternate person to assume this responsibility in advance of the event and inform Livermore Area Recreation and Park District in writing. Applicants will be required to meet with LARPD staff fifteen (15) days prior to the scheduled event to review the facility layout, review rules and regulations, submit required signed documents and review event plans in detail.
- 4. LARPD staff and field users** - LARPD staff may be on duty during scheduled use of LARPD facilities. LARPD staff is not available for loading/unloading supplies, or equipment, and/or assisting with the applicant's portion of the setup and cleanup. Applicants and their participants are required to engage respectfully and appropriately with LARPD staff and other rental user groups. Applicants and their participants shall not interfere with other applicant's rentals; refusal to comply with LARPD staff may result in a directive to vacate the facility, and/or cancellation of future rental dates, and/or not be permitted to rent a District facility in the future. Applicants are not permitted to trespass onto private property without the permission of the property owner. Climbing of walls, fences, and gates to access fields or retrieve equipment is not permitted; contact LARPD staff for assistance.
- 5. Adhering to time schedule on application** - The time period stated on the application form for the reservation will be strictly enforced. If applicant does not use full time as stated on their application, there will be no refunds given or funds transferred. The reservation period must include all time necessary for setup and cleanup for the rental/event, and time used must be consecutive. All facility usage is based upon space availability and is limited to specific rental periods. The facility will not be open prior to the stated reservation time for any renter or participant participating in the rental activity. Items may be stored overnight in an LARPD facility prior to or after any rental activity with approval from the LARPD sports office (dependent on storage availability, fees may apply).
- 6. Rental Eligibility** - Sports turf facilities can be rented year-round. Grass fields are periodically closed throughout the year for field maintenance. Applicants and participants are required to follow the District's rules and regulations for facility and field usage. Failure to follow the District's rules and regulations may prevent an applicant and/or participant from utilizing and/or renting a District facility in the future. The district has adopted the California Interscholastic Federation (CIF) guidelines that designates specific seasons for facility usage and play. These seasons are outlined as the following: Spring – baseball, softball, and lacrosse; Fall – soccer and football; Winter – rugby. LARPD staff reserves the right to allow season overlap. Note: LARPD and School District programs/activities receive priority usage at all LARPD facilities.  
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- 7. Equipment storage and cleaning requirements** - LARPD staff is not responsible for the setup and take down of an applicant's rental. Applicants may request use of a storage unit for a fee. This request must be made in advance and approved by LARPD staff. Applicants will be responsible for the removal and/or disposal of food, beverages, paper goods, signage, equipment, and personal items once the event has concluded. All event trash is to be properly bagged and placed in the designated trash receptacles. Storage units that are utilized year around are subject to LARPD inspection.
- 8. Condition of facility** - LARPD staff will check the condition of the facility before the start of the event and at the departure, to determine if additional damage, cleaning, or overtime use has occurred. LARPD staff will document any issues during the total length of the rental including but not limited to setup, event time, and cleanup. This on-site evaluation is only one means of evaluating the return of the rental deposit however, additional charges may be imposed for damages or cleanup not identified on the evaluation form if additional items are identified after the applicant has left the facility. It is the responsibility of LARPD staff to enforce facility use regulations and prevent abuse of any facility or facility use privileges, including but not limited to, requesting police department assistance. In the case of a cancellation of an event, no rental fees will be refunded or transferred.
- 9. Inclement weather** – To protect LARPD's facilities infrastructure, LARPD staff are responsible for determining field use and status on a daily basis. To check the status of LARPD fields, applicants are encouraged to contact our Field Conditions hotline at (925)373-5702 or by visiting our website at <https://www.larpd.org/field-conditions> Field status updates are made by 2:00pm on weekdays, and by 7:00am on weekends. LARPD staff reserves the right to close any LARPD facility for any reason, including maintenance or inclement weather.
- 10. Liability** - The applicant is solely responsible and accountable financially for all accidents or injuries to persons or property resulting from your use of LARPD facilities. The applicant is responsible for knowing and understanding all rules and regulations governing LARPD facilities. The applicant shall also be responsible for the control and supervision of all people in attendance during the usage of the facility. It is also the applicants responsibility to ensure that no damage is done to the facility, and that everyone conducts himself or herself in an orderly manner. Minors must always be supervised during an event/rental, this includes setup and cleanup. LARPD will not be held responsible for unsupervised minors. If facility damage, inappropriate behavior of a rental group, or exceeding capacity levels occurs at any rental activity, the event may be shut down, and further use of LARPD facilities by an individual applicant or group may be denied.
- 11. Finalizing payment** - Final rental fees are due fourteen (14) days before the rental date. Any additional hours and amenities must be pre-paid in advance of the rental date. Deposits must be paid at time of reservation. Payments may be paid by check or with credit card. Checks may be mailed to the Livermore Area Recreation and Park District, Sports Department, 4444 East Avenue, Livermore CA 94550. Checks must be received within fourteen (14) days of the scheduled event. If payment is not received by the specified due date, the rental may be cancelled and subject to forfeiture of all fees submitted.
- 12. Rental Transfer/Date Change Request** - If a reservation has been made for a facility and the applicant wishes to make a change to their original request, including dates, times, and/or location, a \$25 change fee will be assessed: per change. The original applicant must make all changes in writing.

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- 13. Cancellations** - If the original applicant cancels a rental reservation, other than for reason of inclement weather, the following schedule will be used to determine the refunded amount:
- **100%** of the rental fees and deposit will be refunded for any/all cancellations thirty (30) days prior to the event date;
  - **50%** of the rental fees will not be refunded for any/all cancellation notices given fourteen (14) days prior of the rental date; **OR**
  - **100%** of the rental fees will not be refunded for any/all cancellation notices given less than fourteen (14) days in advance of the rental date.
- 14. Insurance Requirements** – Applicants are required to provide a current Certificate of Comprehensive General Liability Insurance with a minimum single limit of at least one million dollars (\$1,000,000) per occurrence, for bodily or personal injury to, illness of, or death of persons, and damage to property and two million dollars (\$2,000,000) general aggregate, and \$5,000 for medical expenses. All such Liability Insurance shall name Livermore Area Recreation and Park District, inclusive of its employees, volunteers, Board Members, representatives, and agents as a certificate holder and additionally Insured by a separate written endorsement policy.
- 15. Alcohol** - Alcoholic beverages may not be consumed at LARPD facilities without an authorized alcohol permit issued by LARPD prior to the event date. The serving or selling of alcoholic beverages remains at the discretion of LARPD. Alcoholic beverages **MAY NOT** be sold or consumed at any officially designated youth event. In events where alcohol is approved to be sold, LARPD requires the applicant to purchase an additional permit from the Department of Alcoholic Beverage Control (ABC). A copy of the ABC issued permit must be turned into LARPD five (5) days prior to the scheduled event and posted during the event rental. In addition, LARPD is not responsible for any such violations by the applicant of the ABC permit or the law with respect to alcohol. Applicant shall name LARPD as an insured under the liability policy. LARPD could limit the number of hours that alcoholic beverages can be served during the event. The serving and selling of alcoholic beverages must end at least 30 minutes prior to end of the event.
- 16. Selling of Food and Beverages** – At events where food and beverages will be sold, applicants are required to notify and receive permission from LARPD staff prior to any rental. LARPD will require the applicant to purchase a Temporary Food Permit from the Alameda County Department of Environmental Health (510-567-6700). A copy of the issued Temporary Food Permit must be submitted to LARPD five (5) days prior to the scheduled event. Applicants that wish to have food trucks at any LARPD facility, are required to notify and receive permission from LARPD staff fifteen (15) days prior to the event date. Food trucks must have a valid Alameda County Health permit and City of Livermore Business license. The documents must be provided to LARPD staff five (5) days in advance of the event. Any event where food is sold/served will require a dumpster to be placed on-site at the cost of the applicant. The delivery of the dumpster will be handled by LARPD and billed to the applicant. Note: Personal BBQ's are never allowed at any LARPD facility or parks.
- 17. Selling Apparel and Team Paraphernalia** - Applicants that wish to sell apparel at an LARPD facility, must obtain a Temporary Sellers permit through the California Department of Tax and Fee Administration [www.CDTFA.CA.gov](http://www.CDTFA.CA.gov) (800-400-7115). If an organization feels they are exempt from needing the California Sellers permit, they must provide an Exemption letter from the California Department of Tax and Fee Administration. If a contracted vendor will be selling at an LARPD facility, the name of each vendor and a copy of their Sellers Permit will be required.
- 18. Charging Admission** - Applicants are required to notify in writing and receive permission from LARPD staff prior to the use of any rental that is intending on charging an admission fee to enter an LARPD facility. When charging admission, the entire facility must be rented by the applicant for the duration of the event, as this now becomes a private rental. Applicants who fail to communicate and/or receive permission from LARPD staff to charge an admission fee may result in the cancellation of the rental and may forfeit all rental fees and deposits.

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- 19. Security Requirements** – LARPD staff reserves the right to require the applicant to provide security. LARPD staff or security officers may request Public Safety assistance at any time to enforce facility rules and regulations. The staff, security officers, or Livermore Police may close down any event that poses a threat to the safety of the participants, staff, security officers or the facility.
- 20. Smoking** - It shall be unlawful to smoke or in any other way engage in the use of tobacco or tobacco-like products of any kind or description and in any form, on any property owned and/or operated by the District, including any buildings, historic sites or structures, restrooms, grandstands, stadiums, bleachers, amphitheaters, covered arenas, picnic sites, other similar places or assembly, also in any District parklands, open spaces, sports fields, swimming pools, snack bars, parking lots, sidewalks, or trails, unless in a place designated and posted or temporarily permitted for such use (District Policy FAC-05-1947).
- 21. Music/Audio** – LARPD complies with the City of Livermore’s Noise Ordinance for all facility rentals, which requires LARPD to restrict music and noise levels not to exceed 60 decibels. Amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed 60 decibels at the facility boundary. Outdoor musical instruments may only be acoustical. At the discretion of LARPD staff, amplified music may not be played before 8am and after 9pm.
- 22. Lighting** - LARPD has four sports facilities that provide the use of lit fields; Max Baer, Robertson Park, Cayetano, and Ernie Rodrigues. For safety and security purposes, the lights will come on at sunset and will go out by 10pm. Any exception for lights to be on after 10pm but be approved by LARPD staff.
- 23. Drone Videography and Photography** – In order to protect the health and safety of our program participants, recreational drones, model airplanes, and any other unmanned aerial vehicles or systems are not permitted on any property owned and/or operated by the District, including any buildings, historical sites or structures, restrooms, grandstands, stadiums, bleachers, amphitheaters, covered arenas, picnic sites, other similar places or assembly, also in any District parklands, open spaces, sports fields, swimming pools, parking lots, sidewalks, or trails.
- 24. Holiday Closure** - LARPD has recognized District holidays where LARPD offices and facilities will be closed; permits for rental facilities will not be issued for the following District holidays: New Year's Day, Martin Luther King Day, President's Day, Easter Sunday, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Any use of LARPD sports facilities on District holidays must be approved in advance by LARPD staff.
- 25. Additional Staff Charges** – If it is deemed that your event requires LARPD staff to be on-site during the duration of the event, additional staff charges will be applied to the permit.
- 26. Violation of these Policies** - Misrepresenting the type of activity or event, misrepresenting residency of the applicant, exceeding the capacity of the facility, misrepresenting if alcohol will be served or sold, or misrepresenting the number or age group of participants/guests could result in additional fees/fines to your final permit.
- 27. Denial of Rental Application** - In accordance with the rules and regulations for use of LARPD facilities including rental of LARPD facilities, request for use/rental may be denied for any of the following reasons, but not limited to:
- Rentals by individuals or organizations that have used the facilities in the past where problems have occurred, application may be denied or additional conditions may be imposed.
  - Rentals by individuals or organizations who fail to accurately represent the application information required by Livermore Area Recreation and Park District or have repeated incidents of rule violations will be denied requests to use LARPD facilities for a minimum of one year.
  - Use may not be granted in any situation if LARPD staff determines that such use would be detrimental to LARPD facilities.

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**28. Full Disclosure** – It is the responsibility of the applicant to notify LARPD in advance of the details of your rental/event. Full disclosure should be understood as the necessity for honesty from the applicant regarding the full scope of activities or needs at any LARPD facility. The applicant should assume that all event happenings need to be presented to LARPD staff, these details are not limited to the items listed on this document.

By signing below, I, \_\_\_\_\_ agree to the terms listed in the **SPORTS FACILITY RENTAL RULES & REGULATIONS** document provided by LARPD. I agree to adhere to these rules and regulations at all times during the course of my permitted rental and understand the penalties that will be imposed if any of these rules and regulations are not followed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Organization Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Organization Name \_\_\_\_\_

Title \_\_\_\_\_