



Community Services Department – Recreation Division  
3300 Capitol Avenue, Building B, Fremont, CA 94537-5006  
510 494-4300 *ph* | [www.fremont.gov](http://www.fremont.gov)

**HAVE YOUR COPY OF APPLICATION  
IN YOUR POSSESSION DURING USE**

- Please type or print clearly with a ballpoint pen
- Application must be submitted a minimum of 10 working days and a maximum of 1 year prior to date of use
- Complete application must be submitted with full payment

**Sports Field / Facility Use Application & Permit**

CHECK ONE: ☐ SOCCER ☐ SOFTBALL/BASEBALL ☐ OTHER

1. I, \_\_\_\_\_, representing \_\_\_\_\_  
(Name of Individual - Print) (Organization, if applicable)  
hereby request permission to use the following facility:

Facility Requested: (Location) \_\_\_\_\_

Specific areas / fields requested: ☐ Grass ☐ Sports Turf ☐ Dirt ☐ Other  
Youth / Adult Use: ☐ Youth ☐ Adult

2. Date(s) of Use: \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_

**ATTACH SHEET FOR ADDITIONAL DATES**

Time of Use: From \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m. – **INCLUDE SET-UP & CLEAN-UP TIME**

3. The purpose of this use will be: (practices, games, etc.): \_\_\_\_\_

4. Anticipated attendance: ADULTS \_\_\_\_\_ YOUTHS (Under 17) \_\_\_\_\_ TOTAL \_\_\_\_\_

5. What percent of group are Fremont residents: \_\_\_\_\_% (Rosters may be required to show proof of residency)

6. Will there be an admission charge, sale, solicitation, donation, or collection involved with your use? \_\_\_\_\_

7. Alcohol: Sale or use is not permitted, See next page.

8. Equipment or supplies to be used (Organization or group must provide them) Description: \_\_\_\_\_

9. Will there be decorations? (This applies to events inside buildings only; decorations not permitted on fields.) Description: \_\_\_\_\_

10. Will other paid services be used? (e.g. contractors, vendors, instructor(s), etc.)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

11. Will your use require the placing of signs, flyers or posters on City property? \_\_\_\_\_

**Any change, alteration or modification of intended use must be approved by Recreation Services. Change can result in cancellation of use or change in the use requirements and fees.**

It is distinctly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Fremont and/or Recreation Services; the applicant further agrees that in consideration of being permitted to use the facilities, he, will save and hold the said City of Fremont and/or their employees from any loss, claims, and liability or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy.

I, the undersigned, hereby certify that I will be personally responsible, on behalf of the applicant, for any damages or losses sustained by the grounds, building, furniture or equipment or unusual clean up occurring through the occupancy of said facilities by the applicant.

Date Completed: \_\_\_\_\_ Signature \_\_\_\_\_ Name - Printed \_\_\_\_\_ Title of Office Held \_\_\_\_\_

Address Number & Street \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Email Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Driver's License # \_\_\_\_\_

**-Office Use Only-**

User Classification: \_\_\_\_\_ Field/Facility Assigned: \_\_\_\_\_

Approved / Disapproved By: \_\_\_\_\_ Date: \_\_\_\_\_ Notice Mailed: \_\_\_\_\_

Remarks: \_\_\_\_\_ Grass Field: # hrs. \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ Sports Turf Field: # hrs. \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ Dirt Field: # hrs. \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ Other: # hrs. \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

Fees + Deposit (If deposit is needed): \_\_\_\_\_ = \$ \_\_\_\_\_

**NOTE: Additional information on next page**

**Rental #:** \_\_\_\_\_

## **Sports Field / Facility Use Regulations and Guidelines**

### **1. APPLICATION FEES AND DEPOSITS:**

Reservations are completed through presentation of application and payment of all fees and deposits. You will receive an approved copy.

### **2. TIME RESERVED TO COVER ENTIRE USE:**

The hours shown on the application will cover the entire time required for the permittee to decorate, set up, conduct the activity, and clean up the facility after use. The facilities must be vacated promptly at the conclusion of the time specified on the permit. Occupancy beyond the time specified on the permit will result in overtime charges at one and one-half time for staff plus the hourly rental rate. Overtime use will only be allowed when staff is available.

### **3. HOURS:**

Operating: Monday – Friday 8:30am-4pm; Field Use: Sunday – Saturday 8:30am to 10pm

### **4. SET-UP/TAKE-DOWN/CLEAN-UP:**

Groups are required to set up, take down, and clean up after their event in a manner that allows field to be ready for the next group. City staff is not available for such purposes. Additional trash overflow must be bagged and placed next to trash receptacles. Renters must provide their own large trash bags for clean up.

### **5. CANCELLATION BY APPLICANT:**

Applicant must submit written notice of cancellation at least ten (10) days prior to the cancellation of any dates covered by the permit. Fees for uses canceled thirty (30) or more days in advance will be refunded, less 10%; 10-29 days, less 30%; less than ten (10) days, no refund however rescheduling will be offered.

### **6. REFUND OF DEPOSITS:**

Refund of deposits will be made by credit card refund or mailed by check. In the event of charges for extra clean-up, time over-runs, damage or loss, the deposit will be forfeited and additional charges may be assessed. Having a fire alarm accidentally pulled during your event by a member of your party will result in a fine appropriately determined by the Fire Department.

### **7. ALCOHOLIC BEVERAGES NOT PERMITTED:**

The sale and or use of alcohol is prohibited at City fields, parking lots, restrooms, etc. during your reservation

### **8. DECORATING:**

Plans to decorate the facility must be requested on the application for approval. Generally, only masking tape is acceptable and no nails or tacks are allowed. All decorations must be fireproof or of fire retardant materials. Nothing shall be attached to light fixtures. No decorations will be permitted within 18 inches of ceiling sprinklers. Candles or other open flame devices will not be permitted

### **9. NO VERBAL AGREEMENTS:**

No verbal agreements for use of facilities shall be made, nor in any way be binding on the City.

### **10. SPECIAL EQUIPMENT AND FURNISHINGS:**

Some facilities are equipped with specialized equipment and furnishings for City sponsored classes. These materials are NOT available for your use unless authorized in advance and written approval is on your application.

### **11. SMOKING:**

Smoking is ONLY permitted outside of City buildings, 100 feet away from any facility door. Smoking receptacles must be utilized.

### **12. NO AMPLIFIED MUSIC:**

Amplified music is not permitted at any City sports field or facility.

### **13. USE OF STYROFOAM:**

As of 1/1/11 the use of Expanded Polystyrene (#6) food service ware (known as Styrofoam) is prohibited at all City Facility Users. Any food service ware must be compostable / recyclable.

### **14. BOOKING MINIMUMS:**

Use of grass fields with lights must rent for a minimum of 2 hours. Use of a sports turf field must rent for a minimum of 2 hours with or without lights. Adult football and Adult soccer must always book with lights.

### **15. RAIN LINE (510) 733-1102:**

Please call the rain line for sports field/facility closures due to weather or unsafe playing conditions. This line will be updated no later than the close of the operating hours.