

CITY OF MILPITAS – OUTDOOR FIELD USE APPLICATION

All outdoor field rentals must be received 30 days prior to date of use (fields: baseball, football, soccer, softball, and tennis courts)

If you have any further questions about your rental or any inquiries about renting an outdoor facility, please call: Recreation and Community Services (408) 586-3225 Monday/Wednesday, 6:00 a.m.-9:00 p.m., Tuesday/Thursday, 7:00 a.m.-9:00 p.m., Friday, 6:00 a.m.-2:00 p.m., Saturday, 8:00 a.m.-1:00 p.m.

Date of Use: _____

Outdoor Field (Circle One): Baseball Football Soccer Softball Tennis Courts **Field Type:** Natural Artificial

Location: Adobe Bob McGuire Ben Rodgers Browne Cardoza Creighton Dixon Landing Gill Hall MSC

Murphy Pinewood Starlite Strickroth Thomas Russell **Field (specify):** _____

Time you wish to begin set-up: _____ Time function begins: _____ Time function ends: _____

Name of Group/Organization/Company facility is being rented for: _____

Type of Event (be specific): _____

Applicant (person responsible for rental of facility): _____

Applicant Address: _____ City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail Address: _____ Preferred Method of Contact: _____

Co-applicant: _____ Contact Information: _____

Credit Card Information: Visa MasterCard Discover American Express

Name (as appears on credit card): _____

Credit Card Number: _____ Expiration Date: _____

Will food be served? ☐ Yes ☐ No

Number of people expected **Total** _____ (**Youth** _____ **Adults** _____)

Will there be amplified sound?² ☐ Yes ☐ No

Type (circle one) Band DJ

Will there be music? ☐ Yes ☐ No

Other: _____

Will there be additional equipment used? ☐ Yes ☐ No

If yes, list: _____

²Please Note: A request for amplified sound must be submitted to the Recreation and Community Services Department, pending City Manager approval.

The following will require additional requirements:

Is event open to the public? ☐ Yes ☐ No

Fundraising event? ☐ Yes ☐ No

Will food or other items be sold and/or charging admission (on the day of event)? ☐ Yes ☐ No

Will alcohol be served? ☐ Yes ☐ No

Will alcohol be sold? (if yes, ABC Liquor License Required) ☐ Yes ☐ No

By saying yes to any of the above, I understand and agree by signing this form to get additional insurance and/or get an ABC alcohol permit at least 30 days in advance of the event. I understand that I will not get authorization to sell alcohol if I do not submit the ABC alcohol permit. I understand that serving alcohol at a park does not require insurance but must be kept at the picnic tables.

I, the applicant, hereby agree to hold the City of Milpitas and any officer and employee thereof free and harmless for any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of the facilities of the City of Milpitas. I further agree to furnish such liability or other insurance for the protection of the public and the City of Milpitas, and any officer and employee thereof as the City may require. I agree to reimburse the City of Milpitas for any damage to said facilities arising out of the use herein requested and understand and agree that the above listed credit card will be charged up to \$250 for assessed damages.

By signing this form, I understand and agree to abide by the City's cancellation policy and the Facility Use Rules and Regulations approved by the Milpitas City Council on June 21, 2016.

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact may cause cancellation of my rental date. By signing this form, I further agree to be bound by the commitments and obligations stated herein.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Approved: _____ Denied: _____

PERMIT # / STAFF INITIALS

Insurance Required: ☐ Yes ☐ No _____

Amplified Sound Request Required: ☐ Yes ☐ No _____

Staff Signature: _____ Date: _____

IMPORTANT REMINDERS FOR OUTDOOR PERMIT APPLICANTS

Please Initial:

- _____ 1. I understand blanket or ongoing permits will not be allowed. Permits normally will not be issued for a period longer than one (1) day. Applications for consecutive-day events will be considered only during minimal use periods. A separate deposit will be required for each rental day. Property or equipment cannot be left on premises between rentals without approval.
- _____ 2. I understand field use shall not be inconsistent with other such use for City purposes or interfere with regular conduct of City programs. City sponsored programs shall receive first priority over any other group or organization. The City reserves the right, if necessary, to preempt or revoke permit (if previously issued) for the use if for any reason it becomes unavoidably necessary for the City to utilize said field at the same time. If and when such action is necessary, the City will give applicants as much advance notice as possible.
- _____ 3. I understand field use applications are accepted six (6) months to the date prior to the proposed use for Priorities II-IV and 90 days for Priority V.
- _____ 4. **Cancellation Policy:** Facility cancellation must be done in writing on forms provided by Recreation Services. Cancellation forms will be accepted in person only. Mail or phone cancellations will not be accepted. Photo identification is required for cancellations. Please note: All facility application cancellations will forfeit the application fee.
- Full refund of deposit will be granted, provided a cancellation is made within 91 days or more of the rental date.
 - If cancellation is made with more than 46-89 days prior to rental date, 50% of deposit will be forfeited.
 - If cancellation is made with 45 days or less prior to rental date, 100% of deposit will be forfeited.
- _____ 5. I understand I am responsible for obtaining pre-approval and permission from the Recreation and Community Services staff prior to altering the sports fields in any manner.
- _____ 6. I understand I am responsible for the cleanup after my event. Groups must leave the facility free of litter, such as paper, food, or drink. Failure to leave the field in the condition it was in prior to the rental will result in applicant being charged accordingly. Should damage to City property occur, the rental applicant is responsible for all direct and indirect costs involving repair, replacement, or clean-up caused due to damage.
- _____ 7. I am aware that I am responsible for the condition in which the field and its equipment during my event, as well as the actions of my guests.
- _____ 8. I understand I may use certain field equipment, provided it is not removed from the premises and approved.
- _____ 9. I understand that the City of Milpitas has a City Ordinance, which prohibits smoking in and within 25 feet of any City facility.
- _____ 10. I understand the City of Milpitas reserves the right to revoke or cancel any permitted use if it is deemed to be dangerous, hazardous, or not in the best interest of the City of Milpitas.
- _____ 11. I understand that barbecuing or the use of propane stoves is not allowed near outdoor fields.
- _____ 12. I understand that I am only allowed to use the requested field and for the purposes as specified in the outdoor field reservation application.
- _____ 13. I understand I am responsible for the removal and disposal of: all decorations, signs, and all other supplies. I must remove all trash and place in the trash receptacles. I am aware that the City of Milpitas is not responsible for any lost, forgotten, or stolen items.
- _____ 14. I understand that any broken glass must be disposed of properly.
- _____ 15. I understand that children must be supervised at all times.
- _____ 16. I understand that the application fee is non-refundable.
- _____ 17. I understand that vehicles are not allowed on the grass or decomposed granite, even for unloading supplies.
- _____ 18. I understand alcoholic beverages are forbidden on any athletic field, tennis courts, or within 10 yards of designated bleachers, sidelines, or playing areas.
- _____ 19. I understand that I need to keep my copy of the permit at the event as proof of field reservation.
- _____ 20. I understand a written request for a noise-amplifying permit must be submitted to and approved by the City Manager or his authorized agent Per City Code V-9-4.05. This is not allowed at Gill Park.

Renter's Signature_____

Date_____

Staff Use:

Permit # _____

Initials of CS Staff: _____

SPORTS CENTER ARTIFICIAL TURF FIELDS RULES & REGULATIONS

Reservation applicants agree to abide by and implement the Sports Center Artificial Turf Fields Rules & Regulations at alltimes during the reservation.

- A.** An approved rental permit is required to use the turf fields.
- B.** Food and beverages, including gym, seeds, nuts, candy, or sports drinks are prohibited. Water only. Glass bottles orcontainers are prohibited.
- C.** Any cleats that are used must be rubber; no metal spikes.
- D.** Chairs, umbrellas, tents, flags, and other outdoor furniture are not allowed on the field.
- E.** Spectator seating is only allowed in designated areas off of the field.
- F.** No driving of stakes.
- G.** Lining or marking of the field is not allowed without prior written approval from the City.
 - a.** Lining or marking of turf with prior written approval from the City of Milpitas: Before beginning to paint on your field, consult with the Sports Center Recreation Supervisor for guidance on specific types of paint to use, recommended suppliers, machines, and proper PSI machine settings.
- H.** Smoking and tobacco products are prohibited.
- I.** Dogs and pets of any kind are prohibited on the synthetic turf.
- J.** Barbecues are prohibited.
- K.** Bikes, rollerblades, skateboards, strollers, motorized vehicles, and high-heeled shoes are prohibited.
- L.** Training drills & devices:
 - a.** To ensure optimum performance of the turf fields, we recommend that repetitive training drills and activities be rotated to prevent continuous wear at a single location.
 - b.** Training devices should be used with caution. Sleds and various training devices should be used off the main field of play, such as D zones, end zones (if no inlaid logos appear) and areas away from the main boundaries of play where the panels run parallel to the field and no inlaid markings appear.
 - c.** Tire flipping is not allowed.
 - d.** Remove training devices from the field after each use.

Renter's Signature_____

Date_____

Staff Use:

Permit # _____

Initials of CS Staff: _____