CITY OF SAN RAMON SPORTS FIELDS RESERVATION INFORMATION

HOURS AND AVAILABILITY

- City Programs and Co-Sponsored User Groups are provided priority in reserving the sports fields and gymnasiums. Private rental availability varies throughout the year depending on City Program and Co-Sponsored User Group needs.
- Sports Fields are available:

  Monday — Sunday: 8:00am - Sundown

  Note: *Lighted fields are subject to an additional fee.*
- Additionally—Picnic Areas are available for reservation - a complete list of may be viewed online at: www.SanRamonVenues.com

WHAT IF I HAVE TO CANCEL?

- Reservations that are cancelled may be subject to penalties. Upon receipt of the cancellation notice, penalties if applicable will be applied as follows:
- **No refunds or cancellations unless a rainout is declared by the City of San Ramon.**

  Note: The City of San Ramon will determine rainouts during weather inclinations. If an event is rained out, a full refund can be requested or a credit will be issued for use scheduled during the same season.
- If the City of San Ramon cancels or reschedules a previously scheduled event at a time, which is deemed unsatisfactory by the reserving group or individual, all rental fees paid will be refunded.

HOW DO I RESERVE?

- A prospective renter may tour any of the City of San Ramon Facilities during open hours, respecting the privacy of individuals using those facilities.
- For availability, please contact City of San Ramon Staff
- All reservations will only be confirmed upon submission of a completed application, signed contract, payment of appropriate rental fees, submission of insurance and required deposits. Payments can be made by using cash, check, Visa, MasterCard, American Express
- Reservations requested less than 14 days in advance may not be accepted.

WHAT ARE THE INSURANCE REQUIREMENTS?

The City of San Ramon requires proof of insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the renter's use of any sports facility and sports field. The cost of such insurance shall be the responsibility of the renter.

Insurance coverage must provide a minimum of $2 Million liability coverage per occurrence and endorse the City of San Ramon and San Ramon Unified School District as additionally insured for the date(s) of use.

WHO DO I CONTACT?

Jody Curley at jcurley@sanramon.ca.gov or (925) 973-3208

ALL INFORMATION ON THIS DOCUMENT IS EFFECTIVE AS OF JULY 1, 2020

SPORTS FIELDS

WHAT'S THE COST?

GROUP CLASSIFICATION	HOURLY RATE - PER AREA (TWO-HOUR MINIMUM)			
	Turf Fields: Soccer/ Baseball	Light Fee: Soccer/ Baseball	Synthetic Turf:	
			Tiffany Roberts	Rancho San Ramon
Resident – Private	$16.00	$24.25	$48.00	$72.25
Non-Resident	$30.00	$48.50	$120.25	$180.50

NOTE: Please bring your rental agreement with you on the day of your event to show as proof to other non-reserved parties that you have reserved the designated area.

- Light Fee is in addition to hourly field rental fee.
- No pro-rations will be given for unused rental time.
- Baseball/ Softball Bases and Soccer Goals are not included.
- Field Prep is not included in the rental of fields.
- When reserving a neighborhood park/field, ensure field activities be sensitive to the surrounding community.
- Alcoholic beverages are not permitted in any City of San Ramon park.
- Turf Fields Close in early November and reopen February / March
- Synthetic Fields are open year around

- Signage, posters, advertisements, banners, etc. may not be attached to any existing park structure or facility including, but not limited to arches, walls, trash and ash receptacles, columns, light posts, and windows.
- In the event that there are damages to the facility or its equipment as a result of the rental, the renter is responsible for all replacement costs for damages resulting from their use of the facility. The replacement costs and repairs will be assessed and contracted or repaired by the City of San Ramon.
- The renter must agree to take full responsibility for the behavior exhibited by his/her guests, staff, coaches, instructors, students, athletes and spectators.
- Patrons are responsible for personal property. City of San Ramon cannot be held liable for items left in or around any facilities or parks.
- Advertising or selling of any product or service is prohibited.
- Tennis Courts are available on a drop-in basis only. No other activity other than tennis is permitted on the courts.
- "For-profit" organizations or persons reserving outdoor facilities or gymnasiums for the purpose of generating a profit (i.e. private sport camp or tournament) will be approved at the discretion of the Facilities Supervisor. **"For-Profit" camps will be required to pay the hourly rate upfront and at conclusion of camp or program must provide the City of San Ramon with a detailed budget determining whether 20% of total gross revenue or the hourly rate is greater. Payment difference will be due immediately if applicable.** Camps and Tournaments are subject to additional restrictions.
- Any group utilizing audio equipment must have a full understanding of *Municipal Code B6-115: Amplified Sound.*
- Stakes longer than 6" may not be driven into any grassy, dirt, or sand areas. No stakes may be driven into any concrete or asphalt areas.
- Smoking and Tobacco are not prohibited in any City of San Ramon Park or Facility - *Ordinance: Section B6-73.*

CITY OF SAN RAMON SPORTS FIELDS RESERVATION APPLICATION

APPLICATION INFORMATION:	
Applicant Name:	
Company or Organization:	
Address:	
City:	**Zip:**
Primary Phone:	
Work Phone:	
Email:	

EVENT INFORMATION:	
Type of Event:	
Fields: ☐ Complex: _____	
☐ Baseball/ Softball ☐ Soccer ☐ Other: _____	
Extras: ☐ Lights	
Date of Event(s):	
Start Time:	**End Time:**
Estimated Total Attendance:	

- *This application does not guarantee your reservation.*
- *Reservations are only confirmed once all appropriate payments have been made and a rental agreement has been completed.*

PAYMENT INFORMATION:

A 2.88% plus $0.09 convenience fee will be added per total credit card transaction.

Charge to my: ☐ **MasterCard** ☐ **VISA** ☐ **American Express**	**Date:**
Print Name on Card:	**Authorized Signature:**
Billing Address of Credit Card:	
Payment Authorization Amount:	**Check Number Enclosed:**
Credit Card No. ___ ___ ___ ___ -___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___	**Expiration Date:** / **Security Code:** ___ ___ ___ ___