

FIELD RESERVATION RULES & REGULATIONS

Applications are accepted on a first-come, first-serve basis, subject to approval by the supervisor or his/her authorized representative

APPLICANT REQUIREMENTS

1. Reservations must be made by an adult, 18 years of age or older.
2. Application must be submitted not less than 14 days no more than 3 months prior to the proposed use date, **NO EXCEPTIONS.**
3. Applicant must provide a valid Driver's License or Identification card with application. Residency is determined according to address indicated on Driver's License or State ID card.
4. Groups that have more than 12 members playing are required to have a permit in hand.
5. **Applicant must provide proof of insurance per the requirements stated below.**

CERTIFICATE OF INSURANCE

Permit Holder, at Permit Holder's expense, is required to provide a Certificate of Insurance for comprehensive general liability coverage naming The City of Oakland, its Council, officers, employees and agents as additional insured with a limit of liability not less than \$2,000,000 combined single limit for personal injury and damage to property. Along with ENDORCEMENT WHICH CHANGES THE POLICY. THIS IS A REQUIREMENT. Policy number on (COI) must be the same policy number as the ENDORCEMENT page. Failure to provide the Certificate of Insurance two weeks prior to the event will result in cancellation of the facility use permit.

PAYMENT OPTIONS

Fees may be paid 31 days or more in advance by personal or company checks (payable to City of Oakland), cash, money order or Visa/Master Card. 30 days or less, fees must be paid by cash, money order or credit card. **No checks accepted within 30 days of the event.**

RENTAL FEES

Applicant must pay rental fees for the full duration of the activity. All rental fees, service charges and deposits will be processed at the time of receipt. Any returned checks will result in cancellation of reservations and customer will be responsible for all bank charges and cancellation fees.

RENTAL INFORMATION

- Residency is determined according to address indicated on Driver's License or State Identification card.
- Reservation requests will be confirmed within 7 days of receipt of all requirements (application, photo ID, proof of insurance).
- The Office of Parks and Recreation must approve all plans for decoration prior to installation and/or PA system for your event. Decorations must be removed at the end of the permit time. This includes all ball equipment (i.e. batting cages, soccer goals, etc.)
- Permits are for field use only. Equipment necessary to facilitate your activity must be approved by the Field Use coordinator and supplied by the permit holder. Equipment must also be removed by the end of the permitted activity.
- Alcoholic beverages are NOT allowed in any City parks or fields.
- No dogs permitted on fields.
- You are not allowed to use any Integrated Pest Management (IPM) on any kind on City Of Oakland fields
- You are not allowed to use any power tools or lawn mowers on City Of Oakland fields

FIELD ACCESS

An assigned OPR staff person will arrive prior to the permit time and will be in charge of opening the facility and/or turning on lights during the entire permit time only. Groups will not be admitted earlier than the starting time of the permit.



For rain updates, call 510-238-3496 before 2PM on the date of your event to verify field accessibility. If your event is on the weekend, you may not play soccer on the field 48 hours after the rain day. Field preparation will not be available on the following holidays: Easter Sunday, Memorial Day, Independence Day, Labor Day and Thanksgiving. **Fields are not available for rental from November to March.**

DAMAGES AND CLEAN UP

The permit holder agrees to be responsible and to pay for any damages and/or trash occasioned by the activity whether on public or private property.

The permit holder will hold the Office of Parks and Recreation and the City of Oakland free from any liability or claim for damages or suit for, or by reason of any injuries to any person to property, of any kind whatsoever, and from any cause arising out of the use and occupation of the premises by the permit holder.

The permit holder hereby covenants and agrees to indemnify and hold harmless the Office of parks and Recreations and the City of Oakland from all liability or damages on account of or by reason of permittee's field use or any developments.

Renter shall promptly notify facility attendant or City representative of any equipment or utility problem.

SECURITY DEPOSIT

A security deposit is required for all rental facilities. Deposit is refundable within 6 to 8 weeks AFTER event date, provided the park is left in acceptable condition and the event goes as planned.

Permit holder shall be responsible and liable for any and all damages that occur to or about the field or tennis court during the hours of use.

Deposit refund may be withheld to compensate the City for unpaid rents or service charges; excessive cleanup or equipment damage; any other unusual facility expenses; or failure to leave facilities in acceptable condition.

Conditions for return of deposit:

1. Trash must be placed in garbage receptacles
2. Decorations and activity equipment including but not limited to signs, balloons, and string, batting cages, soccer goals, cones must be removed from the rental area.
3. Activity area must be free of any spilled food or beverages.

MAKING CHANGES TO EXISTING RESERVATIONS

The person who made the original reservation must submit all changes to a field reservation permit in writing to the Sports Unit.

A reservation may be changed to another date one time only without being charged a fee if the request is submitted in writing to the Central Reservation Unit at least 14 days in advance of the reservation date.

An administrative service fee will be charged for any changes to a permit one week or less before event date.

Renters may NOT add hours or use options and pay for them on site. Oakland Police Department will close down any activity that continues past contracted hours.

NUMBERS OF ATTENDEES EXPECTED

For groups of 49 people or more, the Office of Parks and Recreation cannot issue permits for facility, parks or picnic use without verification of a Special Events Permit issued the Oakland Police Department. Without these permits the Police have the authority to ask your group to disband. Call 510/777-8525 for more information.

MISREPRESENTATION OF EVENT

Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid. Misrepresentation may also result in depriving the individual/group of further use of an OPR facility, denial of future permit requests and/or legal action.