



Athletic Field Use Policy

The City of Cupertino Athletic Field Use Policy has been established to ensure that all City-managed fields are utilized for recreational, athletic, cultural, educational, social, and community service functions in a manner that preserves neighborhood quality of life and protects the park resource.

Purpose:

- To establish procedures governing the exclusive use of City of Cupertino and Cupertino Union School District playing fields managed by the City of Cupertino.
- To ensure that Cupertino residents have priority access to the fields.
- To support organizations that foster a sense of community and encourage the development of youth athletes.
- To collect reasonable fees for the use of the fields, in support of their ongoing maintenance.
- To incorporate turf recovery periods as needed to maintain safe, quality fields.

Permit Required

Field Use Permits are required for exclusive field use or for any repeated, organized use of athletic fields maintained by the City of Cupertino. The Cupertino Parks and Recreation Department issues Field Use Permits.

City of Cupertino Maintained Fields

The fields listed below are available for permitting through the City of Cupertino Parks and Recreation Department. City of Cupertino owned fields are noted as ‘City’, and fields under the Cupertino Union School District/City of Cupertino Joint Use Agreement are noted as ‘JUA’.

▪ Creekside Park (City)	3 soccer fields
▪ Jollyman Park (City)	1 baseball/soccer joint use field, 1 soccer field
▪ Hoover Park (City)	2 soccer fields
▪ Wilson Park (City)	2 baseball, 1 soccer/baseball joint use field
▪ Monta Vista Park (City)	2 softball fields
▪ Garden Gate Elementary (JUA)	1 soccer field or 2 fields for younger kids
▪ Eaton Elementary (JUA)	1 soccer field or 2 fields for younger kids
▪ Faria Elementary (JUA)	1 baseball/soccer joint use field
▪ Hyde Middle School (JUA)	1 soccer (track) field, 1 baseball/soccer joint use field
▪ Kennedy Middle School (JUA)	1 baseball Field, 3 baseball/soccer joint use fields
▪ Regnart Elementary (JUA)	1 baseball/soccer joint use field
▪ Stevens Creek Elementary (JUA)	2 soccer fields
▪ Lincoln Elementary (JUA)	1 soccer field or 2 fields for younger kids
▪ Collins Elementary (JUA)	1 baseball/soccer joint use field
▪ Library Field (City)	1 field joint use for youth cricket, soccer, volleyball

Field Availability

City-owned fields	Monday-Saturday	9 a.m.-Dusk
CUSD fields under the JUA:		
Elementary Schools	Monday-Friday	4 p.m.-Dusk
Kennedy/Hyde Middle School	Monday-Thursday	5 p.m.-Dusk
All JUA fields	Saturdays, School Holidays, School Summer Vacation	9 a.m.-Dusk
All fields		
Games	Sunday	10 a.m.-4 p.m.
Tournaments	Sunday	9 a.m.-dusk

Sunday use may be permitted by staff to those organizations already in possession of Monday-Saturday Permits.

Organizations may request two Sunday field permits per year for games or practice. Each Sunday field permit is for one field only. Sunday access to fields will be granted no earlier than 10 a.m. and use must be completed by 4 p.m. A game or practice is defined as a maximum of two teams participating in a sport.

In addition, two Sunday permit dates/year/organization may be granted by staff to accommodate special tournaments or events (not regularly scheduled league play). Tournaments may be held at multiple fields on the same date. Access to field for tournaments will be granted no earlier than 9 a.m., with games beginning no earlier than 10 a.m. A tournament is defined as at least three teams all participating in a sport or game.

A maximum of 10 Sundays will be allowed to be permitted at any it is for a game, tournament, or practice.

Fields will be permitted for the activities that the field(s) are intended for, designed for, classified as, or for activities conducted in a manner that does not compromise public safety or field quality and integrity.

Athletic Field Permit Application

A completed athletic field reservation application must be submitted to the Parks and Recreation Department to be eligible for a Field Use Permit. All groups are required to follow State and Federal Guidelines regarding mandated reporting, fingerprinting, and concussion protocols. Detailed requirements will be provided to any interested group. For priority use, applications, along with proof of insurance as required by the City, must be submitted before the deadlines listed below. Insurance requirements will be provided to any interested group.

Seasons are as follows:

<u>Season</u>	<u>Dates</u>	<u>Deadline</u>
Spring	January-June	December 1st
Fall	July-December	May 1st

Groups should only request the amount of field space needed for the operation of their programs. It is the responsibility of the permitted organization to notify the Cupertino Parks and Recreation Department as soon as possible if it is determined by the permit organization that an approved permit

date(s) is no longer needed. The Parks and Recreation Department has the right to re-assign unused field space as needed.

Priority

- 1 Field permits are assigned based on the following priority system: City of Cupertino programs at any field and CUSD programs at JUA fields.
- 2 Nonprofit organizations primarily serving individuals with a disability, with priority given to majority resident groups. Organizations must provide documentation, subject to review by the Director of Parks and Recreation.
- 3 Resident, nonprofit youth organizations: Organizations must maintain Cupertino resident participation of 51% or greater and must be a recognized nonprofit 501(c)(3) serving youth ages 18 or younger.
- 4 Non-resident, nonprofit youth organizations: Group must be recognized nonprofit 501(c)(3) serving youth ages 18 or younger.
- 5 Resident adult or resident for-profit youth organizations.
- 6 Non-resident adult or non-resident for-profit youth organizations.
- 7 **Organizations that have violated the terms of the field use policy:** Any group found violating any term of the field use policy or providing misleading or false information to the City of Cupertino will have last priority for scheduling field time. Any violations may affect future field use permit eligibility.

Seasonal Use Priority

- Baseball/softball organizations will have priority on soccer/baseball joint use fields during the spring.
- Soccer organizations will have priority on soccer/baseball joint use fields during the fall.

Fees

- 1 City of Cupertino at any field/CUSD programs at JUA fields—no charge
- 2 Non-profit organizations primarily serving individuals with a disability—no charge
- 3 Resident, nonprofit youth organizations --\$5/hour/field
- 4 Non-resident, nonprofit youth organizations--\$15/hour/field
- 5 Resident adult or resident for-profit youth organizations--\$25/hour/field
- 6 Non-resident adult or non-resident for-profit youth organizations--\$30/hour/field

Residency verification

All organizations will be required to submit a roster each season for players scheduled on Cupertino fields. After the request is made, rosters must be submitted within 14 days. Rosters must include the following information: first name, last name, address, city, and zip code. For returning groups, priority will be determined using the prior season's residency.

Payment of Fees

The City of Cupertino will invoice the organization based on the approved number of hours. Payment will be due 14 days after invoice is received. For groups with seasonal permits, two invoices will be issued each season. The first will be issued halfway through the season and the second will be issued at the end of the season. For single use groups, invoices will be issued upon permit approval.

Cancellations/Refunds

Requests for refunds can be made up to ten (10) working days prior to scheduled use. Requests must be made to the recreation coordinator responsible for field scheduling.

Groups will not be charged for any scheduled field use during a weather or maintenance related field closure.

Field Closures/Field Hotline

Fields may be closed to avoid turf damage due to inclement weather or field saturation. Fields may be closed for field maintenance. Call the field hotline at 408-777-3566 or check @cupertinofields on Twitter to determine whether the fields are open or closed.

Organizations found playing on a CLOSED field will first receive a written warning from the City. A second offense will result in loss of priority rankings, revocation of existing permits, and/or penalties pursuant to Municipal Code Chapter 13.04.240.

Good Neighbor Guidelines

Cupertino's athletic fields are located on school property and in residential neighborhoods. User groups are expected to be respectful of the schools and neighbors by keeping noise at acceptable levels, cleaning up after use, following speed limits, and parking in designated areas. All participants are expected to abide by park rules and good neighbor guidelines. Failure to follow the rules may result in the denial of future field use or the revoking of existing permits.

General Regulations for Field Use

- A copy of the approved permit must be available for inspection when an organization is using the field.
- Field users are required to observe all City of Cupertino park regulations.
- Field use is limited to the times and dates indicated on the permit, and any changes are subject to availability and approval by the department.
- Organizations must notify the Parks and Recreation Department prior to the placement of portable restrooms. Placement must be in a location approved by the Public Works Department. The responsible party's contact information must be given to the department. Portable restrooms must be maintained regularly, secured in the approved location, and locked when not in use.
- No alcoholic beverages are allowed; violation will result in forfeiture of the permit and no fees will be returned.
- No group shall litter, soil, damage, or defile the field, rest rooms, or other park areas.
- No group or persons shall use any system to amplify sound whether for speech or music.
- No group or person shall make or kindle a fire for any purpose, except at places so designated.
- No group shall enter an area posted as "closed to the public" or "field closed." No persons shall remove such postings.
- No group or persons shall indulge in riotous, boisterous, threatening, or indecent conduct.

Goals and Equipment Storage and Safety Requirements

It is each organizations responsibility to ensure safe and secure use of any movable sports goal, net, or cage including but not limited to the following:

- The City of Cupertino does not furnish any moveable sports goal, net, or cage for any athletic field use sites. All moveable sports goals, nets, and cages shall be the responsibility of the

permitted youth sports league. Only permitted youth sports leagues can store goals, nets, and cages on site. All equipment and storage containers, as well as their location, must be approved by the Public Works Department. Storage areas must be kept clean and well maintained.

- At the beginning of each permitted season (Jan-Jun and July-Dec), all youth sports organizations must inspect all moveable sports goals, nets, and cages located at all athletic field use sites listed in the Athletic Field Use Policy. All movable sports goals, nets, and cages must be in good condition, safe to use, identified with ownership information, and labeled with the following warning:
 - “WARNING – KEEP OFF”
 - “WARNING - PROPERLY ANCHOR BEFORE USE”
 - “WARNING – USE ONLY FOR AUTHORIZED ACTIVITY”
- All moveable sports goals, nets, and cages must be removed from athletic fields and stored in an approved area when not in use for games or practices. All moveable sports goals, nets, and cages will be secured with chains and locks. Securing to trees is not an accepted practice. Nets must be removed from the frames of all moveable sports goals, nets, and cages when stored and not in use.
- According to the U.S. Consumer Product Safety Commission (CPSC), a properly anchored/counterweighted moveable sports goals, nets, and cages is much less likely to tip over. All moveable sports goals, nets, and cages MUST be anchored and secured to the ground when in use. All anchors are to be flush with the ground and visible. All moveable sports goals, nets, and cages must be anchored using sandbags or gravel bags.
- All coaches, officials, volunteers, administrators, and parents participating in permitted activity are required to abide by guidelines relating to the safe and secure storage of moveable sports goals, nets, and cages, proper anchoring, and rules concerning field usage where moveable sports goals, nets and cages are placed. Each youth sports group is responsible for training and notifying their members of their responsibility under this policy.
- Every member of each youth sports league is responsible for stopping unauthorized use of moveable sports goals, nets, and cages. This includes but is not limited to moving any moveable sports goal, net, or cage and any use of a moveable sports goal, net, or cage that is inconsistent with sports-related activity such as playing, climbing, or hanging on any part of the moveable sports goal, net, or cage. This especially applies to children climbing on or hanging from nets or frames.
- Code Enforcement will cite any moveable sports goal, net, or cage found in violation of this policy. Owner will have one week (7 days) to make them compliant with this policy, or they will be removed from the site by the Public Works Department. Any moveable sports goal, net, or cage removed from athletic field sites may be disposed of at the discretion of the City of Cupertino. Removal, storage, and disposal fees may apply and must be paid before any new athletic field use permit will be issued. Repeated violations of this policy may result in Youth Sports Leagues losing the privilege of storing goals at any or all athletic field use sites listed in the Athletic Field Use Policy.

This policy constitutes the exclusive Field Use Policy surrounding field use for City of Cupertino owned fields and Cupertino Union School District (CUSD) fields specified in the Joint Use Agreement.