



Athletic Field Use Policy

It is the policy of the City of Cupertino to support and encourage flexible and inclusive use of athletic fields in a manner that preserves neighborhood quality of life and protects the park resource. The City supports and encourages volunteerism and the sense of community created when individuals with common goals work together. The City values the healthy benefits of recreational pursuits and supports the development of young athletes.

Purpose:

- To strive to provide all Cupertino residents with an opportunity to participate in their activity of choice.
- 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 they have paid for.
- To provide for a variety of activities reflecting the athletic preferences of Cupertino residents.
- To contribute a proportionate amount of field time to regional organizations that Cupertino residents participate in.
- To collect reasonable fees for the use of the fields, in support of their ongoing maintenance.
- To adopt a fee schedule that rewards volunteerism and community involvement.

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.

Applying for a Field Use Permit: Please thoroughly read the entire Field Use Policy and its regulations.

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 Powers Agreement are noted as '**JPA**'.

Soccer, Youth Softball, and Little League Fields

- 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 (JPA)1 Soccer Field
- Eaton School (JPA)1 Soccer/Baseball Joint Use Field
- Faria School (JPA)1 Soccer/Baseball Joint Use Field
- Hyde Middle School (JPA)1 Soccer (track) Field, 1 Baseball/Soccer Joint Use Field

- Kennedy Middle School (JPA)1 Baseball Field, 1 Soccer (track) Field, 2 Baseball Soccer Joint use fields
- Regnart School (JPA)2 Baseball/Soccer joint use fields
- Stevens Creek School (JPA)2 Softball diamonds adjoining 1 Soccer Field
- Lincoln School (JPA)2 Softball/Soccer joint use fields

Multi–Use Field

- Library Field (City)Youth Cricket, Soccer, Volleyball (all on 1 Field)

Adult Softball Field

- Memorial Park (City)Cupertino Adult Softball League Play Only

Field Availability:

City-owned fields:	Monday-Saturday	9:00am-Dusk
CUSD fields under the Joint Powers Agreement (JPA)	Monday-Friday	4:00pm-Dusk
	Saturdays, School Holidays	9:00am-Dusk

Two Sunday permit dates/year/organization/site may be granted by staff to accommodate special tournaments or events (not regularly scheduled league play). Sunday permits are exclusive to those organizations already in possession of Monday-Saturday Permits who use fields regularly over the course of the Fall or Spring Use Period. Sunday access to fields will be granted no earlier than 9 a.m., with games beginning no earlier than 10 a.m.

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.

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 to determine whether or not the fields are playable.

Eligibility: Field permits are assigned based on the following priority system (see definitions):

Priority

- 1Cupertino Parks and Recreation Department
- 2Cupertino resident, youth, volunteer nonprofit organization
- 3Cupertino resident, youth, commercial nonprofit organization
- 4Cupertino resident, adult, volunteer nonprofit organization
- 5Cupertino resident, adult, commercial nonprofit organization
- 6Nonresident, youth, volunteer nonprofit organization
- 7Nonresident, youth, commercial nonprofit organization
- 8Nonresident, adult, volunteer nonprofit organization
- 9Nonresident, adult, commercial nonprofit organization
- 10For-profit youth sports events
- 11For-profit adult sports events
- 12Organizations that have previously violated the terms of the field use policy

Eligibility is based on an assessment of each organization's prior season eligibility status. It is the Permit Organization's responsibility to notify the City of Cupertino, upon permit application submittal, of a change in Eligibility Status for the upcoming season. Permit approval for new organizations will be based on current registration information. Permits may be revoked if it is found that an organization's Eligibility Status has changed without notifying City of Cupertino prior to permit application submittal.

An organization providing a unique recreational opportunity, such as one serving special needs youth, may be assigned a special priority status following review of their offering by the Parks and Recreation Commission and approval by the City Council, including use of fields on Sunday.

Definitions:

Priority 1 - Cupertino Parks and Recreation Programming: Programs offered by the City of Cupertino will have first priority for scheduling.

Priority 2 - Cupertino resident, youth, volunteer non-profit organization: An organization that maintains participation of at least 51% Cupertino residents and has a board of directors made up of at least 51% Cupertino residents. The organization must be all-volunteer with no paid coaching or training, to be in this priority group.

Priority 3 - Cupertino resident, youth, commercial non-profit organization: An organization that maintains participation of at least 51% Cupertino residents and has a board of directors made up of at least 51% Cupertino residents. Organizations in this category can hire paid staff.

Priority 4 -Cupertino resident, adult, volunteer non-profit organization: An organization that maintains participation of at least 51% Cupertino residents and has a board of directors made up of at least 51% Cupertino residents. The organization must be all-volunteer with no paid coaching or training, to be in this priority group.

Priority 5 - Cupertino resident, adult, commercial non-profit organization: An organization that maintains participation of at least 51% Cupertino residents and has a board of directors made up of at least 51% Cupertino residents. Organizations in this category can hire paid staff.

Priority 6 - Nonresident, youth, volunteer non-profit organizations: These organizations do not meet the 51% residency requirement for participants or board of directors. They are non-profit and volunteer in nature.

Priority 7 - Nonresident youth, commercial non-profit organizations: These organizations do not meet the 51% residency requirement for participants and/or board of directors.

Priority 8 - Nonresident, adult, volunteer non-profit organizations: These organizations do not meet the 51% residency requirement for participants and/or board of directors. They are non-profit, volunteer in nature.

Priority 9 - Nonresident adult, commercial non-profit organizations: These organizations do not meet the 51% residency requirement for participants and/or board of directors. Organizations in this category can hire paid staff.

Priority 10 - For-profit youth sports events: In this category would be field rental for businesses that run special clinics and camps for youth.

Priority 11 - For-profit adult sports events: In this category would be field rental for businesses that run special clinics and camps for adults.

Organizations that have violated the terms of the field use policy: Beginning 1/1/05, 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.

Seasonal Use Dates Defined:

Fall Use Period: 7/1-12/31

Spring Use Period: 1/1-6/30

Seasonal Use Date Priority:

- Cupertino Resident Youth Non-Profit Soccer Organizations have field priority on Soccer/Baseball Joint Use Fields, during the **Fall Use Period**, and **annual** field priority on **exclusive** soccer fields.
- Cupertino Resident Youth Non-Profit Baseball and Softball Organizations have field priority on the Baseball-Softball/Soccer Joint Use Fields, during the **Spring Use Period**, and **annual** field priority on **exclusive** Baseball or Softball Fields.

Exceptions to Seasonal Priority:

- Little League Baseball has **annual** priority at the Hyde Middle School 90 ft. Diamond Baseball/Soccer Joint Use Field.
- Memorial Park Softball Field is exclusive to the City of Cupertino Adult Softball Leagues.
- Cupertino Parks and Recreation Department programs have annual priority on all fields.
- The City Council may assign a special priority status to a group offering a unique program to Cupertino residents that would be otherwise unavailable.

Two or More Equally Eligible Groups Requesting the Same Field:

In the event that two or more field requests with equivalent eligibility overlap, the groups shall first work together to resolve the issue through compromise. If the issue cannot be resolved by the groups, the City's Field Coordinator will use good judgment in determining the field allocation for the season. In these cases, priority consideration shall be given in the order stated below:

- A. The organization with a history of past field use on specific fields will have first priority
- B. A program providing a service that does not currently exist (does not duplicate a program already available)
- C. Timely receipt of field use request and required accompanying materials.
- D. Other Elements

How Cupertino residency is calculated: Because leagues are regional in nature, city staff will calculate the residency percentage by reviewing the rosters for players scheduled on Cupertino fields, and not the league as a whole. This calculation is intended to encourage league field schedulers to secure playing time in all cities from which they draw participation.

Definition of a Cupertino Resident: A person who lives in the City of Cupertino.

How Field Use Policy compliance is verified: The City of Cupertino requires a Master League Roster complete with player first and last names alphabetized, address, and phone number, and all Team Rosters of participants. This information will be presented to City of Cupertino Staff immediately after registration for the organization closes. Coaches will be required to have team rosters and permits on site during each field use, available for inspection. The City of Cupertino will make spot field checks, and any organization found to be misrepresenting its residency status will have its permit revoked for the season and will be last priority for field scheduling for the next season.

Organization within an organization, or “under the umbrella of an organization”: Any organization found to be scheduling field time for use by another organization (that would otherwise have a lower priority for field scheduling) will have its permit revoked for the season and will be last priority for field scheduling for the next season.

To Apply for an Athletic Field Use Permit:

To apply for an Athletic Field Use Permit, contact the City of Cupertino Athletic Field Coordinator at (408) 777-3120.

Fees:

Priority

1 Cupertino Parks and Recreation Department

No charge

2 Cupertino resident, youth, volunteer non-profit organization

\$11/player/season for residents; \$22/player/season/nonresidents

3 Cupertino resident, youth, commercial non-profit organization

\$11/player/season for residents; \$66/player/season/nonresidents

4 Cupertino resident, adult, volunteer non-profit organization

\$50/hour/field, 2-hour minimum, \$600 refundable damage deposit

5 Cupertino resident, adult, commercial non-profit organization

\$50/hour/field, 2-hour minimum, \$600 base fee/site/seasonal use period and \$600 refundable damage deposit

6 Nonresident, youth, nonprofit volunteer organization

\$11/player/season for residents; \$66/player/season/nonresidents

7 Nonresident, youth, commercial non-profit organization

\$11/player/season for residents; \$88/player/season/nonresidents

8 Nonresident, adult, nonprofit volunteer organization

\$50/hour, 2-hour minimum, \$600 base fee/site/seasonal use period and \$600 refundable damage deposit

9 Nonresident, adult, commercial non-profit organization

\$100/hour, 2-hour minimum, \$600 base fee/site/seasonal use period and \$600 refundable damage deposit

10 For-profit youth sports events

\$150/hour, 2-hour minimum, \$600 base fee/site/seasonal use period and \$600 refundable damage deposit

11 For-profit adult sports events

\$175/hour, 2-hour minimum, \$600 base fee/site/seasonal use period and \$600 refundable damage deposit

12 Organizations that have violated the terms of the field use policy

To be determined on a case-by-case basis, considering the type of organization and the nature of the violation.

Fee Payment Protocol for Youth Non-Profit Organizations: Once the Volunteer or Commercial Youth, Non-profit Organization's primary player registration has closed for their upcoming season, an accurate, computer-generated master league roster that includes names, addresses and phone numbers of only the players using Cupertino fields, will be required. The City of Cupertino will use the 'per player fee' formula (see Fee Section) to invoice the league. For any additional registrations during the course of the year, the same protocol will apply. The City may require, at any time, to review certified league registration forms for all participants. The permit will be revoked if the fees are not submitted on time (see 'Fee Payment Deadlines').

The City Council has levied lower fees for Cupertino residents, and staff will check to ensure that the registration amounts paid by Cupertino residents is accurate.

Fee Payment Protocol for Groups OTHER THAN Youth Non-Profit Organizations: Organizations **OTHER THAN** Youth Non-Profits will submit, attached to their Athletic Field Use Permit Application(s), an accurate assessment of: # of individual fields requested, multiplied by # of hours requested using each field, multiplied by the hourly rate for your Eligibility Status (see 'Fee' section). The City of Cupertino will then invoice the organization based on the approved amount of fixed field use hours. In the event of field closures due to inclement weather, rainouts, field over-saturation, or field maintenance, the organization will have an opportunity to schedule 'make-up dates' with the City of Cupertino or have the option of being refunded all applicable fees. The permit will be revoked if the fees are not submitted on time. (see 'Fee Payment Deadlines')

Permit and Insurance Certificate Submittal Deadlines to Remember:

For Spring Seasonal Use Dates (1/1-6/30):

Permit Applications may be submitted to the City of Cupertino between 11/1-12/1.

For Fall Seasonal Use Dates (7/1-12/31):

Permit Applications may be submitted to the City of Cupertino between 5/1-6/1.

Organizations that miss the above deadline(s) will be subject to the 'first come, first serve' priority system.

Rosters Submittal Deadlines to Remember:

For Spring Seasonal Use Dates and Fall Seasonal Use Dates: Team and Organizational Rosters must be submitted to the City of Cupertino no later than 14 days after the Permit Organization's primary registration period(s) closes. For any additional registrations during the course of the year, the same protocol will apply.

Fee Payment Deadlines to Remember:

Cupertino Youth Non-Profits: 14 days after receiving the City of Cupertino Invoice.

Groups OTHER THAN Cupertino Youth Non-Profits: 7 days prior to first permitted date.

Cancellations:

For groups other than Cupertino Youth Non-Profits, cancellations will be accepted with full refund up to three 3 working days prior to scheduled use. The recreation coordinator responsible for field scheduling must be notified.

Permit applications for organizations offering new programs will be reviewed by staff and, if necessary, forwarded on to the Parks and Recreation Commission and City Council. Staff will endeavor, to the extent possible, to facilitate new program offerings.

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.
- Fields must not be used when wet; permits are invalid on rainy days or after rain if the ground is considered too saturated for play:
 - Call the field hotline at 408-777-3566 to determine whether or not the fields are playable.
- No alcoholic beverages are allowed; violation will result in forfeiture of the permit and no fees will be returned.
- No group shall litter, soil, 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 having control or care of a dog shall enter or remain in the park unless posted for such use, and then only if it is led by a leash of suitable strength.
- 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.
- All permit organizations or groups must show proof of liability insurance with the City of Cupertino named as additional insured. Liability insurance must be for a minimum of \$1 million.
- It is the responsibility of the permitted organization to notify the Cupertino Parks and Recreation Department ASAP if it is determined by the permit organization that an approved permit date(s) is no longer needed.

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 Powers agreement.