

# SPORTS FIELDS & TURF AREAS RENTAL INFORMATION

Parks and Recreation Services  
1500 Jefferson Street, Napa, CA 94559  
707-257-9529



## Sports Fields Facilities

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Sports fields at John F. Kennedy Park and Kiwanis Park are available for private rentals, tournaments, and leagues. John F. Kennedy Park has 2 lighted softball fields with the base anchors available at 60, 65, and 70 feet, pitching anchors at 50 feet (slow pitch) and 43 feet (fast pitch), and the outfield fence at 330 feet. In addition, there is 1 lighted baseball field with the base anchors available at 70 feet and 90 feet, portable mound, and the outfield fence at 300 feet. Kiwanis Park has 1 lighted softball field with the base anchor at 60 feet, pitching anchor at 43 feet and the outfield fence at 200 feet. The outfield at both facilities are available rentals for multiple sports. The rentals are available from Monday-Sunday 8:00 a.m. to 10 p.m. Each facility has restrooms (portable restrooms at JFK Fields 2 and 3), dugouts, batting practice area, and bleachers. In addition to sport fields, there are a variety of turf areas available for rent at O'Brien Park, Century Oak Park and Kennedy Park.

## Reservation Process

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- Rental Form:** Reservation requests can be made 12 months in advance, but no later than two weeks prior to the requested date by providing the completed Sports Fields & Outdoor Sports Courts Rental Form. There is a two-hour minimum for all field rentals and a one-hour minimum for all outdoor sports courts rentals. All fees are due with the completed application. If the rental is for multi-weeks or league use, the renter will be required to provide 50% of the fees with the application.
- Liability Insurance:** All rentals require a certificate of insurance and must be provided two weeks prior to the field reservation.
  - The field renter's name or organization must be listed as the one "insured".
  - The policy must not expire before the event date.
  - The policy must be for \$1,000,000.
  - The "description" should list the rental location, date(s), and event planned.
  - Name the City of Napa as the certificate holders and as "Additional Insured" either on the certificate or on an attached endorsement.
  - Please send or provide the original certificate to City of Napa, Parks and Recreation Services Department, 1500 Jefferson Street, Napa, CA 94559.
- Confirmation:** No reservation is confirmed until the completed reservation form has been approved, all fees have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.
- Cancellations:** All cancellations must be in writing. Any cancellations within 30 days will forfeit their 50% of the rental field fees paid. Any cancellations within two weeks will forfeit 100% of the rental field fees paid. Rainout days for one day or weekend rentals will receive the option to refund or date to another available date. Multi-week reservations will receive a credit on account toward future rental dates.
- Refunds:** Refunds on all fees are based on compliance with the rental contract and the sport fields policies. The renter will be billed for any damages or extra staff time. Refunds will be refunded within three-four weeks for check refunds and credit card refunds will be issued to back to the same card within one week.

## Facility Allocation

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Sports fields and outdoor sport courts will be allocated on the following items:

- Staff will make every attempt to accommodate all groups and allow for a diverse use of the facilities.
- Prior use by a particular renter does not guarantee future allocations to use the facilities.

- Renters can request sports fields and sports courts through using the reservation process; however, the Parks and Recreation Services Department reserves the right to make the final decision regarding how to allocate facility space.
- Allocations will also use the following criteria to allocate space to user groups:
  - Percentage of residents in group
  - Total number of users in group
  - “On season” vs. “off season” programs

### Facility Priority

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The qualifying criteria for facility use priority is the following:

1. City-operated youth sports programs
2. City-operated adult sports programs
3. Returning, non-profit youth sports groups with 50% or more residents
4. Returning resident, non-profit adult sports user groups with 50% or more residents
5. New, non-profit youth sports groups with 50% or more residents
6. New, non-profit adult sports user groups with 50% or more residents
7. Non-resident youth sports user groups
8. Non-resident adult sports user groups
9. Other

Sports field rental requests need to be submitted by the following dates in order to receive priority for field allocation:

- Reservation requests for March 1st through November 1st are required by January 1.
- Submitting field rental requests after these deadlines will result in a first-come, first-serve allocation and is subject to field availability.
- Reservation requests November 1<sup>st</sup> through February 28<sup>th</sup> are subject to field availability due to off-season maintenance schedules and weather. These requests will be processed on a as needed basis and subject to approval.

### Fees

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All fees are subject to change. There is a two-hour minimum for all sports field rentals. For multi-week reservations, 50% of the total payment is due with completed rental application and the remaining 50% payment is due within two weeks after the end of the season. For one-day rentals, the total payment is due when application is submitted. For tournament rentals, 50% of the payment is due with the application and the balance and tournament schedule is due 30 days before the reservation date. Staff reserves the right to determine the total number of hours required for field preparation and facility attendant based on the type of rental.

Rentals	Fees
Sports Field	\$12.50 / hr
Sports Field with Lights	\$16.50 / hr
Sports Field Tournament fee	\$200 / field / day
Field Prep (2-hour minimum per field)	\$75.00 / hr
Turf Area – Small	\$12.50 / hr
Turf Area - Medium	\$25.00 / hr
Turf Area – Large	\$50.00 / hr
Facility Attendant	\$30.00 / hr
Non-resident fee	\$150.00 / day
Portable restroom fee	Full cost
Change / cancellation fee	\$30.00

## **Sports Field & Outdoor Sports Courts Policies**

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- The renter is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility including the surrounding park areas and parking lot. If damages or behavior of the group are deemed inappropriate or unsafe for any reason, the function may be stopped in progress and denied further use of the facilities.
- A ratio of 1 adult to 25 minors (17 and under) must be maintained throughout the field or sports court rental.
- Permit holder should have a copy of their permit with them at all times.
- Rain within a 24-hour period cancels any reservation. The permit holder will receive an email update from the department on rain cancellations.
- City reserves the right to close the fields or sport courts for emergency repairs and will provide adequate notice for annual maintenance closures.
- Alcohol is not permitted at any time at the sports facilities.
- Dogs are not allowed inside the sport field complexes and should remain on leash in the surrounding park areas.
- Glass containers or portable barbeques are prohibited.
- Motor vehicles are restricted to designated parking areas only and not allowed on paved walkways or no parking zones.
- Permit holder is required to leave the park, field and sidewalks free of litter and trash. Trash exceeding the receptacles containers must be removed by the permit holder.
- Tournaments are required to provide a schedule for games and field preparation at least 30 days in advance of the reservation.
- Failure to comply with any of the facility policies or rules may result the denial of future reservation and/or immediate ejection from the facility. Parks and Recreation Services staff have the authority to disperse any group for failure to comply with these policies and park regulations.
- Any costs for damages or additional staff hours will be billed to the permit holder for the additional amount and, the permit holder may not be allowed to use any City facilities until full payment has been made.

Kennedy Park



Field 1 and Turf Area South & North = Small Turf Areas



Field 2 & Field 3 = Small Turf Areas

# Kiwanis Park



Kiwanis = Small Turf Area

**O'Brien Park**



O'Brien entire turf area = Medium Turf Area (O'Brien North & South = Small Turf Areas)

Century Oaks Park



Century Oaks North, Central and South = Small Turf Areas