

ABOUT THE COMPLEX

The City of Pleasanton Adult Softball Complex is located at the front of the Ken Mercer Sports Park, 5800 Parkside Drive. The complex features four (4) lit fields, covered dugouts, scoreboards, restrooms, a concession stand and meeting room.

FREQUENTLY ASKED QUESTIONS

When are applications accepted?

Applications for returning (2017) organizations will be accepted January 2, 2018 through January 26, 2018. Applications for new user groups will be accepted beginning January 29 through February 16, 2018.

What documentation is needed for rental of the complex?

- A completed "Application for Use/ Conditions of Use" agreement.
- A copy of a valid City of Pleasanton business license. Contact Info: 925-931-5440
<http://www.cityofpleasantonca.gov/business/license.asp>
- General liability insurance that names the City of Pleasanton as "additionally insured" for a minimum of \$2 million. The certificate must also include an endorsement page.
- A \$500 deposit is required for each organization prior to confirmation of booking (one deposit may be used for multiple events, as long as the organization remains in good standing).
- A promoters license should additional vendor(s) be present at the tournament. Please contact the Business Licensing Division. Contact Info: 925-931-5440
<http://www.cityofpleasantonca.gov/business/license.asp>

How do I find out if the complex is open during inclement weather?

The city weather line and website are updated by 3:00 pm on weekdays, and 7:00 am on weekends.
Weather Line: (925) 931-5360
Website: www.pleasantonsports.org



ADULT SOFTBALL COMPLEX
PLEASANTON SPORTS PARK 5800 PARKSIDE DRIVE

How is priority determined for applications for use?

Priority for scheduling purposes will be based on:

- a) City of Pleasanton sponsored use
- b) City of Pleasanton co-sponsored user group use
- c) 2017 user group
- d) Groups with 75% or more Pleasanton residents
- e) Pleasanton based business sponsored or non-profit group use
- f) All others

When is the Adult Softball Complex available for rentals?

The rental season begins the last weekend of February and concludes the last weekend in October. Fields are available from 8:00am to 10:00pm (last games are not permitted to start after 9pm) on Saturdays and 8:00am to 2:30pm on Sundays (depending on league play). There is a six (6) hour minimum for Saturday rentals and a four (4) hour minimum on Sundays.

IMPORTANT THINGS TO CONSIDER



Effective 1/1/2018

Inspection of Complex/Clean Up

Applicant or Tournament Director (TD) is responsible for inspection of all areas within the Softball Complex and surrounding parking lots. Any issue that is discovered during inspection should immediately be reported to the City of Pleasanton Staff. It is highly encouraged that the TD pre inspects the facility before the tournament begins. TD is required to conduct an end-of-day post use inspection to be completed with City Staff. The renter may be charged a penalty fee or pay more than their initial deposit for any damages or excessive clean up that is required.

Weekday Rentals

The Complex is periodically available for weekday rentals. All weekday games must conclude by 2:00pm. An additional field prep charge will be incurred for weekday rentals. Please see the page four (4) for more information.

Gate Admissions/ Donations

Charging gate admission fees or accepting donations must be disclosed three days prior to the tournament start date. The renter will be charged \$30 per hour per field if soliciting gate admission/ donation.

Vendors

The proposed sale of merchandise or other items must be disclosed three days prior to tournament start date. Renter is required to obtain a promoter's business license if vendor(s) is present at the tournament. Additionally, a site map is necessary when hosting a vendor(s). TD shall disclose use of equipment (i.e. tables, canopies, etc.) in the site map. The City has final decision on vendors and locations of equipment. Contact Info: 925-931-5440

<http://www.cityofpleasantonca.gov/business/licenses.asp>

For Your Safety

Pets, skateboarding, roller blading, bike riding, public address systems, glass containers, or overnight parking are not allowed within the Softball Complex.

Alcohol and Smoking

Smoking and alcoholic beverages are not permitted within the complex or surrounding parking lots of the park. The tournament director is responsible for informing and enforcing this policy with all participants and spectators. Lack of compliance will result in a penalty fee, immediate loss of field use and or jeopardize future use.

Refund Policy

If an event is cancelled for reasons other than inclement weather, our refund policy is as follows:

- Full refund if event is cancelled at least sixty (60) days prior.
- 50% of the deposit will be refunded if an event is cancelled at least thirty (30) days prior.
- No refund will be given if the event is cancelled less than thirty (30) days prior.

Optional Services

Please refer to page four (4) for a list of pricing for these requests. All special requests must be made at least thirty (30) days prior to rental date.

Concession Stand

There is a full service concession stand within Softball Complex. The sale of food or drinks is permitted only by the concessionaire.

Picnic Rental

There is a picnic area located at the Sports Park (near the softball complex) that is available for reservation. For availability and rental information, please call: (925) 931-5340.

Lost and Found

The City is not responsible for any items that may have been lost or stolen during the event.

IMPORTANT THINGS TO CONSIDER



Effective 1/1/2018

Conduct

The tournament director is responsible for promptly addressing conduct issues with all players and spectators. Failure to do so will result in immediate cancellation of the rental and also jeopardize future uses.

TD is to remain on the premise through the entire duration of the tournament. Should a TD leave or be absent, an acting TD is required. The original TD must introduce the acting TD to field monitors. The acting TD assumes all responsibility.

Field Preparation

Initial field prep will be completed prior to the start of the tournament each day by City staff for a fee of \$40 per field. Field prep consists of water, drag, chalk (1st/3rd base lines and batter's box), bases set at 70 feet, and the pitching rubber set at 60 feet. Renter will outline field specifications on the Supplemental Tournament Information sheet.

TD is permitted to use their own equipment and all infield grooming must be done by hand. Use of City vehicles and equipment is not permitted. Non-City vehicles are not permitted on the field or inside the complex.

The City *may* have the ability to provide mid-day field prep. If desired, an email request is required at least one month prior to tournament date with the approximate start time. Adequate time (45 minutes per field) must be built into the tournament game schedule in a consecutive sequence. The mid-day field prep fee is \$160 which includes re-prepping the fields in use. Fee is non-refundable and the price will not be pro-rated for less fields re-prepped.

TD is only allowed for field(s) they are permitted for.

Subleasing

Subleasing the fields in any manner is prohibited. Any weekend(s) the renter is unable to field a tournament, it is mandatory that they relinquish their reservation(s) back to the City.

Penalty Fees

- \$250 if TD fails to submit tournament schedules, Supplemental Tournament Information and all other applicable documents.
- \$250 if TD fails to enforce and address conduct issues (i.e. smoking (including e-cigarettes), consumption of alcoholic beverages, use of constant profanity, etc.).
- \$250 if TD fails to conduct the end-of –day inspection with staff.
- \$250 if TD fails to disclose the operation of gate admission fees or soliciting donations.
- \$250 if TD fails to disclose vendors hosted at the tournament.
- \$250 if TD fails to disclose infield grooming.
- \$250 if TD exceeds their allotted rental time.

Staff/ Field Monitors

City Staff are present to ensure safety, keep tournament director accountable for rules and regulations, and to monitor the facility.

City staff has the final decision on all matters regarding use.

IMPORTANT THINGS TO CONSIDER

Effective 1/1/2018

RENTAL FEES

Category	Rental Fee	w/ Lights
A) • City Co- Sponsored Groups • Pleasanton Non-Profit Groups (75% or more residents)	\$0	\$15.00
B) • Pleasanton Residents (Private use) • Non-Profit Groups (less than 75% residents)	\$17.00	\$15.00
C) • Non- Residents (Private use) • Pleasanton Based Business	\$22.00	\$15.00
D) • All Non-Pleasanton Based Businesses	\$27.00	\$15.00

REQUIRED FEES

Staff \$30.00 per hour (for all hours of use)

Field Prep \$40.00 per field, per day

OPTIONAL SERVICES AND FEES

- One umpire \$30.00 per game
- Two umpires \$53.50 per game
- Scorekeeper \$15.00 per hour
- Mid-Tournament Field Prep \$160.00 (45 minutes per field, must be scheduled consecutively into tournament scheduled)
- Tower Meeting Room \$60.00 per hour