

RECREATION
SAN LEANDRO
SERVICES
WWW.SANLEANDROREC.ORG



Facility, Park, Field and Tennis Court Reservations

Facilities Overview

- Facility reservations are available at the Marina and Senior Community Centers, and the Surlene Grant Community Meeting Room for social events, classes, meetings, trainings and internal bookings for City Staff and activities.
- In 2023, the Facility Reservation Program hosted:
 - 387 permits
 - 4,890 hours reserved
 - \$450,000 in revenue
 - 19 City-sponsored activities, special events and community workshops





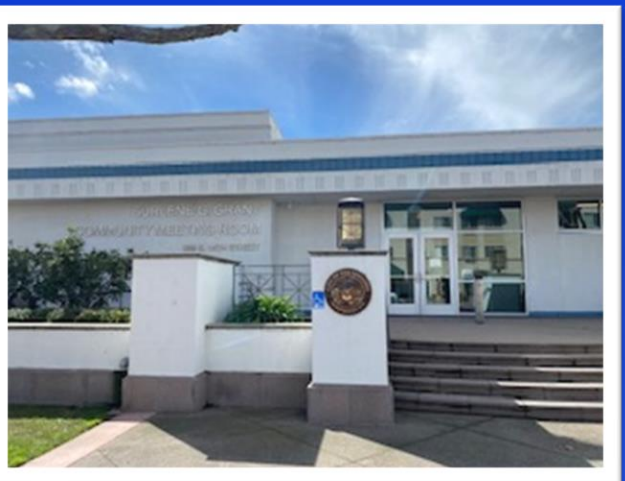
Marina Community Center
15301 Wicks Boulevard
510-577-6080

Titan Auditorium – Holds 300
Multipurpose Room A – 30 (chairs only)
Multipurpose Room B – Holds 66
Multipurpose Room C – Holds 72
Patio Room – Holds 36



Senior Community Center
13909 East 14th Street
510-577-3462

Main Hall – Holds 300
Arts & Crafts Room
Meeting Room C – Holds 40
Meeting Room D – Holds 40
Health & Fitness Room – Holds 36 (chairs only)



Surlene Grant Community Meeting Room
999 East 14th Street
510-577-6081

Meeting Room – Holds 60
(For business meetings and trainings only)

Facility Reservations

- Applications accepted up to a year in advance
- Book in-person at the community centers, email slrec@sanleandro.org, or submit a Rental Request Form on sanleandro.org
- Facility Reservations are available Monday – Sunday, 7:00am – 11:00pm.



Refer to application for specific details.

Facility Attendant Position

Position

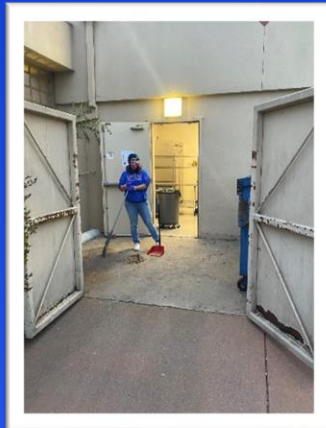
- Provide on-site support at community centers.
- Facility Attendants are at least 18 years of age.
- Position requires one year experience working with recreation classes, business conference-style events, and special events in a comprehensive community center environment.

Role

- To oversee all facilities operations at MCC and SCC.
- To assist the public, answer questions and give direction as needed.
- Set up tables, chairs, audio-visual equipment, provide facility tours, janitorial services, and other duties as assigned.
- To serve the San Leandro community.

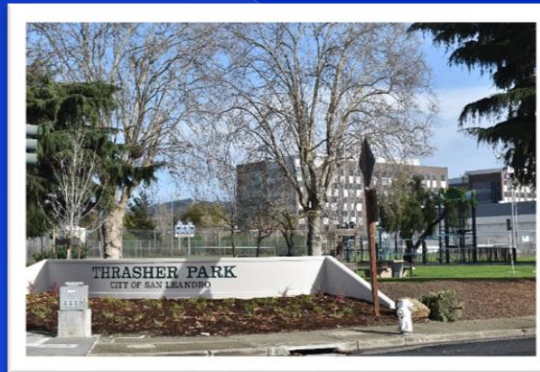
Safety

- Safety is the number one priority for Facility Attendants. When a situation arises that makes staff feel unsafe or vulnerable, they are directed to remove themselves from that situation immediately and notify security if present, or call SLPD if necessary.
- Facility Attendants should always avoid confrontation. Any situation can be peacefully resolved. If the situation calls for it, staff are directed to walk away.



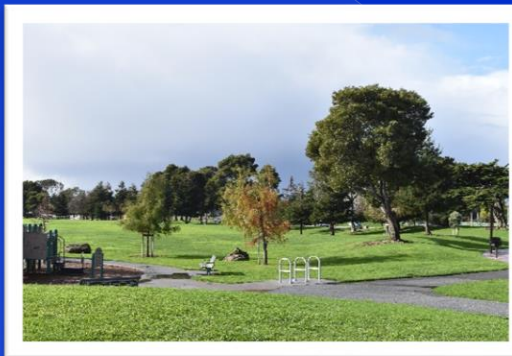
Parks Overview

- Picnic Area reservations available during the May – October season.
- In 2023, the Park Reservation Program hosted:
 - 780 permits
 - 9,804 hours reserved
 - \$120,000 in revenue
 - 24 City-sponsored activities, special events and community workshops



Picnic Area Reservations

- Reservations open the first Monday in April, for the May – October season.
- Applications are accepted up to a year in advance for the large picnic areas at Marina Park; Seagull, Mallard and Otter.
- Reservations must be made the Monday before the upcoming weekend.
- Interested parties may book online at sanleandrorec.org, in-person at the community centers, or by email: slrec@sanleandro.org.
- Picnic area reservations are available Monday – Sunday, from 8:00am – 7:00pm.
- A park special event permit is required for events with an expected attendance of 350 or more.
- Inflatables are allowed at designated parks with well irrigation systems; Bonaire, Cherry Grove, Halcyon and Washington Manor.



Refer to application for specific details.

Park Specialist Position

Position

- Park Specialists rove City parks and oversee park use and picnic reservations during the weekend hours.
- Park Specialists must be at least 18 years of age.
- Position requires one year experience involving public contact, exercising good judgement, tact and excellent verbal communication skills.

Role

- Provide customer service to park users.
- Inform/educate users on park rules.
- Check-in picnic area reservations, ensure rented areas are clean and ready for use.
- Perform basic park maintenance tasks such as picking up litter, cleaning BBQ grills, properly disposing of coals, support park special events, other related duties as assigned.
- To serve the San Leandro community.

Safety

- Safety is the number one priority for Park Specialists. When a situation arises that makes staff feel unsafe or vulnerable, they are directed to remove themselves from that situation immediately and notify SLPD if necessary.
- Park Specialists are directed to educate/inform park users of rules, observe and report, not enforce.
- Park Specialists should always avoid confrontation. Any situation can be peacefully resolved. If the situation calls for it, staff are directed to walk away.



Fields Overview



**Field Season is
March 1st – October 31st.**



In the 2023 Field Season

3,451 hours reserved
\$42,242 in revenue
generated

Utilized by Local Jr
Leagues such as the
Washington Manor Jr
League and the
Floresta Jr League.



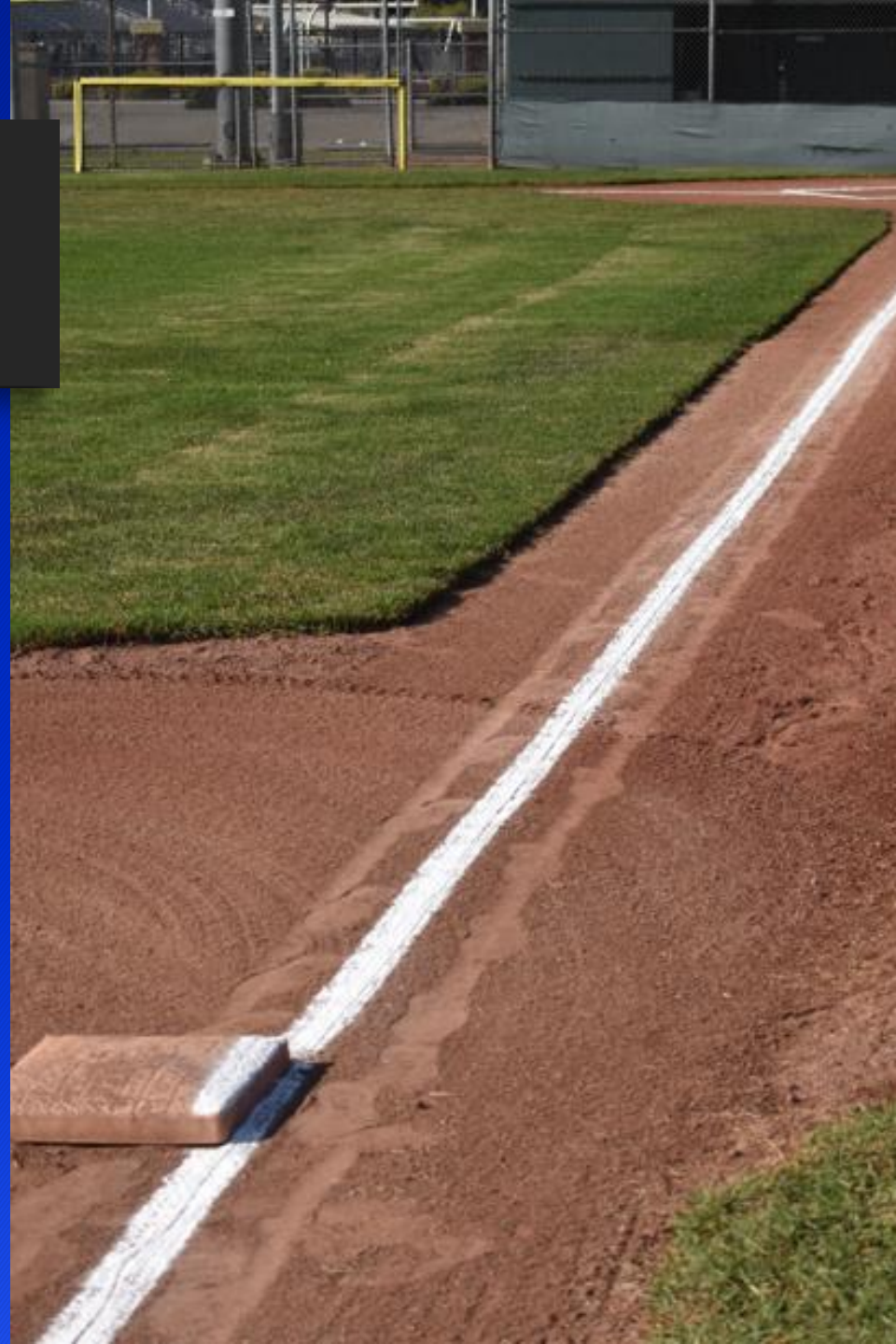
San Leandro Sports Fields, Tennis Court, Pickleball Courts

- San Leandro Ball Park
- Stenzel Park Fields
- Thrasher Park Field
- Washington Manor Park Fields
- Washington Manor Middle School Field
- Heath Tennis Courts
- Washington Manor Tennis/Pickleball Court



Field Reservations Process

- ◉ Previous/Traditional Field Users are given priority.
- ◉ Application can be turned in as early as December.
- ◉ Users are classified into priority groups for the purpose of determining fees/charges and priority of scheduling.
- ◉ Once priority reservations are complete. Reservations are open to all



Questions?



FACILITY RESERVATION PROCEDURE

AVAILABILITY

- Select a facility and room. Call (510) 577-3462 or go online to www.sanleandrorec.org to check availability.

RESERVATION APPLICATION

- Reservation applications are accepted up to a year in advance on a first come, first served basis.
- Applications must be completed and signed by the person responsible for the rental. Renter must be (21) years of age.
- Proof of residency or non-profit status is required at the time of booking to be eligible for the discounted rates.
- Applications submitted less than 30 days prior to an event date are subject to approval from the Facility Supervisor.

Marina Community Center	Senior Community Center
15301 Wicks Boulevard San Leandro, CA 94579 Phone: 510-577-6080 Monday-Friday: 11:30 am to 7:00 pm Saturday: 10:00 am to 2:00 pm	13909 E. 14 th Street San Leandro, CA 94578 Phone: 510-577-3462 Monday-Friday: 8:30 am to 5:00 pm

RENTAL TIME

- Rentals must conclude by 10:00pm, and the facility must be cleaned and vacated no later than 11:00pm. No rentals will be scheduled prior to 7:00am.
- Rental time must include all time needed for set-up (decoration, caterer, equipment drop off, etc.) and clean-up which is the responsibility of the renter. Rental hours must be consecutive. Hourly rates are not prorated for increments of less than one hour.
- A 6-hour minimum is required in the Main Hall (Entire, A, or B) and Titan Auditorium during peak hours (Fridays after 5:00pm, and all day Saturdays and Sundays).
- Changes made to reservations within 30 days of the rental date will be charged a \$25 administrative fee. All changes to existing reservations must be made at least 14 days in advance and require approval of the Facility Supervisor.
- Reservations that exceed the scheduled rental time will be billed at twice the hourly rental rate for the additional time. This fee will not be prorated for portions of an hour used.

DEPOSIT

- A refundable damage deposit (\$650 Titan/Main Hall (Entire)/Main Hall A/Main Hall B; \$150 for all other rooms) is required at the time of application submittal.
- The Facility User is responsible for any and all damage, loss or extensive clean-up to the equipment or facility. If the charges exceed the deposit, the Facility User will be required to pay additional fees to cover the balance.
- Costs related to Police or Fire response due to a public safety intervention will result in loss of the damage deposit. Renter is responsible for false alarms caused by unsupervised children/guests/attendees or any “prank” use of the fire alarm.
- Deposits will be refunded by the Finance Department assuming no damages or additional fees were incurred. Deposits paid by cash or check will be refunded as a check issued to the applicant and mailed to the address indicated on the application within 30 days of the rental.

SECURITY

- Security is required for all social events held in the Titan Auditorium/Main Hall (Entire, A, or B) and will incur an additional charge.
- Security is arranged by the City of San Leandro Recreation and Parks Department. Security is required from the start time of the event through the conclusion of the event clean-up.

RENTAL FEES

- For detailed information and rental rates please refer to Facility Rental Rate Sheet.
- All fees are due 30 days prior to the reservation date. Reservations made within 30 days of the reservation date, after approval from the Facility Supervisor, must be paid in full at the time of reservation.
- Payments may be made by cash, check, or credit card. Please make checks payable to the City of San Leandro. Checks will not be accepted within 30 days of the rental.
- Rental fees will not be refunded for any portion of reserved time not used.

INSURANCE

- Liability Insurance is required for any event with an estimated attendance of more than 99 people.
- Insurance may be obtained through your homeowner's insurance policy or purchased through Gale's Creek Insurance. Please visit www.sanleandro.org for more information.
- The Insurance must:
 - Be General Liability coverage in the amount of \$1,000,000.00
 - Name the Permit Holder (as shown on the Facility Rental Application) as insured.
 - Name the City of San Leandro, City of San Leandro, 835 E. 14th Street San Leandro, CA 94577, as additionally insured.
 - Be received by the City no fewer than 14 days prior to the rental date.

ALCOHOL USE

- Renter must inform the Recreation and Parks Department of intention to serve alcoholic beverages at the time of application, and submit a completed Wine and Beer Service Application.
- Beer, wine, and champagne are the only alcoholic beverages permitted.
- No hard liquor is permitted.
- Food must be served when alcoholic beverages are served.
- If wine or beer is to be sold, the renter must apply for a Special Daily License with Alcoholic Beverage Control. A copy of the license must be provided to the City prior to the reservation.

FACILITY ROOM SET-UP DIAGRAM

- Tables and chairs are provided with rental. Facility staff will set-up tables and chairs based on the table preference and estimated attendance listed on the Facility Rental Application.
- Custom set-up requests must be submitted along with a completed Amendment Form, no fewer than 14 days prior to the rental date, and are subject to supervisor approval.
- Room maximum capacity is determined by the set-up selected.

AMENDMENT/CANCELATION POLICY

- Any changes to the original rental request as detailed on the rental application, require the renter to submit a completed Rental Amendment/Cancelation form.

AMENDMENTS:

- All amendments must be submitted at least 14 days prior to rental date, and are subject to Facility Supervisor approval.
- Amendments submitted within 30 days of the rental date are subject to a \$25 administration fee.

CANCELATIONS:

- All cancelation requests must be received in writing.
- Rescheduling the date of a reservation must be done 30 days in advance of the current reservation date to avoid cancelation penalties.
 - *If reservation is cancelled at least 61 days prior to the rental date, the renter will receive a full refund of any deposit and rental fees collected, minus a \$25 administration fee.*
 - *If cancelled between 60 days and 31 days prior to event, the renter forfeits the full damage deposit.*
 - *If cancelled between 30 days and 10 days prior to event, the renter forfeits the full damage deposit and half of all fees collected.*
 - *If cancelled less than 10 days prior to event, the renter forfeits all deposits and fees collected.*
- Reservations may not be transferred, assigned, or sublet.
- The City of San Leandro reserves the rights to reschedule, relocate, or deny a request previously approved. In those cases, the renter will be given as much notice as possible, and all fees paid will be refunded.

EQUIPMENT, FURNITURE, AND SUPPLIES

- You must provide your own supplies (stapler, tape, scissors, etc.) and equipment (ladders with rubber feet, easels, etc.) to complete decorating and registration for your event.
- Tables and chairs are provided with rental. Facility staff will set-up tables and chairs based on the table preference and estimated attendance listed on the Facility Rental Application.
- Furniture must remain indoors. Do not stand, sit, or lie on tables.
- The City reserved the right to make any physical or furniture changes to the building.

FACILITY USE

- The Department will provide a comfortable temperature in all buildings. Buildings will not maintain temperature if doors are repeatedly opened or left standing open.
- All exits and exit signs are to be kept clear and unobstructed at all times.
- Use of recreation facilities will not be granted to a group or individual where such use would result in individual/private profit.
- Facilities are rented in as-is condition.
- Lobbies and hallways must remain clear of guests. Rental includes only the reserved rooms, not the hallways, lobbies, or parking lot. Food, beverages, furniture, decorations etc. must remain in your rented room. No use of rooms not included on the reservation permit will be granted. Children must be supervised at all times.
- Other than service animals, animals are not permitted in the building.

KITCHEN

- The kitchen is only available for rental in conjunction with the Titan Auditorium and Main Hall (Entire)/Main Hall A/Main Hall B.
- Groups wishing to do on-site food preparation/cooking/heating must clean-up following use of the kitchen and assume all liability for damage or accidents that may occur.
- No kitchen utensils will be available for your use. The facility attendant will provide directions regarding the stove, oven, and dishwasher.

MAXIMUM CAPACITY

- Room maximum capacity is determined by the set-up selected.
- Events are limited to the maximum capacity of the selected set-up. If an event exceeds the limit, the Fire Department may be called to reduce the overcrowded conditions. Events are subject to on-site cancellation. You will be billed for all costs related to a service call for the Fire Department, and will risk losing your damage/cleaning deposit.

PARKING

- Parking is available on a first-come, first-serve basis. Parking spaces will not be reserved for your event.

RECYCLING

Alameda County Waste Management Authority (ACWMA) Mandatory Recycling Ordinance 2012-01 requires recyclables to be separate from trash. This includes cardboard, newspaper, white paper, mixed recyclable paper, recyclable glass food and beverage containers, metal (aluminum and steel) food and beverage containers, PET (#1) and HDPE (#2) plastic bottles, food scraps and compostable paper. These items MUST be placed in the proper recycling receptacle.

RENTAL TIME

- You must enter and leave within the time specified on your agreement which includes set-up and clean-up (we recommend allowing one (1) hour for each). Events that exceed the scheduled rental time will be billed at twice the hourly rental rate for the additional time. Renters reserve and pay for a continuous time block. Renters will not receive a refund or credit for time reserved, but not used.
- Rentals must conclude by 10:00pm, and the facility must be cleaned and vacated no later than 11:00pm. All music, live or recorded, must conclude by 10:00pm.

SMOKING

- Smoking is prohibited in ALL facilities and within 20 feet of any doors or windows.

STORAGE

- Storage is not available, either before or after your event. At the conclusion of the event, all materials and supplies must be removed from the facility. The City is not responsible for items left after designated rental times.

City of San Leandro Recreation and Parks Department

FACILITY GENERAL RULES

ADVERTISING

- No advertising may be posted, petitions circulated, or solicitations or sales made in the building or on the facility grounds without written permission from the Facility Supervisor.

ALCOHOL USE

- Alcohol may not be served during the set-up and clean-up.
- Renter must inform the Recreation and Parks Department of intention to serve alcoholic beverages at the time of application, and submit a completed Wine and Beer Service Application.
- Beer, wine, and champagne are the only alcoholic beverages permitted. No hard liquor is permitted.
- Food must be served when alcoholic beverages are served.
- Alcohol may only be consumed within the reserved room. No alcohol is permitted in the hallways, lobbies, or parking lot.
- If wine or beer is to be sold, the renter must apply for a Special Daily License with Alcoholic Beverage Control. A copy of the license must be provided to the City prior to the reservation.

ASBESTOS DISCLOSURE

In 2011, the City of San Leandro had a Limited Asbestos Survey conducted and found that the Marina Community Center has asbestos-containing materials (ACM) and/or asbestos-containing construction materials (ACCM). As such, the City of San Leandro is providing you notice required by the California Health and Safety Code 25915-25919.7.

Although ACMs are present, the health of occupants is not endangered. The identified materials are in good, undisturbed condition; therefore, exposure to building occupants is expected to be negligible. If these materials deteriorate over time, are damaged or disturbed (such as during renovation or demolition operations), then asbestos fibers may be released, creating a potential health hazard for building occupants, maintenance personnel, and contractors. Any identified ACM/ACCM in damaged condition should be promptly reported to the City for immediate repaired or abatement by a licensed asbestos abatement removal contractor. The Limited Asbestos Survey is available for review upon request.

Do NOT poke holes in the ceilings or any of the exterior or interior walls of the Marina Community Center.

BBQ/OPEN FLAME DEVICES

- Cooking devices/BBQs may only be operated outdoors in designated patio areas. Oil used at event must be removed from the premises; it cannot be disposed of in City dumpsters, trash cans, or down any drains. Sterno canisters are allowed.
- Candles are not allowed.

CLEAN-UP

- You are responsible for the clean-up and condition of the facility at the end of your rental. You will be charged for damage/abuse beyond normal wear and additional clean-up, if required. The renter's responsibilities for clean-up include, but are not limited to:
 - All food, decorations, table coverings, etc. must be removed from facility.
 - All garbage cans must be emptied and trash disposed of in dumpster.
 - Floor must be swept/mopped/vacuumed. Spills on carpet must be spot cleaned if necessary.
 - Chairs and tables must be free of spills and debris.
 - All toilets must be flushed and bathroom floors cleared of toilet paper and paper towels.
 - All kitchen surfaces must be free of grease, food particles, and spills.
 - Dishwasher must be cleaned and turned off.
 - Freezer and refrigerator must be empty and cleaned.

DECORATIONS

- Do not use confetti, glitter, sequins, rice, birdseed, or rose petals in or around the building (including patios and porches). Smoke/fog machines of any kind are not allowed in City facilities.
- Decorations may not be adhered to wall using anything other than painter's tape. No nails, tacks, staples, duct tape, Command Strips, etc.
- Candles are not permitted.

City of San Leandro Recreation and Parks Department

FACILITY RESERVATION APPLICATION

Please review the Facility Reservation Procedure, including the cancelation policy, and the Facility General Rules prior to completing application. All applicable fields must be completed prior to submitting the reservation application.

RENTER INFORMATION

NAME _____ ORGANIZATION NAME _____
 ADDRESS _____ ADDRESS _____
 CITY/STATE _____ ZIP _____ CITY/STATE _____ ZIP _____
 DRIVER'S LICENSE # _____ BIRTHDATE _____ EMAIL _____
 EMAIL _____ PHONE # _____
 PRIMARY PHONE # _____ NONPROFIT IRS # _____ BUSINESS
 EVENT COORDINATOR _____ CONTACT PHONE # _____

FACILITY INFORMATION

Marina Community Center

Multipurpose Room A* Multipurpose Room B Multipurpose Room C
 Patio Room Thunderbolt Presentation Room Titan Auditorium
 Add Kitchen Yes No

Senior Community Center

Activity Lounge Meeting Room C Computer Room*
 Arts & Crafts Room Meeting Room D Health and Fitness Room*
 Main Hall—Entire Main Hall A ONLY Main Hall B ONLY
 Add Kitchen Yes No (Not available on Saturdays) (Not available on Saturdays)

*Special Use Room

EVENT INFORMATION

DATE OF EVENT _____ DAY (Please circle one) Mon Tues Wed Thurs Fri Sat Sun
 TYPE OF EVENT/ACTIVITY (Please be specific) _____
 SET-UP TIME _____ to _____ ESTIMATED ATTENDANCE _____
 EVENT TIME _____ to _____ PREFERRED SETUP (Please check one; subject to availability and capacity allowances)
 CLEAN-UP TIME _____ to _____ Rectangular Tables Round Tables No Tables

Note: Rental hours must include all time needed for decorating/set-up, main event, and clean-up. All events must end by 10:00pm or earlier. Clean-up time may extend until 11:00pm

ALCOHOL SERVED* Yes No Sold *Wine & Beer Service Application required; If Sold, ABC License required
 OPEN TO THE PUBLIC Yes No
 ADMISSION CHARGED Yes No Proceeds for _____
 PRODUCTS SOLD Yes No

FOR OFFICE USE ONLY

Received by _____ Permit# _____

FACILITY RESERVATION AGREEMENT/CONTRACT

1. I have read and understand the Facility Reservation Procedure including the **Amendment/Cancelation Policy**.
2. I have read the **Facility General Rules**, and agree to, and will abide by those rules before, during, and after the event.
3. I understand that only beer, wine, and champagne may be served at my event. Hard alcohol is not permitted. Alcohol cannot be served during the set-up and clean-up time of the reservation and may only be consumed within the reserved room. Failure to comply will result in the forfeiture of the damage deposit.
4. The hours I have noted on my application include the set-up/decorating time and the clean-up time, and under no circumstances may I enter the facility prior to the time listed on my application.
5. I have read and understand the City of San Leandro Recreation and Parks Department's Facility Cancelation Policy. I understand no exceptions will be made to this policy.
6. Damage deposit refund processing may take up to 30 days after the date of use, assuming no damages, violations, or additional fees were incurred.
7. City of San Leandro Staff reserves the right to take photographs or other recordings of its activities and events for publicity, and I authorize the use of my image by the City.
8. Storage is not available, either before or after the event. I am aware that the City of San Leandro is not responsible for any lost, forgotten, stolen, or damaged items.
9. I am responsible for the clean-up of my event including, but not limited to: removing all food, decorations, table coverings, etc. from facility, emptying all garbage cans and disposing of trash in the dumpster, sweeping/vacuuming floors, cleaning all spills and debris from tables and chairs, wiping down all kitchen surfaces ensuring they are free of grease, food particles, and spills.
10. I am aware that I am responsible for the facility and equipment during my event, as well as the actions of my guests. I understand that children must be supervised by an adult at all times.
11. Only the applicant may make changes to a submitted application including: payment of the damage deposit, requests for date/time changes, room set-up submittals, or cancelations.

I agree to comply strictly with the facility regulations, to supervise care in the use of all facilities and equipment, and make good any damage or loss of property arising from our occupancy of any portion of the building.

Signature _____

RELEASE OF LIABILITY

I, _____, on behalf of myself and/or group, hereby agree to assume all risks inherent in and arising from participating in this activity and agree to hold harmless and indemnify the City of San Leandro, its officers, employees and agents from and against all loss and liability for injury to person or property (including, but not limited to, personal injury, disability, and death), illness ([including, but not limited to, COVID-19](#)), damage, loss, claim, liability, or expense of any kind, which I, or my group may incur by reason of or arising out of such participating in this activity. I, the undersigned, do hereby certify that I have read and understand the above rules and general statement of policy.

Signature _____

Date: _____

HOLD HARMLESS AGREEMENT

Permittee hereby agrees to, and shall hold the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from and against any injury (including, but not limited to, personal injury, disability, and death), illness ([including, but not limited to, COVID-19](#)), loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

Permittee agrees to and shall defend the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not the City has assisted in or approved such activities.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above **Hold Harmless Agreement** and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

Signature _____

Date: _____

City of San Leandro Recreation and Park Department

Facility Rental Rates

Senior Community Center

Room	Maximum Capacity*	Size	Nonprofit [†] Nonpeak	Nonprofit [†] Peak	San Leandro Resident [‡]	Non Resident [‡]	San Leandro Business	Others	
Activity Room	18 (Rounds)	625 sq. ft.	\$25 per hr.	\$68 per hr.	\$68 per hr.	\$100 per hr.	\$100 per hr.	\$117 per hr.	
Arts & Crafts Room	48 (Recs)	900 sq. ft.	\$25 per hr.	\$68 per hr.	\$68 per hr.	\$100 per hr.	\$100 per hr.	\$117 per hr.	
Classroom C	40 (Recs)	725 sq. ft.	\$25 per hr.	\$68 per hr.	\$68 per hr.	\$100 per hr.	\$100 per hr.	\$117 per hr.	
Classroom D	40 (Recs)	725 sq. ft.	\$25 per hr.	\$68 per hr.	\$68 per hr.	\$100 per hr.	\$100 per hr.	\$117 per hr.	
Computer Room <i>(Special Use)</i>	18 (Desks)	800 sq. ft.	\$42 per hr.	\$125 per hr.	\$125 per hr.	\$183 per hr.	\$183 per hr.	\$213 per hr.	
Health & Fitness <i>(Special Use)</i>	36 (Chairs Only)	1,650 sq. ft.	\$32 per hr.	\$100 per hr.	\$146 per hr.	\$146 per hr.	\$146 per hr.	\$170 per hr.	
Main Hall	Entire (A+B)	240 (Rounds)	3,860 sq. ft.	\$61 per hr.	\$183 per hr.	\$183 per hr.	\$274 per hr.	\$274 per hr.	\$319 per hr.
	A	120 (Rounds)	1,930 sq. ft.	\$32 per hr.	\$97 per hr.	\$97 per hr.	\$146 per hr.	\$146 per hr.	\$170 per hr.
	B (Stage)	120 (Rounds)	1,930 sq. ft.	\$32 per hr.	\$97 per hr.	\$97 per hr.	\$146 per hr.	\$146 per hr.	\$170 per hr.
Kitchen [^]			\$105 per day	\$105 per day	\$105 per day	\$157 per day	\$157 per day	\$183 per day	
Security			\$65 per hr.	\$65 per hr.	\$65 per hr.	\$65 per hr.	\$65 per hr.	\$65 per hr.	

Marina Community Center

Room	Maximum Capacity*	Size	Nonprofit [†] Non-peak	Nonprofit [†] Peak	San Leandro Resident [‡]	Non Resident [‡]	San Leandro Business	Others
Multipurpose Room A <i>(Special Use)</i>	30 (Chairs Only)	920 sq. ft.	\$25 per hr.	\$68 per hr.	\$68 per hr.	\$100 per hr.	\$100 per hr.	\$117 per hr.
Multipurpose Room B	66 (Recs)	1,030 sq. ft.	\$25 per hr.	\$68 per hr.	\$68 per hr.	\$100 per hr.	\$100 per hr.	\$117 per hr.
	48 (Rounds)							
Multipurpose Room C	72 (Recs)	1,115 sq. ft.	\$25 per hr.	\$68 per hr.	\$68 per hr.	\$100 per hr.	\$100 per hr.	\$117 per hr.
	56 (Rounds)							
Thunderbolt Presentation Room <i>(Special Use)</i>	75 (Desks)	1,150 sq. ft.	\$25 per hr.	\$68 per hr.	\$68 per hr.	\$100 per hr.	\$100 per hr.	\$117 per hr.
Patio Room	36 (Recs)	575 sq. ft.	\$13 per hr.	\$42 per hr.	\$42 per hr.	\$64 per hr.	\$64 per hr.	\$74 per hr.
	24 (Rounds)							
Titan Auditorium	300 (Recs)	4,400 sq. ft.	\$61 per hr.	\$183 per hr.	\$183 per hr.	\$274 per hr.	\$274 per hr.	\$319 per hr.
	240 (Rounds)							
Kitchen [^]			\$105 per day	\$105 per day	\$105 per day	\$157 per day	\$157 per day	\$183 per day
Security			\$65 per hr.	\$65 per hr.	\$65 per hr.	\$65 per hr.	\$65 per hr.	\$65 per hr.

* Maximum capacity is determined by table choice (rectangular or round tables)

† Proof of nonprofit status is required. Nonpeak rates apply all day Monday through Thursday, and Fridays until 5:00pm. Peak rates apply Friday after 5:00pm, and all day Saturday and Sunday.

‡ Proof of San Leandro residency required. Residents of UNINCORPORATED San Leandro will be charged the Non-Resident fee.

^ Kitchen can only be rented in conjunction with the Titan Auditorium/Main Hall. Per day fee includes kitchen use for the duration of the room rental only. Additional kitchen-only hours are available at a per hour cost.

All rooms require a refundable damage deposit, to be submitted at the time of the application:

Main Hall (Entire, A or B) and Titan Auditorium: **\$650.00**

All other rooms: **\$150.00**

- All rentals of Main Hall or Titan Auditorium are subject to a 6-hour minimum during peak hours (Fridays after 5pm, and all day Saturdays and Sundays).
 - Changes made to reservations within 30 days of the rental date will be subject to administrative fees and cancellation penalties.
 - Hourly rates are not prorated for partial hours.
 - General liability insurance is required for parties of 100 or more.

PICNIC AREA RESERVATION PROCEDURE

AVAILABILITY

- Select a park and a picnic area. Call (510) 577-3462 or go online to www.sanleandrorec.org to check availability.
- Picnic areas are available for reservation May 1 — October 31, except Mondays, and Tuesdays following a City Holiday that falls on Monday.
- Picnic reservations are from 8:00am — 7:00pm.

RESERVATION APPLICATION

- Reservations for the large group picnic areas at Marina Park are accepted up to one calendar year (365 days) in advance. Large Group Picnic Areas at Marina Park include Seagull, Otter, Mallard, and Mulford Point (all 4 areas only).
- Reservations for all other picnic areas will be accepted beginning the first Monday in April.
- Applications for park reservations must be received by the end of the business day on the Monday before the upcoming weekend.
- Applications must be completed and signed by the person responsible for the rental. Renter must be (18) years of age.
- Proof of residency (within incorporated San Leandro) or non-profit status is required at the time of booking to be eligible for the discounted rates.

Marina Community Center	Senior Community Center
15301 Wicks Boulevard San Leandro, CA 94579 Phone: 510-577-6080 Monday — Friday: 11:30 am to 7:00 pm Saturday: 10:00 am to 2:00 pm	13909 E. 14 th Street San Leandro, CA 94578 Phone: 510-577-3462 Monday — Friday: 8:30 am to 5:00 pm

PICNIC AREA RESERVATION REQUESTS CAN ALSO BE MADE ONLINE AT WWW.SANLEANDROREC.ORG

RENTAL FEES

- For detailed information and rental rates please refer to the Park Chart. Additional fees can be found on the application.
- All fees must be paid in full at the time of reservation.
- Holidays that fall on a weekday will be charged the weekend rate.
- Payments may be made by cash, check, or credit card. Please make checks payable to the City of San Leandro. Checks will not be accepted within 30 days of the rental.

INCLEMENT WEATHER

- All permits affected by inclement weather will have the opportunity to select an alternate date within the same park season. If a second date cannot be secured, a refund, minus \$25.00 administrative fee, will be processed.

SPECIAL EVENTS

- Special Events/Special Park Use are events at any park for more than 350 people or that may have significant impact on the park. Please call (510) 577-6081 for more information if you think your event may qualify as a Special Event.

See reverse for information regarding insurance requirements and cancelations.

INSURANCE

- Liability Insurance is required for any event with an estimated attendance of more than 99 people.
- The Insurance must be General Liability coverage in the amount of \$1,000,000.00 coverage naming the City of San Leandro (835 E. 14th Street San Leandro, CA 94577) as additionally insured.
- The certificate holder must be the same as the contract holder, have date and location of event on the certificate of coverage, and be received by the City of San Leandro no less than 14 days before event.
- Insurance may be obtained through your homeowner's insurance policy or through Gale's Creek Insurance. More information available at www.sanleandro.org.
- Failure to meet insurance requirements will result in the cancellation of the reservation without a refund.

CANCELATION POLICY

- A one-time courtesy permit change without charge can be made before the 30 day limit.
- A non-refundable \$25 fee will be charged for changes or cancellations within 30 days.

City of San Leandro Recreation and Parks Department
GENERAL STATEMENT OF POLICY AND REGULATIONS

For City of San Leandro Recreation and Parks Picnic Reservation

ALCOHOL USE

- Alcohol is not permitted in any of our parks per the City of San Leandro **Municipal Code 4-1-710**, which states that no person shall consume or be in possession of any open container of any alcoholic beverage in any city park or open space area and a violation punishable by an infraction and fine. This will be enforced by the San Leandro Police Department.

AMPLIFIED SOUND

- Amplified music is allowed at Marina Park - Seagull, Otter and Mulford Points picnic areas ONLY.
- Amplified music is prohibited at all other San Leandro park picnic sites.
- Battery-powered devices may be used, but must not be audible more than 25 feet from your site.

CLEAN-UP

- Picnic areas shall be cleaned by permit holder prior to departure.
- Please remove all documents, staples and tape after your event.
- No person shall throw, deposit or leave any refuse, rubbish, garbage, or other discarded or abandoned objects, in any public or private lot of land in the City.
- Alameda County Waste Management Authority (ACWMA) Mandatory Recycling Ordinance 2012-01 requires recyclables to be separate from trash. This includes cardboard, newspaper, white paper, mixed recyclable paper, recyclable glass food and beverage containers, metal (aluminum and steel) food and beverage containers, PET (#1) and HDPE (#2) plastic bottles, food scraps and compostable paper. These items MUST be placed in the proper recycling receptacle.

INFLATABLES

- Inflatables are allowed at designated, reservable picnic areas with proper permit only. Please consult the Inflatable Information sheet to ensure an inflatable is permitted in your selected picnic area.
- Only companies from our approved list are allowed to place inflatables in San Leandro Parks.
- Wet inflatables (those which use water) and inflatables requiring multiple generators are not permitted. Only one inflatable per designated picnic area is allowed.
- All rentals of inflatable equipment are at Permittee's own risk.

PARK USE

- A City park picnic area may be rented by groups or individuals for their exclusive use upon payment of the fee. The total fee must be paid at the time the permit is issued. Fees do not include Liability Insurance, which is required for parties of more than 99 guests.
- Park facilities that have not been reserved are open to the general public.
- Use of the City of San Leandro's picnic facility shall be in accordance with all current, applicable public laws and regulations.
- City of San Leandro employees of the Recreation and Parks, Public Works, and Police Departments are authorized and required to enforce all regulations covering use of City recreation facilities.
- The individual or group using a facility must see that all park regulations and stated policies covering use of City recreation facilities are met by those in attendance; both adults and children.
- The use of nails and tacks are prohibited. Please remove all documents, staples and tape after your event.
- Use of recreation facilities will not be granted to a group or individual where such use would result in individual/private profit.
- No dunk tanks or animal rides are allowed in city parks.
- Groups that cause problems such as noise, litter, or aggressive behavior will have their picnic permit revoked, fees will be forfeited and may also result in the loss of opportunities to obtain permits in the future.
- Banners, decorations, weighted objects, etc. cannot be hung from shade structures.
- The City is not responsible for accidents, injury or loss of individual/property at the facilities.

City of San Leandro Recreation and Parks Department
GENERAL STATEMENT OF POLICY AND REGULATIONS (continued)
For City of San Leandro Recreation and Parks Picnic Reservation

OVER CAPACITY

- Overcapacity is assessed when the estimated attendance is one person over the set capacity for the area. Attendance cannot exceed double the set capacity. Events more than doubling the set capacity of a picnic area are subject to on-site cancellation by the Park Specialist on duty.

SMOKING

- Smoking is prohibited in City and private parks, playgrounds, and athletic facilities per the City of San Leandro **Municipal Code 4-12-205(e)**.
- Usage of hookahs, electronic smoke devices, and marijuana of any kind are prohibited. Failure to comply can lead to on-site cancellation by the Park Specialist on duty.

VEHICLES AND PARKING

- Parking is available on a first-come, first-serve basis. Parking spaces will not be reserved for your event.
- Vehicles are not to be driven into the picnic areas; this includes catering vehicles and BBQ trailers. Vehicles also include any motorized scooter, motorcycle, or bicycle. All are prohibited from being used/parked inside of park boundaries for safety reasons.
- Permit holders will need to bring hand trucks, wagons or other means to transport their supplies.
- Marina Park visitors may not park in the golf course parking lots or the boat launch parking lot.
- Vehicle Access is permitted at Chabot and Washington Manor Park **ONLY** between the hours of 7:30am and 5:00pm for equipment drop-off and pick-up **ONLY**. A Park Specialist will open/close vehicle access gates at time specified on application and escort the vehicle to the picnic site. Vehicles cannot be left in the picnic area for any reason.

INFLATABLE INFORMATION

Inflatables are allowed at designated, reservable picnic areas during the picnic season, May 1 – October 31, with **proper permit only**. Only companies from our approved list are allowed to place inflatables in San Leandro Parks.

<u>Bay Area Jump</u> (800) 514-5867 Website: www.bayareajump.com	<u>Rent A Jump</u> (510) 708-1817 Website: www.rentajump.com
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The approved inflatable vendors are those who have submitted the required proof of insurance to the City. This list does not constitute an endorsement of any particular vendor.

PICNIC AREAS ALLOWING INFLATABLES

Due to California's Emergency Water Conservation Restrictions set by East Bay Municipal Utility District (EBMUD), inflatables are no longer permitted in picnic areas at parks with irrigation systems using water from the Utility District in an attempt to keep the grass looking green and healthy. Inflatables, from approved vendors, will continue to be allowed in parks using well-water irrigation systems. See list of picnic areas which allow inflatables below.

Bonaire Park Pods 1 & 2 Pods 3 & 4	Halcyon Park Area 1 Area 5
Chabot Park	Thrasher Park
Cherry Grove Park Area 1 Area 4 Area 6 Area 9	Washington Manor Park Area 1 Area 6 Area 8

Wet inflatables (those which use water) and inflatables requiring multiple generators are not permitted. Only one inflatable per designated picnic area is allowed.

PARK INFORMATION	Capacity	*Fee: Resident/ Non-Resident	Play Apparatus	Picnic Tables	Barbecues	Restrooms	Baseball Field	Tennis Courts	Basketball	Soccer Field	Softball Field
Bonaire Park/5.4 acres 14841 Juniper @ Sagewood			t			Y					1
Pods 1 & 2 or 3 & 4	50	\$142/214		6	2						
Area 5	20	\$63/94		2	1						
Pods 1, 2, 3 & 4 (all 4)	100	\$198/300		12	4						
Chabot Park/10.5 acres 1698 Estudillo Avenue	150	\$198/300	t	18	5	Y					1
Cherry Grove Park/4 acres 1600 Williams @ Leonard			t			Y		6	Y	Y**	
Area 1	20	\$63/94		2	1						
Area 2	50	\$142/214		4	1						
Area 3	15	\$63/94		1	0						
Area 4	20	\$63/94		2	0						
Area 5	20	\$63/94		2	2						
Area 6	15	\$63/94		1	1						
Area 7	15	\$63/94		1	1						
Area 8	15	\$63/94		1	1						
Area 9	15	\$63/94		1	1						
Area 10	20	\$63/94		2	1						
Area 11	20	\$63/94		2	1						
Area 12	20	\$63/94		2	1						
F. Stenzel Park 15300 Wicks Blvd.			t			Y	2		Y	Y	1
Area 1	20	\$63/94		2	1						
Area 2 or 3	15	\$63/94		1	1						
Floresta Park/1 acre 3750 Monterey Blvd.			t			Y	Y				
Area 1	60	\$142/214		5	1						
Area 2	60	\$142/214		5	2						
Halcyon Park/5 acres 1245 147th Avenue @ Western			t			Y					
Area 1	50	\$142/214		4	0						
Area 2 or 3	20	\$63/94		3	2						
Area 4	20	\$63/94		2	1						
Area 5	40	\$142/214		3	2						

*San Leandro Business/Non-San Leandro Business rates apply. Please call (510) 577-3462 for rates.

**Open only when reservations are scheduled. Locked at all other times.

Some sports fields may be locked venues. Additional reservations are required for organized sports and use of these fields.

PARK INFORMATION	Capacity	*Fee: Resident/ Non-Resident	Play Apparatus	Picnic Tables	Barbecues	Restrooms	Baseball Field	Tennis Courts	Basketball	Soccer Field	Softball Field
Marina Park/30 acres 13801 Monarch Bay Drive			t			Y					
Seagull	150	\$306/434		21	6						
Mallard	55	\$142/214		5	1						
Otter	75	\$248/337		6	1						
Heron	50	\$142/214		4	2						
Area 1	15	\$63/94		1	1						
Area 2	20	\$63/94		2	1						
Areas 3- 8	15	\$63/94		1	1						
Areas 9-16	15	\$63/94		1	1						
Areas 17 (Boat Launch)	15	\$63/94		1	0						
Area 18 (Boat Launch)	15	\$63/94		1	1						
Area 19/ Pescador Pt.	50	\$142/214		4	4						
Memorial Park/2.7 acres 1105 Bancroft Avenue @ Callan			t			Y					
Area 1	40	\$142/214		4	2						
Area 2	20	\$63/94		2	1						
Root Park 1033 E. 14th Street	20	\$63/94		2	0	N					
Siempre Verde Park/1.8 acres 455 Park St. @ San Leandro Blvd.			t			Y			Y		
Area 1	20	\$63/94		2	1						
Area 2	20	\$63/94		2	1						
Thrasher Park/12.8 acres 1300 Davis Street	75	\$142/214	t	6	6	Y**					1
Tony B. Santos Park / 1 acre 862 O'Donnell Street			t			N					
Area 1	15	\$63/94		1	1						
Area 2	15	\$63/94		1	1						
Toyon Park/2.1 acres 1500 Bancroft Avenue	75	\$142/214	t	6	2	Y					
Washington Manor Park/15.1 acres 14900 Zelma St @ Manor Blvd.			t			Y		3	Y	Y	2
Area 1	75	\$198/300		7	3						
Area 2	20	\$63/94		2	0						
Area 3	20	\$63/94		2	1						
Area 4	20	\$63/94		2	2						
Area 5	20	\$63/94		2	1						
Area 6	20	\$63/94		2	1						
Area 7	10	\$63/94		1	1						
Area 8	20	\$63/94		2	2						

*San Leandro Business/Non-San Leandro Business rates apply. Please call (510) 577-3462 for rates.

**Open only when reservations are scheduled. Locked at all other times.

Some sports fields may be locked venues. Additional reservations are required for organized sports and use of these fields.

City of San Leandro Recreation and Parks Department
PICNIC AREA RESERVATION APPLICATION

Please review the Picnic Reservation Procedure, including the cancellation policy, and the General Statement of Policy and Regulations prior to completing the application. All applicable fields must be completed prior to submitting the reservation application.

PLEASE NOTE: A separate Special Event Permit is required if your expected attendance is 350 or more.

RENTER INFORMATION

NAME _____	ORGANIZATION NAME _____
ADDRESS _____	ADDRESS _____
CITY/STATE _____ ZIP _____	CITY/STATE _____ ZIP _____
DRIVER'S LICENSE # _____ BIRTHDATE _____	EMAIL _____
EMAIL _____	PHONE # _____
PRIMARY PHONE # _____	<input type="checkbox"/> NONPROFIT IRS # _____ <input type="checkbox"/> BUSINESS
DAY OF EVENT CONTACT _____	DAY OF PHONE # _____

PARK INFORMATION

PARK BEING RESERVED _____
AREA (# OR NAME) BEING RESERVED _____

EVENT INFORMATION

DATE OF EVENT _____ DAY (Please circle one) Mon Tues Wed Thurs Fri Sat Sun
TYPE OF EVENT/ACTIVITY (Please be specific) _____
HOURS OF USE _____ to _____ *ESTIMATED ATTENDANCE _____

Although the rental is from 8:00am until 7:00pm, this is helpful for park staff

Will you bring additional equipment to the park to augment the amenities of the picnic area? (Ex. Additional tables, chairs, BBQ, tents, etc.) Any additional equipment is subject to approval by the Recreation Supervisor. Yes No Initial _____

IF YES, PLEASE EXPLAIN _____

Will you have an Inflatable? (\$10 Fee) Yes No Vendor _____ Invoice # _____ Initial _____

Inflatables are allowed at designated, reservable picnic areas **with proper permit only**. Please consult the *Inflatable Information* sheet to ensure an inflatable is permitted in your selected picnic area. Only companies from our approved list are allowed to place inflatables in San Leandro Parks. **Wet inflatables (those which use water) and inflatables requiring multiple generators are not permitted. Only one inflatable per designated picnic area is allowed.**

COVID-19 ACKNOWLEDGEMENT

1. In support of the guidance and recommendations from Local and State Health Departments regarding the outbreak of the Novel Corona Virus (Covid-19), the individual or group using the facility must see that all local and state health guidance, park regulations and stated policies covering use of City recreation facilities are followed by those in attendance; both adults and children.

Initial _____

Additional fees must be added to your permit at least 14 days prior to your reservation. All additional fees are nonrefundable.

FOR OFFICE USE ONLY

Received by: _____ Date Received: _____ Permit #: _____

PICNIC RESERVATION AGREEMENT/CONTRACT

1. I have read and understand the Picnic Reservation Procedure including the **Cancelation Policy**.
2. I have read the **General Statement of Policy and Regulations**, and agree to, and will abide by those rules before, during, and after the reservation.
3. I understand that alcohol is not permitted in any parks per the City of San Leandro Municipal and a violation is punishable by an infraction and fine.
4. I have read and understand the City of San Leandro Recreation and Parks Department's Picnic Reservation Cancellation Policy and the policy pertaining to inclement weather. I understand no exceptions will be made to this policy.
5. City of San Leandro Staff reserves the right to take photographs or other recordings of its activities and events for publicity and authorize the use of my image by the City.
6. The individual or group using the facility must see that all park regulations and stated policies covering use of City recreation facilities are met by those in attendance; both adults and children.
7. Use of recreation facilities and City Parks will not be granted to a group or individual where such use would result in individual/private profit.
8. No dunk tanks, petting zoos, or animal rides are allowed in city parks.
9. Groups that cause problems such as noise, litter, or aggressive behavior will have their picnic permit revoked, fees will be forfeited and may also result in the loss of opportunities to obtain permits in the future.
10. The City is not responsible for accidents, injury or loss of individual/property at the facilities.
11. Only the applicant may make changes to a submitted application including: payment of the rental fees, requests for date or location changes, or cancelations.

I agree to comply strictly with the picnic area regulations, to supervise care in the use of all facilities and equipment, and make good any damage or loss of property arising from our occupancy of any portion of the picnic area or park.

Signature _____

RELEASE OF LIABILITY

I, _____, on behalf of myself and/or group, hereby agree to assume all risks inherent in and arising from participating in this activity and agree to hold harmless and indemnify the City of San Leandro, its officers, employees and agents from and against all loss and liability for injury to person or property (including, but not limited to, personal injury, disability, and death), illness ([including, but not limited to, COVID-19](#)), damage, loss, claim, liability, or expense of any kind, which I, or my group may incur by reason of or arising out of such participating in this activity. I, the undersigned, do hereby certify that I have read and understand the above rules and general statement of policy.

Signature _____

Date: _____

HOLD HARMLESS AGREEMENT

Permittee hereby agrees to, and shall hold the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from and against any injury (including, but not limited to, personal injury, disability, and death), illness ([including, but not limited to, COVID-19](#)), loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

Permittee agrees to and shall defend the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not the City has assisted in or approved such activities.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above **Hold Harmless Agreement** and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

Signature _____

Date: _____

FIELD RESERVATIONS

San Leandro has 5 different parks that offer reservable fields for Baseball/Hardball, Softball, Soccer, and Football games and/or practice. Fields are available for reservation between **March 1 – October 31***. **Fields are closed on city holidays.** In order to successfully reserve a field, please read the information below and the Field Reservation Application carefully.

HOW TO RESERVE A FIELD

- Select a field and call (510) 577-3462 to check availability.
- Once availability is confirmed, submit a completed application (Field Reservation Application: General Statement of Policy and Regulations, Youth and Adults Sports Organization Protocol, Payment Information Form) and damage deposit.
- Pay the reservation fee and any additional fees thirty (30) days prior to the first rental date. Rentals under thirty (30) days will require a full payment once the rental is confirmed. Payments can be made by cash, check, VISA or MasterCard. Please make checks payable to the City of San Leandro. (Checks will not be accepted within 30 days of the rental and without proper I.D.)
- A credit card must be placed on file in order to secure fields. Any payments not received within 30 days of the start of the first booking will be charged in full.

WHEN TO RESERVE A FIELD

- All locked fields are only available by reservation. Applications will be available end of December.
- Applications for field reservations must be received at least 15 working days prior to the first date requested.

LIABILITY INSURANCE REQUIREMENT

- Liability Insurance is required for any reservation with 3 or more bookings or having an estimated attendance of 100 people or more and must be approved by the field supervisor.
- The insurance must be: General Liability coverage in the amount of \$1,000,000.00 and name the City of San Leandro as additional insured.
- All youth rentals require an additional Abuse and Molestations Insurance coverage of \$1,000,000/\$1,000,000 aggregate, and name the City of San Leandro as additional insured.
- Liability insurance may be purchased through Gales Creek Insurance Services at www.galescreek.com/app/index.cfm?jointpowers=1
- Insurance must be provided no later than 15 days prior to your event. Failure to meet insurance requirements will result in the cancellation of this reservation without a refund.

PRICING AND CLASSIFICATION INFORMATION

Users are classified into the following groups for the purpose of determining applicable fees/charges and priority scheduling:

- Group B – San Leandro Non-Profit / San Leandro Youth Non-Profit organizations (Required to submit a 501c3 Certificate of Status and insurance) **Please note: 501c3 eligibility must be verified by the field supervisor**
- Group C – Non-San Leandro Non-Profit organizations serving San Leandro residents (Required to submit a 501c3 Certificate of Status, insurance, and team/member roster with addresses)
- Group D – San Leandro Resident (Required to provide proof of residency)
- Group E – Non-Resident
- Group F – San Leandro Business (Required to provide proof of residency)
- Group G – Non-San Leandro Business, other group, or non-profit not serving San Leandro residents

DAMAGE DEPOSITS

- A damage deposit is due upon submittal of application and will be held until the completion of the rental. Deposits will be returned if no damages or breach of contract occur.
- A deposit is required for each field rented.
- Failure to return field keys on the last rental date listed on issued permit, the permit holder forfeits full field damage deposit.

Thrasher, Washington Manor, Washington Manor Middle School, and Stenzel Fields	\$325/season
Tournament	\$300/tournament
San Leandro Ball Park	\$525/season
San Leandro Ball Park Tournament	\$500/tournament

FIELD LOCATIONS AND FEES

(Soccer / Football on next page)

Baseball / Hardball Fields	
San Leandro Ball Park (Locked Venue) <u>Youth and Adult Games only</u> Lights available (Available Tuesday – Sunday)	Stenzel Fields: (Locked Venue) Field #2 <u>Youth and Adult Games or Practices</u> Scoreboard available at Field 2 Field #3 <u>8yr. old Games or Practices</u> Field #4 <u>T-Ball Games or Practices</u>
Washington Manor Middle School (Locked Venue) <u>Youth Practice only</u> (Available Weekdays 5pm – Sunset, Weekends 8:30am to Sunset)	Washington Manor Fields: Field #1 <u>Youth and Adult Practices</u> Lights available at Field 1 Field #2 <u>Youth Practices</u>

Softball Fields	
Thrasher Field (Locked Venue) <u>Youth and Adult Games or Practices</u> Lights available	Stenzel Field 1: (Locked Venue) <u>Youth and Adult Games or Practices</u> Scoreboard available at Field 1
Washington Manor Fields: Field #1 <u>Youth or Adult Games or Practices</u> Lights available at Field 1 Field #2 <u>Youth or Adult Games or Practices</u>	Washington Manor Middle School (Locked Venue) <u>Youth Practice only</u> (Available Weekdays 5pm – Sunset, Weekends 8:30am to Sunset)

Field Use Fees are per hour and require a 2-hour minimum booking per reservation for Baseball/Softball. All high school games must book a 3-hour minimum reservation.

Field Prep Including Bases: Required for all Baseball/Softball game rentals. **Option 1-** Pay for field prep. **Option 2-** Request to do your own field prep. (Parks Supervisor must clear you to do your own field prep)

Lights: Minimum of 2-hour rentals for lights usage. Lights are mandatory if your rental goes past sunset.

User Group	Group B:	Group C:	Group D:	Group E:	Group F:	Group G:
Field Rental fees for: Thrasher, Washington Manor, Washington Manor Middle School, and Stenzel Fields						
Field Rental (per hour)	\$6	\$21	\$21	\$31	\$31	\$37
Extra Fees (added to base fee)						
Field Prep Including Bases (per rental)	\$35	\$39	\$39	\$58	\$58	\$67
Lights (per hour)	\$8	\$26	\$26	\$40	\$40	\$46
Field Rental fees for San Leandro Ball Park						
Field Rental (per hour) (includes field prep & bases, except for Group B)	\$6	\$56	\$56	\$84	\$84	\$98
Extra Fees (added to base fee)						
Field Prep Including Bases (per rental)	\$35					
Lights (per hour)	\$8	\$26	\$26	\$40	\$40	\$46
Kitchen (per rental)	\$31	\$31	\$31	\$33	\$33	\$38
Field Rental fees for Tournaments (Includes Bases. Other services can be added for an additional fee)						
Youth Tournament (per day) Thrasher and SLBP	\$150	\$156	\$156	\$235	\$235	\$274
Adult Tournament (per day) Thrasher and SLBP	\$325	\$339	\$339	\$509	\$509	\$593

*Tournament Additional Fee: Current hourly staff cost if required for tournament

Soccer/Football Fields	
Washington Manor Middle School (WMMS) (Locked Venue) <u>Youth Games or Practices</u> Goals available on site by request (Available Weekdays 5pm – Sunset, Weekends 8:30am to Sunset)	Stenzel Field (Locked Venue) <u>Youth Practices</u> Field 1 & 2 must be rented
Washington Manor Field <u>Youth Practices</u> Field 1 & 2 must be rented Lights available at Field 1	

Field Use Fees are per hour and require a 2-hour minimum booking per reservation for Soccer/Football.

Field Prep: The City does not offer a field prep service for soccer / football. If you would like to prep your own field (ex-chalking), please check “Self Field Prep” on the application and indicate when you want to field prep. The Fields Coordinator will then help coordinate a time for you to prep the field.

Soccer Goals: Youth regulation size goals are available on-site at Washington Manor Middle School for no fee, by request. Please check on the application if you would like access to these goals. If renting at Washington Manor or Stenzel Field, you are allowed to bring your own goals if needed to your rental venue during your approved time. Please check on the application if you plan to bring your own goals.

Lights: Minimum of 2-hour rentals for lights usage. Lights are mandatory if your rental goes past sunset.

User Group	Group B:	Group C:	Group D:	Group E:	Group F:	Group G:
Field Rental Fees for Soccer Fields						
Field Rental (per hour)	\$11	\$39	\$39	\$58	\$58	\$67
Extra Fee (added to base fee)						
Lights (per hour)	\$8	\$26	\$26	\$40	\$40	\$46
Field Rental fees for Tournaments (Other services can be added for an additional fee)						
Tournament (per day)	\$150	\$150	\$150	\$225	\$225	\$263

Please note: The City requires a completed application to process all transactions and the insurance certificate (if required) for rentals. No other party may complete the application.

FIELD RESERVATION APPLICATION

NAME: (Main Contact) _____ ORGANIZATION NAME: (If applicable) _____

ADDRESS: _____ ADDRESS: _____

CITY/STATE: _____ ZIP: _____ CITY/STATE: _____ ZIP: _____

BIRTHDATE: _____ EMAIL: _____

EMAIL: _____ PHONE # _____

PRIMARY PHONE # _____ NONPROFIT IRS # _____

EMERGENCY CONTACT: _____ Nonprofit Organizations: Do you serve San Leandro Residents? Yes No

EMERGENCY CONTACT PHONE # _____ BUSINESS

WILL A FEE BE CHARGED FOR/DURING YOUR RENTAL? YES__ NO__ IF SO, HOW MUCH, & BRIEF DESCRIPTION? _____

IS THERE A FEE TO JOIN YOUR ORGANIZATION/LEAGUE? YES__ NO__ IF SO, HOW MUCH? _____

Field Operating Hours: Monday – Sunday, 8:30 a.m. – 10:30 p.m (Unless otherwise noted)

All rentals are completed in 1-hour blocks with a 2 hour minimum.

Minimum of 2-hour rentals for lights usage.

All high school games must book a 3-hour minimum.

Field Reservation Information:

Check One: Baseball Softball Soccer Football

Field Users, Check One: Youth Adult

Field Location & Field #	Date (s) requested <small>(Attach league schedule or separate sheet if needed)</small>	Start Time	End Time	Purpose of rental <small>(Practice, Game, Tournament)</small>
		:	:	
		:	:	
		:	:	
		:	:	

Estimated Attendance _____

Fair Play Act Statistics (AB 2404)

of boys (under the age of 18) participating in the league: _____ # of girls (under the age of 18) participating in the league: _____

Total number of youth participating in the league: _____

Additional Fees: (will be applied)

Field Prep Including Bases: (Mandatory for Baseball/Softball Games) Yes No If yes, what days/times? _____

- Self Field Prep (No fee, Parks Supervisor Clearance Required) If self, what days/times? _____

Score Board: (Stenzel Field 1 or 2 only) Yes No If yes, what days/times? _____

Lights: (Mandatory if your rental goes past sunset) Yes No If yes, what days/times? _____

Kitchen: (SL Ball Park only) Yes No If yes, what days/times? _____

Soccer Goals: 1- WMMS Goals Access (No fee) Yes No 2- Washington Manor / Stenzel Field Bring Your Own Goals? Yes No

The intent of this permit is to cover in full a mutual obligation. **Requests for changes or adjustments must be submitted fifteen (15) working days prior to the rental date**, are subject to Recreation Supervisor approval, and will be confirmed by the issuing of a new permit.

Amendment requests submitted within 15 working days of the rental date are subject to a \$25 Administrative fee.

Applications for field reservations must be received by the Recreation Division by the end of business day at least fifteen (15) business days prior to the date(s) requested.

Permits are not transferable and are granted on the condition that the permittee abides by 1) the City rules and regulations for the use of public parks and recreational facilities; 2) the statement of general policy; 3) the rules governing the facility being used.

GENERAL STATEMENT OF POLICY AND REGULATIONS
for City of San Leandro Recreation and Human Services Field Rental

Permits may be revoked by the City for failure by the permit holder to comply with city regulations and any fees paid will be forfeited. Failure to comply may also result in the loss of opportunities to obtain permits in the future.

1. Organizers are responsible for the conduct of their players and must work with game officials to assure that all players conform to facility use rules and regulations, league rules and regulations, and the team Code of Conduct.
2. The renting individual or group is responsible for the conduct of spectators and shall take appropriate action including removal from premises, if necessary, to ensure that proper and safe behavior is maintained at all times. The renting individual or group is responsible for the enforcement of the adopted rules and regulations and Code of Conduct.
3. Emergency procedures shall be made available by the renting individual or group to a responsible individual at every activity. The renting organization must have available first aid supplies and identify the location of the nearest land line to call "911".
4. At least one adult and/or organization official shall be assigned the responsibility of staying on the site until all participants and spectators vacate the site.
5. Game officials shall possess adequate levels of training commensurate with the scope of the activity and are responsible for enforcing the rules of the game, event or activity (if applicable).
6. The field permits are granted for a specific use to a specific individual/organization for a specific date/time and are not transferable. Receiving any remuneration, whether for business or charitable purpose, for subleasing City Facilities reserved for a specific activity is not allowed.
7. **Payments:** A full payment is due 30 days prior to the first rental date requested. Rentals under 30 days will require a full payment once the Recreation Supervisor has confirmed the rental and has received a signed permit from the user/user group. Failure to meet this deadline will result in the cancellation of the reservation.
8. **Damage Deposit:** A deposit is due upon submittal of application and will be held until the completion of the rental. Deposits will be returned if no damages or breach of contract occur. Depending on the level of damage, fees to cover damage will be approximately \$75/hr plus materials/parts for clean up and repairs. If at any time the cost of damages amount reaches 50% or more of the original deposit, the organization must restore the damage deposit to the original amount before their next scheduled field rental.
9. **Insurance:** Liability insurance is required for applicants with 3 or more bookings or have an estimated group of 100 or more, must present an insurance certificate naming the City of San Leandro as additional insured for no less than \$1 million. **All youth rentals require an additional Abuse and Molestations Insurance coverage of \$1,000,000/\$1,000,000 aggregate.** Certificates must be on file 15 working days prior to the event and may be purchased through Gales Creek Insurance Services via the Internet. Failure to meet the insurance requirement will result in the cancellation of the reservation without a refund.
11. **Cancellation Policy:** Events cancelled due to inclement weather will be rescheduled (depending on availability) or rental fees will be credited. The City reserves the right to cancel, modify or change a permit with prior notification to the rental group. Requests for changes or adjustments should be submitted three weeks in advance (15 working days) prior to the rental and confirmed by a new permit, pending Supervisor approval. A one-time courtesy permit change without charge can be made before the three week limit. Amendment requests submitted within 15 working days of the rental date are subject to a \$25 Administrative fee. **Should there be a cancellation within 15 working days or no-show no refunds will be issued.**
12. **Alcohol is not permitted in any of our parks: Muni Code 4-1-710 states that no person shall consume or be in possession of any open container of any alcohol beverage in any city park or open space area and a violation punishable by an infraction and fine. This will be enforced by the San Leandro Police Department.** Violators are subject to permits rescinded without refund, citation and may be prohibited from future rentals.
13. **Charging Admission:** Organizations or groups must inform the Recreation Supervisor if they will charge admission for their event and how much admission will be. A special event permit may be required depending on the size and the type of event.
14. **Curfews and Restricted Uses:** Field rentals are available for reservation March 1 – October 31. Play is allowed between 8:30 a.m. and 10:30 p.m. To accommodate the City's watering schedule, no innings may start after 10:30 p.m. The individual or group using a facility must see that all regulations and stated policies covering use of City recreation facilities are met by those in attendance; both adults and children.
15. **Inspections:** The renting organization using City fields or facilities is responsible for inspecting the playing surfaces, grounds, restrooms and all other site amenities pre and post play. If a deficiency or vandalism is discovered, the City of San Leandro Public Works Department must be notified immediately in order to relieve the renting individual or group of responsibility for the pre/existing conditions. An email to SLrec@sanleandro.org is sufficient notification.
16. **Additional Services:** The renting individual or group is responsible for keeping the City field or facility free of litter, disposing of event-related trash and spectator garbage. The renting individual or group is solely responsible for ensuring the facility is left in a clean and orderly manner at the conclusion of each day's activities. Personal property and/or food are not allowed to be stored at City Facilities. The City is not responsible for any loss or damage of items left on-site. Outside food vendors are required to have a current City business license; dispose garbage properly; locate themselves in an area not blocking the fire lane nor the parking slots for the public; and they cannot be on the field or park area.

17. **Use of Sound Equipment:** Amplified sound is not allowed in city parks adjacent to residential land uses and neighborhoods. The use of all sound equipment must comply with the City of San Leandro Noise Ordinance, and a special events permit may be required.
18. **Use of Fields or Facilities:** Use of a City field or facility shall be in accordance with all local laws, ordinances and regulations. Schedules of use and issuance of permits are the responsibility of the City of San Leandro Recreation and Human Services Department. Permits are granted for specific activities to a specific individual/organization for a specific date/time period and are not transferrable to other entities.
19. **On-site Vehicles:** Vehicles are not allowed on the turf at any time. Vehicles may not be left on sidewalks or paved paths. Vehicles may access the venue to off load equipment and supplies using only paved paths or sidewalks and then immediately parked in the parking lot. The City is not responsible for accidents, injury to an individual, or loss of property at City fields, facilities or tennis courts including adjacent parking lots as per the Hold Harmless Agreement of this application. A parent, guardian or custodian shall supervise minor(s) while at a City field, facility or tennis court.
20. **Team Trailers/Snack Bars:** Organizations who own equipment trailers and/or snack bars on City property are required to keep the exterior free of graffiti and safe at all times. If graffiti is not cleaned up by the organization within 72 hours of notification, City staff will clean and deduct fees from the damage deposit - \$150/container. Repairs must be done in a timely manner by the organization, if not, the City will deduct from the damage deposit.
21. **San Leandro Ball Park (SLBP)** is a game-only field/facility. **Practices are not allowed, no exceptions.** Pre-game warm-ups are permitted to 30 minutes per team before game time. All garbage from the snack bar/kitchen must be emptied into the dumpster. Rental fees at SLBP include field prep and bases, except for User Group B, which can either pay for field prep and bases, or request to prep themselves, which requires Parks Supervisor approval.

____ **Initial** that you have read and agree to the above policies and regulations. Failure to comply with any of the above items Initial will be grounds for the revocation of the facility use permit.

Hold Harmless Agreement: Permittee hereby agrees to, and shall hold the City of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from and against any injury (including, but not limited to, personal injury, disability, and death), illness (including, but not limited to, COVID-19), loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

Permittee agrees to and shall defend the City of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not the City has assisted in or approved such activities.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above **Hold Harmless Agreement** and understand that if this application is approved, that this agreement shall be legally binding upon myself and the organization or group I represent.

Signature

Date

CUSTOMER SERVICE APPLICATION CHECKLIST – FOR OFFICE USE ONLY

(Customer Service is able to process field applications starting the 2nd week of February)

- Application **FULLY** Completed and Signed
- Residency & 501(c)3 Verified Using: Driver's License PG&E Water Garbage
<http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- Insurance information provided / collected. (If applicable) 1- General Liability 2- Youth Abuse / Molestation Coverage
- Reservation Entered in ActiveNet, including additional fees. Field Users Contact Info Updated.
- Copy of Permit given to customer with dates and bookings **highlighted**
- Applicable fees collected

Customer Service Initials _____



Youth & Adult Sports Organizations Protocol

In compliance with the Interim COVID-19 Guidance for Youth Sports and Extracurricular Activities in Alameda County, this guidance is to reduce the spread of COVID-19 infection in our community by supporting a safer environment for all who participate in youth sports and other extracurricular activities. Please review the following precautions and necessary documents for fields for youth and adult sports organizations.

Please initial each item to indicate that you agree to implement and uphold these requirements during your reservation.

Organization/Applicant Responsibilities

Informed Consent _____ (initial)

Provide information regarding risk to all parents/guardians of minors participating in such sports, and have each parent sign an informed consent indicating their understanding and acknowledgment of the risks indicated herein.

Face Coverings _____ (initial)

Participants and Coaches do not need to wear masks when outdoors, even if they cannot maintain physical distance. However **per CDC recommendation**, in areas of substantial to high transmission, people might **choose to wear a mask outdoors**; when in sustained close contact (including high-risk contact sports) with other people, particularly if they or someone has a weakened immune system or is at risk for severe disease.

Hygiene and Equipment Sanitation _____ (initial)

When equipment is shared during an activity, participants perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, at half time, and after the conclusion of the activity. Balls or other objects or equipment can be touched by multiple players during practice and play if the above hand hygiene practices are followed. No sharing of drink bottles and other personal items and equipment.

Prevention _____ (initial)

Remind participants and families that COVID-19 often spreads off-the-field, especially in situations when groups let their guard down and eat or socialize together with their masks off (e.g., post-game parties, carpools, travel).

Please note: This document may be updated as additional information and resources become available. The following documents are required to support your application for use of the fields in compliance with the new guidelines. Field Reservation Application: General Statement of Policy and Regulations, Youth and Adults Sports Organization Protocol (this form), Payment Information Form

Organization Name: _____

Applicant Name (*please print*): _____

Applicant Signature: _____

Date: _____

Please return a signed copy of this form to the Recreation staff upon completion.

PAYMENT INFORMATION

Field deposit fees are due upon submittal of application; rental fees are due in full 30 days prior to first date. **A credit card must be placed on file in order to secure fields.** Any payments not received within 30 days of the start of the first booking will be charged in full to the credit card on file or reservation will be cancelled.

Payment Method:

Cash (in person only) **Check** (payable to City of San Leandro) **Total \$** _____

CREDIT CARD AUTHORIZATION FORM

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

I, _____, hereby authorize the City of San Leandro, Recreation & Human Services Department, to charge my credit card

Visa MasterCard American Express

Credit Card Billing Address:

Street: _____

City: _____ State: _____

Zip Code: _____

Telephone: _____

Last four digits of credit card: _____

As the credit card holder, I hereby authorize the charge for the attached permit application.

Cardholder's Signature

Date

Cardholder's Signature

Date

The City of San Leandro, Recreation & Human Services Department will keep all credit card information confidential.

.....
THIS SECTION WILL BE SHREDDED

Credit Card Number: _____ - _____ - _____ - _____

Exp Date CVV