

CITY OF CLAYTON PARK FACILITY USE POLICIES

Purpose: The City Park Facility Use Policies establish rules, regulations and procedures governing the use of the City's developed parks; including the fee schedule for the current year.

Facilities Available:

Clayton Community Park, located at Marsh Creek Road and Regency Drive includes three baseball/softball fields, four soccer fields (three overlay the baseball fields), picnic / barbeque facilities and toddler playground. The sports fields and group picnic areas are available for reserved use.

Lydia Lane Park, located at the northern end of Lydia Lane, is a small neighborhood park adjacent to Mt. Diablo creek and trail. The park includes an open grass area and picnic bench and is available for general public use.

General Park Regulations:

1. All fees and use regulations are subject to change.
2. Parking is permitted only in designated stalls, and is at the car owners' risk. Applicable parking regulations will be enforced by City police.
3. The consumption, serving and/or selling of alcoholic beverages is prohibited except by special City permit.
4. Smoking is prohibited in all areas of the park.
5. Skateboarding is prohibited on all park roads, trails, stairways and walkways.
6. We do allow normal sports equipment related to the baseball/softball and soccer used, or small play equipment (balls, racquets, buckets, etc.); however, the following are specifically prohibited:

- Roller or rollerblade hockey
- Rockets
- Firearms, including BB guns and air rifles
- Any equipment which could pose an inordinate danger to park users.

Volleyball/badminton nets on small poles (no large holes in the turf) may be used, if noted and approved on the application.

7. Tents or awnings will be considered on a case by case basis. In general they will be allowed if no damage is likely to result from their use; however, we may require an additional security deposit. Any such use must be approved by the City Manager.
8. Dogs must be kept on a leash at all times. Owners are required to clean up after their dogs.
9. Horses are not allowed in the parks, exception designated horse trails.
10. Park users are not allowed to bring other animals into the park.
11. Loitering or gatherings outside of open park hours is prohibited.
12. Groups composed of minors must be supervised by adults.
13. Access of City parks may be suspended at any time for any individual or group engaged in illegal activities or inappropriate behavior, including, but not limited to verbal/physical/sexual abuse or harassment, vandalism, interference with enjoyment of the park of other users, etc.

Park Hours and Availability:

Open: City parks are open from dawn to dusk. Restroom hours may vary by season, and may be shorter than the park open hours. Reserved use by organized groups may not begin before 8:00 a.m., unless specifically permitted in writing by the City Manager or his/her designee.

Wet Fields: When any grass or dirt field is saturated with moisture from precipitation or irrigation, use of the fields will be suspended until the field has drained and dried out sufficiently to allow play without damage. The presence of mud or standing water, and/or excessive movement, slippage, or depression of either dirt or turf on the fields will be considered evidence of saturation. Each user will be responsible for determining the suitability of fields for play. In addition, the City may make a unilateral determination of unsuitability, and suspend use of the fields at any time.

Reserved Use Rules:

A. User Classifications:

1. City Sponsored

Definition: Directly sponsored and administered by the City of Clayton.
Priority: Advance reservations up to one calendar year in advance.
Fee: Exempt.

2. Community

Definition: Public agency, non-profit organization directly serving Clayton residents.
Priority: Advance reservations up to four months in advance.
Fee: Community/Resident.

3. Non-residential

Definition: Non-commercial individual or organization not serving or resident in Clayton.
Priority: Advance reservations up to two months in advance.
Fee: Non-resident.

4. Commercial

Definition: Private Company or organization.
Priority: Advance reservations up to two months in advance.
Fee: Commercial.

B. Facility Use Reservation Applications:

All use applications must be delivered in person or by mail to the City Offices (open Monday through Friday, 9:00 a.m. to 5:00 p.m.). Phone reservations will not be accepted. Reservations will be considered accepted and confirmed only upon payment of use fees. It will be the responsibility of the applicant to read, understand, and agree to comply with all Park Policies.

1. Single Use Application:

- a. Sports fields may be reserved for use on individual dates and times not previously reserved by the organized sports leagues for seasonal play.
- b. Group picnic areas may be reserved. Individual picnic facilities may not be reserved, and are available only on a first-come-first-served basis.
- c. Users may be required to provide liability insurance in the minimum per occurrence aggregate of \$1,000,000, naming the city of Clayton as additional insured. A Certificate of Insurance must accompany the application. The insurance requirement may be waived for individual, family, or small group users. All Commercial users must comply with the insurance requirement.
- d. Applicants will be required to execute a Hold Harmless agreement.
- e. The applicant will be responsible and billed for any damages occurring as a result of their use of the facilities.
- f. Use fees are not refundable, except for rain days or City-ordered closures, and acceptable alternative dates are unavailable.
- g. The applicant is responsible for having a receipt onsite to show proof of rental. Applicants are responsible for securing the site early in the day.

2. Seasonal Playfield Application:

- a. Sports fields may be reserved for team or league use on a calendar year basis. Current year users will be given priority in scheduling until December 15th immediately preceding the calendar year being scheduled: (a) they may repeat the same days/times reserved in the current year; and (b) they will have the first chance to schedule dates abandoned by other users.
- b. Seasonal users must provide and maintain liability insurance in a minimum per occurrence aggregate of \$1,000,000, naming the City of Clayton as additional insured. A Certificate of Insurance will be required with the application.
- c. Seasonal users will be required to execute a Hold Harmless agreement.
- d. Applications must be accompanied by a reservation deposit of \$100.00 or 50% of the total fee, whichever is less. The deposit will be non-refundable, but may be applied towards the use fee. A payment of at least 50% of the total fees is required 30 days prior to the first scheduled use, and the balance of the total fees will be due 30 days after the first scheduled use.
- e. A damage security deposit in the amount of \$250.00 will be required at time of application. The deposit is refundable, less the cost of any repairs required, after the last scheduled use. The damage deposit does not relieve the user of responsibility for damages to the fields or facilities caused directly by their participants or spectators.
- f. Use fees are non-refundable. Alternate dates and times will be provided as credit for rain days in city-ordered closures.

