



**Parks and Community Services Department
SPORTS PARK – SOFTBALL COMPLEX
Tournament & Rental Policies**

The Softball Complex is located at 5800 Parkside Drive (off Hopyard Road) in Sports Park. The Softball Complex consists of four lighted softball fields (two at 280 feet and two at 300 feet), covered dugouts, scoreboards on each field, centrally located restrooms, a full service concession stand (facility), first aid room, and a top level fieldhouse meeting room. The following rules and regulations pertain to groups/organization utilizing the Pleasanton Adult Softball Complex.

***For groups looking for game officials please see change on #8**

1. Requests for use of the Softball Complex are to be made on the “Softball Tournament/Use Agreement” form by an adult 21 years of age or older who duly represents the group/organization. To request a form please call (925) 931 – 5340 or (925) 931 – 3437.
2. This agreement is limited to the Softball Complex. Use of any other City building, field, or picnic area, must be completed on a separate agreement with the authorization of the Parks and Community Services Department.
3. Each tournament/rental will request different amenities. We have provided a list of additional/optional costs that will help you obtain the objective of your event (Refer to page #4).
4. The tournament/rental season begins in March and concludes the second weekend of November.
5. Submittal of Application: Tournament/Rental applications will be accepted beginning the first week of December, prior to the next tournament season. Application is granted on a priority basis and on an availability basis. Priority for scheduling purposes will be based on a) Benefit of proposed tournament/rental to Pleasanton Softball Program; b) past performance of returning applicant; c) Benefit of proposed tournament/rental to Pleasanton in general.
6. A \$50.00 application fee will be assessed to each event. This fee will include various tasks to be performed by the Recreation Supervisor to assist in the operation of your event. Tasks include: processing application, assist

in tournament bracketing and rules, coordinating concessionaire, staff, and officials.

7. A \$200.00 deposit is required (or \$50.00 per field requested), along with the application prior to the confirmation of the booking. No booking will be held without a deposit. Should a tournament/rental be cancelled prior to an event (other than inclement weather) the following guidelines will be enforced: a) Full refund if an event is cancelled two months prior to the event date; b) Half refund of the deposit if an event is cancelled one month prior to the event date; c) No refund if an event is cancelled within a one month period (less than a month) prior to the event. Damages or excessive cleanup charges may be assessed against the deposit at the discretion of the City of Pleasanton.
- *8. Applicants must show proof of insurance and name the City of Pleasanton as “additionally insured” for a minimum coverage of \$1,000,000 or they may register all teams through the City of Pleasanton and it’s Softball Association at \$15.00 per team in lieu of proof of insurance however a roster must be completed as well for each team. Any group looking to use the City’s game officials must register each team.
9. The tournament/rental field (number of teams) may not exceed 30 teams for any event, without the prior approval of the Recreation Supervisor. Any event hosting 25 or more teams will be required to pay for an additional dumpster to be placed at the Softball Complex at a rate of \$100.00.
10. The Softball Complex may be rented for games between 8:00 a.m. and 10:00 p.m. on Saturdays and between 8:00 a.m. and 3:00 p.m. on Sundays (depending on league play for that particular Sunday). No game may be scheduled to begin after 9:00 p.m. on Saturdays and 2:00 p.m. on Sundays. The Complex must be vacated with lights off by 10:30 p.m. on any given night.
11. During the Week, rentals may be approved on a restricted and special circumstances basis. To rent the fields during the week, an additional charge will be incurred for field preparation for League play that night. The additional field charge will be \$50.00. No games may be scheduled past 2:00 p.m. during the day of League Play.
12. Applicant or applicant’s designee shall inspect all areas of the Softball Complex, prior to each day’s play, to determine the acceptability of playing conditions for that day. Any problems should be reported immediately to the Field Monitor. In addition, applicant is responsible for policing the

Complex during and after use each day to assure area is kept litter free. The applicant shall forfeit any deposit for any damages or excessive cleanup required.

13. A full service concession facility is on the premise with a contracted concessionaire available at no charge. However, for smaller events the Concessionaire will determine whether they shall be open. No additional selling or providing of food and beverages (including bottled water) within the Softball Complex perimeters during an event is permitted.
14. No consumption of alcoholic beverages in or around the Pleasanton Sports Park (includes all parking lots) is permitted.
15. Within the perimeters of the Softball Complex, for the safety of competitors and spectators, we ask that the following rules and regulations be observed: pets, skateboarding, roller blading, bike riding, public address systems, glass containers, and overnight parking are not allowed.
16. Lessees may not charge an admission or request a donation for any event held in the Softball Complex. Selling of merchandise or other items must have prior approval of the Recreation Supervisor.
17. The City reserves the right, on a case-by-case basis, to add conditions or modifications to the Use Permit. The City also reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interests of the Softball Complex.
18. If there is inclement/rainy weather prior to a scheduled event, the city's weather notification line will be updated informing participants the status of the event. The weather line number is (925) 931 – 5360. Events shall be granted a make-up date and depending on the availability of the Complex.
19. There is a reservable picnic area that is located at the Sports Park nearby the Softball Complex. This picnic area is not included with the Softball Complex rental. For more information on availability and cost, please call (925) 931 – 5340.

REQUIRED FEES:

| Group Priority | | Per Field, Per Hour Without Lights | Per Field, Per Hour With Lights *one hour minimum | Field Monitor Per Hour |
|------------------------------------|--|---------------------------------------|---|------------------------------|
| A | City Program Participants City Co-sponsor | \$12.00 | \$24.00 | \$15.00 |
| B | Groups with 75% or more Pleasanton Residents | \$17.00 | \$29.00 | \$15.00 |
| C | Business/Groups based in Pleasanton & Non-Profit Organizations | \$22.00 | \$34.00 | \$15.00 |
| D | Non-residents & All Other | \$27.00 | \$39.00 | \$15.00 |
| *New Add Application Fee - \$50.00 | | | | |

OPTIONAL FEES:

| Optional Service | Cost per hour/game/field | Example of job/responsibilities: |
|--|--------------------------|---|
| *Primary Field Prep | \$40.00 per field | To prepare the field before an event to specifications, which include chalking, watering, set up of bases and grooming of infield. For play during the week only |
| *Primary Prep for moving bases & peg | \$50.00 per field | |
| *Extra Charge week | \$50.00 per field | |
| One umpire | \$30.00 per game | To officiate games and to enforce all special tournament rules as well as the Softball Complex's rules. |
| Two umpires | \$51.00 per game | |
| Scorekeeper | \$10.00 per hour | To keep track of official line-ups, score, and time. |
| Intermediate Game Field Preparation | \$13.00 per hour | In between games maintains playing fields by watering, chalking, & dragging. |
| Softballs | \$5.00 per ball | Ensure that a certified and the proper type of ball is being used for an event |
| Equipment Bag | \$20.00 | Includes: Used bats, gloves, and balls |

FIELDHOUSE MEETING ROOM

The Fieldhouse meeting room is a high quality facility, located on the second floor on the Softball Complex. The layout of the room was designed to facilitate training and educational sessions offered by the City and sport groups. The meeting room has a maximum capacity of approximately 50 people. Tables, chairs, TV/VCR, microwave, coffee, and two white marker boards are available. There is a restroom adjacent to the meeting room as well as elevator access to the second floor.

| Group Priority | | Cost Per Hour | Conditions: |
|----------------|--|---------------|---|
| A | City Program Participants City Co-sponsor | \$15.00 | Minimum 2 hours Not to exceed \$80.00 per day |
| B | Groups with 75% or more Pleasanton Residents | \$30.00 | Minimum 2 hours Not to exceed \$160.00 per day |
| C | Business/Groups based in Pleasanton & Non-Profit Organizations | \$55.00 | Minimum 2 hours Not to exceed \$280.00 per day |
| D | Non-residents, Commercial, & All Other | \$65.00 | Minimum 2 hours Not to exceed \$360.00 per day |

Fieldhouse Meeting Room Policies

1. The Fieldhouse meeting is available on a reservation basis only.
2. The available hours are 9:00 a.m. to 10:00 p.m. Sun. – Fri. (no holidays).
3. Permission must be granted by the Recreation Supervisor to drive a vehicle for unloading materials and equipment within the softball complex. All others must remain in the parking lot.
4. No Smoking in any room or area of the Fieldhouse room is permitted.
5. No Alcoholic beverages are allowed in the Fieldhouse room.
6. Use of bulletin boards is subject to Recreation Supervisor approval.