



**Facility Use Information
CABRILLO SPORTS FIELDS**

Santa Clara Unified School District property, through a joint use agreement with the City of Santa Clara, is made available by permit through the Parks and Recreation Department for field use for qualifying youth organizations. The following guidelines and rules have been established for use of these facilities.

I. WHO CAN USE THE FACILITIES?

Residents of the City of Santa Clara and qualifying resident groups may apply to use facilities based on the following priorities of use and requirements.

Priority	Requirements
1	The Santa Clara Unified School District and the City of Santa Clara Parks Department sponsored activities.
2	Youth Activity Groups serving the City of Santa Clara (51% City of Santa Clara residents required). Youth are described as 18 years or younger.

Facilities may not be used by commercial groups for business activities, seminars, training sessions, etc.

II. HOW DO I APPLY FOR A USE PERMIT?

- A. All applications must be made at the Community Recreation Center (CRC), 969 Kiely Blvd., Santa Clara. No reservations will be taken by phone. Please call the Recreation Supervisor, at 408/615-3160, to make an appointment. A league representative from each **qualifying resident group** must be present to complete the permit application.
- B. Proof of Santa Clara residency is required. Organizations with 51% of membership Santa Clara residents must provide roster at the time of application, including the organization's name, the names and addresses of its members, and their phone numbers.
- C. The CRC staff will not accept applications submitted earlier than 3 months in advance to the day, or less than 10 days in advance. If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day. There are no exceptions to these rules. (Example: if June 6th is desired date, the earliest application date is March 6, the latest is May 28th.)

III. TYPES OF USE ALLOWED

- A. Cabrillo School Fields are available for use by the Santa Clara Unified School District, the City of Santa Clara Parks and Recreation Department, and resident Youth Sports Organizations only.
- B. Field reservations are made available for youth softball, youth baseball and youth soccer only.
- C. The sport in season has priority.**

Recreation Field Reservation Schedule

Season: January – July	
Softball	Permits Accepted Beginning December 1
Baseball	Permits Accepted Beginning December 1

Season: August – December	
Soccer	Permits Accepted Beginning July 1



City of Santa Clara

The Center of What's Possible

Parks and Recreation Department
Community Recreation Center
969 Kiely Boulevard, Santa Clara, CA 95051-5099
PHONE: 408-615-3140, FAX: 408-261-9146
Updated 07/2015



IV. GENERAL INFORMATION

Rules Specific to Cabrillo Field Use

- A. Walk-on and unpermitted use is not allowed at Cabrillo Field.
- B. Weekend use is allowed by permit only.
- C. Wednesday and Thursday are the only weekdays permits will be approved.
- D. Mondays, fields are not available due to SCUSD mowing schedule.
- E. Tuesdays and Fridays, no games or practices are allowed on the fields.
- F. Friday field prep is allowed for Saturday games (by permit).
- G. Field #1 is available for Softball use only.
- H. Fields #2 and #3, Softball and Baseball are allowed.
- I. Soccer may be permitted (for under 12 years old only), on the southwest corner of the field, after August 2013.
- J. Soccer may be permitted on the northwest corner of the field, after August 2013.
- K. Direction of soccer goals must be rotated on a monthly basis to prevent field degradation.
- L. Chalking of lines allowed; no cutting or burning in lines.

Field Insurance Requirements

- A. All organizations must provide a certificate of insurance at the time of application for a use permit.
- B. Certificate must be in the amount of one million dollars (General liability).
- C. Certificate must name the City of Santa Clara as additional insured.
- D. Additional insured must be named in the following manner: **"City of Santa Clara, its City Council, District, its School Board, officers, agents and employees are hereby added as additional insureds in respect to liability arising out of any use of City or District facilities."**
- E. Expired or lapsed insurance will result in cancellation of a permit.

Food & Beverages

- A. Concessions or merchandise cannot be sold without prior written permission.
- B. The City of Santa Clara, prior to scheduled activity, must approve concession items.
- C. No Alcoholic beverages allowed on School District property, per SCUSD Board Policy 1330. Violation will result in the cancellation of the permit.
- D. **Gum, sunflower seeds, and peanuts strictly prohibited. Use of a facility will be canceled, including all future use, if these items are found in the facility, and use fees will be forfeited.**

Use & Maintenance

- A. Use of tobacco products is strictly prohibited on School District property, per SCUSD Board Policy 1330. Violation will result in immediate suspension of use permit.
- B. Dogs are not allowed on school sites at anytime (with the exception of guide dogs), per SCUSD Board Policy 1330.
- C. Vehicles are not allowed on the field at any time.
- D. Surrounding school grounds are not included in the permitted use of the field.
- E. Permit groups are responsible for complete clean up of the facility after each use. Failure to comply will result in cancellation of any remaining permit dates.
- F. To preserve the life and conditions of the fields, users shall not play in wet conditions. A field is considered too wet if you can see standing water, hear a "squishy" sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf. Play is allowed during a light mist, if the ground is hard and relatively dry. If field has been overwatered, or it has been raining for three days, or wet conditions exist as described above, groups are not to play.
- G. The City of Santa Clara reserves the right to cancel or change rental contracts at its discretion.