

**City of Brentwood**  
**Parks and Recreation Department**  
35 Oak Street  
Brentwood, CA 94513  
(925) 516-5444 • (925) 516-5445 FAX  
www.brentwoodca.gov



Contract #	_____
Date Received:	_____

## Field Rental Application

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Organization Title / Position: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Organization Title / Position: \_\_\_\_\_

-----  
Draft representative for organization, if applicable (Limit of two per organization)

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Organization Title / Position: \_\_\_\_\_

Additional Draft Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Organization Title / Position: \_\_\_\_\_

This application request does not confirm or guarantee usage until final approval is given and all criteria are met. All initial requests require a minimum of thirty (30) days for processing and subsequent requests require a minimum of fourteen (14) days for processing.

### Rental Classification

**RENTAL CLASSIFICATION\*** (Please check only one):

- Resident       Non-resident       Commercial       Brentwood Non-profit  
(Attach copy of 501c3)

*\*Please refer to the City of Brentwood Parks and Recreation Policies and Procedures Sports Philosophy (Policy No. 10-14) for definitions of rental classifications.*

*Upon request, renter may be required to submit information about their organization, what percent of the members of the organization are Brentwood residents, etc. The City may request a membership list with names and addresses as proof of residency.*

**ACTIVITY CLASSIFICATION:**  Youth     Adult     Senior     Other \_\_\_\_\_

**DATE(S) REQUESTED:** Attach additional page, if needed.

**ESTIMATED NUMBER OF PARTICIPANTS** \_\_\_\_\_ **ESTIMATED NUMBER OF ATTENDANCE** \_\_\_\_\_

**RENTAL TIME: ALL RENTAL TIME MUST BE CONSECUTIVE**

**Date** \_\_\_\_\_

ARRIVAL: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

ACTIVITY TIME: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

DEPARTURE: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

**Date** \_\_\_\_\_

ARRIVAL: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

ACTIVITY TIME: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

DEPARTURE: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

**Date** \_\_\_\_\_

ARRIVAL: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

ACTIVITY TIME: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

DEPARTURE: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

Please Note: Fees are computed from arrival through departure at all fields. Fees will not be refunded for time or fields not used. Changes may be subject to additional charges.

**FACILITY:**  Apple Hill Park  Balfour Guthrie Park  Garin Park  Oak Meadow Park  Summerwood Park  Sunset Park Athletic Complex

**PLEASE SPECIFY:**

**BALL FIELDS**

	FIELD # _____	FIELD # _____	FIELD # _____	FIELD # _____
<input type="checkbox"/> Base Distance	_____	_____	_____	_____
<input type="checkbox"/> Pitching Distance*	_____	_____	_____	_____
* The City of Brentwood does not have portable pitching mounds. If you wish to furnish your own mounds, prior approval is required.				
<input type="checkbox"/> Double First Base	_____	_____	_____	_____
<input type="checkbox"/> Game or Practice Prep*	_____	_____	_____	_____
*Please indicate which prep service you would like.				
<input type="checkbox"/> Additional Game Prep/Time	_____	_____	_____	_____
<input type="checkbox"/> Special Field Marking (Commit Line etc.)	_____			
<input type="checkbox"/> Other	_____			

	FIELD # _____	FIELD # _____
<input type="checkbox"/> Base Distance	_____	_____
<input type="checkbox"/> Pitching Distance	_____	_____
* The City of Brentwood does not have portable pitching mounds. If you wish to furnish your own mounds, prior approval is required.		
<input type="checkbox"/> Double First Base	_____	_____
<input type="checkbox"/> Game or Practice Prep*	_____	_____
*Please indicate which prep service you would like.		
<input type="checkbox"/> Additional Game Prep/Time	_____	_____
<input type="checkbox"/> Special Field Marking (Commit Line etc.)	_____	
<input type="checkbox"/> Other	_____	

**FACILITY:**  Apple Hill Park  Balfour Guthrie Park  Garin Park  Oak Meadow Park  Summerwood Park  Sunset Park Athletic Complex

**SOCCER FIELDS**

	FIELD # _____	FIELD # _____	FIELD # _____	FIELD # _____
<input type="checkbox"/> Dimensions	_____	_____	_____	_____
<input type="checkbox"/> Goals (Sunset only)	_____	_____	_____	_____
* The City of Brentwood only provides goals at Sunset. If you wish to furnish your own goals, prior approval is required.				
<input type="checkbox"/> Corner Flags (Sunset only)	_____	_____	_____	_____

## Available Facilities

FACILITY	DESCRIPTION	SOFTBALL / BASEBALL	SOCCER
Apple Hill Park 1866 Central Boulevard	Ball Field Not Lighted / Restrooms	1 Ball Field 50', 60', 65'	1 field at 46 x 65 yds
Balfour Guthrie Park 1701 Balfour Road	Ball Field or Soccer Field Lighted, daily until 11 p.m. Restrooms	1 Ball Field 60', 65', 70'	1 field at 46 x 65 yds (or) 1 field at 50 x 80 yds (or) 1 field at 60 x 100 yds
Garin Park 231 Lawrence Lane	2 Soccer Fields Not Lighted No Restrooms*	Not Available	2 fields at 46 x 65 yds (or) 2 fields at 50 x 80 yds (or) 1 field at 65 x 100 yds (North only)
Oak Meadow Park 180 Crawford Drive	2 Ball Fields or Soccer Field Lighted, Sun - Thur until 9 p.m. Fri & Sat until 11 p.m. Restrooms	Ball Field # 1 60', 65', 70', 80', 90' Ball Field #2 55', 60', 65', 70'	2 fields at 46 x 65 yds (or) 2 fields at 50 x 80 yds (or) 1 field at 65 x 100 yds
Summerwood Park 1159 San Jose Avenue	Soccer Field Not Lighted / No Restrooms*	Not Available	1 field at 46 x 65 yds (or) 1 field at 50 x 80 yds
Sunset Park Athletic Complex 655 Sunset Road	6 Ball Fields / 4 Soccer Fields Lighted, daily until 11 p.m. Restrooms / Concession Stand	Ball Fields # 1-4: 50', 60', 65', 70' Ball Field # 5: 60', 65', 70', 80' Ball Field # 6: 65', 70', 80', 90'	4 fields at 50 x 80 yds (or) 4 fields at 65 x 100 yds (or) 2 fields at 70 x 110 yds

**\*Restrooms available for an additional charge. Some field usage restricted by concurrent use.**

The following neighborhood parks are **not** approved for practice, scrimmage or game play:

Almanor Park; Almond Park; Amber Park; Anastasia Park; Appaloosa Park; Apricot Park; Arbor View Park; Berkshire Park; Big Basin Park; Black Gold Park; Blue Goose Park; Buena Vista Detention Basin; Caboose Park; Celeste Park; Cherry Park; City Park; Cortona Park; Creekside Park; Curtis Park; Fruitwood Park; Gemini Park; Glory Park; Granville Green Park; Heron Park; Homecoming Park; Kaleidoscope Park; King Park; Lake Park; Loma Vista Park; Mallard Park; Marsh Creek Vista Park; McClarren Park; Medallion Park; Miwok Park and Trail; Orchard Park Palomino Park; Peach Park; Portofino Park; Rainbows End Park; Rolling Hills Park; Rose Garden Park; Sage Glen Park; Seedling Park; Spirit Park; Steeple Chase Park; Stonehaven Park; Summerset Commons Park; Sun Gold Park; Topaz Park; Veterans Park; Walnut Park; Wheatfield Park; Windsor Way Park, and Yokut Park.

## General Policies

\_\_\_\_\_ (initial)

- A. The City of Brentwood reserves the right to deem appropriate usage of City facilities and to book activities before, during, and/or after your rental time.
- B. Fields are rented by permit only. Users should respect fellow users which includes; not utilizing any field that has been prepped for another user, failing to leave a field when the permitted user arrives, or encroaching in any manner on permitted field/park areas.
- C. Depending upon the type of use and location of the facility, parking may be limited. Please be courteous of residents who live adjacent to neighborhood parks by not blocking driveways, leaving trash, or walking across lawns and/or through flowers and shrubs. Organizations should encourage carpooling and flexing game start times, whenever possible.
- D. Sales or the exchange of food/drink items and/or goods or services are not permitted at City facilities without prior written permission, permits and/or licenses, as applicable. This includes vendors, booths and teams/leagues/organizations. Sunset Park Athletic Complex has exclusive concession services. (See Brentwood Municipal Code Section 7.02.020.)
- E. The charging of an admission or gate fee is not permitted without written permission. Charging a parking fee is not permitted. (See Brentwood Municipal Code Section 7.02.020.)
- F. Advertising is not permitted on City property without prior written permission.
- G. The City reserves the right to reschedule or cancel any event at its sole discretion without liability, but subject to refunding all money deposited by the users.
- H. The City reserves the right to require additional field prep/maintenance when use exceeds three games on the same field.
- I. Field lights are required one-half hour before sunset and are booked in fifteen minute increments.
- J. Campers or trailers that cannot fit in a car-sized parking space may not park in a car parking space (BMC 7.02.150 ).

**Continued on next page**

## General Policies continued

- K. No overnight camping in City parks (BMC 7.02.200 F).
- L. A Field Rental Application form must be completed in full and returned to the Parks and Recreation Department at 35 Oak Street, Brentwood, CA 94513. Payment for the rental deposit and non-refundable application fee must accompany the application for consideration or processing to begin.
- M. Once approved, a contract will be created reflecting the current fees for use requested. User must remit payment according to current policies, fees and charges as indicated on the contract. Payments can be made by credit/debit card, cash or check. Checks made payable to the City of Brentwood. Organizations remitting payment by check or credit/debit card must do so on the organizations imprinted checking account or credit/debit card. Failure to meet payment deadline will result in additional charges or cancellation.
- N. All users are required to provide Liability Insurance according to current policies and an Additional Insured Endorsement listing the City of Brentwood as an additional insured on the policy.
- O. By submitting this application, the Applicant understands that the City shall review the application under the procedures set forth in the Special Event section 7.02.020 of the Brentwood Municipal Code (B.M.C.). If the City approves the application, a contract shall be sent to the Applicant for signature.

## Contract and Payment Schedule

Prior to participating in the selection process, users will be required to pay all applicable fees and deposits. Application processing fees are non-refundable. The selection process is not considered complete until the contract has been signed; applicable insurance and documents provided, and all appropriate fees have been paid.

In an effort to assist each user from incurring charges for fields that they may not need, the City offers an opportunity for the user to return excess time that has been reserved, provided the City has adequate notice to make the time available to others. The user can release dates back to the City with no fee penalties, if the following deadlines are met and provide a written request that specifically indicates the dates, times, and fields being released. This is a once-a-month release only, opportunity.

More than one month's time can be returned as long as it is proceeding the deadline dates.

### **Release dates with no fee penalties:**

January 1<sup>st</sup> for bookings in the Month of March  
February 1<sup>st</sup> for bookings in the Month of April  
March 1<sup>st</sup> for bookings in the Month of May  
April 1<sup>st</sup> for bookings in the Month of June  
May 1<sup>st</sup> for bookings in the Month of July  
June 1<sup>st</sup> for bookings in the Month of August  
July 1<sup>st</sup> for bookings in the Month of September  
August 1<sup>st</sup> for bookings in the Month of October  
September 1<sup>st</sup> for bookings in the Month of November  
October 1<sup>st</sup> for bookings in the Month of December

After the release date deadlines listed above have passed, the user has forfeited the opportunity to relinquish the purchased field space. Should an unforeseen incident occur, and ample notice of cancellation is given prior to the start of the rental, the City will refund the light and field preparation fees, but not the per field use fee.

If a user picks up additional time that was not selected previously, a contract modification fee will not be charged to the users contract (s) if the addition is made 14 days prior to the rental. Additions with less than 14 days may be subject to a contract modification fee. Once the additions have been requested, an amended schedule will be issued and payment is due immediately upon receipt. There is no additional 5 day "grace" period for review.

### **Original Contracts and "Grace" Period**

Once a contract is prepared, the user has 5 business days to review, make changes to existing requested dates and times, return time, and remit payment. Examples of a change is adjusting the time requested or switching fields, not adding an additional day. Any changes made to the original request during the 5 day "grace" period will not incur additional fees. Once the "grace" period changes and/or additions have been requested, a new contract will be issued and payment is due immediately upon receipt. There is no "grace" period for review.

### **Payment Options**

As a courtesy, users may opt to be billed on a monthly, quarterly or semi-annual basis. If requested, a Billing Processing Fee will be added each time a billing occurs. Payment is due 15 business days before the first day of use.

## Contract and Payment Schedule continued

### Payment Options

As a courtesy, users may opt to be billed on a monthly, quarterly or semi-annual basis. If requested, a Billing Processing Fee will be added each time a billing occurs. Payment is due 15 business days before the first day of use.

### Late Payments

Once a user has failed to meet the required payment deadline, an Unpaid Rental Balance Late Fee will be added to the contract. User will be contacted via email and given an additional 24 hours to remit payment. If payment is not made, the contract is null and void and all reserved time is forfeited. If this occurs less than 14 days prior to the first rental time, a Cancellation Fee will be incurred. Any unpaid balance will be deducted from the deposit and the remainder will be refunded to the user.

### Rain Out/Field Closure Credits

Any field use that is cancelled by the City due to inclement weather or unforeseen events will be credited to the users account. Credited hours will be tracked and users will not be charged for re-booking time cancelled by the City.

## Applicant Disclaimer

I am authorized to sign this application and agree to its conditions. I have received and read Park Closure Policy (Policy No. 10-10) and the Parks and Recreation Activity Code of Conduct. By signing below, I further verify that the information contained in this application is true and accurate to the best of my knowledge .

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Authorized Representative Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Authorized Representative Name (Printed)

\_\_\_\_\_  
Date



**Field Rental Fees**  
**Apple Hill, Balfour-Guthrie, Garin, Oak Meadow, and Summerwood Parks**  
**Sunset Park Athletic Complex**  
**Effective January 1, 2017**

**ALL RENTALS:** The application fee is non-refundable and due with the deposit at time of submission.  
 Fees are subject to change.

**PROCESSING FEES**

- \$51.00 Application Fee\* (non-refundable) (\*\$51.00 Application Fee, effective October 1, 2016)
- \$31.50 Application Rush Fee (non-refundable), less than 30 days and in addition to the application fee
- \$31.50 Cancellation Fee
- \$87.00 Unpaid Rental Balance Late Fee
- \$62.00 Rental Contract Modification, post grace period of 5 business days
- \$125.00 Rental Contract Modification, less than 14 days prior to event
- \$51.00 Billing Processing Fee
- \$500.00 Field Deposit (refundable) for 50+ bookings, tournaments, camps and clinics
- \$250.00 Field Deposit (refundable) for 49 bookings or less

Apple Hill, Balfour Guthrie, Garin, Oak Meadow & Summerwood Parks	Brentwood Non-Profit*	Resident	Non-Resident	Commercial
Ball/Soccer Fields: per field, if applicable	\$8.75 per day	\$12.50 per day	\$13.75 per day	\$16.25 per day

SUNSET PARK ATHLETIC COMPLEX	Brentwood Non-Profit*	Resident	Non-Resident	Commercial
Ball/Soccer Fields: First Field	\$17.00 hr	\$24.50 hr	\$26.75 hr	\$31.75 hr
Entire Facility (4 hour minimum): Includes supervisory staff but doesn't include lights, equipment, field preparation, additional staff, or additional trash services	\$214.00 hr	\$307.00 hr	\$337.00 hr	\$399.00 hr

*\*Brentwood Non-Profit Rate Requires Verification*

**GENERAL FIELD AMENITIES**

- \$31.75 Ball Field Prep Services, per field
- \$18.75 Ball Field Prep without Lining, per field
- \$95.00 Soccer Field Lining Services, per field
- \$31.75 Soccer Field Lining Repaint, per field
- \$18.75 Soccer Field Prep Services, per field
- \$10.25 Balfour Guthrie Field/Soccer Overlay Lights, per hour
- \$7.75 Oak Meadow & Sunset Park Additional Field Rental, per hour
- \$10.25 Oak Meadow Ball Field Lights, per hour
- \$27.50 Oak Meadow Center Soccer Field Lights, per hour
- \$25.50 Sunset Ball Field Lights, per hour
- \$25.50 Sunset Fields #5 & #6 Overlay Lights, per hour
- \$31.75 Sunset Soccer Field Lights, per hour

**OTHER FIELD SERVICES**

**ACTUAL COST**

- Extra Mow, per field
- Solid Waste Garbage Service

**HOURLY RATE PLUS BENEFITS**

- Scorekeeper
- Part-time Staff

**Payments:**

Payments are accepted as cash, Visa, Master Card or Discover credit/debit cards or by check. Organizations remitting payment by check or credit/debit, must do so on the organizations imprinted checking account or credit/debit card only. No personal checks, credit or debit cards will be accepted from an organization.