



BALLFIELD USE POLICY & USER GUIDELINES FOR RESERVING UNION CITY SPORTING FACILITIES

APPLICATION PROCESS:

The first step in the permit application process is to complete a Field Use Application. It is important to understand that completing an application **is not** a guarantee that a reservation will be issued. Only when all items requested have been completed and approvals granted will a permit be issued. Please complete the application as thoroughly as possible. Information omitted from the applications delays the reservation process.

1. Applications must be made a minimum of 10 business days prior to the desired date of use. No permits will be accepted less than five days prior to the desired date of use. **NO EXCEPTIONS.**
2. Permits must include an initial deposit when submitting the application. Deposits must be 25% of total permit fees or a maximum of \$500 for non-profit groups. All final payments are to be paid prior to the last date of use.
3. Applications may be submitted:
 - a. In person at the Mark Green Sports Center (31224 Union City Boulevard). MasterCard, Visa, Discover, check or cash may be used. **Walk-in applications may only be submitted by appointment only.** If you wish to speak with reservations staff, you may make an appointment by calling (510) 675-5808.
 - b. By fax with ballfield staff pre-approval: (510) 489-8620 (only by credit card – MasterCard, Visa or Discover). It is the applicant's responsibility to confirm receipt of fax.
 - c. Telephone reservations will not be accepted.
4. All applicants must be 21 years or older. Additional applications may only be completed by the original applicant.
5. Applicants must provide \$1,000,000 liability insurance coverage with the City of Union City named as an additional insured. Permits will not be approved without providing a copy of the liability insurance. See liability Insurance section.
6. Upon completion of your application, it will be reviewed by the Field Reservations Staff. If the date and field are available, a permit contract/permit and a detailed bill will be given to the applicant to sign. Ballfield reservations staff will contact you when the permit contract/permit is ready.
7. All fees are due prior to the completion of the permit dates. **No additional permits will be granted unless outstanding permits are PAID IN FULL.**
8. All deposits are final and are not refundable.
9. No permits are issued on major holidays (December 24th & 25th, January 1st, Easter Sunday, July 4th & Thanksgiving Day).

USER PRIORITY:

Reservations will be taken on a first come, first served basis and will be considered for all reservations according to the following priority:

1. Programs conducted by the Union City Community & Recreation Services.
2. Programs conducted by other City of Union City Departments.
3. Programs conducted by New Have Unified School District.
4. Programs conducted by or for authorize user groups and local non-profits.
5. Programs conducted for residents and for-profit youths.
6. Programs conducted for non-residents, private & commercial groups.

- **Ballfields & Open Grass:** Monday-Friday until 7 pm and Saturdays are designated for Union City youth groups, followed by adult, private or commercial groups. Weekdays after 7 pm and Sundays are designated for adult, private or commercial groups followed by Union City youth groups.
- **Shorty Garcia Fields:** Monday- Thursday until 8 pm, all day Saturdays and Sundays from 8 am – 12 pm are designated for Union City youth groups, followed by adult, private or commercial groups. *Adult rate will be charged on Sundays to all groups. Weekdays after 8 pm, Friday evenings and Sundays after 12 pm are designated for adult, private or commercial groups followed by Union City youth groups.
- **Accinelli Field:** Monday-Friday until 7 pm, Saturdays from 8 am – 12 pm and Sundays are designated for Union City youth groups, followed by adult, private or commercial groups. Weekdays after 7 pm and Saturdays after 12 pm are designated for adult, private or commercial groups followed by Union City youth groups, followed by Union City groups.
- **Outdoor Basketball Courts:** Are available from sun-up to sun-down on a First-Come/ First Serve basis unless permitted out.
- **Tennis Courts:** Please see Tennis Court Rules and Rental Information.
- **Indoor Gymnasium:** The City operates one indoor sports gymnasium that can accommodate basketball, volleyball, pickleball, and badminton. Please see the Mark Green Sports Center Gymnasium Policy/ Procedure and rental information.

PERMIT PERIODS:

1. Long Term Reservations (defined as 2 or more days of use) will be accepted two (2) times a year.
 - a. Period 1 (January 1- June 30 of each year): Groups/Leagues requesting field use during this period should submit their permits through the month of November. All requests will be reviewed and those approved will be issued by the second week of December.
 - b. Period 2 (July 1-December 31 of each year): Groups/Leagues requesting field use during this period should submit their permits through the month of May. All requests will be reviewed and those approved will be issued permits by the second week of March.
 - c. ***permits submitted after permit period deadline will not be processed until two weeks after deadlines.**
2. Single day use reservations may be submitted up to six months in advance of the desired date.
3. Follow the permit periods, reservations will be taken on a first come, first served basis and user priority will be considered.

CANCELLATIONS/REFUNDS:

Applications that are cancelled at least 72 hours after reservation has been made, may forward the deposit as credit towards future reservations. Deposits are forfeited after 90 days of reservation. **There are absolutely no refunds.**

The City of Union City reserves the right to cancel any use of facilities and/or equipment in emergency situations or when deemed necessary for the safety and best interest of the customers, the City of Union City, and all concerned. In such cases, Union City Community & Recreation Services will provide a full refund of all fees and deposits paid. Every effort will be made to notify user of a cancellation at the earliest possible date.

LIABILITY INSURANCE:

The City of Union City requires proof of liability insurance in connection with the rental of any Union City sports facility, field, or picnic area. The cost of such insurance shall be borne by the renter. To obtain any field use permit, the renter must provide a minimum limit of \$1,000,000 of insurance coverage with the City of Union City named as an additional insured.

RAIN OUT POLICY:

Reservation fees will not be refunded for events that are cancelled due to rain. Events cancelled due to rain may be rescheduled for a future use to occur within one year of the cancelled use date.

GENERAL RULES AND REGULATIONS:

1. The group or individual that is granted a permit is responsible for the conduct of children and adults during the permit period. This also includes the responsibility of providing security personnel when necessary.
2. Permits for groups composed of minors will be issued only to adults (21 years of age or older) who accept the responsibility of enforcing the rules and regulations of the Community and Recreation Services Department.
3. Permittee is solely responsible and answerable for any damages and all accidents or injuries to persons or property resulting from their use of the facilities or areas.
4. **Permittee may not sublet fields at any time. If permitted party is found subletting fields to unknown user groups, permits will be revoked.**
5. All activities conducted in city parks will be in accordance with the law and the policies of Union City's City Council. No meeting or entertainment may be held for the purpose of advancing any doctrine or theory that advocates the overthrow of the government of the United States or the State of California by force or violence or other unlawful means. Profanity and/or physical violence is expressly prohibited at city facilities.
6. Gambling in any form is prohibited on the premises.
7. No alcohol beverages shall be sold or consumed in Union City parks or athletic fields without written approval from the City. Any person(s) found with alcohol on park premise will be subjected to fines. Any permitted groups found having alcohol on park premises without written approval will have all permits revoked.
8. Park equipment shall not be removed from the premises without written approval from the Community and Recreation Services Director.
9. The City Council or its authorized representative (Community & Recreation Services Director) may make exception to any of the park use rules or regulations, including rental rates. Fee waivers may only be granted by the city Council. The City reserves the right to refuse service to anyone. This field use policy, effective *July 2020* supersedes any earlier version.
10. The sale of food and/or beverages will require additional insurance, business license and a Health Department Permit. The sale of alcoholic beverages is not allowed by the general public. No food or beverages, other than water, are permitted to be consumed on any Sports Synthetic Turf field (Shorty Garcia and Accinelli). Sports drinks or any other liquids containing sugar are prohibited as well. Any permitted group found eating on any synthetic turf field will be subjected to fines.
11. No pets or animals are allowed on any Sports Synthetic Turf field (Shorty Garcia and Accinelli)
12. The permittee will be held financially responsible for any damage, or extra clean up fee to the rented facilities, or neighboring structures.
13. Any permitted group who go over their allotted time of use and displaces the next permitted party will be subjected to fines.
14. The capacity stated for each site is the maximum that the area will hold without causing damage to the field, creating parking problems or overcrowding.
15. The following may be used as proof of Union city Residency: California Driver's License or Identification Card, PG&E or telephone bill, a business license, and/or if children attend the New Haven Unified School District (must provide proof of address within New Haven Unified School District boundaries).
16. All parks will be open for scheduled use from 8 am to 10 pm. Lighted fields may be scheduled until 10 pm.
17. User is responsible for cleaning up all garbage related to event.
18. We encourage One (1) adult per twenty (20) youth must be present during field use.

19. All groups must provide \$1,000,000 liability insurance coverage with the City of Union City named as an additional insured.
20. Fields must be used for permitted purpose only.
21. If there has been substantial rain from the previous twenty-four (24) hours or when there is standing water, fields are not available for use regardless of permit. Failure to abide by the above restrictions could be cause for termination of permits and the offending group being billed for any necessary repairs.
22. Permits requiring ball field light changes must be done one week (5 working days) prior in order to take effect.

BALL FIELDS AND OPEN GRASS RATES:

The City of Union City maintains eleven (11) ball fields with backstops or open grass areas throughout the City.

Union City Residents	Non-Residents	Commercial Residents	Commercial Non-Residents
\$28 per hour	\$33 per hour	\$40 per hour	\$50 per hour

CRICKET PITCH: Sea Breeze Park | 32600 Carmel Way, Union City, CA

Union City Residents	Non-Residents	Commercial Residents	Commercial Non-Residents
\$31 per hour	\$41 per hour	\$51 per hour	\$61 per hour

SHORTY GARCIA AND ACCINELLI SOCCER FIELDS:

The City of Union City maintains (2) synthetic turf fields at Shorty Garcia park and one (1) synthetic field at Accinelli Park (no lights). Field rates are changed per field. Absolutely no metal cleats are allowed on the synthetic turf.

Union City Residents	Non-Residents	Commercial Residents	Commercial Non-Residents
\$64 per hour	\$95 per hour	\$101 per hour	\$111 per hour

LIGHTS:

The City of Union City manages three (3) fields with lights. Two (2) fields at Shorty Garcia Park and one (1) 60' diamond at Contempo Park. There is a two hour minimum when obtaining lights.

Union City Residents	Non-Residents	Commercial Residents	Commercial Non-Residents
\$32.50 per hour	\$32.50 per hour	\$32.50 per hour	\$32.50 per hour

OUTDOOR BASKETBALL COURTS:

Outdoor Basketball Courts are generally first come/first serve basis. However, permits may be obtain for group trainings or organized practices.

Union City Residents	Non-Residents
\$10 per hour	\$15 per hour

MARK GREEN SPORTS CENTER GYMNASIUM:

The Mark Green Sports Center operates a 10,000 square foot gymnasium that houses 2 full basketball courts/ volleyball courts. The Sports Center can accommodate

Union City Residents	Non-Residents
\$75 per hour/ per court	\$85 per hour/ per court
+\$25 per hour/ per court for scoreboard	+\$25 per hour/ per court for scoreboard

FULL WEEKEND TOURNAMENT RATES:

Groups may reserve two or more fields for the entire weekend at the FULL WEEKEND TOURNAMENT Rate (once per permit period). Full Weekend Tournaments can be booked a year in advance. Additional information is required for full weekend rentals. Please see Special Event Application Form for policy and rates.

UNION CITY 70% RESIDENCY RULE:

Union City's fields and facilities are paid for and supported by Union City taxpayers and residents. Therefore, 70% of the youth participating in any youth league receiving a Union City field permit must be residents of Union City. Youth groups with fewer than 70% Union City youths will have lower priority versus youth groups with a majority of local residents. The City of Union City will require all youth groups to provide proof of participants' residency. Youth groups must be present a full roster of league participants. Youth groups showing proof of 70% Union City residency, have paid any fees due, and having met all other requirements will have priority in receiving field permits.

SHORTY GARCIA AND ACCINELLI FIELD PLAY RULE:

Youth leagues must divide their time equally amongst all their teams. 20% of fields use time must be shared equally between all age groups and non-traveling teams.

GRIEVANCE PROCEDURE:

Should any team feel that these policies have not been fairly applied by their league, resulting in the exclusion of a "Union City" team (i.e. Greater than 70% Union City residents) in favor of a "non Union City" team (i.e. Less than 70% Union City residents), the team coach may file an Administrative Appeal to the Director of Leisure Services subsequent to exhausting all efforts to the league board. Such appeals will be investigated and a determination made within 14 days of receipt of the appeal. All decisions of the director shall be final. Should an appeal be sustained, a new permit will be issued to the "Union City team" for the field in question.

COACHES CERTIFICATION TRAINING:

The City of Union City encourages all coaches working with youth to be trained and certified. Youth groups showing proof of coach certification will have priority for receiving field permits.

BACKGROUND CHECK:

We highly encourage groups with adults working directly with minors as coaches, managers, etc. Be fingerprinted and/or background check. Groups working with youths are held responsible for the actions of any participating adult in their league and/or organization.

BALLFIELD/PARK MONITOR FEE:

Starting January 2018, Union City Community & Recreation Services will be providing staff to monitor the ballfield/parks Monday thru Sunday during peak hours. Ballfield/Park Monitors will help ease the transition between user groups, turn on and off lights, and monitor the restrooms. User groups will have access to the ballfield monitor contact number in case any issues arise during their use. Please note: Ballfield Monitors Fees are added to each permit on a sliding scale based on the number of hours allocated. Please see Ballfield/Park Monitor Fee Rates.

BALLFIELD/PARK MONITOR FEE RATES:

Total Permit Hours	Added Permit Cost
2-12	\$25
13-49	\$50
50-99	\$200
100-499	\$300
500-999	\$400
1,000-3,000	\$500
3,000+	\$600

AUTHORIZED USER GROUP:



























All interested Union City organized groups can apply annually for a “Union City Authorized User Group” - Facility or Parks.” Applications may be picked up at either the Kennedy Community Center or at the Union City Sports Center. Request can be made approved 10 business days before first day of use. Applicants may be denied authorize user group if there are existing authorize user groups who operate similar sports and/or activities to the same target population. All new authorize user groups applications will be reviewed by the Parks and Recreation Commission.

RECYCLING/FOAM FOOD WARE ORDINANCE:

We encourage all users to recycle during usage of any fields in Union City. Effective January 1, 2017, the City of Union City prohibits expanded polystyrene (EPS), commonly known as Styrofoam, food containers from being distributed in the City by restaurants and food providers.

REALLOCATION OF FIELD USE:

The City of Union City reserves the right to revoke any field reservation permit without prior notice if a field is observed over a 1-2 week period to be underutilized by the permit holder. Fields reservation staff shall reallocated said field to a bona fide user. No refunds shall be given to user groups.

Sports Field Facilities	Location	Open Grass Area	Synthetic Turf Soccer Field	Baseball Backstop	60' Diamond	90' Diamond	Cricket Pitch	Basketball Courts	Tennis Courts
Accinelli Park	33104 Navarro Drive								
Arroyo Park	35199 Perry Road								
Casa Verde Park	3161 San Juan Place								
Contempo Park	32300 Meteor Drive								
Kitayama @Town Estates Park	1959 Sunsprite Drive								
Mark Green Sports Center Gym	31224 Union City Blvd								
Old Alvarado/Cesar Chavez	3871 Smith Street								
Pioneer	4838 Blythe Street								
San Andreas	31312 Santa Cruz Way								
Sea Breeze Park	32600 Carmel Way								
Seven Hills	384 Florence Street								
Shorty Garcia Park	33940 7 th Street								
Town Estates Park	2438 Andover Drive								
Veterans Park	4525 Dyer Street				