



Greater Vallejo Recreation District
395 Amador St., Vallejo, Ca 94590
Phone: 707-648-4600/www.gvrd.org

Master Field/Court/Pit Rental Policy

***Revised permit: Any changes to permit = \$5.00 administrative fee.**

***Your space is only guaranteed for the paid times listed on your permit.**

***Cancellations:**

(See details under Section VII Cancellations)

***You will be granted a 3 business day grace period to cancel your permit before any penalties are enforced.**

I. Application Process:

The Greater Vallejo Recreation District (GVRD) accepts athletic facility rental applications year-round and distributes field rentals on a quarterly basis as described below and in accordance with our Athletic Facility Rental Use Priority. After the allocation process, fields are distributed on a first-come, first-served basis. Applications must be submitted a minimum of one week prior to the rental date. All applicants will be contacted within three business days with an update regarding status of the rental application. Please see guidelines under Section IX for Priority Use.

II. Application Conditions and Terms

1. Submit athletic facility rental application to Recreation Coordinator, Taya de Alba via email at tdealba@gvrd.org or by dropping off application at the front office located at 395 Amador St. in Vallejo, CA 94590. The application will be reviewed, and permit requirements prepared. An application does not constitute a finalized permit and does not guarantee your reservation. Only after you receive an approved permit is your request finalized (subject to alteration).
2. Rentals may begin games or activities as early 8 a.m. and must end no later than 10 p.m. Rental times must include set-up and clean-up time.
3. District athletic fields and facilities may only be reserved for athletic events; tennis courts may only be reserved for racquet sports.
4. **A District staff member will be on duty during tournament events held at the Dan Foley Turf Field and will open the facility, provide support and close the facility at the end of the event. Staff member may also drop by during normal reservations.**

5. Security and/or additional restrooms may be required for events held at District facilities. The renter or rental group is responsible for securing these services and payment of any additional fees.

6. Renters are responsible for all clean-up and waste removal.

7. Renter is responsible for all guest behavior. Violence, vulgarity, behavior deemed inappropriate and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all District policies and procedures.

8. Alcohol is not permitted in GVRD parks without a Special Event Permit. Please contact the Front office at 707-648-4600 for more information.

9. District staff reserves the right to deny applications based on maintenance needs and/or field conditions.

10. Providing false information on an application will result in a cancelled reservation and forfeiture of all fees and deposits.

11. The District is not responsible for lost or stolen items.

12. Equipment needed for an activity or game is not included.

13. Premise inspection will be conducted following all rentals. If premise is found damaged or left in disarray, GVRD will retain security deposit and bill renter for any additional fees associated with damage.

14. Rental fees are approved by the Greater Vallejo Recreation District Board of Directors and are subject to change at any time with their approval.

III. Rental Fees

1. Please refer to the Athletic Facility Rental Fees sheet for a full list of fees.

2. All rental security deposits are due at time of rental application approval.

3. Failure to pay fees **prior** to event will result in cancellation of event and retention of deposit.

4. Overtime will be charged at the rate of the rental, for each half hour the facility is used, before or after your reservation time. Any balance due will be deducted from your deposit.

5. Fees are not refunded for unused, reserved time.

6. Prior to permit completion, extra costs (above athletic facility rental fees) may be assessed to compensate for additional staff required for large/special events.

7. Dan Foley (McManus), North Vallejo, Wilson (baseball only) Dan Foley Artificial Field has lights that are programmed by computer at the main office. **Dan Foley Sports Complex Artificial Turf Field.**

Lights – Resident \$25/hr minimum 1 hour: \$25 each additional hour

Non-Resident \$30/hr minimum 1 hour: \$30 each additional hour

Lights for all fields must be turned off by 10:30pm Sun-Thurs, 11:30pm Fri & Sat

Dan Foley Artificial Turf Lights must be turned off by 10:30pm Sun-Sat

IV. Non-Profit Requirements

1. GVRD does not offer non-profit discounts for outdoor athletic facility rentals, with exception to grass fields.
2. If the applicant is seeking a non-profit discount for a rental for all grass fields, the registered nonprofit must show valid proof of the 501c3.

V. Insurance

1. Current Insurance is required for all athletic facility rentals.
2. All individuals, groups, or organizations renting GVRD facilities are required to obtain a certificate of liability insurance in the minimum amount of one million dollars (\$1,000,000), naming the Greater Vallejo District as co-insured with an additional insured endorsement.
3. The individual or group reserving the field or facility is responsible for obtaining the certificate of insurance in their name.

VI. Cancellation/Refund Policy

All cancellation notifications must be submitted via a confirmed email, or, in person. A follow-up/supporting phone call is recommended. A GVRD staff member will confirm received notification of cancellation.

Cancellations:

- 61 + days in advance: GVRD retains 25% of the total balance
- 30-60 days in advance: GVRD retains 50% of the total balance
- 30-14 days in advance: GVRD retains 75% of the total Balance
- Less than 14 days in advance: GVRD retains 100% of the total balance

1. A full refund for weekend field rentals will be issued by GVRD due to severe inclement weather or catastrophic emergency with cancellation made by the following 3 business days.
2. Failure to comply with all the Greater Vallejo Recreation District's athletic facility rental policies and procedures may result in loss of your deposit and/or facility use permit, scheduled date(s) and/or event being cancelled early or entirely.
3. Any false information regarding details of your event may lead to immediate termination of your facility use permit, scheduled date(s) and/or event, the possible loss of fees and denial of your request for future use.

4. Greater Vallejo Recreation District has the right to cancel, change or postpone any of the scheduled dates. When possible, a 72-hour notice will be given. Due to circumstance beyond our control i.e., COVID-19, inclement weather, facilities/fields may be closed immediately.

VII. Facility Rental Rules & Regulations – Dan Foley Synthetic Turf Field

The facility rental rules and regulations govern all individuals in/on/around the Dan Foley Turf Field. Anyone in violation of the agreement shall be considered in breach of contract and the individual and/or group may be banned from the venue. Violation of any of the rules by any person, regardless of whether they are a spectator, coach, participant, official, tournament sponsor, etc. will result in immediate termination of the rental and no refunds issued. The following is PROHIBITED at the Dan Foley Turf Field - Synthetic Turf fields:

1. Outside food and beverages in the gated complex.
 - a. Exception: Personal/team water containers.
 - b. Exception: During weekday rentals, outside food and beverages are allowed in the upper bleacher area.
 - c. Exception: Snack Shack is neutral
2. Food and gum on synthetic surfaces and in dugouts.
 - a. Exception: Previously shelled nuts/seeds.
3. Tobacco use of any kind on or near the fields and/or the gated complex.
4. Metal cleats on synthetic turf fields. Turf shoes or molded rubber cleats must be 3/8" or less. Athletic running shoes are recommended for the synthetic turf fields.
5. Gas/propane powered heaters, fires, or grills of any kind, BBQ Briquettes.
6. Food concessions sales are prohibited on district property, without prior approval by GVRD.
7. Sports/sugar-based drinks are prohibited on playing surfaces/dugout areas of synthetic turf fields. Only water is allowed.
8. Hitting/kicking fences with baseballs, softballs, soccer balls, bats, feet, or other objects.
9. Chairs with sharp ends on fields. Only chairs with wide, and/or flat-bottom support.
10. Stakes or sharp anchoring devices.
11. Glass containers of any kind.
12. Bicycles, skates, skateboards, in-line skates, and scooters.
13. Animals or pets.
 - a. Exception: Service animals.
14. Spitting on the field(s).
15. Alcoholic beverages including beer caps, unless permitted by GVRD.
16. Picking or pulling of the turf fibers or infill granules.
17. Digging into synthetic turf with feet, hands, or any other object.
18. Moving portable fencing from their designated places.
19. Climbing fences.
20. Spectators accessing the playing field

VIII. Priority Use:

GVRD will allocate athletic facilities based on the following criteria:

1. GVRD programs and events.
2. Joint Use Agreements with the Vallejo Unified School District.
3. Established Memorandum of Understanding (MOU) Agreements.
4. Regular users who have previously rented GVRD athletic facilities.
5. Organizations that run programs within GVRD boundaries, with an address within the district.
6. Organizations running programs outside of GVRD boundaries, with an address outside the district.
7. A lottery system may be used as a final means of allocating athletic facility rentals.

IX. Quarterly Deadlines for Athletic Facility Rental Requests (Long-Term Field Rentals)

***Grass fields are subject to closure during the following months (November-April) due to inclement weather**

- Requests for January, February, and March must be submitted by December 1, of preceding year
- Requests for April, May, and June must be submitted by March 1, current year
- Requests for July, August, and September must be submitted by June 1, current year
- Requests for October, November, and December must be submitted by September 1, current year

***Regular User Defined as:** A group or organization that uses the fields on a monthly basis or have the same reservations historically within the past two years.

***Long-term Field Rentals Defined as:** Reservations that are longer than a month or require multiple fields, dates, and times.