



## ***Field Use Policy & User Guidelines for Reserving Sporting Fields & Courts***

**Citywide Sports Field Reservations Unit**  
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CWS Home Page: <https://bit.ly/CWSHome>  
**San José Sports and Play | Facebook**

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## Introduction

The mission of the Department of Parks, Recreation and Neighborhood Services is “*Connecting people through parks, recreation and neighborhood services for an active San Jose*”. With our mission in mind this policy has been established to assure that the park and field facilities are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community, as well as to set clear policies, procedures, regulations, and rental fees regarding such uses. The development of the policy is to ensure the largest number of City of San José residents have access to the City’s public athletic fields and to maximize use of available resources in a fair and equitable manner.

The Director of the Parks, Recreation, and Neighborhood Services Department may select and designate specific areas and facilities in any park which may be limited to special uses, at all times or at certain times, and for the use of which a permit in writing or a reservation shall be necessary.

Such uses may be restricted at specified times to specified classes of persons, so long as such classification is reasonably necessary therefore, such as, but not limited to, young children and persons attending them, persons of specified ages, or any other reasonable classification not related to race, color, religion, national origin, sex, ancestry, language, political beliefs or affiliations, financial means or education, provided that such classification will facilitate and enhance the widest possible use of parks and park facilities by the public.

City parks and recreation facilities may be made available for the exclusive use of persons or groups, for a limited period, upon issuance of a permit by the Director of the Department of Parks, Recreation and Neighborhood Services, subject to any reasonable conditions imposed by the City Council or the Director and the payment of any fees that the City Council may establish therefor. No exclusive use of any park or building for assemblies or groups may be made unless the Director issues a permit.

City of San José Ordinances Sections: 13.44.040; 13.44.050

## 1. Definitions

**Adult:** Unless specified otherwise, “Adult” shall be defined as any person between the age of eighteen (18) to forty-nine (49).

**Disabled Person:** Shall be defined as a person who has a physical or mental impairment that substantially limits one (1) or more of the major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).

**Non-Profit Organization:** A non-profit organization is a group organized for purposes other than generating profit and in which no part of the organization's income is distributed to its members, directors, or officers. To be recognized as a non-profit organization and eligible for Priority User Type I status, the organization must provide an EIN that verifies its non-profit status and displays the same name as provided on the application or a Letter of Determination from the California Secretary of State's Office. The EIN number must be that of the applicant organization and in operation within California. An EIN of an associated or parent organization will not be accepted.

**Non-Resident:** Non-Resident shall mean any person who does not reside or own real property within the City limits of San José.

**Organized Sports User/Group:** A group is considered an organized sports activity if it meets a minimum of three (3) of the following criteria and is required to obtain and carry a sports fields permit while using this field. Signs posted in Parks allowing sports use by organized groups and by permits only. (13.44.020):

1. The group has 10 or more participants.
2. The group meets frequently and consistently at the same park to play any sport.
3. The group(s) wear team uniforms, jerseys, team logos, hats, or similar attire and/or has a team name.
4. The group sets up sports equipment and/or players wear special personal sports equipment including helmets, cleats, pads, etc.
5. The activity has officials, referees, or umpires and/or a coach or manager present.
6. The fields are marked with boundaries to designate area for play or practice.
7. The group is collecting a fee in order to participate in the group activity.

**Resident:** Resident shall be defined as any person who resides, owns real property, or attends school within the City limits of San José.

**Revenue Generating Activities:** Any activity, event or meeting that includes a component where money will be solicited, or goods sold.

**Senior/Older Adult:** Unless specified otherwise, "Older Adult" or "Senior" shall be defined as any person aged fifty (50+) or older.

**Youth:** Unless specified otherwise, "Youth" shall be defined as any person age seventeen (17) or younger.

## **2. Reservation Process**

### **2.1 Hours of Rental Use**

1. The City's sports fields are available for rental from 8:00 am to one hour after sunset.
2. City facilities with outdoor field lights may be rented until 10:00 pm.
  - a There is a two (2) hour minimum at Backesto, Calabazas, Ocala & Sheppard.
3. Two (2) hour time blocks will be required per rental application, for all synthetic turf fields as well as premiere natural grass fields.
4. Synthetic and premiere fields: Weekdays: half field reservations in two (2) hour time blocks. Weekends: only full field reservations in two-hour time blocks.
5. Reservation time blocks include all time needed for the entirety of the event, including setup and cleanup.
6. User groups may not enter the field before the time specified and must vacate the field by the time specified on the field use permit.

### **2.2 User Priority**

Priority for field reservation is given to individuals/user groups in this order:

#### User Priority Type 1

- Priority 1A
  - City of San Jose Programs/Partners/Contract Agreements/One-time Events
- Priority 1B
  - Seniors
  - Adaptive Programs (No Residency Requirements)
- *Priority 1C (FUTURE DEVELOPMENT)*
  - *True Volunteer Non-Profit Resident Youth*
  - *Underserved (low-income) Non-Profit Resident Youth*
- Priority 1D
  - Non-Profit Resident Youth
  - School Programs without alternative field access

#### User Priority Type 2

- Priority 2A
  - For Profit Resident Youth
  - Resident Adult (Non- or For-Profit)

#### User Priority Type 3

- Priority 3A
  - All Non-resident Non-Profit Youth and Adults
- Priority 3B
  - All Non-Resident For-Profit

## **2.3 Field Allocation**

Field allocation provides user groups access to additional fields in proportion to the number of participants registered in their league/organization.

- Organizations with 300+ participants will be eligible to request four (4) fields
- Organizations with 101-299 participants will be eligible to request three (3) fields
- Organizations with less than 100 participants will be eligible to request two (2) fields

## **2.4 Registration Period**

Registration periods are held twice a year to accept long-term field requests or multiple day use requests for Spring & Summer and the Fall & Winter seasons. Contact the Citywide Sports office to be placed on the email distribution list for up-to-date information.

Applications received after the registration period deadline will be considered late and processed on a “first come, first served basis” after the Field Allocation Meeting has concluded.

- The registration period for the Spring & Summer season begins the first Tuesday in November, to the following Monday.
  - Contracted little leagues, youth softball leagues, and external tennis registration window begins the last Tuesday in October ends the following Monday.
  - Spring & Summer season is March 1<sup>st</sup> – August 31<sup>st</sup>
- The registration period for the Fall & Winter season begins the first Tuesday in May, to the following Monday.
  - Contracted little leagues, youth softball leagues, and external tennis registration window begins the last Tuesday in April ends the following Monday.
  - Fall & Winter season is September 1<sup>st</sup> – February 28<sup>th</sup>

Additional information can be found at these links.

- CWS Home Page: <https://bit.ly/CWSHome>
- [San José Sports and Play | Facebook](#)

## **2.5 Applications Submitted during the Registration Period**

A non-refundable application fee must be submitted with each application form per field; submitting and completing an application does not a guarantee that a reservation will be

issued. Complete the application online, including the full team or participant roster & certificate of liability. Paper applications can be hand delivered with the full team or participant roster & certificate of liability.

1. Applications may be submitted via online application or in person.
  - a) Applications may be submitted online with a non-refundable fee via this link,
    - i. Fall & Winter <https://bit.ly/FWExternalApp>
    - ii. Spring & Summer <https://bit.ly/SSEExternalApp>
  - b) Applications may be hand delivered to the Citywide Sports Office.
2. Fees may be paid by cash, check (payable to City of San José) or credit card (Visa, MasterCard, and Discover). Personal or business checks will not be accepted less than 30 days prior to intended use. Additional fees may be charged for returned checks.
3. If there are other groups requesting the same fields, dates or times, the applicant will be contacted and invited to the allocation meeting to resolve any conflicts. In order to be invited to this meeting the application must be received by the deadline.
4. A limit on applications (see Field Allocation 2.3) for synthetic fields per applicant may be submitted during the registration period. Additional fields beyond the maximum may be requested at the conclusion of the allocation meeting.
5. Applications received after the registration period will be considered late and will be reviewed after all other requests have been processed for the upcoming season.
6. If an application is found to be falsified, all fees and field reservations will be forfeited, and future permits will not be granted for a determined period of time subject to the Director or designee's discretion. In addition, any group or organization found to be reserving field use for another organization or within its own organization (that would otherwise have a different priority for field scheduling) will be penalized by the revocation of its permit for the season for which the permit is issued, and that group or organization will not be granted any permits for a determined period of time subject to the Director or designee's discretion.
7. No Manager, Participant, Captain, or Team Representative shall at any time be guilty of utilizing a non-roster or ineligible participant; or falsify the identification or age of any participant or person on an official league or tournament sports roster. Such falsification, intentional or otherwise, and with or without that participant or person's knowledge, shall be just cause for disciplinary action. The infraction will be reported to the League Director.
8. No publicity or invitations should be distributed until the applicant receives official confirmation that the field use reservation permit has been granted.

## **2.6 Allocation Meeting**

Allocation meetings are held twice a year to process long term field requests or multiple day use requests for the spring & summer and the fall & winter season.

- The allocation meeting for the spring & summer season is scheduled for the 2<sup>nd</sup> Saturday in December
- The allocation meeting for the fall & winter season is scheduled for the 2<sup>nd</sup> Saturday in June.

1. Applicants will receive an email invitation with specific details for the allocation meeting.
2. Each organization shall appoint one contact person to be the agent for the organization in all communications with the City regarding facility scheduling, permits, fees, etc. The contact person is responsible to inform the organization's board members, coaches, participants, and parents of all policies, procedures, and conditions of use.
3. To request an accommodation for City-sponsored events or an alternative format such as Teletypewriters (TTY) for printed materials, please contact the Citywide Sports Office at (408) 794-6527 or Email: [FieldReservations@sanjoseca.gov](mailto:FieldReservations@sanjoseca.gov) at least three business days before the event.
4. Applicant must attend the allocation meeting to resolve conflicts with other user groups. One (1) representative must be present for each separate park request. A substitute representative may attend in applicant's absence. Failure to attend will result in the applications being placed in the late applications pool.
5. Allocations will be conducted in as fair and equitable manner as possible. However, Citywide Sports reserves the right to make final determinations if an impasse arises to resolve conflicts in the best interest of the City. It may not be possible to grant all requests.
6. At the conclusion of the allocation meeting City staff will provide applicants tentative permits for their review.

## **2.7 Applications Submitted after the Registration Period**

1. Applications received after the registration period and/or after fields have been allocated will be accepted and processed on a first come, first served basis.
2. An application must be submitted a minimum of ten (10) calendar days prior to the desired date of use and is subject to an additional \$30 rush fee.
3. After an application is submitted with a non-refundable application fee, Citywide Sports will create a tentative permit within 2-3 business days.



4. Upon receipt of the tentative permit, applicant will have 3 business days to review and make any necessary revisions prior to the expiration of the tentative permit.
5. An approved permit will be issued after all required documents (Certificate of Liability Insurance, and if applicable, proof of non-profit status, as well as a current team or participant roster) have been submitted and reviewed and accepted by staff.
6. Any change request made to a tentative or approved permit after the initial review will be charged a \$20 change fee.

## **2.8 Tentative permits**

1. Tentative permits will be drafted and made available to the applicants after the allocation meeting.
2. Upon receipt of the tentative permit, applicant will have 3 business days to review and make any necessary revisions prior to the expiration of the tentative permit.
3. Change fees will not apply during the initial review process of the tentative permit(s).
4. Tentative permits that are not paid in full 30 days prior to the start date of the season will be cancelled and charged the non-refundable application fee. Fields will be returned to the inventory for public access.

## **2.9 Payment Process**

1. Applications submitted **more than 30 days** prior to the first date of use.
  - 50% of total fees and the non-refundable application fee are due 5 business days after applicant has reviewed a tentative permit.
  - Full payment must be made 30 days before the start of the season.
  - Failure to pay the remaining balance will result in immediate cancellation of the permit.
  - No refund for cancellation 30 days or less prior to the first date of use.
2. Applications submitted **less than 30 days** prior to the first date of use.
  - \$30 rush fee (applications submitted 30 or less days prior to first day of permit).
  - 100% of total fees are due 5 business days after applicant has reviewed the tentative or before the first start date of permit (whichever is earlier).
  - Failure to pay the remaining balance will result in immediate cancellation of the permit.
  - No refund for cancellation(s) 30 days or less prior to the first date of use.

## **2.10 Approved Permits**

1. An approved permit(s) will be issued once:
  - a All required documents (Certificate of Liability Insurance, and if applicable, proof of non-profit status, as well as a current team or participant roster with full addresses) have been submitted and reviewed and accepted by staff.
  - b Verification of non-profit status 501(c)(3) and current standing with sanctioning/governing body (i.e., NorCal Premier, Little League International)
  - c Complete payment has been received.
2. If payment and/or all required documentation are not submitted by deadline, no permit will be issued and requested dates will be cancelled. Fields previously requested will be returned to the inventory for public access.

## **2.11 Cancellation/Refund Policy**

The City of San José's cancellation policy has been developed to discourage the last-minute cancellation of events. The primary goal is to offer low-cost sports facility use for organized groups. If a cancellation is received less than 30 days prior to reservation date, the City of San José's ability to re-rent the facility is severely limited. The cancellation/refund policy is therefore structured to offer the greatest refund in instances where the City of San José has the highest probability of re-renting the field.

1. In the event that a cancellation of a permit is necessary, it is the applicant's responsibility to provide immediate written notification of intent to cancel use and confirm receipt of the notification by Citywide Sports staff. Cancellations will only be accepted from the applicant (the person who signed the Sports Facility Use Application), not from anyone else acting on his/her behalf. This policy is designed to prevent the unauthorized cancellation of a reservation. Citywide Sports staff will not accept cancellations made by telephone.
2. Refunds: The applicant has 24 hours to make a cancellation request in to receive a full refund of the total fees minus the application fee. After the initial 24-hour period ends the applicant will be refunded in accordance with the following schedule.
  - 30 days or less notice – no refund of the total permit fees
  - 31-59 days notice – 50% refund of the total permit fees
  - 60+ days or more notice – 100% refund of the total permit fees
3. When paying by check, there is a 30-day waiting period before refunds can begin to be processed. Cash or check refunds can take up to 6-8 weeks to process following the cancellation date. Credit card refunds will be applied back to the original credit card account within two weeks of receiving the refund request.

4. The City of San José 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 San José, and all concerned. In such cases, the City of San José will provide a full refund of all fees for the closure period, which may not include the application fee. Every effort will be made to notify users of a cancellation at the earliest possible date.
5. Refunds will not be issued for inclement weather (i.e., rain, snow, lightning, etc.) and unusual weather patterns (i.e., wildfires, poor air quality, heat advisory, etc.) with the exception of City, County, or State health orders, in which case refunds may be granted upon request. Refunds will be issued for outdoor lighting fees.
6. Any individual or organization playing on and damaging the turf when fields are closed will result in the immediate cancellation of that permit. No permit refund will be granted, and the applicant may be charged for any assessed field damage or additional maintenance required.

### **3. General Liability Insurance Policy Requirements**

To obtain a Park Field Use permit for the use of parks owned by the City of San José, applicants must obtain a comprehensive certificate of liability that meets the following requirements:

1. Has a minimum limit of \$1,000,000 Combined Limit for bodily injury and property damage.
2. Names the City of San José, its officers, and employees as additional insured against any and all liability arising or resulting from the usage of said premises.
3. The policy must read:
  1. City of San José
  2. Department of Parks Recreation and Neighborhood Services
  3. 1300 Senter Road
  4. San José, CA 95112
4. The policy must include the name of the park and the dates of use.
5. The policy must also name the school district whose facilities the group is using, its officers and employees as additional insured against any and all liability arising or resulting from the use of said premises.
6. All additions to the policy shall be in the form of an endorsement, a copy of which shall be added to the certificate of insurance evidencing proof of coverage.

7. The certificate of insurance for the required policy must be submitted and filed to the Field Reservations Unit PRIOR to the use of the facility.

To obtain liability insurance, reference liability insurance online or contact an insurance company for additional insurance.

## **4. Sports Field & Court Use Policy**

### **4.1 General Rules & Regulations**

- a. No person shall kindle or maintain in any City of San José park any outdoor cooking fire in any place other than in a stove, fireplace, or barbecue pit. **SJMC 13.44.120**
- b. No person shall ignite or smoke any tobacco or tobacco product, or any other material. **SJMC 13.44.130**
- c. No person shall consume any intoxicating beverage in any area of any city park or facility where prohibited. **SJMC 13.44.140**
- d. No amplified sound is permitted in any park except by permit. **SJMC 13.44.150**
- e. No person shall operate in any park, any model airplane, boat, car, rocket or other device that is powered by a rocket motor, an internal combustion engine, or other power source except in an area and at such times as are designated for such use by the director of the department of Parks, Recreation and Neighborhood Services. **SJMC 13.44.160**
- f. No person shall hit any golf ball or use any golfing equipment in any city park. **SJMC 13.44.170**
- g. No person shall bring into a city park or possess, use or discharge therein any of the following articles or instruments: Any firearm or ammunition, any explosive, dynamite cap or fireworks, air gun, pellet gun, spring gun, slingshot, crossbow, bow and arrow, any weapon or instrument by means of which any missile can be propelled, any instrument which can be loaded with blank cartridges, any kind of trapping device, any poisonous substance, any incendiary bomb or material, any smoke or stink bomb, any tear gas or other disabling chemical or agent, any inflammable liquid except motor vehicle fuel contained in the fuel tank of a vehicle, lantern or camp stove, and not more than one gallon of liquid fuel in a closed metal container, or any acid or caustic substance. **SJMC 13.44.200**
- h. Persons who willfully harass or interfere with any city employee(s) in the performance of their duties in a city park, or who by their conduct, or by threatening or profane language annoy, willfully molest or unreasonably interfere with the use of a city park by any other person, or who have committed a public offense in a city park or who operate any vessel in an unsafe manner or conduct themselves in an unsafe manner, shall leave the park upon request made by the director of the Department of Parks, Recreation and Neighborhood Services, any recreation leader, ranger, park facility supervisor, park attendant, guard, or special officer authorized by city or the director, peace officer or reserve police officer. No person who has left the park premises after such a request shall reenter said park until after eight a.m. of the next day. **SJMC 13.44.210**
- i. No person shall urinate or defecate in public except when using a urinal, toilet or

commode located in a bathroom, restroom or other structure enclosed from public view. **SJMC 10.12.110**

- j. Gambling on the Park premises is prohibited. Gambling shall be defined as any game of skill, chance, or raffle, played with cards or any other device for money or any other representative item of value. **SJMC 13.44.020**
- k. No advertising shall be exhibited without the written permission of the Director of Parks, Recreation and Neighborhood Services. Requests shall be directed, in writing, to the Director of Parks, Recreation and Neighborhood Services at least 90 days prior to the date of use. **SJMC 13.44.020**
- l. No climbing of fences, backstops, or buildings. **SJMC 13.44.020**
- m. No batting practice against fences and backstops. **SJMC 13.44.020**
- n. No portable lights. **SJMC 13.44.020**
- o. No dunk booths, trampolines, or air jumpers (air jumpers are allowed at designated parks by permit only). **SJMC 13.44.020**
- p. No egg toss or water balloon games. **SJMC 13.44.020**
- q. No helium balloons of any type, due to flight path of local airports (article 2.4, section 21650.1, Airport Manual) **SJMC 13.44.020**

[Click here for San Jose Municipal Code](#)

## **4.2 Rain Days & Wet Field Policy**

It is the responsibility of the permit holder to call the Field Conditions Hotline (408-794-6532) to confirm the status of the fields during inclement weather (i.e., rain, snow, lightning, etc.) and unusual weather patterns (i.e., wildfires, poor air quality, heat advisory, etc.).

Citywide Sports staff will provide updates regarding field playability and safety during inclement weather conditions by 2:00pm Monday - Friday or by 8:00am on Saturday and Sunday.

If the Field Conditions Hotline is unavailable, groups are expected to make educated and responsible decisions regarding field conditions and playability using the parameters listed below.

Field use in inclement weather is prohibited if any of the following conditions exist:

- A steady rain is falling
- Standing water
- A lightning or electrical storm is occurring, evacuate the field immediately and seek shelter
- “Squishy” sound made or “spongy” feel when walking on the turf and/or footstep leaves an imprint in the turf
- Have mud on the bottom of shoes and/or sod is removed easily with a cleat

Please note the following:

1. Refunds will not be issued for inclement weather (i.e., rain, snow, lightning, etc.) and unusual weather patterns (i.e., wildfires, poor air quality, heat advisory, etc.) with the exception of City, County, or State health orders, in which case refunds may be granted upon request. Refunds will be issued for outdoor lighting fees.
2. Knowledge of a group playing on, and damage caused by inappropriate behavior or other activity will result in the immediate cancellation of that permit. No permit refund will be granted, and the applicant may be charged for any assessed field damage or additional maintenance required.
3. Groups witnessing misuse of fields are advised to contact the Citywide Sports Office at (408) 794-6527.

### **4.3 Natural Grass Turf Preservation Policy**

Cooperation is needed to preserve the natural grass turf on City of San José fields by following these guidelines:

1. Field use should be conducted in such a way that play will take place on different sections of the turf, thus reducing excessive turf damage to any one area. Rotate use of areas (i.e., use middle of turf area for drills one day and sides of field the following day), and when possible, stay off fringe or bare areas to limit erosion and further damage.
2. No vehicles are to be driven or parked on park premises, drive on turf, grounds, playfields, or paved walkways.
3. The City of San José reserves the right to close any sports field for renovations or to allow the fields to recover.
4. Athletic fields may be lined prior to a group use only with the express written permission from Citywide Sports. Water soluble, white field spray paint is the only permitted means of lining a field. No fields are permitted to be lined by means of any other products, including but not limited to flour, chalk, round up, dolomite, or other herbicide which can permanently burn into the fields.
5. Conduct warmups for a game in an area and manner that is not dangerous to spectators or that might interfere with the previous reservation group. Soccer practices are not to be held on the infield dirt area of a softball or baseball diamond.
6. Limit the use of cleats. Cleats longer than one-quarter inch ( $\frac{1}{4}$ " ) are prohibited for use on any synthetic turf playing fields.
7. No equipment shall be stored at any park facility. Remove all equipment at the conclusion of use each day. This includes soccer goals.

8. Storage units are prohibited from being stationed at any park location.
9. Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a safe distance between fields for safe passage of spectators and participants.
10. Report any (non-emergency) field condition issue to the Parks Concern line at 408-793-5510 or email [park.concerns@sanjoseca.gov](mailto:park.concerns@sanjoseca.gov).

#### **4.4 Synthetic Turf Use Policy**

It is the responsibility of the league or group representatives, coaches, players, and spectators to acknowledge and understand the following rules & regulations regarding the use of any synthetic field surface in a City of San José facility:

- No dogs or pets of any kind
  - No food or beverages, including gum, seeds, nuts, or sports drinks (water in non-breakable containers are permitted)
  - No smoking, vaping, open flame, or tobacco products of any kind
  - No glass bottles or glass containers of any type
  - No playing golf
  - No staking of sharp objects (including flags, shade structures and tents) into the turf
  - No marking, painting, taping or use of chalk on any surface
  - No substances that may stain the turf
  - No metal cleats or screw-in plastic cleats (footwear must be rubber cleats, turf shoes or running shoes)
  - No motorized vehicles, bicycles, skateboards, roller skates, roller blades, and hee-lies
  - No throwing of discus, javelin, or hammer
1. Coaches and/or adults (18 years+) shall be present at all times when the field is being used by authorized groups or teams.
  2. Teams and individuals must pick up and remove all litter from the field area after use and dispose in proper trash receptacles.
  3. If something spills on the field that needs to be cleaned, do NOT attempt to do so. Contact Citywide Sports Facility Reservation Office in such cases.
  4. Any device that may puncture the turf base field may NOT be used. Corner flags, pylons, goal anchors, and canopy tents must be secured with weights (not stakes). High heels should NOT be worn on the turf field.
  5. Soccer and lacrosse goals are NOT to be left on the turf playing field. Goals must be carried and moved back to their original locking location against the fence. Do NOT drag goals on the turf. No equipment shall be stored at any park facility.

6. Storage units are prohibited from being stationed at any park location.
7. Bringing any bicycle, unicycle, tricycle, or other wheeled conveyance inside of a building or community parks or leaving such conveyances in a manner that blocks entrances or exits to the building is strictly prohibited. This regulation shall not apply to wheelchairs, other medical devices, strollers, or other similar conveyances used in permitted areas of the park facilities, provided they are utilized or left in a manner that does not restrict public access.
8. Hanging or climbing on the soccer goals or surrounding fencing is prohibited.
9. Please do not pick or pull grass fibers or infill material on the field.
10. For those facilities with synthetic TRACK surfaces, NO cleats of any kind are allowed on the track. Athletes must enter/exit the field using the runners and/or mats located at the gate entrances.

## **4.5 Court Use Policy**

1. No more than half of the available courts at any location will be reserved at one time. All other courts will remain open for the general public.
2. City of San José programs/lessons/activities and group reservations have priority at all times (city permit required). Permits are issued through the Citywide Sports office.
  - a A limit of four (4) court applications may be submitted during the registration period.
  - b Additional courts beyond the maximum may be requested at the conclusion of the allocation meeting.
  - c Court reservations must be reserved in 1-hour time blocks starting and ending on the hour with a maximum 4-hour time limit per court. Reservations include set-up and clean-up time.
3. Permit holders must be in possession of their permit. If the permit holder is unable to access the courts due to another court user, the permit holder should contact the City of San José Police Non-Emergency line (311) or 408-277-8900.
4. Courts are available for individual use without a permit on a first come, first served basis utilizing racket / timing board by placing their racket on the racket holder. Each court use is subject to a 1-hour time limit whenever there are others waiting to use the courts.
5. When all courts are in use, players waiting for a court shall sign onto the waiting board - the order of rotation onto the courts shall be determined by the waiting board. Waiting players must remain outside court area or at seated bench locations until their turn.
6. Teaching of private lessons for compensation is not allowed without a permit.



7. Courts are not considered in use unless at least two (2) people are playing on the court – one player cannot hold a court. Maximum of four (4) players per court. Rotating players is not allowed.
8. Only athletic shoes suitable for play are permitted on the courts.
9. The courts are limited to racket and paddle sports only, except specifically authorized by the city. Skateboarding, roller skating, inline skating, scooters, and bicycle riding are not permitted on the courts.
10. No pets are allowed on the courts.
11. Designated courts or full facility are subject to reservations or closure without advance notice.
12. Lights at courts are on automatic timer and will shut off at approximately 10:00 pm at night.
13. No equipment shall be stored at any park facility. Remove all equipment at the conclusion of use each day. No storage sheds or containers shall be stored at any park facility.
14. Storage units are prohibited from being stationed at any park location.
15. Report any (non-emergency) court condition issue to the Parks Concern line at 408-793-5510 or email [park.concerns@sanjoseca.gov](mailto:park.concerns@sanjoseca.gov)

## **4.6 Good Neighbor Policy**

The purpose of this policy is to ensure that decisions regarding the use of City of San José fields, parks, athletic complexes, and School District sites are made in the best interests of the neighborhoods, sports organizations, and residents of San José.

1. Complaints from surrounding neighborhood residents as to the activity noise level, litter and debris may lead to the cancellation of the permit or reservation, the forfeiture of fees, and the denial of park use in the future. User groups will need to participate in a meeting with residents to resolve the neighbor's conflict and/or complaints.
2. All litter and debris that may occur as a result of the event must be picked up and deposited into trash receptacles, where provided, or removed from the premises.
3. All groups are responsible for the condition in which they leave premises. Any excessive clean-up required by City of San José or School District crews following use may cause additional fees, forfeiture of security deposit and/or fees, and denial of future use and/or permits.

4. Obtain permission from the property owner before retrieving any balls or equipment from private property.
5. Vehicles must be parked in approved parking areas or on adjacent streets. Vehicles will be subject to ticketing or towed away if vehicles block driveways, park in red zones, park on the blacktop at school sites, sidewalks, or on the field. This may also contribute to a permit being revoked.

## **4.7 Code of Conduct**

The Department of Parks, Recreation and Neighborhood Services Code of Conduct Policy Issued August 2009 by Director of Parks, Recreation and Neighborhood Services.

The vision of the Department of Parks, Recreation and Neighborhood Services is to be a “National Leader of Parks and Recreation in cultivating healthy communities through quality programs and dynamic public spaces”. To that end, this document addresses the means by which the goal of providing the public with safe opportunities to access Community Parks and maintaining a peaceful environment within those facilities can be realized.

The following Code of Conduct are rules and regulations issued by the Director pursuant to Section 13.44.030 of the San José Municipal Code and contain a list of behaviors not permitted in City Facilities due to their disruptive character. The code of conduct includes excerpts from Muni Code and other policies. Nothing herein shall limit the Director, the City Manager, or the City Council of San José from issuing other policies. Rules and regulations for City Parks can be found in the Chapter 13.44 of the San José Municipal Code and the Park Rules Manual issued by the Director of PRNS. All definitions used herein are defined in the Director of PRNS Suspension Policy.

No person shall engage in any of the disruptive behaviors listed below in this Code of Conduct. Violation of this Code of Conduct may result in disciplinary action, up to and including suspension, immediate removal, or dismissal from all PRNS-operated Community Parks including without limitation, suspension from the Community parks pursuant to the Policy for Suspension from Community parks issued by the Director of PRNS.

1. No person shall leave food or drink residue, or otherwise create a custodial or maintenance problem when eating or drinking in Community Parks.
2. No team or instructor shall use City Fields & courts or remove City equipment from Community Parks, without explicit written permission and permit from PRNS staff.
3. Community parks participants must observe posted time limits for the use of PRNS fields and (or) courts.
4. Use of tobacco or any illegal substances within Community Parks is prohibited, except as expressly permitted by the San José Municipal Code.

5. No person shall consume intoxicating beverages in areas prohibited by the Director of PRNS. No participant shall appear in, on or around a facility at any time under the influence or in possession of controlled substance or in an intoxicated condition. Officials are required to suspend participant from further play, report such play to the League Director and report to Citywide Sports.
6. No persons shall utilize Community Parks for bathing or washing clothes. This is not intended to prohibit showering in locker room facilities nor is this intended to prevent swimming in a swimming pool in accordance with facility rules.
7. No person shall utilize Community Parks to wash utensils or other items, to prepare food, unless pursuant to a City program or otherwise explicitly permitted by facility rules or by PRNS staff. This rule does not apply to picnic sites in parks that are equipped with food preparation/washing amenities.
8. No person shall enter or remain in Community Parks before or after posted hours of operation or when otherwise not open to the public, without the express permission of the appropriate PRNS staff.
9. Obstructing Community parks entrances, exits, aisles, or other areas in any way that interferes with or restricts public access is prohibited. This shall not apply to authorized City staff or other authorized persons performing maintenance, repair, deliveries, or other required business activities Community parks.
10. Bringing any bicycle, unicycle, tricycle, or other wheeled conveyance inside of a building or Community parks or leaving such conveyances in a manner that blocks entrances or exits to the building is strictly prohibited. This regulation shall not apply to wheelchairs, other medical devices, strollers, or other similar conveyances used in permitted areas of the park facilities, provided they are utilized or left in a manner that does not restrict public access.
11. No persons shall bring any animal into the Community Parks other than service animals assisting individuals with disabilities, animals under the control of a peace officer, or as specifically authorized in the San José Municipal Code, by the Park Rules Manual or by PRNS staff.
12. Riding skateboards, roller skates, heellies, and/or roller blades, in Community Parks or running inside any City building is prohibited, unless explicitly authorized by the San José Municipal Code or Park Rules Manual or by PRNS staff.
13. No person shall engage in loud or boisterous conduct in the interior of a building within Community parks, so as to interfere with the use of these facilities by patrons or City staff.

14. No person shall use sound-generating or amplifying devices within the Community Parks or on the PRNS grounds, in any manner that creates a public nuisance, without a permit issued by PRNS Special Parks Use Unit (SPU).
15. Threatening, bullying, or intimidating language or behavior directed at PRNS patrons or City staff in Community Parks that creates a hostile environment or creates a threat of bodily harm is prohibited. Officials are required to immediately suspend the participant from further play. The infraction will be reported to the League Director and Citywide Sports. This violation additionally includes "after the incident" communication or correspondence in follow up discussions.
16. No Team or Teams shall engage in physical aggression upon each other, officials, agency representatives, field supervisors or spectators. Officials shall immediately suspend play and report in writing, the incident to the League Director and Citywide Sports. Decision by shall be made by PRNS / Citywide Sports.
17. No persons shall engage in any activity that unreasonably interferes with another person's rightful use of the Community Parks, or unreasonably interferes with the ability of a member of the PRNS staff to perform his or her job duties.
18. No person shall leave packages, handbags, laptop computers, luggage, or any kind of items unattended in Community Parks.
19. No person shall willfully or recklessly damage or destroy City materials or property, or the personal property of other Participants, & City staff or volunteers. Officials or agency representative are required to immediately suspend individual, report incident to League Director and Citywide Sports. Decision by shall be made by PRNS / Citywide Sports.
20. Engaging in obscene acts or using obscene language is prohibited.
21. No person shall engage in physical assaults in or on Community parks.
22. Shoes and clothing are required when entering the common area of a Community Park. No manager, team representative or participant shall at any time use illegal equipment (i.e., altered, ASA banned or illegal bat; metal cleats; exposed, dangerous jewelry.)
23. All Community parks participants shall abide by all other posted rules and regulations of the Community parks.
24. No person shall engage in intimate sexual conduct in Community parks, including, but not limited to, indecent exposure, sexual contact, and sexual intercourse.
25. No person shall display or distribute obscene or pornographic material in Community parks.

26. No person shall display firearms or other potentially deadly weapons on City property in a manner calculated to alarm unless such action is permitted by law.
27. Gambling in Community parks is prohibited. No manager, team representative or participant shall at any time commit a fraudulent act (including gambling upon any play).
28. No person shall engage in any other criminal activities in Community Parks in violation of local, state, or federal laws.
29. No person shall use Community Parks except in compliance with this Code of Conduct, the San José Municipal Code, the Park Rules Manual issued by the Director and any permit issued by the Director of PRNS, including without limitation, Special Park Permits.

#### **DEFINITIONS:**

“Community parks” means City Parks and Park Facilities operated by PRNS, and any other building or property operated by PRNS.”

“Participant” means any person who visits or otherwise enters Community Parks.

“PRNS” means the City of San José Department of Parks, Recreation and Neighborhood Services.

### **4.8 Restrooms**

Where restrooms are available, please help keep the facility clean and well maintained by using the facility as it was intended and reporting any problems or concerns to Park Concerns at [Park.Concerns@sanjoseca.gov](mailto:Park.Concerns@sanjoseca.gov) or (408) 793-5510.

If renting a field at a park without a restroom, portable restrooms may be rented. Permit holders must make arrangements with Citywide Sports a minimum of twenty (20) business days prior to the desired date of use, and fees will be charged accordingly.

### **4.9 Security**

The City of San José reserves the right to require and make arrangements with the Field Reservations Unit for a Reserve Police Officer to be in attendance as needed. The Reserve Police Officer will be paid current wages by the permit holder. This payment (Cashier check or personal check) must be paid directly to the Reserve Police Officer at the start of the event. The Reserve Police Officer must be on duty ½ hour prior to and ½ hour after the rental for a minimum of two (2) hours. Arrangement for Reserve Police Officers must be made at least 60 days prior to event by contacting the Secondary Employment Office (408) 277-4980.

Please note that if it has been determined that a Reserve Police Officer needs to be in attendance, permits will not be issued until the Officer(s) is reserved.

## **5. Contact Information**

### **Citywide Sports Field Reservations Unit**

Sports Field Reservations: 408-794-6527 [FieldReservations@sanjoseca.gov](mailto:FieldReservations@sanjoseca.gov)  
Field Conditions Hotline: 408-794-6532  
After-hours & Weekend Contact 408-690-2171

### **Park Maintenance**

Park Concerns: 408-793-5510 [Park.Concerns@sanjoseca.gov](mailto:Park.Concerns@sanjoseca.gov)

### **Other Permits**

Air Jumper Permit: 408-794-6504 [PicnicReservation@sanjoseca.gov](mailto:PicnicReservation@sanjoseca.gov)  
Park Picnic Reservations: 408-794-6504 [PicnicReservation@sanjoseca.gov](mailto:PicnicReservation@sanjoseca.gov)  
Special Parks Use Permits: 408-794-6500 [SPUapplications@sanjoseca.gov](mailto:SPUapplications@sanjoseca.gov)

### **Enforcement**

Emergency Services: 911 or 408-277-8911 (from cell phones)  
Non-Emergency Services: 311 or 408-277-8900  
Parking Compliance: 408-535-3850  
Citizen Drug Tip Line: 408-971-DRUG (3784)  
Crime Stoppers Tip Line: 408-947-STOP (7867)  
Gang Information Tip Line: 408-293-GANG (4264)

### **Other Services**

Adopt-a-Park or Adopt-a-Trail: 408-793-4190 [Adopt-A-Park@sanjoseca.gov](mailto:Adopt-A-Park@sanjoseca.gov)  
San José Animal Care Services: 408-794-PAWS (7297)  
Anti-Graffiti & Anti-Litter Hotline: 408-975-7233 [Antigraffiti@sanjoseca.gov](mailto:Antigraffiti@sanjoseca.gov)  
Poison Control: 1-800-876-4766  
Department of Transportation: 408-277-4373