



# Mission Oaks Recreation and Park District 2023 Field Rental Information



## General Information and Rules

Mission Oaks rents out the following parks for sport use:

Park	Address	Soccer/Lacrosse	Basketball	Tennis	Futsal	Pickleball	Baseball
<b>Ashton</b>	4251 Ashton Dr.	X	X	X			
<b>Eastern Oak</b>	3127 Eastern Ave.	X			X	X	
<b>Gibbons</b>	4701 Gibbons Dr.	X	X	X		X	
<b>Orville Wright</b>	2331 St. Marks Way	X					
<b>Shelfield</b>	1849 Suffolk Way	X		X			
<b>Swanston</b>	2350 Northrop Ave	X	X	X		X	
<b>Valley Oak</b>	1150 Eastern Ave						X

- All field rental applications must be submitted to Danny Curtola at [dcurtola@morpd.com](mailto:dcurtola@morpd.com) or by mail to 2350 Northrop Ave., Sacramento, CA 95825.
- Submitting a Rental Application does not guarantee your reservation. Reservations are only booked after the following steps are complete:
  - Organization is in good standing with the District
  - Application is received and dates of availability are confirmed
  - Payment and insurance are submitted
  - Permit is issued to renter
- Rental requests must be made a minimum of 3 weeks in advance, and no further than one year in advance.
- Rental requests can be made for a maximum of 12 months in length, depending on availability of fields. Rental requests are limited to the calendar year.
- Mission Oaks fields are rentable throughout the year; however, some fields close during the winter months for repair and maintenance. We will not rent fields during the closure periods. Additionally, Mission Oaks reserves the right to close fields at any time for required maintenance. Staff will make every effort to reschedule dates due to closures, but refunds will not be given.
- Most fields are rentable 7 days per week from Dawn to Dusk. Please be aware that none of our fields have any form of evening lighting.
- Amplified sound is only allowed if requested by the renter and approved by the district. Failing to get permission for amplified sound may result in the permit being canceled and/or future permits being denied to the organization.
- Renters are responsible for all clean up and waste removal
- Rentable storage lockers are available in some parks. With permission from District staff, sport equipment (soccer goals, nets, etc.) may be stored in the park during the rented season.
- Regardless of rental dates approved by the District, fields can never be used 24 hours after rainy/wet or extreme heat/dangerous air quality conditions. The District will not refund any renters for fields closed to weather or AQ.
- No maintenance shall be done to fields/facilities without permission from the District
- Renter is responsible for all guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all District policies and procedures. The Mission Oaks Recreation and Park District may cancel any rental for violations of disturbing the peace laws.



- If applicable, any and all local/state/federal regulations (in place for Covid-19 or other health and human safety concerns) must be followed by the rental group at all times. Failure to comply will result in the immediate cancellation of rental permits with no refund.
- Rental groups are not allowed to post any form of marketing (signage, banners, fliers, yard signs) without getting permission from district staff. Unauthorized marketing material will be removed and disposed of without warning.
- Storing equipment, supplies, storage lockers, porta potties is not allowed without permission from staff. Unauthorized supplies or equipment will be removed and disposed of without warning.
- Any special requests that require staff permission should be noted in the rental application, or can be sent to Danny Curtola, Recreation Manager at dcurtola@morpd.com .

## **ELIGIBLE PROGRAMS**

The Park District follows a priority system for reserving fields as follows:

**First Priority:** District Programs, Classes and Events

**Second Priority:** Partnering Organizations

**Third Priority:** Previous year’s renters in good standing with the District

**Fourth Priority:** New group renters (Competitive, Recreational, and non-profit leagues or clubs)

The District will consider the following guidelines when determining an organization’s eligibility for the field allocation process:

## ***COMPETITIVE PROGRAMS***

- A non-profit youth sports organization exclusively serving youth 19 years and younger.
- Organization is comprised of at least five teams.
- Coaches are primarily licensed professionals.
- Coaches may be paid.
- The organization evaluates and selects players with the intent of creating the most competitive teams possible.
- Private leagues requesting usage for practice only will still be charged for a comp level rental

## ***RECREATION PROGRAMS***

- A non-profit youth sports organization exclusively serving youth 19 years and younger.
- Organization is comprised of at least five teams.
- Coaches are primarily volunteers.
- Organization does not make player cuts – all registrants play.
- The organization evaluates and drafts or assigns players with the intent of creating evenly matched teams.
- Each player receives a minimum amount of mandated playing time except for reasons of injury, illness or discipline.
- Program is held during the sport’s primary recreation season, defined as follows:
  - Baseball / Softball: February – July
  - Lacrosse: January – May
  - Rugby: December – May
  - Soccer: July – November

**NOTE:** Any “select, all-star or travel” programs, despite being affiliated with a normal “Rec” league will fall under, and be charged for “Comp” rates.

Mission Oaks reserves the right to investigate sport leagues to ensure they are permitted for the correct type of league.



## Insurance Requirements

1. General liability insurance: The **(USER/RENTER)** shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability
  - a. Such insurance shall name MISSION OAKS RECREATION AND PARK DISTRICT, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The **(USER/RENTER)** shall file certificates of such insurance with the MISSION OAKS RECREATION AND PARK DISTRICT, which shall be endorsed to provide thirty (30) days’ notice to the MISSION OAKS RECREATION AND PARK DISTRICT of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the MISSION OAKS RECREATION AND PARK DISTRICT may deny access to the facility.
  - b. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders’ Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best’s Key Rating Guide, unless otherwise approved by the MISSION OAKS RECREATION AND PARK DISTRICT’s self-insurance pool.
  - c. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the **(USER/RENTER)** maintains higher limits than the minimums shown above, the MISSION OAKS RECREATION AND PARK DISTRICT requires and shall be entitled to coverage for the higher limits maintained by the **(USER/RENTER)**. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to MISSION OAKS RECREATION AND PARK DISTRICT.
  - d. Concurrent with the execution of this Athletic Field Reservation Application, the applicant shall provide Mission Oaks Recreation and Park District with a *Certificate of Insurance* with an endorsement naming the District as “additionally insured”.





**2023 Athletic Field Rental Application**

**Organization:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Type of Activity or Event:** \_\_\_\_\_

**FACILITY REQUESTED:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Single Event:** Date: \_\_\_\_\_ from: \_\_\_\_\_ AM/PM to: \_\_\_\_\_ AM/PM

**Serial Events:** From: \_\_\_\_\_ to \_\_\_\_\_ from: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
 (Date) (Date)

*(Detailed schedule of serial events or programs must be attached, or provided as soon as determined)*

**Person in Charge of Activity:** \_\_\_\_\_

I have read, understand and agree to all General Information and rules listed above: (Initial) \_\_\_\_\_

**Email:** \_\_\_\_\_ **Primary Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Alternate Person in Charge:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Primary Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Is this event open to the general public? Yes: \_\_\_ No: \_\_\_ Is there an admission charge? No \_\_\_ Yes \_\_\_  
 Amount: \_\_\_\_\_

Dates and times when use of amplified sound (voice \_\_\_ and/or music \_\_\_) is requested:

**FEES**

<b>Comp/Select</b>	Seasonal reservation per facility for youth programs that are select/competitive	\$25/hour
<b>Recreational</b>	Seasonal reservation per facility for youth recreational/ instructional programs	\$15/hour
<b>Single Use</b>	Single day reservation per (1) field or (1) court (futsal, tennis, pickleball or basketball court).	\$125/day
<b>Storage Locker</b>		\$20/month



**For Office Use Only**

**Fee Structure**

Field Rental	Hours Permitted	Per Hour	Per Day	Per Month	# of months	Subtotal
<b>Comp League</b>		\$25				
<b>Recreational League</b>		\$15				
<b>One Day Rental (per court or field)</b>			\$125			
<b>Storage Locker</b>				\$20		
<b>Other</b>						
<b>Total:</b>						

**Receipt/Permit Number:** \_\_\_\_\_

