



# Parks and Sport Field Use Operating Policies and Procedures

Updated May 2020

## I. INTRODUCTION

### Welcome to Morgan Hill Parks

Thank you for choosing to host your event at a City of Morgan Hill park. Morgan Hill parks offer picnic areas and sports fields to host your private, recreational, educational, cultural, or other meaningful activity/event. The picnic areas and fields are available for all users to reserve. The following policies and procedures apply to all users. The policies and procedures are designed to help your activity/event be successful and memorable while maintaining the longevity of the parks. Rental fees will vary by customer type, day of the week, and location. A rental rate sheet is available to assist with calculating rental fees. Please contact us if you have questions or need more clarity on the policies.

## II. FACILITIES AVAILABLE

Park Picnic Areas		
Location	Number of Picnic Tables	Number of BBQ Grills
Community Park – Gazebo	4 covered 1 uncovered	1 double size grill
Community Park – Stage	2 covered 3 uncovered	2 standard grills
Community Park – Field	4 uncovered	3 standard grills
Galvan Park – North	7 uncovered	1 standard grill
Galvan Park – South	4 uncovered	1 double size grill

Sport Fields		
Location	Field Types	Field Types
Community Park	Baseball Field A (L) Baseball Field B Baseball Field C (L) Baseball Field D	Tennis Court 1 (L) Tennis Court 2 (L) Tennis Court 3 (L) Tennis Court 4 (L) Tennis Court 5 (L) Tennis Court 6 (L) Tennis Court 7 (L) Tennis Court 8 (L)
Galvan Park	Baseball Field (L)	Soccer Field 1 - North Soccer Field 2 - South
Paradise Park	Softball Field	Multi-purpose Field

(L) – Lights available at this field/court.  
*Note: The Morgan Hill Outdoor Sports Center is managed by MHOSC, LLC. Please visit [www.mhosc.org](http://www.mhosc.org) for more information on OSC field rentals.*



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## III. RESERVATIONS

### A. Park Picnic Areas

1. Park Picnic Area Reservations are accepted on a first-come, first-served basis and up to 1.5 years (18 months) prior to the event.
2. Picnic areas can be booked:
  - a. Online – [bit.ly/mhpicnicsonline](http://bit.ly/mhpicnicsonline)
  - b. In person at the Community and Cultural Center (CCC) and Centennial Recreation Center Welcome Desks during business hours.
    - i. Form can be downloaded at [bit.ly/mhpicnics](http://bit.ly/mhpicnics).
3. Reservations are confirmed and considered complete only after all required forms are signed, applicable insurance and permits are submitted, and applicable fees are paid.
  - a. Note: Any event that requires a Special Event Permit (SEP) will need to obtain permit before receiving confirmation. Refer to the Special Event Permit section to determine if your reservation will require the permit.
4. Only one picnic area reservation is made per day at each area.
5. User may arrive and/or leave at any time during their paid reservation time frame.
6. Any picnic area or date or time not reserved becomes available for anyone to use on a first come, first served basis.
7. Requests to change the date are subject to availability.
8. Users must have their rental contract and Special Event Permit (if applicable) on the day of reservation.
9. For any conflicts on the day of your reservation, please contact the non-emergency Morgan Hill Police dispatch at (408) 779-2101.

### B. Sport Fields

1. Field reservations are accepted in order of Priority Groups (outlined below).
2. Field reservations can only be booked in person during the CCC and CRC Welcome Desk business hours.
  - a. Form can be downloaded at [bit.ly/mhfields](http://bit.ly/mhfields).
3. Reservations are confirmed and considered complete only after all required forms are signed, applicable insurance and permits are submitted, and applicable fees are paid.
  - a. Note: Any event that requires a Special Event Permit (SEP) will need to obtain permit before receiving confirmation. Refer to the Special Event Permit section to determine if your reservation will require the permit.
4. Requests to change the date are subject to availability.
5. Multiple field reservations may be made per day. Setup and takedown time should be factored into the reservation time as another customer may book the field immediately before or after.
6. Fields not reserved become available for anyone to use on a first come, first served basis.
7. Users must have their rental contract and Special Event Permit (if applicable) on the day of reservation.



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8. For any conflicts on the day of your reservation, please contact the non-emergency Morgan Hill Police dispatch at (408) 779-2101.

## C. Availability

1. Park Picnic Areas – Users may check availability by contacting the CCC or CRC. Additionally, users may check availability online at [bit.ly/mhpicnicsonline](http://bit.ly/mhpicnicsonline).
2. Sport Fields – Users may check availability by contacting the CCC or CRC.

<b>Community and Cultural Center (CCC)</b> 17000 Monterey Rd Morgan Hill CA, 95037 408-782-0008  <b><a href="http://www.mhcommunitycenter.com">www.mhcommunitycenter.com</a></b> <i>Visit website for Welcome Desk hours.</i>	<b>Centennial Recreation Center (CRC)</b> 171 W. Edmundson Ave. Morgan Hill, CA 95037 408-728-2128  <b><a href="http://www.mhcrc.com">www.mhcrc.com</a></b> <i>Visit website for Welcome Desk hours.</i>
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## D. Rental Hours

1. Parks are open from 6am to 10pm. Reservations will be processed:
  - a. **Park Picnic Areas:** Sunrise to Sunset (8:00am to 8:00pm)
  - b. **Sport Fields:** Sunrise to Sunset (8:00am to 8:00pm)
  - c. Note: Fields with lights may be reserved until 10pm year-round.
2. Rental hours for parks and fields without lights vary with the seasons and depend on actual sunrise and sunset times.
3. Parks may be reserved outside rental hours for set-up and clean-up time with a Special Event Permit, subject to review and approval.

## E. Holidays

1. Park Picnic Areas and Sport Fields are reservable on any day, including holidays.
  - a. Note: Full-time City Teammates will be unavailable on City Holidays.

## F. Cancellation and Refund Policy

1. Park and Fields reservations are non-refundable.
2. User may reschedule or cancel reservation with at least 7-day written notice. An account credit will be issued for canceled events which can be used for future reservations.

## G. Inclement Weather

1. Reservations that cannot be held due to inclement weather will be issued an account credit. The credit may be used for future reservations.
2. A written notice to the City is required within 5 business days after reservation date.



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## **H. Concurrent Use Policy**

1. Playgrounds, restrooms, trails, and open grass areas are open public areas. These areas must remain open for public access. Reservation only grants exclusive access to the reserved picnic site tables, BBQ grill(s), or field.
2. The parking lots are open to all park visitors and concurrent use is common.
3. Restrooms and parking lot must be shared by all visitors.

## **I. Insurance**

1. Any reservation with a Special Event Permit will require insurance.
2. Any users with 6 or more sport field reservations in the calendar year will need insurance.
3. Insurance may be purchased directly from the City of Morgan Hill or a third party.
4. Third party insurance must be approved by the City's Risk Management Office.
5. Insurance certificates are due no later than 30 days prior to the event. Please refer to City's insurance requirements: [bit.ly/mhinsurance](http://bit.ly/mhinsurance)
6. Certificates should be issued to:
  - a. City of Morgan Hill  
17575 Peak Avenue  
Morgan Hill CA 95037

## **IV. SPECIAL EVENT PERMITS**

### **A. General Guidelines**

1. A special event is an event that takes place on public property within the City that meets any of the following conditions:
  - a. **Park Picnic Area** – Any Picnic reservation will require a Special Event Permit (and charged the applicable fee) if any of the following items apply:
    - (1) Entertainment – e.g. band, DJ, clown, performers, etc.
    - (2) Serving Alcohol
    - (3) Charging an Entry Fee
    - (4) Amplified Sound
    - (5) 50 or more guests
    - (6) Selling Food
  - b. **Sport Fields** – Any Field reservation will require a Special Event Permit (and charged the applicable fee) if any of the following items apply:
    - (1) Entertainment
    - (2) Charging an Entry Fee
    - (3) Amplified Sound
    - (4) 50 or more guests (any Tournaments with more than 50 total attendance)
    - (5) Selling Food



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## **B. Application**

1. Customers will need to submit a Special Event Permit application at least 60 days prior to event date.
2. Applications are due to the City Teammate listed on Park Reservation form or Sports Field and Tennis Court Reservation form.
3. The application can be found at [bit.ly/mhspecialevents](http://bit.ly/mhspecialevents).
4. Special Event Permit must be issued by City of Morgan Hill to authorize the event. Without the Special Event Permit, the event may not have any of the items listed above.

## **C. Amplified Sound**

1. The use of amplified sound is subject to City Ordinance noise restrictions and generally should not be played at a level which disrupts other customers or neighbors.
2. Morgan Hill Municipal Code (MHMC) § 12.16.020 regulates amplified sound to end at 10pm.
3. A Special Event Permit is required to receive approval of amplified sound.
4. Amplified sound is defined as equipment intended to make sound louder and reachable to a large audience. Examples of amplified sound include: DJ, live band, sound systems, or public address system.
5. The following equipment is not considered amplified sound: personal and small Radio/CD/MP3 music player, acoustic instruments, and small portable/rechargeable speakers (including Bluetooth variations).

## **V. GENERAL PARK RULES AND REGULATIONS**

### **A. Restrooms**

1. Restrooms are only available at Community Park and Galvan Park.
2. Restroom locks are programmed on a timer to open 6:00am - 10:00pm daily.

### **B. Alcohol and Smoking**

1. CITY ORDINANCE: Alcohol is prohibited in all parks and fields unless a Special Event Permit and insurance have been reviewed and issued.
2. Alcohol must stay at picnic areas if permitted by Special Event Permit.
3. Alcoholic beverages are forbidden on any athletic field, tennis courts, bleachers, sidelines, parking lots, or playground areas.
4. An event serving or selling alcoholic beverages will require liability insurance which may be obtained through the City and will require an additional fee.
5. If you are selling alcohol, having a fundraiser, or selling tickets that include the price of an alcoholic drink; the customer must obtain an ABC permit. For more information visit: <https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>.



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6. Visitors shall not engage in smoking activities. Smoking means engaging in an act that generates smoke, such as through igniting/lighting a: pipe, hookah pipe, cigar, cigarette of any kind, or electronic cigarette. The term "smoke" includes, but is not limited to, tobacco smoke, electronic cigarette vapors, and marijuana smoke.

## **C. Food**

1. BBQ grills are not allowed near playgrounds, fields, or block any walkways.
2. User may use the BBQ Grills at reserved picnic site. Only charcoal or wood may be used to fuel grill fires.
3. User must safely extinguish fire after use.
4. User may bring in their own food or have food delivered.
5. User may hire a food truck to cater event. Food truck must have valid and proper permits to operate. Food truck must set up in parking lot. Fire Extinguishers must be present within food truck. Note: Food truck may not sell food to other visitors.
6. If a user is selling food, having a fundraiser, or selling tickets that include the price of food, user must obtain a Temporary Food Facility Permit from the County of Santa Clara Department of Environmental Health. For more information visit: <https://www.sccgov.org/sites/cpd/programs/TE/Pages/home.aspx>.

## **D. Decorations/Banners**

1. Decorations/Banners may not be affixed, staked stapled, taped, nailed, or tacked to the columns, walls, trees, grass, or park amenities.
2. The use of the following materials is not allowed: rice, birdseed, glitter, sand, hay, rocks, rock salt, confetti, or wax.

## **E. Cleaning Responsibilities**

1. Picnic areas are public facilities. City teammates are dispatched every morning to restock restrooms and remove trash from picnic areas.
2. Customer responsibilities:
  - a. Bring your own additional trash bags as park receptacles may fill.
  - b. Return the picnic/field to its original condition, including properly disposing of all decorations and trash.
  - c. Securely close all bags and leave next to trash cans.
3. For park maintenance issues on weekends from 7:00am - 3:00pm, please call 408-426-0881.

## **F. Bounce Houses**

1. Bounce Houses are allowed through Approved Vendor ONLY.
2. Electricity is not available. User must secure a generator to use bounce house.
3. Bounce houses must not block any walkways.

## **G. Power/Electricity**

Electrical outlets are NOT available at the picnic areas or fields.



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## **H. Animals**

Animals (including performing animals, birds, petting zoos, pony rides, etc.) are not allowed except for certified service animals or dogs on a leash.

## **VI. SPORT FIELDS RULES AND REGULATIONS**

### **A. Priority Groups**

The City reserves the right to preempt or revoke contracts (if previously issued) for any reason if the City or YMCA require the field at the same time. When such action is necessary, the City will give users as much advance notice as possible.

#### **Priority I: City Programs and Partner Organizations**

The City has one designated Partner Organization per sport. Partners are selected by the Parks and Recreation Commission (PRC) according to the number of residents served, historic delivery of services, and commitment to providing both recreational and competitive athletic opportunities. Each Partner Organization is required to meet the following criteria:

1. Maintain a valid IRS 501(c)(3)
2. Morgan Hill headquartered
3. Minimum of sixty percent (60%) of the organization's participants residing in Morgan Hill

The City's Parks and Recreation Commission designated these Partner Organizations:

<b>City Partner(s):</b>	YMCA and Morgan Hill Tennis Club
<b>Youth Baseball:</b>	Morgan Hill Pony Baseball
<b>Youth Football:</b>	Morgan Hill Pop Warner Football
<b>Youth Softball:</b>	Morgan Hill Spirit & Pride Girls Softball
<b>Youth Soccer:</b>	Orchard Valley Youth Soccer

#### **Priority II: Morgan Hill Unified School District-**

School teams must demonstrate district fields are not available.

#### **Priority III: Resident, Non-profit, Youth Organizations**

To qualify for this priority:

1. Organization must be a youth-based organization
2. Submit the organization's IRS 501(c)(3)
3. Morgan Hill headquartered
4. Minimum sixty percent (60%) of the organization's participants reside in Morgan Hill.

#### **Priority IV: Resident, Non-profit Team**

To qualify for this priority:

1. Minimum of sixty percent (60%) of the team's roster must reside in Morgan Hill
2. The team is not affiliated with any organization in the above priority groups.



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## **Priority V: Other**

All other customers that do not meet the requirements of the above priority groups

## **B. Priority Resident, Non-Profit Status Requirements**

To maintain resident, non-profit status, organizations must certify that sixty percent (60%) of participants reside in Morgan Hill city limits. As verification, organizations must have up-to-date rosters on file with the City, copy of the IRS 501(c)(3) articles of incorporation, and IRS exemption letter (or equivalent) showing the exempt status and the organization headquarters.

*In addition, priority users must also agree to the following:*

1. Make available to the City upon request any other documentation deemed necessary to determine participant residency.
2. Group must provide a certification program for all coaches who are the head coach/manager for each team. The certification program must be recognized by the National Recreation and Parks Association or endorsed by the state or national organization which governs the group.
3. Groups must provide written reports and documentation as requested by the City for reporting purposes, excluding privileged, confidential, proprietary and financial records.
4. Each group shall appoint two authorized contacts to be the agents for the organization in all communications with the City regarding facility scheduling. The authorized contacts are responsible to inform the organization's board members, coaches, and committee chairs of all policies, procedures, and conditions of use.
5. Priority Groups may not assign their reserved time to other groups. Any such action may result in the termination of the group's priority standing the following year.

## **C. Reservation Timeline**

The following schedule outlines the due dates for field use requests to be submitted. Groups that do not submit their requests by the due date will lose priority scheduling for that season. Late submissions will have their requests reviewed on a first come, first served basis after priority bookings have been completed.

Priority I-IV

<u>Request Due</u>	<u>Season</u>
October 1	January 1 through June 30
April 1	July 1 through December 31

Priority V

Accepted the day after above deadlines.

## **D. Schedule Changes and Holds Policy**

1. The City will monitor the use of the facilities to ensure that groups are using the facilities they reserved.



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2. Priority Groups shall not reserve fields that they do not intend to use.
3. Once a rental contract is provided, users must submit written notification to the City of any changes to date(s), time(s), or cancellation at least 7 days prior to the event date.
4. Users that fail to provide written notice with at least 7 days will not be refunded or allowed to change reservation.
5. Priority Groups will not be allowed to “hold” dates or book dates for other users.
6. The City will monitor how frequently users are submitting cancellations and requesting changes.
7. The City may revoke the user(s) priority schedule rating if user is found to be holding dates for other users or intentionally blocking dates from other users.

## **E. Payments**

1. Priority Groups I-IV – payment is due within two weeks of receiving the facility contract.
2. Priority Group V – payment is due at the time of reservation.

## **F. Non-Recurring User**

1. Field reservations for casual uses by **Morgan Hill residents ONLY and 6 or less uses per calendar year** will not require general liability insurance.

## **G. Field Use Rules**

1. A copy of the contract must be available for inspection when an organization is using the field.
2. Alcoholic beverages are not allowed; violation will result in contract cancellation and fees will not be returned.
3. User shall not litter, soil, or defile the field, restrooms, or other park areas.
4. Users and visitors shall not enter an area posted as “closed to the public” or “field closed”.
5. Users shall not remove any City postings or signs.
6. Users shall not participate in riotous, threatening, or indecent conduct.
7. Use of portable lights is not allowed.
8. Use of metal cleats is not allowed.

## **H. Maintenance**

1. User is responsible for the condition of the field and equipment during the event, as well as the actions of any visitors attending event.
2. User is responsible for the reserved area being free of trash or debris caused by their group’s usage.
3. User is responsible for the lining of fields with acceptable field lining chalk or paint.
4. The use of the requested field is allowed only for the purposes specified on the rental contract.



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5. Canopies, umbrellas, or other equipment that require “staking” are not allowed.
6. Motorized vehicles for the preparation of athletic fields or other activities are not permitted.

## **I. Equipment**

1. Users must bring their own equipment for each reservation. The City does not provide game equipment – e.g. baseball diamond bases, goal posts, nets, etc.
2. Users are responsible for equipment setup and teardown (e.g., bases, goals).

## **J. Lights**

1. Users must pay and request the use of lights at least 24 hours before activity.
2. User must adhere to the cancellation policy if they wish to cancel the use of lights – provide at least 7-day notice.
3. Users renting fields with lights are responsible for proper use of lights by turning on/off lights if key is provided or contacting appropriate City teammate.
4. Lights will not be turned on unless payment is received.
5. Community Park Lights will be turned on by CRC Manager on Duty.
6. Users will be issued key to turn on Galvan Park field lights.

## **K. Concession Stand**

1. Keys for concession stand may be obtained at the Centennial Recreation Center at 171 W. Edmundson, 408-782-2128. Prior approval is required.

## **VII. OTHER INFORMATION**

### **A. Prohibited Activities**

1. Vehicles are not allowed on the grass, decomposed granite, or walking trails - even for unloading supplies.
2. Visitors may not block or interfere with roads, walkways, trails, restrooms, signs, driveways, or park amenities during use, including unloading, picking up or dropping off participants.
3. Visitors shall not attach any rope, wire or other contrivance to any tree or plant.
4. Visitors shall not use, carry, or possess firearms of any description, or air rifles, spring guns, bows and arrows, slings, or any other forms of weapons potentially dangerous to wildlife or human safety.
5. Visitors shall not dump, deposit, or leave any bottles, broken glass, ashes, paper, boxes, cans, refuse or trash on the grounds. Such items shall be placed in the proper receptacles where these are provided.
6. Visitors shall not bring, possess or set off, or otherwise cause to explode or discharge or burn, any firecrackers, torpedoes, rockets, or other fireworks or explosives of flammable material.
7. Visitors shall not use powered model airplanes, drones, watercraft, or rockets.
8. Visitors shall not feed nondomestic animals any food, including breads, seeds, nuts or other foods as many cause unintentional harm, illness, or death.
9. Visitors shall not engage in unruly conduct such as profane language or fighting.



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10. Visitors shall not engage in non-tennis related activities on the tennis courts, such as playing soccer, riding bicycles or scooters, skateboarding, roller blading, or dog training.
11. Visitors shall not use bicycles, scooters, or skateboards in playground areas.

## **B. Public Safety**

1. The City of Morgan Hill reserves the right to revoke or cancel a permitted use if it is deemed to be dangerous, hazardous, or not in the best interest of the City.

## **C. Theft/Storage**

1. Property and equipment should not be left on City property overnight. The City of Morgan Hill is not responsible for any lost, forgotten, or stolen items.

## **D. Pop-Up Tents/Canopies**

1. Canopies may be used in accordance with Fire safety requirements:
  - a. Visitors may use multiple canopies with a combined square footage of 400 or less in size without restrictions (e.g. 4 10x10 units, 3 12x12 units, etc.).
  - b. Canopies cannot be staked into grass. Instead, weights must be used to secure structure.
  - c. Grills should not be covered by canopies.
  - d. A fire permit is required to have a total combined square footage of 401 or more. Canopies larger than 400 square feet need to have a clearance of 20 feet from any building eaves and the tent opening.