



City of Rio Vista
 One Main Street—Rio Vista, CA 94571
 (707) 374-6451 fax (707) 374-5063
 www.rio-vista-ca.com



Ball Field Application & Permit

Applicant Information

Location: _____ Today's Date: _____

Date of Reservation: _____ Hours of Reservation: _____

Description of Event: _____ # in Attendance: _____

Rental Applicant: _____ Organization: _____
First Name Last Name

Address: _____
Street Address Apartment/Unit #

_____ Phone: _____
City State Zip Code

Phone: _____ Phone—work/cell: _____

Email Address: _____

Additional Contact Person: _____ Phone: _____

Please check applicable boxes: Individual Organization Non-Profit #: _____

Band, DJ, or Amplified Sound? Yes No May require Noise Permit.

Alcoholic Beverages Served? Yes No May require Alcohol-Use Permit.

Need to purchase liability insurance? Yes No

Office Use Only

Fees: Field Rental \$ _____ per hour X _____ hours AMOUNT DUE: _____
 (Regular \$20/hr Non-profit \$12/hr)

Fees: Ball Field Lights \$25 per hour X _____ hours AMOUNT DUE: _____

Deposit: Ball Field \$ 200 Snack Shack \$ 100 Key Deposit \$ 50 AMOUNT DUE: _____

Park Application Fee \$ 10 AMOUNT DUE: \$ 10

TOTAL AMOUNT DUE: _____

Amount paid: _____ Method of Payment: _____ Date: _____ Receipt #: _____

Initials: _____ Copy to Facilities (1) _____ Finance (1) _____ Renter (1) _____

Refund/Deposit Payable to: _____

Amt. Refunded: _____ Date of refund: _____ Receipt #: _____ Refunded by: _____

Disclaimer and Signature

I have read, I understand, and I will comply with all information on this application and information contained on the reverse side.

Signature: _____ Date: _____

General Rules and Information for Organized Athletic Teams Using Egbert Field

No organized athletic team, league, or group may occupy or use Egbert Park without a Use Permit. An organized athletic team, league, or groups shall mean any athletic team, league, or group including, but not limited to, teams or leagues organized for the purpose of playing baseball, softball, soccer or groups of twenty or more athletes, players or spectators. "Organized athletic teams, leagues or groups" shall not include persons or groups who participate in an impromptu game that are unaffiliated with any team or league, such as a game conducted in connection with a bona fide group picnic or barbecue when such game is clearly incidental to such picnic or barbecue.

Your reservation is valid only for the date, time and location specified by the attached permit. Reservations are not posted at the sites. The attached permit entitles you to the area; you must have it with you on the date of your reservation. Should a conflict arise, present your use permit to the other group. If a conflict cannot be resolved with your permit, please call our office at 374-6451. If conflict arises after hours or on a weekend, please call the Police Department at 374-2300.

1. Applications will only be accepted at City Hall, One Main Street. A \$200 refundable deposit is required to reserve the ball field and a \$100 deposit for Snack Shack use. Reservations can be made two months in advance but no later than two weeks prior to your event.
2. All fees, a copy of Liability Insurance and a schedule of all practices and games must be turned in **before** a permit will be issued.
3. If a reservation is cancelled by renter, the cancellation must be two weeks prior to reservation date or rental fees will be forfeited.
4. All fees are subject to change July 1st of each year. You will be required to pay any additional amount.
5. **Unexpended time is not refundable. If rain cancels your outdoor event, please contact the Facilities Coordinator on the first regular business day following reservation date during normal business hours to discuss a rainout refund.**
6. If a key is issued, all locks must be secured and keys returned to the Facilities Coordinator the next day after your permit expires.
7. Any group charging a fee must obtain a business license from the Community Development Department, 374-2205. Amplified sound outdoors requires a noise permit from the Police Department, 374-6366. Selling of food items must be approved by the Solano County Department of Environmental Management. Serving of alcohol must be approved by County Alcohol and Beverage Control. All permits (ABC License, Noise Permits, etc.) are to be submitted a minimum of 20 days prior to the date of the event.
8. Rental time period must include all set-up and clean-up time. The Field must be vacated at the time specified on the permit.
9. Any damage to the field area is to be reported to the Recreation and Community Services the following day.
10. No vehicles are permitted in the field area. Glass bottles or jars are prohibited in all parks.
11. Groups must provide the City with proof of \$1,000,000 liability insurance, naming the City of Rio Vista additionally insured. The City is not responsible for damage or claims of personal injury or death, or claims for damage or loss of property incurred in any City facility/park.
12. Individuals or organizations granted use of a park will be held responsible for any loss or damage caused by such use.
13. Posters or any other publicity must be approved by the City in advance. Do not give out the City's phone number on any publicity. Unapproved publicity may be cause for cancellation.
14. A park rental will not be granted under the following conditions:
 - a. Insufficient notice: When staff cannot be scheduled, when a park/facility cannot be prepared, or other conditions cannot be completed in time between the date of request and the date of the proposed event.
 - b. Hazardous Activities: When activities of a hazardous nature endanger persons or property.
 - c. Prior Circumstances: When applicant has mistreated a park/facility or violated park/facility use policies during a prior event.
15. Cancellation of your reservation by the City will occur if: The application is found to contain false or misleading information; the proposed use would be detrimental to the health, safety, general welfare, efficient operation of the City Park/Facility, Any individual, group, member or guest willfully or through gross negligence, mistreat the staff, equipment, park, facility, or violate state or local ordinance; renter fails to pay all rental fees and deposit by due date; If renter defaults on or has not completed all conditions and requirements for use of the park/facility is needed for emergency use; Circumstances arising from natural disasters, power outage, or other unusual situations beyond the City's control; Failure to obtain required permits within the allowable time; Failure to obtain required permits.

9.24.030 Possession of open containers in public places.

A. It is unlawful for any person to possess an open container of any alcoholic beverage on public property or a public area in the city of Rio Vista, except as provided in Section 9.24.040

17.70.050 Smoking in public places prohibited.*

Smoking of cannabis or cannabis products is prohibited on any public property. (Ord. 005-2017 § 3)

City of Rio Vista

Sports Field/Park Use Fees

For Organized Sports Teams

Field/Park:			
Team/Organization Name:			
Time:		Date of Request:	
Field Use: Practice	\$ _____ x _____ hours = _____	Fee	Total
Games	\$ _____ x _____ hours = _____	\$	\$
Lights:	\$ _____ x _____ hours = _____	\$	\$
		Total Due	\$ _____
Dates of use:			
Payment information: Date _____ Cash _____ Check _____ Check # _____			
Amount \$ _____ Receipt # _____ By _____			
Items Completed:	Turned In	Date	
Application	_____	_____	
Fees Paid	_____	_____	
Insurance	_____	_____	
Printed Schedule	_____	_____	
		Permit Approved	Y N

Field/Park Use Permit

Name _____	Team Name _____
Permit Valid from _____ to _____	M Tu W Th F Sa Su
Time of use _____	
Authorized by: _____	Date _____
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