



CITY OF SAN CLEMENTE
BEACHES, PARKS & RECREATION DEPARTMENT
(949) 361-8264 | www.san-clemente.org | recreation@san-clemente.org

FIELD RENTAL POLICIES AND FEES

Thank you for your interest in renting one of the City's sports fields. You are welcome to utilize the City's fields from 6 am to 10 pm, without charge or reservation, on a first-come, first-served basis unless a permit is required or a field has been reserved. A permit is required for evening use of a lighted sports field, all sport organization and club activities, commercial use, and use of Richard T. Steed Park.

APPLICATION PROCESS

- Applications will be approved according to the following priority and, within each priority, on a first-come, first-served basis.
 - City Activities:** activities originated by the City of San Clemente.
 - City Partnership Activities:** activities that have been approved by the City Council for additional City subsidy/discount.
 - Frequent Rentals:** renters that have utilized fields four or more times during the past year.
 - Infrequent Rentals:** renters that have utilized fields less than four times during the past year.
- An application can be denied if:
 - The facility is not available;
 - The applicant has an unsatisfactory use record;
 - The rental does not meet applicable laws/rules;
 - The activity proposed is not appropriate to be conducted at the facility and/or the facility cannot accommodate the type of activity;
 - The rental could be detrimental to the best interests of the City, as determined by the Director of Beaches, Parks and Recreation.
- Each applicant shall be at least 21 years of age and act or designate one person to act as the coordinator of all rental matters.
- Each application must contain complete information. City staff will not be responsible to supply any equipment, utilities, or additional services not listed on the approved application.

FEE SCHEDULE

- All fees are due upon and as a condition of approval. Fields will not be reserved without payment. Fees are subject to change unless paid in full, before the effective date of a fee change.
- Light Key Deposit: A \$25 (per key) cash deposit is required for rentals that require keys to operate field lighting at Bonito Canyon and Vista Bahia. The keys must be returned within 24 hours of the last rental date to receive a refund.
- Payment can be made by credit card, cash, money order, or check payable to the "City of San Clemente." Fees are subject to change unless paid in full before the effective date of a fee change.
- The following is a list of available discounts. No discounts will be applied to tournaments or commercial activities.
 - 25% discount for residents of San Clemente or non-resident non-profit organizations
 - 40% discount for resident non-profit organizations

PARK TYPE	HOURLY FEE	
Neighborhood	\$40.00	
Community	\$50.00	
Sport	\$60.00	
Light Fee	\$15.00	No discounts on light fees.
Steed Park Tournament	\$1,000/day	No discounts. Includes all four fields.
Vista Hermosa Meadows	\$250.00	No discounts for partial use of field space.

GENERAL POLICIES

All renters are required to abide by the following general policies. Failure to abide by these conditions may result in the revocation of current permits and denial of future field requests.

- Rental Hours.** Sports fields may be rented daily from 6 a.m. to 10 p.m. Permitted hours must include the time needed to enter and prepare the field for use, remove or secure equipment, and vacate the field. Other users may be scheduled immediately before and following a reservation. Lights will be scheduled to turn off immediately at the end of the permitted time. Once the park gates are locked at 10 p.m., vehicles will be under the authority of the Orange County Sheriff's Department and subject to ticketing and/or impound.
- Field Equipment.** The City does not provide portable mounds, bases, other sports equipment, or additional field maintenance (in-field dragging, watering, or line placement) beyond routine maintenance.
- Insurance Requirement.** All organizations, clubs, tournaments, and commercial groups renting a ball field must provide \$1 million of liability insurance coverage for the permitted dates. A certificate of liability insurance and an endorsement letter naming the City of San Clemente as additionally insured must be submitted at least two weeks in advance of the first permitted date. Renters that cannot provide the correct insurance documents will have their permit(s) revoked.
- Non-Use of Rented Fields.** Any organization that has been allocated field space and does not intend to use it according to the permit issued shall notify the Recreation Division so the field may be reallocated. Users may not sublease fields under any circumstance, nor allow shared or drop-in use by other users during their permitted time.
- Storage.** Storage is not provided for any rental activities. All equipment and supplies must be brought in by the applicant for the dates and times of the reservation only. Storage containers may not be brought into the park for operational supplies. Property and supplies are the responsibility of the applicant. The City is not responsible for lost, stolen, or damaged equipment.
- Vehicle Access.** Vehicles are not permitted on City fields. This rule applies to coaches and other program administrators who want to unload game equipment or supplies for the program. Please plan on bringing dollies or wagons to carry equipment and supplies into the park grounds.
- Stages, Tents, Bounce Houses.** Small tents (10' x 10') are approved for set up in appropriate areas which do not cause trip hazards. Stages, bleachers, bounce houses, and other prop displays must be approved separately through the Special Event process, which may include separate conditions and fees.
- Noise & Amplified Sound.** All renters are responsible for controlling noise. Amplified sound for private rentals is limited to a portable speaker with non-detachable speakers with a 25-foot amplification limit. No special permit is required for this level of sound. The amplified sound of any other type including PA systems for announcements may be permitted to organizations by obtaining a City of San Clemente Sound Permit. Sound Permits are reviewed separately and issued with conditions and fees when appropriate.
- Temporary Banners.** Renter may temporarily hang banners with prior approval from the Recreation Division. Banners may be hung on the ball field fences only during the permitted time and then remove

when vacating the field. All tape, hooks, zip ties, and strings used to attach the banners must also be removed and disposed of properly.

10. **Crowd Control.** It is the responsibility of the applicant to keep registered participants and their spectators from engaging in un-sportsmanly conduct, such as fighting or rude and abusive verbal confrontations. If field representatives or game officials of the league cannot control the situation, the applicant should contact Orange County Sheriffs for assistance.
11. **Safety.** Players warming up should not be stationed so that missed or overthrown balls can hit other park spectators, users, or foot traffic. Any malfunctioning sprinklers, lights, or other mechanical park malfunctions should be reported to the City on-call staff immediately (949)361-8317. Please call 911 for emergencies.
12. **Mud Line.** When fields must be closed due to rain or other inclement weather, saturated field conditions due to irrigation problems, or for any damage due to vandalism or other conditions requiring an immediate attention, applicants may be refunded or rescheduled if other dates are available and agreed upon by both parties. It is the permit holder's responsibility to notify their participants and coaches to stay off the fields until further notified. Unplanned closures will be posted to the "Mud Line" on the City's website www.san-Clemente.org.
13. **Concessions.** Organizations are restricted from selling concessions without the written consent of the Beaches, Parks and Recreation Director.
14. **Scoreboard Use at Vista Hermosa Sports Park.** A \$600.00 refundable damage deposit is required to use the scoreboards at the Vista Hermosa Sports Park fields. In addition, the Scoreboard Agreement must be on file with the City of San Clemente. After the last rental date has ended, the scoreboard deposit will be fully refundable, except for costs for damages to the equipment.
15. **Styrofoam Products Prohibited.** The use of food service items comprised of expandable polystyrene, commonly referred to by the trade name "Styrofoam" is prohibited. The renter shall assume the responsibility for preventing the utilization and/or distribution of expandable polystyrene food service products, by any attendee or vendor (caterer) utilizing the City property or facility during the term of the rental agreement.
16. Applicant shall abide by all applicable laws, including the prohibition of smoking and alcohol.
17. The City is not responsible for personal injuries or damaged or stolen property.

SYNTHETIC TURF SPORTS FIELDS RULES AND REGULATIONS

Failure to comply with the Synthetic Turf Rules and Regulations will result in the cancellation of the reservation. Synthetic turf fields are available by permit only. To preserve the quality of the turf and provide a clean and healthy environment, the following are prohibited:

- Any beverage other than water
- All food including nuts, seeds, gum
- Smoking or tobacco products of any kind
- Glass bottles or containers of any type
- Dogs and other pets or animals
- Golfing, javelins, shot putting, discus throwing
- Metal cleats
- Grills
- No individual leg furniture is permitted – sled base furniture only
- Sharp objects such as tent stakes or corner flags
- Unauthorized vehicles, bicycles, scooters, skateboards
- Unauthorized marking of lines
- RC cars, planes, or toys that use fuel
- Lighter fluid or other gasoline-type products
- Dragging of sports equipment. All equipment must be lifted when moved or have turf wheels attached.

CANCELLATIONS & CHANGES

1. All cancellations and changes must be submitted in writing before any request will be considered.
2. A \$25 processing fee will be charged for cancellations or changes made after a permit has been approved.
3. The City reserves the right to cancel an approved rental in the unlikely event that the ball field cannot be used, or there is a conflicting activity.
4. The City reserves the right to terminate a rental activity, without refund, if it is considered necessary by the Director of Beaches, Parks and Recreation, his designate, or a Sheriff Deputy for the safety and welfare of the public and City.

QUESTIONS OR NEED ASSISTANCE?

Please call the Recreation Division office at (949) 361-8264, if you have any questions or need assistance. We wish you the best of success with your planned activity.

[Click Here to Complete a Rental Application](#)