

ATHLETIC FIELD USE POLICY

Library and Community Services
800 Alma St., Menlo Park, CA 94025
tel 650-330-2220



Purpose
The Athletic Field Use Policy defines the requirements, fees, procedures, and policies for public use of City of Menlo Park athletic fields.
Menlo Park residency
For purposes of this policy, “Menlo Park resident” is defined as: <ul style="list-style-type: none">• Persons who reside within the incorporated Menlo Park city limits• Persons who attend an accredited school within the incorporated Menlo Park city limits.
Field scheduling priority
Prioritization for field scheduling is as follows: <ol style="list-style-type: none">1. City-sponsored youth programs2. City-sponsored adult programs3. School district-sponsored programs4. “Community hours” designated for casual drop-in use by Menlo Park youth and families5. Programs or events that primarily serve underserved Menlo Park residents6. Programs that offer significant fee discounts or free participation to underserved Menlo Park residents7. Organized sports groups that primarily serve Menlo Park youth residents (51% residency)8. Organized sports groups that primarily serve Menlo Park adult residents (35% residency)9. Local Schools outside of public school district10. Nonprofit programs (25% residency)11. For-profit programs.
Fees
<ul style="list-style-type: none">• Fees for use of City athletic fields are listed in the City of Menlo Park Master Fee Schedule• Field users shall provide fee payments based on a schedule set by the City• Field users operating seasonal sports leagues shall pay 50% of their invoiced balance no later than two weeks before the league start date. The remaining balance will be due no later than two weeks before the league end date• Field users requesting one-time or non-league field use must pay in full at the time of the field reservation• Field users may request adjustments to their field reservations up to four weeks before the league start date, subject to availability• Cancellations are subject to an applicable processing fee• Rainouts and/or canceled practices or games designated by the leagues or coaches will not be refunded.
Field capacity limits
The capacity limit for each City athletic field shall be determined by the City based on its assessment of the field’s capacity, appropriate age designation, type of activity on the field, neighborhood impacts and other factors.

Field use requirements

- Subleasing of fields is prohibited under any circumstances.
- Field users are permitted to conduct only the activities specified in their Field Use Permit. Examples of activities that are prohibited without prior approval include but are not limited to: clinics, conditioning camps, tournaments or off – season use, or any other unauthorized use
- Field users must provide adequate insurance to the City before issuance of a Field Use Permit. This includes but is not limited to: furnishing a certificate of insurance naming the City, its employees, agents and officers as an additional insured
- The City reserves the right to close any City athletic field for any reason including but not limited to: inclement weather and rainouts, routine maintenance, park improvements, safety considerations
- In the event of a field closure, the City will attempt to contact each scheduled field user and will post a notice on the city website, the field closure hotline at 650-330-2590 and/or at the affected field
- Unauthorized use of City athletic fields is prohibited. Failure to comply with duly noticed field closures will result in the revocation of a Field Use Permit and/or revocation of visiting privileges
- Field users should store all equipment and other items properly. Items should not block any walkways nor be staged in any area that could inhibit safe accessible egress or otherwise result in safety hazards. The City does not offer storage space for field user items. Improperly stored or discarded items are subject to removal and disposal. The City bears no responsibility for lost or removed items.
- Field users shall not enter the field before their rental start time. Youth participants shall not enter the field without proper adult supervision, coaches or event coordinators present
- Field users shall vacate fields and have fields cleaned up on time per the time listed on their Field Use Permit
- No posting of signs or setting up billboards is allowed without prior written approval from the City
- Field users shall replace or be billed for any destroyed or damaged City equipment or property.
- Field users must provide their own recreational equipment. All special activities or equipment must have prior approval
- Pets are never allowed on athletic fields, unless specifically authorized by the City
- Field users shall comply with all applicable rules in the City of Menlo Park Recreation Facility Use Guidelines.

Good Neighbor Expectations

- Field users are responsible for leaving fields and surrounding grounds in clean and undamaged condition after use. Field users shall remove their own refuse and garbage from the premises after use
- All field users including participants, coaches, and spectators must refrain from excess noise. Amplified sound is prohibited without a special use permit
- Vehicles must use designated parking spaces. All field user spectators, coaches, players, family members, and other participants must observe all traffic and parking signs. Do not block emergency exits, fire lanes, loading and unloading areas, or create any vehicular safety hazards. Failure to comply will result in revocation of the Field Use Permit and revocation of visiting privileges and may be subject to applicable traffic and parking violations
- Complaints from surrounding neighborhood residents regarding noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of the reservation, forfeiture of security deposit, and denial of future facility use.

Field Preservation and Maintenance

- City Athletic Fields are rented on an as is basis. The City will aim to maintain fields uniformly and at the highest possible standard. Your cooperation is needed to preserve City fields by following these guidelines.
- Groups who regularly use the City's Athletic Fields will be responsible for various maintenance tasks. The maintenance responsibilities will vary based on site and sport. Instructions will be communicated at the bi-annual allocation meeting and provided to all seasonal user groups. Examples of maintenance responsibilities include but is not limited to, cleaning of bleachers, dragging or watering the infields, organization of provided storage areas.
- Field use should be conducted in a manner that play will take place on different sections of turf to help reduce excessive damage to one specific area.
- Remove all equipment from the field each day, this includes Soccer Goals.
- Water soluble spray paint or field chalk is the only approved method of applying lines to the fields.
- Vehicles are not allowed on grounds or surrounding grass areas
- Report any issues with City Athletic Fields to the Outdoor Recreation Division at 650-330-2220

Designated Field User Group application

The City of Menlo Park accepts applications twice per year for Designated Field User Groups seeking to schedule City athletic fields for seasonal use, for example sports leagues, team practices.

NOTE: One-time community rentals of City athletic fields do not require a Designated Field User Group application. Applications for one-time field rentals are accepted at any time. City of Menlo Park athletic fields also are available throughout the year for one-time rentals and community events, subject to schedule availability and rental requirements.

- The Designated Field User Group application process is intended for organized sports groups that engage in seasonal field use, such as for recurring practices, games and tournaments
- Designated Field User Groups may reserve City of Menlo Park athletic fields for seasonal use, subject to field availability, applicant eligibility and other requirements
- Organized sports teams and leagues that serve primarily Menlo Park residents are eligible to submit a Designated Field User Group application
- Designated Field User Groups may not loan or sublet their Field Use Permit to any other organization or individual without advance written approval from the City
- Designate Field User Group applications shall be subject to review by the City. The City may reject any application for noncompliance with applicable City policies.

The Designated Field User Group application shall include the following information:

- Description of Field User Group's activities and how the field(s) will be utilized
- Valid Certificate of Insurance
- Written league rules and guidelines
- Annual schedule for the organization; including practice and game dates, tournament dates and any special events
- Annual list of board members with their contact information (address, phone number and email address)
- Annual roster of league participants showing residency status and age, percentage of Menlo Park residency must be provided.
- For nonprofits, proof of nonprofit 501(c)3 status
- Any other information the City may deem relevant and necessary to evaluate the application.

Designated Field User Groups shall comply with the following requirements:

- Designated Field User Groups shall designate a coordinator for their organization. All communication between the City and the organization will be through the designated coordinator
- Designated Field User Groups are responsible for informing their participants using the facility of all of the field rules and must ensure the enforcement of these rules
- Probation:
 - If a Designated Field User Group fails to comply with applicable rules and policies, they may be placed on probation and subject to suspension or revocation of their Field Use Permit
 - Notification of probation shall be in writing to the Designated Field Users Group's coordinator. The Designated Field User Group shall be granted 14 days to appeal the probationary status
- In the case of a dispute over the meaning, interpretation or intent of any portion of these field use policies, field users may lodge appeals with the Library and Community Services Director.

Field allocation

- The City shall make every attempt to accommodate all qualified field use requests and allow for a balanced and equitable use of City athletic fields per this policy
- Field users may request a particular field during the reservation process; however, the City shall make the final decision regarding how to allocate field space
- Prior use of a City field by a field user does not guarantee future allocations to a specific field Factors affecting amount of field space allocation include:
 - "On season" programs versus "Offseason" programs
 - Number and/or percentage of Menlo Park residents in the program
 - Type of activities for which a field is designed or intended (e.g., soccer, baseball, etc.)
 - Ages of participants versus the designated field space for age groups
 - Neighborhood impacts
 - Schedule availabilityField scheduling priority.

Policy history		
Action	Date	Notes
Policy adoption	Feb. 9, 2016	Policy created
Policy updated	Nov. 18, 2022	Administrative revision
Policy updated	May 5, 2026	Formatting revisions