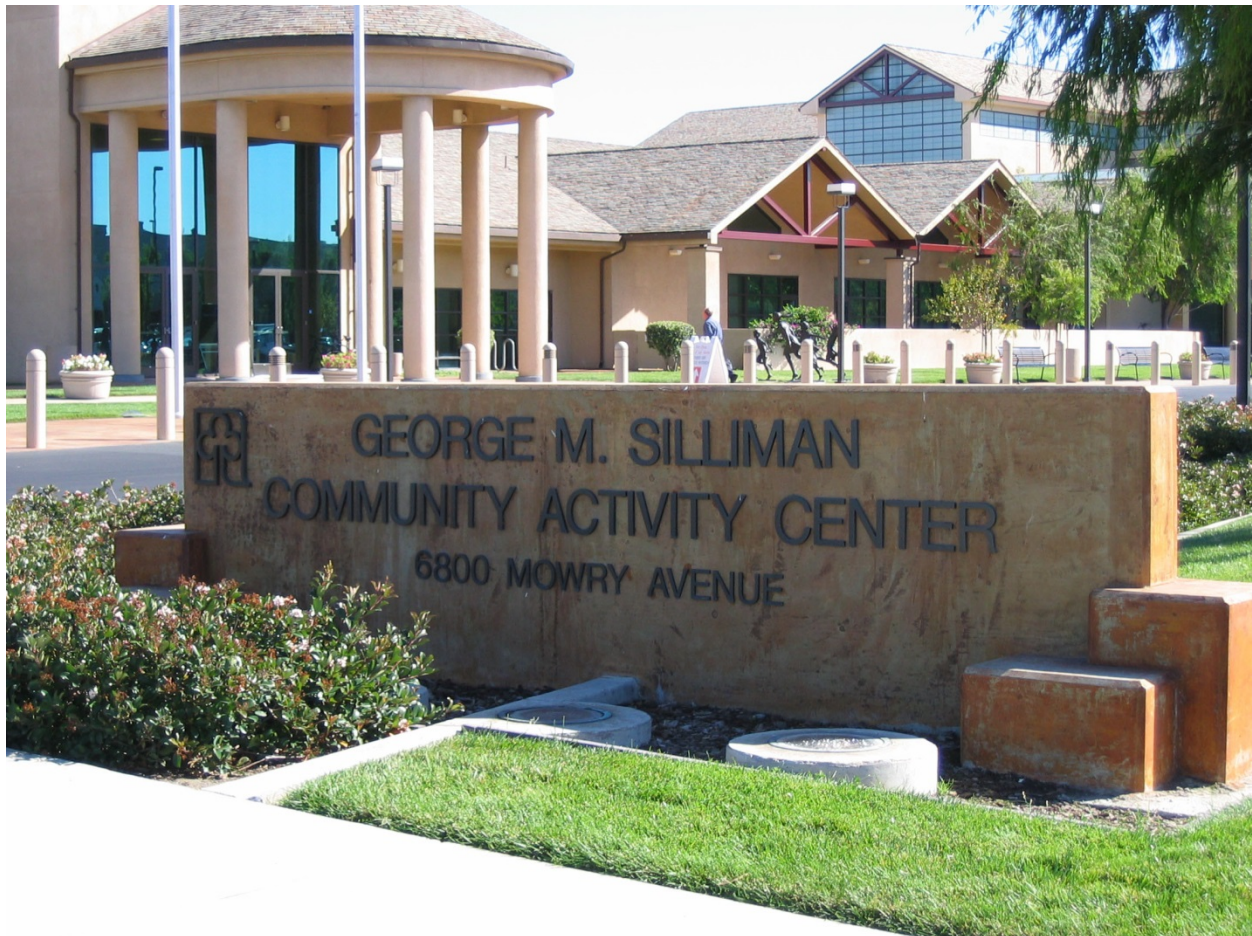


Newark Recreation and Community Services
Department
Facility Rules, Regulations and Guidelines



www.newark.org

(510) 578-4620

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RESOLUTION NO. 10,922

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
NEWARK ADOPTING THE REVISED RECREATION AND
COMMUNITY SERVICES DEPARTMENT FACILITY RULES,
REGULATIONS, AND GUIDELINES

WHEREAS, it is the general policy of the City of Newark that the Newark Community Center, Newark Senior Center, Silliman Activity and Family Aquatic Center, City play fields and parks be used in conjunction with City sponsored programs and special events; and

WHEREAS, when not in use for Recreation and Community Services programs, community use and rentals of facilities is encouraged; and

WHEREAS, rental of facilities falls under the jurisdiction of and is administered by the Recreation and Community Services Department which periodically reviews and updates the Facility Rules, Regulations and Guidelines to ensure proper compliance by users and renters; and

WHEREAS, with the addition of new facilities to include improvements to Sportsfield Park and Newark Community Park, the Facility Rules, Regulations and Guidelines document needed to be revised to include these new facilities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newark that the revised Recreation and Community Services Department Facility Rules, Regulations, and Guidelines marked Exhibit A, attached hereto, and incorporated herein by reference as if set forth at length, are hereby adopted pursuant to Newark Municipal Code Chapter 12.16.

City of Newark Dog Park at the Community Park

The City of Newark operates a 1 acre Dog Park located within the Newark Community Park. Use of the Dog Park is governed by the City Council adopted Newark Municipal Code (NMC), chapter 12.16, Public Park Regulations. This section of the City of Newark Facility Rules, Regulations and Guidelines provides regulations specified and not specified with the Newark Municipal Code as follows:

1. Hours of Operation: Sunrise to sunset (per NMC 12.16.050 Hours of Operation).
2. The small dog area is for dogs under 30 pounds.
2. All dogs must be legally licensed and vaccinated, and shall wear a visible dog license at all times.
3. An adult handler (18 years of age or older) must accompany dog(s) inside the park. Limit is two dogs per handler.
4. Children under the age of four (4) are not allowed within the dog park.
5. Dogs must be under voice and visual control of their handler at all times. Handlers are responsible for ensuring their dogs are well-behaved and not aggressive towards other dogs.
6. Dogs in heat or less than four (4) months of age are not permitted.
7. Dogs should be taken off leash in the transition area before entering the unleashed area.
8. Dog handlers must clean up after their dogs and dispose of waste in the proper trash containers.
9. Small treats for dogs are allowed. No human or dog food allowed within the park. Individual water bowls for dogs are permitted but must be removed after each use. Unattended water bowls will be discarded.
10. No drugs, alcohol or smoking allowed.
11. Park is subject to closure during inclement weather or due to maintenance or special events.
12. No animals other than dogs allowed within the park.

City of Newark Neighborhood and Community Park Rules, Regulations and Guidelines

Parks within the City of Newark include all grounds and bodies of water dedicated to the public for recreation purposes. Use of City of Newark parks is governed by the City Council adopted Municipal Code within chapter 12.16, Public Park Regulations. This section of the City of Newark Park Rules, Regulations and Guidelines provides a general overview with additional regulations not covered within the Newark Municipal Code (NMC) chapter 12.16.

Section I – Newark Community, Jerry Raber Ash Street and Birch Grove Parks

1. Interactive Inflatables or more commonly referred to as “Jump/Bounce Houses”, are only allowed within the Newark Community Park. Placement of Interactive Inflatables and generators is limited to the posted area between the path east of the Tennis Courts and Newark Blvd. Companies providing interactive inflatables must have a current City of Newark Business License and comply with all insurance requirements. City of Newark sponsored events are exempt from this policy.
2. Dogs are only allowed off-leash within the designated dog park at Newark Community Park. For all other areas, dogs and other pets must be leashed (per NMC 12.16.180).
3. All picnic tables are available on a first come, first served basis. Tables may not be reserved.
4. For events in excess of 100 people, a special Encroachment Permit is required. Encroachment Permits must be obtained from the City of Newark Public Works Department.
5. Golf and use of model aircraft, vehicles and boats to include drones on or over land owned, managed or controlled by the City is not allowed (per NMC 12.16.250).

Section II – Lakeshore Park

1. Boating is allowed between the hours of 8:00 a.m. and sunset.
2. Only small sailboats or hand/foot-propelled boats (12 feet in length or smaller) allowed. No gas or electric engines allowed. Use of model boats is not allowed on the Lake (per NMC 12.16.250).
3. Boat operator must comply with all U.S. Coast Guard boating requirements.
4. Boats may only be launched from the park shoreline. Boats may not be left unattended or stored overnight anywhere within Lakeshore Park.
5. Fishing, either from the shoreline or boat, is permitted from sunrise to sunset in compliance with all State of California Department of Fish and Game regulations.
6. Swimming, wading or any bodily contact with the water is prohibited.
7. All trash must be deposited into appropriate trash and recycling containers.
8. Wildlife islands are for animal habitat only. Boaters may not dock or go ashore at any time.

Section III – Neighborhood Parks:

Mirabeau Park, Mayhews Landing Park, Musick Park, Civic Center Park, Susan Johnson Bridgepoint Park, and Byington Park

1. Neighborhood Parks are defined as parks accessible by residents who reside nearby.
2. Placement of portable restrooms is not allowed.
3. Organized sports for practices and games are not allowed (per NMC 12.16.270).
4. Dogs and other pets must be kept on leash at all times (per NMC 12.16.180).
5. All trash must be deposited into appropriate trash and recycling containers.

Newark Community Center Rental Rules, Regulations and Guidelines

The Newark Community Center is operated by the City of Newark and is available for rental by the community. Specific areas within the Community Center are available for rent for weddings, family special occasions, groups and business meetings. Events may only be held on Friday evenings, Saturdays and Sundays. Events held Monday – Thursday requires special permission by the Recreation and Community Services Department Head or designee. In addition to this document, a complete list of Community Center Rental Policies will be provided at the time of rental application.

Section I – Rental Area Features

Social Hall

- Seating capacity for 198, audience style. Seating capacity for 150, banquet style. Tables and chairs provided. Reduced seating is available at round tables.
- PA system and podium.
- Kitchen with commercial size stove, oven, combination refrigerator and freezer.

Patio Room

- Seating capacity for 158, audience style. Seating capacity for 106, banquet style. Tables and chairs provided. Reduced seating is available at round tables.
- Kitchen with commercial size stove, oven, combination refrigerator and freezer.

Outdoor Patio

- Seating capacity for 200, audience style. Seating capacity for 130 banquet style. Reduced seating is available at round tables.

Section II – Rental Guidelines, Application, Fees and Deposit

1. Resident, non-resident and non-profit rental fees and deposit set forth within the City of Newark Master Fee Schedule.
2. Rental requests with completed contracts may be made up to one year in advance of event date.
3. Rental Hours of Operation:
 - a. Friday: 4:00 p.m. to 10:00 p.m.
 - b. Saturday and Sunday: 8:00 a.m. to 10:00 p.m.

4. Application for rental must be completed in person at the Newark Senior Center. Deposit is required at the time of application. Rental dates will not be held without deposit payment and completed contract. All rental fees are due four (4) months prior to rental date. All payments must be made by the applicant who must show proof of residency to receive resident rate. Full payment, including deposit and completed contract are required for reservations within four (4) months of rental date. Finalized event hours, set-up diagrams, security contracts and any other requirements are due the 15th of the month prior to the rental date.
5. Cancellation/Rescheduling of Event: Refunds of deposit and rental fees vary depending on how far in advance of rental date.
 - a. Notice of more than 120 days prior to rental – deposit and rental fees will be refunded minus processing fee.
 - b. Notice of 60 – 120 days prior to rental – deposit and rental fees will be refunded minus processing fee if date can be rebooked by another party. Forfeit 100% of deposit if date cannot be rebooked by another party.
 - c. Notice of less than 60 days prior to rental - deposit and rental fees will be refunded minus processing fee if date can be rebooked by another party. Forfeit 100% of deposit and 25% of rental fee if date cannot be rebooked. A no show on the day of the event forfeits 100% of all fees paid.
 - d. Deposit will be refunded if all rental responsibilities are followed and no damages occur. Deposits will only be issued to the responsible person(s) or organization listed on the rental application who made the rental payment. Please allow up to 3 weeks for deposit refund to be processed by the Finance Department and mailed to the responsible individual or organization.
6. Adult to Minor Ratios: A ratio of 1 adult (at least 21 years of age) per 15 minors must be met. Uniformed and licensed security guards are required at the renter's expense for parties in which the honoree is between the ages of 13-18 or when staff deems necessary. The ratio for guards to guests is one (1) guard for 50-99 guests, two (2) guards for 100-149 guests and three (3) guards for 150 or more. Security guards must be present from the time the first guest is expected to arrive until the last guest leaves. It is the renter's responsibility to hire security guards and provide the Newark Senior Center with a copy of the contract by the 15th of the month prior to the rental date. Failure to provide a copy of the contract by the due date could result in the cancellation of the rental as well as forfeiture of the deposit and a portion of the rental fees. Late arrival, early departure, or not enough security guards is cause for immediate closure of the event.
7. Open Flames: Approval for any type of open flame must be obtained from Alameda County Fire Department at (510) 578-4218. This, however, does not apply to birthday candles, food warmers, or barbecues. Barbecues are allowed directly outside of the kitchen area on the blacktop at least 10' from the building. Prior approval for Outdoor Patio area is required. A tarp must be placed underneath all outdoor cooking stations.

8. Decorating: All tables must be covered. No nails, staples, tacks, or double-sided tape allowed. Decorating on any painted wall is strictly prohibited. Failure to comply with decorating policies may result in damage and cleaning charge.
9. Wedding Rehearsal Time: If the facility is reserved for a wedding ceremony, rehearsal time at no additional charge is available on the Wednesday prior to the rental between the hours of 5:00-6:30pm in the Outdoor Patio area only. This does not include any form of set-up and does not include access inside the Community Center.
10. Alcohol Policy: Beer, wine, and champagne is permitted at no extra charge, as long as noted on the completed rental contract. The selling of beer, wine and champagne requires the purchase of an ABC liquor license, which may be obtained from the state, with approval from the Newark Police Department. Hard alcohol as well as service to anyone under 21 are prohibited and will result in immediate event closure. There are no alcoholic beverages allowed outside the facility, including the parking lot.
11. Canopies/Tents/Interactive Inflatables: Canopies, tents and interactive inflatables are allowed on the Outdoor Patio. Canopies that exceed 400 sq. ft. and tents that exceed 200 sq. ft. require a permit from Alameda County Fire Department at (510) 578-4218. Interactive inflatables must be rented from a licensed and insured company.
12. No pets allowed in the Community Center. SERVICE ANIMALS ONLY. Under federal law “service animals” are dogs or miniature horses trained to work or perform a task for the benefit of people with physical or mental disabilities. Dogs, pets, and other animals, trained or untrained, whose sole function is to provide comfort, companionship or emotional support do not qualify as service animals.

Silliman Activity and Family Aquatic Center Rental Rules, Regulations and Guidelines

The City of Newark operates the 68,000 square foot Silliman Activity and Family Aquatic Center for the enjoyment of the community. Specific areas within the Center are available for rent by the community when not in use for Recreation and Community Services Department programs, special events and activities. All rental fees and deposits are governed by rates set forth by the City Council within the City of Newark Master Fee Schedule. The following rental rules, regulations and guidelines govern the rental spaces within the Center.

Section I – Rental Area Features

Community Meeting Room

- 1,260 square feet with a capacity for 85 people (54 if seated).
- AV Equipment: 80 inch large screen HD Smart TV. Laptop and thumb drive compatible. Password protected Wi Fi and teleconference compatible. Wireless microphone system with hand-held hearing-assisted listening devices in accordance with ADA requirements.
- Kitchenette includes sink, refrigerator and microwave.
- Available for meetings, training programs and other uses as approved by the Recreation and Community Services Department.

Gymnasium

- 13,145 square feet floating maple wood floor.
- Adjustable (electronically) basketball backboards from 8 to 10 feet.
- Roll-down curtain divider with dual scoreboards.
- Courts: Regulation high-school-length basketball feature court; or two regulation high-school-length basketball cross-courts; or feature volleyball court or two standard volleyball courts; or six standard badminton courts.

Family Game Zone, Lounge and Computer Study Area

- 2,065 square feet.
- Family Game Zone features: Two Billiards tables, foosball, table tennis and air hockey.
- Lounge features: Sofa seating area, large screen HD TV and available video game systems.
- Kitchenette including microwave and sink.
- Computer Study Area Features: Eight late-model computers with internet access and color printer.

Activity Room

- 1,330 Square Feet with a capacity for 85 people (40 if seated at tables).
- Planked all-purpose linoleum floor.
- Kitchenette with sink, microwave and refrigerator.

- Available foosball, table tennis and video gaming systems with rental.

Dance Studio

- 1,940 square feet with a capacity for 130 people.
- Floating maple wood floor and mirrored front wall.
- Stereo sound system.
- Available for dance practice rentals and other uses as approved by the Recreation and Community Services Department.

Preschool Room

- 1,390 square feet with a capacity for 85 people (40 if seated at tables)
- Combination carpeted and linoleum floor
- Full kitchen with stove and oven, refrigerator, sink and counter tops.
- Preschool sized restrooms.
- Adjacent enclosed playground.

Aquatic Event Rooms

- Two partition-divided rooms for up to 20 people or one room without partition for 40 people.
- Wet/dry slip resistant floor
- Standard tables and chairs
- Microwave, small refrigerator and wall-mounted HD TV (both rooms)
- Available for special events including birthday party package rentals, small meetings and other uses as approved by the Recreation and Community Services Department.
- Password protected Wi Fi and teleconference compatible.

Natatorium

- 18,900 Indoor Natatorium featuring three pools and 15-person warm water spa.
- 245 foot long Lazy River with special “waterfall” and “tumble bucket features.
- 45-foot by 75-foot Activity Pool featuring newly installed Ollie’s Splash Zone play apparatus with two small water slides, large tumble bucket, multiple water features, zero depth “beach entry” and “Learn to Swim” area.
- Dual Water Slides, one half chute and one full chute with Splash Down pool.
- 25-yard, 4-lane Lap Pool.
- All pools are made accessible with wheelchair assisted lifts.
- Lockers and showers with direct access to Natatorium.

Section II – Rental Guidelines, Applications, Fees and Deposits

Community Meeting Room

1. Resident and non-resident rental fees and deposit are set forth within the City of Newark Master Fee Schedule.

2. Rentals must be approved two weeks in advance or as approved by the Recreation Coordinator or designate.
3. Two (2) hour minimum rental.
4. Application must be completed and submitted in person or via email to Recreation Coordinator or designee.
5. Deposit will be refunded if all rental responsibilities are followed and no damages occur. Deposits will only be issued to the responsible person(s) or organization listed on the field use application who made the rental payment. Please allow up to 3 weeks for deposit refund to be processed by the Finance Department and mailed to the responsible individual or organization.
6. No pets allowed in the Silliman Activity and Family Aquatic Center. **SERVICE ANIMALS ONLY.** Under federal law “service animals” are dogs or miniature horses trained to work or perform a task for the benefit of people with physical or mental disabilities. Dogs, pets, and other animals, trained or untrained, whose sole function is to provide comfort, companionship or emotional support do not qualify as service animals.

Gymnasium

1. Resident and non-resident rental fees and deposit are set forth within the City of Newark Master Fee Schedule.
2. Rentals must be approved two weeks in advance or as approved by the Recreation Coordinator or designate.
3. All applicants for Gymnasium rentals shall provide the City of Newark with a valid Certificate of Insurance naming the City as an additional insured for a minimum of \$1,000,000 per occurrence. The Certificate of Insurance shall contain a provision prohibiting the cancellation or reduction of the coverage of policy until thirty (30) days following the City’s receipt of notification of cancellation or reduction of coverage by first class mail. Certificates of Insurance will be due once the application has been approved and payment made.
4. Application must be completed and submitted in person or via email to Recreation Coordinator or designate. Specific applications periods will apply for all rentals. Access the City web site for updated application schedule.
5. User Group Gym Priority
 1. City of Newark Programs
 2. Newark non-profit Youth Group or Organization with 51% Newark residents
 3. Newark non-profit Adult Group or Organization with 51% Newark residents
 4. All other Newark Residents or User Groups
 5. All other User Groups

5. Deposit will be refunded if all rental responsibilities are followed and no damages occur. Deposits will only be issued to the responsible person(s) or organization listed on the field use application who made the rental payment. Please allow up to 3 weeks for deposit refund to be processed by the Finance Department and mailed to the responsible individual or organization.

Dance Studio

1. Resident and non-resident rental fees and deposit are set forth within the City of Newark Master Fee Schedule.
2. Rentals must be approved two weeks in advance or as approved by the Recreation Coordinator or designee.
3. Application must be completed and submitted in person or via email to Recreation Coordinator or designee.
4. All applicants for Dance Studio rentals shall provide the City of Newark with a valid Certificate of Insurance naming the City as an additional insured for a minimum of \$1,000,000 per occurrence. The Certificate of Insurance shall contain a provision prohibiting the cancellation or reduction of the coverage of policy until thirty (30) days following the City's receipt of notification of cancellation or reduction of coverage by first class mail. Certificates of Insurance will be due once the application has been approved and payment made.
5. Deposit will be refunded if all rental responsibilities are followed and no damages occur. Deposits will only be issued to the responsible person(s) or organization listed on the field use application who made the rental payment. Please allow up to 3 weeks for deposit refund to be processed by the Finance Department and mailed to the responsible individual or organization.

Game Zone

1. Resident and non-resident meeting/organizational rental fees and deposit are set forth within the City of Newark Master Fee Schedule.
2. Resident and non-resident Party Package rental rates and deposits are set forth within the City of Newark Master Fee Schedule.
3. Application must be completed and submitted in person or via email to Recreation Coordinator or designate.
4. Deposit will be refunded if all rental responsibilities are followed and no damages occur. Deposits will only be issued to the responsible person(s) or organization listed on the field use application who made the rental payment. Please allow up to 3 weeks for deposit refund to be processed by the Finance Department and mailed to the responsible individual or organization.

Preschool Room

1. Resident and non-resident meeting/organizational rental fees and deposit are set forth within the City of Newark Master Fee Schedule.

2. Application must be completed and submitted in person or via email to Recreation Coordinator or designee.
3. Deposit will be refunded if all rental responsibilities are followed and no damages occur. Deposits will only be issued to the responsible person(s) or organization listed on the field use application who made the rental payment. Please allow up to 3 weeks for deposit refund to be processed by the Finance Department and mailed to the responsible individual or organization.

Aquatic Event Rooms

1. Resident and non-resident meeting/organizational rental fees and deposit are set forth within the City of Newark Master Fee Schedule.
2. Resident and non-resident Party Package rental rates and deposits are set forth within the City of Newark Master Fee Schedule.
3. For Party Package rental, no outside food or beverages allowed (birthday cakes/cupcakes, bottled water ok).
4. Reservations can be made up to six months in advance. Reservations will not be accepted within two weeks of event unless special approval is given by the Recreation and Community Services Department Head or designee.
5. Reservations for SPLASHTASTIC or PLAY & SPLASH party packages must be made online or in person at the Silliman Activity and Family Aquatic Center. Online reservations will be confirmed within 24-48 hours by the Recreation Coordinator or designee.
6. Deposit will be refunded if all rental responsibilities are followed and no damages occur. Deposits will only be issued to the responsible person(s) or organization listed on the field use application who made the rental payment. Please allow up to 3 weeks for deposit refund to be processed by the Finance Department and mailed to the responsible individual or organization.

Natatorium

1. All rentals of the Natatorium must be approved by the Senior Recreation Supervisor – Aquatics or designate.
2. Resident and non-resident group rental fees and deposit are set forth within the City of Newark Master Fee Schedule.
3. Reservations can be made up to six months in advance. Reservations will not be accepted within two weeks of event unless special approval is given by the Recreation and Community Services Department Head or designate.
4. All applicants for Natatorium rentals shall provide the City of Newark with a valid Certificate of Insurance naming the City as an additional insured for a minimum of \$1,000,000 per occurrence. The Certificate of Insurance shall contain a provision prohibiting the cancellation or reduction of the coverage of policy until thirty (30) days following the City's receipt of notification of cancellation or reduction of coverage by first class mail. Certificates of Insurance will be due once the application has been approved and payment made.

5. Deposit will be refunded if all rental responsibilities are followed and no damages occur. Deposits will only be issued to the responsible person(s) or organization listed on the field use application who made the rental payment. Please allow up to 3 weeks for deposit refund to be processed by the Finance Department and mailed to the responsible individual or organization.

Newark Skate Park Rules

The City of Newark operates an 12,000 square foot Skate Park located adjacent to Sportsfield Park. Use of the Skate Park is governed by the City Council adopted Newark Municipal Code (NMC) within chapter 12.16, Public Park Regulations. This section of the City of Newark Facility Rules, Regulations and Guidelines provides additional regulations not specified within the Municipal Code.

1. Hours of operation: Sunrise to Sunset or if lighted, 10:00 p.m. (per NMC 12.16.050)
2. This is an unsupervised facility, ride at your own risk. Riding is considered a hazardous recreational activity under Government Code 831.7 which can result in serious injury, broken bones, brain damage, paralysis or even death.
3. The City of Newark, its employees and agents, does not assume any responsibility for damage or injuries resulting from the use of this facility.
4. All users are required to wear securely fastened commercially manufactured helmets, elbow and knee pads at all times.
5. The following types of self-propelled wheeled mechanisms are permitted within the Skate Park: Skateboards, non-motorized bicycles, scooters, roller and in-line skates and wheelchairs.
6. Skaters under the age of 14 must be accompanied by an adult guardian.
7. No Glass containers, drinks or food allowed on the riding surface.
8. Dogs and other pets are not allowed on the riding surface.
9. Spectators are not allowed on the riding surfaces, bowl and other features.
10. Organized activities, competitions, lessons and other functions that interfere with rider use of the park are not allowed unless approved by the Recreation and Community Services Department.
11. No amplified sound (per NMC 12.16.250).
12. No defacing of Skate Park to include graffiti, tagging and vandalism. No placement of obstacles, ramps, jumps allowed within the Skate Park.
13. No drugs, alcohol or smoking allowed.

Sports Field Rules, Regulations and Guidelines

The City of Newark maintains sports fields which when not utilized by the Recreation and Community Services Department, are available for use by the community on a permit basis. The Sports Field Rules, Regulations and Guidelines establish the permit process, rules, regulations and use fees for the community.

Section I – Sports Fields Available by Permit:

Sportsfield Park located at 6800 Mowry Ave.

- Two (2) – Synthetic Turf Regulation Soccer Fields (120 yards by 73 yards) or four (4) – U12 Soccer Fields (50 yards by 73 yards)
- Large grass area (field #1) – can accommodate one (1) 9 v 9 and two (2) 7 v 7 player fields or one (1) 11 v 11 player field
- One (1) 300 ft. fenced softball field with skinned infield, dugouts, scorer’s booth and lights

MacGregor Playfields located at 3500 Cedar Blvd.

- Large grass area that can accommodate up to three (3) 11 v 11 player fields or multiple smaller fields for soccer depending on configuration. Can also be utilized for other grass field sports.

Ash Street Park

- Large grass area that can accommodate multiple small fields for soccer. Can also be utilized for other grass field sports.

Birch Grove Community Park

- One (1) 265 ft. fenced softball field with skinned infield, dugouts, scorer’s booth and lights

Section II – User Group Field Use Priority

1. City of Newark Programs
2. Newark Non-Profit Youth Group or Organization with 51% Newark residents
3. Newark Non-Profit Adult Group or Organization with 51% Newark residents
4. All Other Newark Resident Individuals or User Groups
5. All Other User Groups

Section III – Insurance Requirements

All applicants for organized sports field use shall provide the City of Newark with a valid Certificate of Insurance naming the City as an additional insured for a minimum of \$1,000,000 per occurrence. The Certificate of Insurance shall contain a provision prohibiting the cancellation or reduction of the coverage of policy until thirty (30) days following the City’s receipt of notification of cancellation or

reduction of coverage by first class mail. Certificates of Insurance will be due once the application has been approved and payment made.

Section IV – Application and Payment

Fees and deposits will be governed by rates set forth by the City Council in the City of Newark Master Fee Schedule.

1. Completed Sports Field Application must be submitted for approval a minimum of two (2) weeks prior to rental date. Applications received fewer than two (2) days prior to rental date must be approved by Department Head.
2. Applications must include complete league schedules, dates, times and field requested for all practices and games. Application approval and permitting will take up to five (5) business days. Applications must be submitted to the Recreation Coordinator or designate located at the **Silliman Activity and Family Aquatic Center, 6800 Mowry Ave., Newark, CA 94560**. All fees including damage deposit, are due once the application has been approved by the Recreation Coordinator or designate.
3. Deposit will be refunded if all rental responsibilities are followed and no damages occur. Deposits will only be issued to the responsible person(s) or organization listed on the field use application who made the rental payment. Please allow up to 3 weeks for deposit refund to be processed by the Finance Department and mailed to the responsible individual or organization.

Section V – Field Use Policies

All organizations and/or individuals permitted to use fields will adhere to the following policies:

1. Responsible adult representative with approved permit must be present at all times during rental. Sports field permits cannot be transferred, assigned or sublet.
2. Youth groups must be supervised by at least two (2) responsible adults for every twenty (20) minors at all times during rental.
3. Smoking of any kind, including e-cigarettes, and any use of smokeless tobacco are prohibited in all City of Newark sports fields.
4. Consumption, serving or selling alcoholic beverages is prohibited in all City of Newark sports fields.
5. Sports fields are to be used for designated and appropriate sports only.
6. User groups may not line or mark the fields without prior approval from City staff. Equipment may not be stored on fields.
7. Fields without lights are available for rental 8:00 a.m. to dusk. Fields with lights are available for rental 8:00 a.m. to 10:00 p.m. Exceptions to field rental times must be approved by the Department Head.

8. Dogs and pets are not allowed on sports fields during organized activities. Dogs are allowed on pathways surrounding sports fields so long as they are on a leash.
9. Barbecues and other cooking devices are not allowed on sports fields.
10. Hitting, throwing or kicking balls against sports field fences is not allowed.
11. All litter must be disposed into proper landfill and recycling containers.
12. Amplified sound is not allowed unless approved by the Department Head.
13. Grass fields may not be used during inclement weather. Permit holders will be responsible for checking the City Weather Hotline/Website for current field conditions and restrictions. Hotline and City Website are updated at 4:00 p.m. Monday-Friday and as needed on weekends.
14. Fields may be closed for maintenance and repairs at any time.

Synthetic Turf Field Use Policies (in addition to the above listed policies)

1. Food, beverages, gum, sunflower seeds, nuts, candy and sports drinks are strictly prohibited within the gated turf fields. WATER ONLY. Glass bottles/containers are not allowed.
2. No metal cleats allowed.
3. No staked chairs, umbrellas, tents, flags or other outdoor furniture allowed on turf fields.
4. Nothing may be staked or anchored into the turf. Signs and banners are not allowed to be posted on fences, gates or poles.
5. Dogs and pets are not allowed within gated turf fields.
6. Bicycles, skateboards, roller blades, scooters and other conveyances are not allowed.
7. Spectators must wear appropriate footwear. No high-heels.

Section VI – Cancellations, Changes and Refunds

Cancellation policies and deposits are governed by rates set forth City Council within the City of Newark Master Fee Schedule.

1. 10 days or less: No refund or credit will be issued for a cancellation or reduction of pre-booked hours.
2. Any changes and/or additions received fewer than ten (10) business days prior to rental will only be accepted with Department Head or designee approval.

3. In the event the field is not available due to inclement weather or other reason, a credit for a make-up date will be issued to user affected user group.
4. Credits and refunds will not be issued for unused rental dates.

Section VII – General Regulations

1. Automobiles and other conveyances are prohibited, except by special permission of the Department Head or designee. For all sports fields, cars and other vehicles must be parked in designated spaces.
2. Financial transactions for commercial or private gain and/or solicitation of sales including tickets sales, merchandize and food sales are prohibited unless authorized by the Department Head or designee.
3. Permit holder or designated responsible person is primary responsible for the general conduct of all players and spectators throughout the rental. Players and spectators engaging in behavior that is detrimental to the rental activity will be asked to vacate the field and park.
4. Clean-up: At the conclusion of the rental, all trash must be picked up and deposited into appropriate trash and recycling containers. All items, banners and materials, including broken chairs, must be removed from the sports field and park, including the parking lot.
5. Equipment may not be stored at any sports field unless prior approval is granted by the Department Head or designee.