



CITY OF MORGAN HILL

# OUTDOOR SPORTS CENTER

FACILITY USE AND RESERVATION POLICY  
NOVEMBER 2007



## OUTDOOR SPORTS CENTER 16500 CONDIT ROAD

### Welcome!

Welcome to the Outdoor Sports Center! The Outdoor Sports Center received a major “sports lift” and now provides two great playing surfaces for the championship game under sport lights or a scheduled practice on synthetic turf. The City of Morgan Hill’s Recreation and Community Services Department looks forward to assisting you in your scheduling needs for synthetic turf playing fields. Field scheduling and reservations are completed at the **Community and Cultural Center, 17000 Monterey Rd., or phone # 408-782-0008.**

The Outdoor Sports Center is located at 16500 Condit Road adjacent to the Aquatics Center. The first priority for the field development was to meet the local youth sport field recreational needs and to complement existing programs and field uses at sites throughout the city. Phase one provides field space for those users that require multi-purpose type fields based on soccer, football, lacrosse and field hockey.

### **FACILITY DESCRIPTION**

The facility was built to meet the needs of organized community youth sports groups as first priority. The project began as the Sports and Aquatics Center and will ultimately present a cohesive project once it is completely built out. The improvements made in this phase feature:

- ⊗ Two Synthetic Turf Fields with lights
- ⊗ Concessions area with ice machine, refrigeration, and preparation space
- ⊗ BBQ area
- ⊗ Restrooms
- ⊗ Meeting/workroom with ticket window
- ⊗ Bleachers for 600 on main field with shade structure
- ⊗ Bleachers for 200 on secondary field with shade structure
- ⊗ Announcers stand at main field
- ⊗ Participant misters
- ⊗ Parking for 325 spaces; 50 street spaces not including Aquatics area
- ⊗ Drinking Fountains
- ⊗ Family Changing Rooms
- ⊗ Electronic Scoreboards
- ⊗ Players’ team benches

The remaining grass fields may be improved in future phases and will remain grass surfaces with California Youth Soccer Association (CYSA) as operator. To use the grass fields, please make arrangements with CYSA. They can be contacted at #925-426-5437 or [www.cysanorth.org](http://www.cysanorth.org). The parking lot will be shared with CYSA users.

### **RESERVATIONS**

- Reservations are required to use the facility. The Recreation & Community Services Staff will coordinate reservations, provide field schedules and can answer your questions regarding the site. Please call #408-782-0008 or stop by at the Community & Cultural Center, 17000 Monterey Road, Morgan Hill. In-person reservations may be made during regular office hours of the Community & Cultural Center, Monday through Friday from 8:00 a.m. to 5:00 p.m. Reservation forms may be downloaded at [www.morgan-hill.ca.gov](http://www.morgan-hill.ca.gov). Reservations may also be mailed in using the form.
- Reservation time must include time needed for set-up, warm-ups and clean-up. Rentals for groups comprised of minors (less than 18 years of age) require supervision by at least one adult and the reservation must be issued to the supervising adult.
- Reservations must be made at least 2 days in advance and up to one year. Please refer to attachment for *Rental Rates and Priority Systems*. All fees must be paid in full prior to use.
- City staff or keys will be required to enter the facilities. These arrangements will be made when your use permit is issued. There is a refundable \$50 deposit for keys.
- Operating hours of the facility: 6:00 am – 10:00 pm.
- Field Lighting will be charged \$8.00 per hour according to the following schedule:
  - 6:00p.m. November- April
  - 8:00p.m. May – October
- Concession Room may be rented. Please refer to the Concession Agreement and Conditions of Use form.
- The Meeting Room will be a shared use area and each user will be responsible for keeping the area clean, tidy and free of clutter and trash. This area is not a secure area and items of value or importance should not be left in the open. There is no storage of items unless specific permission has been issued by the RCSD staff. Users must request the space and there is no charge to use this space.
- User groups are asked to bring their own first aid kits and ice packs. Ice is available in the concessions stand.

## **INSURANCE**

If the reservation is for a casual, practice field use, then the user will only be required to sign a “Hold Harmless Waiver and Release” agreement. Recurring users must follow the City’s insurance requirements.

## **CHANGES/CANCELLATION/REFUND POLICY**

All changes must be approved by the Center staff. Cancellations are only refunded if the city is able to rent the time to another group.

## **EQUIPMENT AVAILABLE**

Football Field:        2 football goals with nets  
                              2 soccer goals with nets  
                              2 lacrosse goals with nets  
                              4 player benches  
                              1 scoreboard with 1 portable control center & 1 hand-held wireless remote control  
                              1 PA system with amplifier, mixer, 2 microphones

Soccer Field:         2 Soccer goals with nets  
                              2 Lacrosse goals with nets  
                              2 Field Hockey goals with nets  
                              4 Player benches  
                              1 Scoreboard with 1 portable control center & 1 hand-held wireless remote control  
                              1 Portable PA system, including 2 loudspeakers with tripod stands & speaker-cables, 1 amplifier, 1 mixer with 2 microphones

## **MAINTENANCE AND OPERATIONS**

The Recreation & Community Services Department has maintenance responsibility for the Outdoor Sports Center. The following rules will be strictly enforced in order to maintain the playability of the new synthetic turf fields:

- \*Only water allowed on fields
- \*Food & beverage items are allowed in spectator seating areas only
- \*The following items are *Prohibited* at the Center:
  - \*Gum, sunflower seeds, peanuts
  - \*Tobacco and alcohol products
  - \*Glass
  - \*Metal Cleats
  - \*Bikes, scooters, skateboards, and inline skates
  - \*Pets
  - \*Staked tents and umbrellas

Users are responsible for the clean-up of the rented space to include fields, bleacher areas, walkways, restrooms and parking lot. This includes the picking up of all trash and depositing the trash in the dumpster provided.

There will be an after-hours evening custodial service that will be responsible for the cleaning of the restrooms and in depth cleaning of the concession area as required.

Custodial needs during the day are the responsibility of the user groups

## **FIELDS**

Field A: marked for soccer, lacrosse and field hockey.

Field B: marked for football, soccer, and lacrosse.

TO ENSURE THE LONGEVITY AND INTEGRITY OF THE FIELDS, please no alterations; no additional field chalking or marking of any kind to the fields without specific written permission from the RCSD staff. PLEASE USE CONES INSTEAD.

## **FIELD MARSHALLS**

One person must be assigned to act in the role of field marshal. This may be a coach, manager or parent of the team utilizing the fields and who will be able to monitor the procedure. Please refer to attachment Outdoor Sports Center Field Marshall list. Each user group will be required to have a designated Field Marshall name on file for field use compliance. The Field Marshals play an important role in maintaining our fields and facilities. Field Marshals must be easily identified on the playing fields and may use the orange vests provided by the City.

## **CONCESSIONS**

The following items are required prior to use of the concession stand:

- Insurance Certificate

- Santa Clara County Health Department Permit

- Final Payment

- Clean-up Deposit

- \*Users are asked to bring their own propane for the BBQ.

Amenities provided:

- Refrigerator/freezer unit

- Reach-in glass door Refrigerator for drinks

- Ice machine

- Microwave—commercial

- Coffee maker

**SIGNS AND BANNERS:** May be posted during the scheduled reservation timeframe.

*Version3*