



2023
Co-Sponsorship Policy
for Athletic Facility Users
R.07-2022



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Disclosure: This is a working document that may be updated at any time to reflect best practices. City Staff will communicate any and all changes to facility user-groups.

I. INTRODUCTION / MISSION STATEMENT

The City of San Ramon recognizes the need for diversity in its services and the organizations that provide them. Accordingly, the City's Parks and Community Services Department offers a variety of broad-based recreational, educational, and social activities and programs. However, some groups and organizations offer services not entirely provided by the City. These additional services can effectively supplement existing recreational, educational, and social activities and programs and, in so doing, enhance the City's offerings to encourage an active, healthy, enriched, and well-rounded community. Likewise, these activities generally rely on publicly-controlled facilities (such as the City or School District).

The City of San Ramon's Co-Sponsorship policy is designed to:

- Provide the greatest number of Residents and employees of San Ramon businesses regular access to City facilities (i.e., fields, pools, gyms).
- Provide an equitable means of sharing a finite amount of City facilities across a diverse range of services and programs.
- Ensure inclusive recreational opportunities for San Ramon youth; comply with the Fair Play in Community Sports Act while preserving a means of access for adult recreation.
- Protect and maintain City facilities for long-term viability and future generation use.
- Support groups provide a service to the community that the City does not use publicly-controlled facilities.

This policy aims to outline the co-sponsorship program policies for the permitted use of athletic facilities in the City. Due to the limited number of facilities, the Parks and Community Services Department (PCS) has established criteria for priority use with the goal of fair and equitable distribution among all users. PCS will grant priority use to city residents and San Ramon businesses' employees per this policy and monitor the proper use of allocations and permits.

The City has experienced tremendous growth in local sports participation, including new and emerging sports organizations. This growth is anticipated to continue. As a result, PCS has already experienced increased demand for the use of city and school district athletic facilities and finds it necessary to ration the use of all athletic facilities among present and future sports organizations.

PCS reserves the right to make any decision regarding facility use that is in the best interests of the residents and the City of San Ramon.

This document contains general information and guidelines. It is not intended to be comprehensive, all-inclusive, or address all possible applications or exceptions to the general policies and procedures described.

PCS reserves the right to revise, supplement or discontinue any of the standards, guidelines, and procedures outlined in this document.

II. DEFINITION OF TERMS

Additionally, Insured Endorsement (Form CG 20 10 11 85 or equivalent form) – A form provided by the insurance company modifying the general liability policy to additionally insure the City of San Ramon and SRVUSD. The form must name both the City of San Ramon, its officers, employees, and volunteers and the San Ramon Valley Unified School District as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility, work, or operations performed by or on behalf of the contractor including materials, parts or equipment furnished in connection with such work or operations.

Adult – A person 18 years of age and older.

Allocation - The process used by PCS staff to assign sports fields and facilities to recognized user groups for practices, games, and other approved events.

Athletic Special Event / Tournament - Competitive play, clinic, or event in which the hosting user group collects a fee and requires additional fields or facilities beyond an organization's co-sponsored request for practices and games and/or is not part of the regular quarterly facility allocation process.

Banner / Signage / Advertising - A display of brief written information and/or picture conveying a message (i.e., specific advertising of registration and/or general league information). Must be approved by PCS staff and meet the established requirements of the City of San Ramon.

Certificate of Commercial General Liability Insurance (Insurance Services Office Form CG 00 01) - Evidence of fiscal responsibility in the event of personal injury or property damage during the use of public facilities. Coverage must be on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury in liability insurance coverage for activities. In addition, the certificate must list the City of San Ramon and the San Ramon Valley Unified School District as an "Additionally Insured." See Section XIV. Insurance Requirements for more information on the required insurance limits and necessary verbiage for endorsement.

Co-Sponsorship Committee – Staff members of the Parks and Community Services Department tasked with reviewing applications, making recommendations, and implementing policies and procedures related to the Co-Sponsorship policy.

An employee of San Ramon Business – Refers to individuals who work for a San Ramon business located within the City of San Ramon municipal boundaries.

Facilities - include, but are not limited to, all or parts of the City of San Ramon-owned or operated fields and facilities and SRVUSD properties operated by the City of San Ramon.

Facility - A building, part of a building, or outdoor area built for a specific purpose.

Fair Play in Community Sports Act - A California law that prohibits gender discrimination in community youth sports programs. The Fair Play Act requires that girls be provided opportunities

for participation in competitive sports programs that are equal, both in quality and scope, to those provided to boys.

Fall (Q4) – October 1 to December 31

Good Standing - Includes historical performance of a user group based upon the previous allocation and use of facilities, proper and timely payment, response to requests for information, compliance with established rules and policies, and conditions of facilities after use.

Nonprofit Organization - An organization that conducts business for the benefit of the general public without shareholders and a profit motive. To qualify as a nonprofit organization, the organization must be recognized as a nonprofit from the State of California or another state as a public charity and must have received a tax exemption from the Internal Revenue Service under Section 501(c)(3).

Non-Resident - Refers to any individual/business/organization residing outside the City of San Ramon municipal boundaries.

PCS – City of San Ramon Parks and Community Services Department

Permit - A document issued by PCS through its facility allocation process indicating that a specific organization/group has been approved to use a specific facility location for a specific time. Permits must be present and available during the permitted use at each location.

Point of Contact – A single, primary contact for each user group who deals coordinates facility use requests with PCS staff.

Primary Program - This program serves the primary purpose of the club and should be considered first if requested space is limited.

Regional Zone – A territory designed for a specific purpose by an established regional or national governing organization.

Rental fees - A per occurrence fee assessed for facility use. Fees are approved by the San Ramon City Council and are non-negotiable.

Rental Groups – Groups or individuals who request the use of a facility and do not meet the requirements of a City of San Ramon co-sponsored group.

Secondary Program - This program supports the mission of the club and should be considered second in priority to the Primary Program if requested space is limited.

Spring (Q2) - April 1 to June 30

SRVUSD - San Ramon Valley Unified School District

San Ramon Based Employee – Refers to any individual who is permanently employed by a business that resides within the City of San Ramon municipal boundaries.

San Ramon Resident - Refers to any individual who permanently resides within the City of San Ramon municipal boundaries.

Subleasing - An arrangement to rent or use a City-owned or operated facility by a user group from another user group. This is not permitted under any circumstance.

Summer (Q3) – July 1 to September 30

Tier 1 Co-Sponsorship – Approved user groups receive priority allocation of facilities after City and SRVUSD programs at the approved Co-Sponsorship rental fee.

Tier 2 Co-Sponsorship – Approved user groups receive second priority allocation of facilities after Tier 1 Co-Sponsored groups at the approved Co-Sponsorship rental fee.

User-Group - Includes any group, organization, or individual who uses space in City-owned/operated facilities.

Winter (Q1) – January 1 to March 31

Youth - A person 17 years of age and under or eligible to participate in high school-sponsored events.

III. BENEFITS AND RESPONSIBILITIES OF CO-SPONSORSHIP

Benefits of Co-Sponsorship:

- Priority reservations for facility usage at the lowest available rates for practices and games.
- Scheduling for requested practices and games on a quarterly basis.
 - Tournaments / Special Events are excluded from the Co-Sponsorship facility allocation process and must be applied for and coordinated independently with PCS staff.
- “Best Efforts” of PCS staff to accommodate facility preferences and requests.
- Approval status is granted for two-year increments.
- One non-routine maintenance request per year will be considered. (See Section VIII for further information.)
- Permissible use of temporary sponsor advertising with City approval.

Responsibilities of Co-Sponsorship:

- User Groups agree to work in partnership and cooperation with City Staff and other user groups, recognizing that no one group has a permanent claim to public facilities.
- The user group shall designate, in writing, a member to be the point of contact with PCS. All communication with PCS must be made through this point of contact to eliminate confusion and establish one-on-one, direct, efficient communication.
- User groups shall conduct the programs and activities on the City-owned or operated facilities safely.
- Each user group must submit their field specifications with their facility requests. Specifications must consist of base distances, pitching distances, pitching mound, fence distances, field dimensions, goal size, lane line placement, etc., for each facility requested.
- Changes to scheduling requests must be made by the “Cancellation Requests Due” date before the start of a quarter. After the “Cancellation Requests Due” date, all cancellations must be made a minimum of seven (7) days in advance to be eligible for any credit. All cancellations are subject to a cancellation fee. See Section IX. Facility allocation & Scheduling Procedures for more details.
- All rental fees must be paid in advance and by the designated due dates.
- Groups will receive credit towards the next quarter’s use for rainouts or other similar events in which the City closes a facility.
- Co-sponsored groups must submit documents (proof of non-profit status, rosters with residency percentages, insurance, fee schedule, meeting schedule, Board of Directors, and Non-Routine Maintenance Request) annually by September 30.
- User groups shall maintain non-profit status in good standing, in accordance with IRS and state requirements.
- Subleasing of facilities is NOT allowed under any circumstances. Subleasing facilities may result in revocation of facility usage and/or progressive discipline measures.
- **Special events, clinics, and tournaments cannot be scheduled under the Co-Sponsorship process and do not qualify for reduced rates. See Section XV. Athletic Special Events / Tournaments for more information.**



- 1. Application Form**
- 2. IRS determination letter**
 - a. The organization must be in good standing with the State of California or another state as a public charity and must have received a tax exemption from the Internal Revenue Service under Section 501(c)(3).
- 3. List of Board of Directors or Officers**
- 4. Meeting Schedule**
- 5. Current Fee Schedule** (i.e., fees charged to Participants)
- 6. Annual Operating Budget**
- 7. Bylaws of Organization**
- 8. Certificate of General Liability Insurance:**
 - a. See Section XIV Insurance Requirements – for required minimum limits.
 - b. Additional Endorsements naming the City of San Ramon and the San Ramon Unified School District as Additional Insureds
- 9. Participant Rosters**
 - a. All rosters must be submitted on City generated templates. The template will be provided as an Excel file and must be submitted electronically. This information will be used to establish the group's residency percentage. Any participant listed on the roster with incomplete information will be considered a non-resident. Please see Section V for a full list of information required for participants.
- 10. List of approved coaches / Coach Roster**
 - a. All rosters must be submitted on City generated templates. The template will be provided as an Excel file and must be submitted electronically.
 - b. If unable to provide roster with application, indicate date in which you will submit.
- 11. Point of Contact for Scheduling**(email and phone) (person responsible for making field/gym/pool reservations)
- 12. Provide description of primary season and what space will be used for.**
 - a. Provide start and end dates of primary season.
 - b. Describe in detail how the space will be used and the types of programs that your club will offer. In addition, include information as to who is eligible to participate. Include primary and secondary programs. Programs should not conflict with the City of San Ramon's existing programs.
- 13. Provide a description if space will be requested during non-primary season and what space will be used for.**
 - a. Provide start and end dates of primary season.
 - b. Describe in detail how the space will be used and the types of programs that your club will offer. Include information as to who is eligible to participate. Include primary and secondary programs. Programs should not conflict with the City of San Ramon's existing programs.
- 14. Brief description of Annual Space / Facility Requests** (summary of estimated number of fields, gyms or pool lanes needed and for how many hours per day/week/month)

PCS reserves the right to audit all of the required information. Failure to meet the above criteria or supply requested information may risk not being reviewed by the Co-Sponsorship Committee.

Review and Approval Process

Following the application submittal deadline of September 30, the Co-Sponsorship Committee will review applications and submit documentation for each user group. Recommendations from the Committee will be forwarded to the Parks and Community Services Director for final approval. The Committee recommendation will include the recommended tier for each approved group.

Following final approval from the Parks and Community Services Director, user groups will be notified of the status no later than October 14.

V. ESTABLISHING RESIDENCY, FAIR PLAY IN COMMUNITY SPORTS ACT AND SAN RAMON EMPLOYEE PARTICIPATION

The Co-Sponsorship Policy provides a benefit for being a group with residents, individuals who are San Ramon Based Employees, or having girls as participants. PCS will verify participation using the information provided on established City templates. The following information is required from each group to evaluate the level of co-sponsorship the group will qualify for.

For Youth Organizations:

- Participant Name
- Street Address, City, Zip code*
- Age
- Male / Female
- Name of School Participant is enrolled

For Adult Organizations:

- Participant Name
- For San Ramon Residents:
 - Street Address, City, Zip Code*
- For San Ramon Employees:
 - Name of Employer
 - San Ramon based address of Employer*
- For Non-residents and non-San Ramon employees:
 - Street Address, City, Zip Code*

Under the Fair Play Act, park and recreation departments must provide youth sports programs for girls and boys in numbers that reflect the percentages of girls and boys in the community.

NOTE: All addresses must be of a physical location. P.O. Box addresses are not accepted.

VI. GENERAL CO-SPONSORSHIP RULES & REGULATIONS

- Each user group associated with the organization will be held responsible for compliance with the following general rules and regulations. Misuse of any facility, or the failure by a user-group or individual user-group member to comply with these regulations, is cause for progressive discipline.
- It is the responsibility of the organization named on the facility permit to enforce the rules and regulations regarding the conduct of the group while using permitted facilities.
- All user groups must ensure each coach or manager has a copy of the facility permit and understand the documents must be on-site and presentable during facility use. It must be shown upon the request of any designated City official or staff member.
- User groups without authorization or that cannot produce their organization's facility permit will be asked to vacate the premises.
- PCS staff must be notified immediately if a reserved facility is no longer needed or if there is a change in the organization's schedule.
- Use begins and ends at times stated on the permit, including setup and cleanup.
- User groups are not permitted to occupy facilities before the start time listed on the permit and are required to have the facilities cleaned and cleared by the end time indicated on the permit.
- Additional charges will be incurred for any unauthorized or extended facility use beyond the times listed on the permit. Unauthorized or extended facility use beyond times listed on the permit may result in progressive discipline measures and /or loss of good standing.
- Subleasing facilities is prohibited. Subleasing facilities may result in revocation of all permits indefinitely and loss of good standing.
- Any unauthorized use or interfering with another user group's permitted use is not allowed.
- City staff will perform all maintenance at City facilities. A facility use permit does not authorize an organization to make improvements or perform maintenance. All maintenance requests must be presented to PCS staff. A co-sponsored group may perform additional preparation required for specific uses with prior approval by PCS staff. A user group that



performs acceptable preparation includes raking and prepping ball fields or assisting with moving lane lines in a pool.

- Parking is allowed only in designated areas. No vehicles are allowed on City or SRVUSD property (other than parking lots) without prior written permission noted on the permit issued by the City. It is the user's responsibility to alleviate traffic and parking issues. The City of San Ramon Police Department may cite cars improperly parked cars, and users may be responsible for any costs associated with the removal of improperly parked vehicles. Some neighborhood streets adjacent to park property are parking by permit only. It is the user's responsibility to notify participants and spectators of these no-parking zones.
- Amplified sound is not allowed at any facility without prior PCS approval and must be noted on the permit. User groups must abide by the City of San Ramon Municipal Code (Ord. 163 § 1; B5-28). Requests for amplified sound require a no-fee application.
- User groups are responsible for picking up trash and debris and depositing it into the proper trash bins at the conclusion of games and practices. Adjoining areas must also be clear of all trash. Organizations should ask players and spectators to pick up litter in dugouts, sidelines, stands, and the immediate vicinity of the game or practice.
- No group or individual is permitted to maintain a storage unit (or similar object) on or around a field without written approval from the City.
- Practices and games must be specified when making facility reservations, including setup and take-down times.
- The user group named on the facility permit is responsible for enforcing the rules and regulations regarding the conduct of all players, coaches, parents, spectators, visitors, and staff while using facilities.
- Registration must be open to the public regardless of race, creed, gender, sexual orientation, national origin, economic status, ability, or disability.
- A designated organization representative must attend quarterly user-group meetings scheduled by PCS.
- PCS staff may use a variety of methods to confirm the information provided by user groups. Organizations may be penalized for providing false information.
- All facility-specific rules and regulations must be adhered to at all times.

VII. SIGNAGE POLICY

A Temporary Sign Application must be completed by co-sponsored users and approved by the City of San Ramon prior to placing signage. Temporary Sign Application approvals will only be granted for pre-approved designated locations. Applications for other parks or facilities will not be approved. In addition, temporary signage must meet the following requirements:

- Signage may not exceed 30 inches x 24 inches in size.
- Signage is limited to co-sponsored league advertisements only.
- Signage may be posted for a maximum of 14 days.
- Organizations are limited to a maximum of 28 days of approved signage (two 14-day cycles) per fiscal year (continuous or separate cycles)
- Signage is limited to one sign per specified location.

Signs and banners not meeting the requirements will not be approved and/or taken down.

VIII. NON-ROUTINE MAINTENANCE REQUEST

As a benefit of the Co-Sponsorship program, groups can submit one Non-Maintenance Request per year. This is a formal process for Co-Sponsored groups to suggest improvements or items considered non-routine tasks. Requests are due annually by September 30 to be considered for the following fiscal year.

- Examples of normal routine maintenance are tasks such as baseball field grooming, irrigation repairs, City scheduled renovations, etc.
- Examples of non-routine maintenance requests include installation of a new scoreboard, installation of new batting cages, baseball diamond resizing, installation of diamond/fence netting, installation of a cricket pitch, etc.

Submitting the document does not guarantee approval. Staff will review the request and, if approved, assign a priority level and place the request on the City's Parks Maintenance Plan. The Parks Maintenance Plan encompasses all City of San Ramon park maintenance projects and amenity replacements over the next ten years.

If a request is approved, it is not guaranteed to be completed in the following fiscal year. Depending on the assigned priority level, the request may be completed years after the request is submitted. The items in the Parks Maintenance Plan are evaluated each year and may be adjusted as needed. Please note contributing funds to the request increases the chance of receiving a higher priority level.

IX. FACILITY ALLOCATION & SCHEDULING PROCEDURES

The allocation of facilities will follow the guidelines outlined below. In addition, facilities will be allocated and permitted quarterly for practices and games. These allocations are not intended to interrupt field assignments for teams and/or organizations during a season that has already started.

Facility allocations will be established based on the following priority classification groups:

- A. City or SRVUSD events and programs
- B. Tier 1 – Co-Sponsored Groups
 1. Youth Organizations
 2. Adult Organizations
- C. Tier 2 – Co-Sponsored Groups
 1. Youth Organizations
 2. Adult Organizations
- D. All other Rental Groups/Individuals

Winter (Q1) – January – March

Spring (Q2) – April – June

Summer (Q3) – July – September

Fall (Q4) – October - December

PCS will use best efforts to accommodate requests from both Tier 1 and Tier 2 groups, but does not guarantee any group's specific times or locations

If two or more user groups fall equally within the same classification, PCS will consider the following factors when allocating space:

- Size of co-sponsored group / Size of the group at the time of rental
- Resident percentage of user-group
- Number of hours requested / Total use requested
- Percentage of girls participating
- Co-Sponsored group's performance history
- Prior year allocations
- In-season vs. out of season
- Primary Co-sponsored program versus secondary program

PCS reserves the right to make adjustments in the facility allocation process as needed to address recognized needs or resolve conflicts.

The process for the scheduling of facilities begins with a notification being sent to all user groups communicating the deadline to receive facility requests. This deadline shall allow requests to be received 30-45 days before quarterly facility allocations are issued. Submitted facility requests must contain as much detail as possible (specific days and times for games and practice).

Only the point of contact for the user group listed on the Application for Co-Sponsorship will be allowed to book facility space for their affiliated organization.

After the specified time to receive requests has past, PCS staff will begin drafting the facility schedule based on dates and times requested by organizations based on the priorities in this policy. Draft allocations will be established as fairly and equitably as possible at PCS's discretion and in accordance with the standards set forth in this policy. **It may not be possible to grant all requests.**

PCS will make final adjustments after the cancellation deadline and distribute the quarterly schedule no later than the specified date below.

	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)
Quarterly Facility Allocations Issued	Nov 15	Feb 15	Apr 15	Aug 15
Cancellation Requests Due	Dec 1	Mar 1	May 1	Sept 1
Permits / Invoice – Signature Due	Dec 15	Mar 15	May 15	Sept 15
Payments Due	Dec 31	Mar 31	Jun 30	Sept 30

NOTE:

- If the above dates fall on a non-business day, the due date is the business day before the non-business day.
- Additions made to the permit after the “Cancellation Requests Due” date listed above will be assessed a \$25 fee per request.
- Cancellations made to the permit after the “Cancellation Requests Due” date listed above will be assessed a 25% fee (not to exceed \$200).

If a reserved facility is not used by the designated organization three times and is un-reported, the facility may be reassigned. Prior to reassignment, organizations will be notified by PCS staff.

PCS reserves the right to cancel a reservation to accommodate the needs of any City-sponsored/co-sponsored tournament and/or special event.

X. PAYMENTS

All athletic facility reservation payments are due before the first day of a quarter (December 31, March 31, June 30, September 30). Failure to pay the rental fees by the established due dates will void the permit until fees are paid in full.

IMPORTANT: Late payments will result in a 5% of the total balance due penalty, not to exceed \$500. Example: If the current balance due is \$1,000, an additional \$50 (5%) will be added to the balance due as a late penalty.

XI. CANCELLATION & REFUNDS

It is incumbent upon each user group to determine accurately the number of fields/courts/lanes and the hours of usage. All cancellations or changes made to the user-group facility request must be submitted in writing to the designated PCS staff in charge of that specific facility. All cancellations or changes must be made no later than the tenth (10th) day of the month prior to the start of a new quarter.

Example: Winter (Q1) starts on January 1. All changes are due by December 1.

Once a facility is confirmed, 25% of the total fees of all canceled dates, not to exceed \$200, will be applied for all cancellations or revisions. This fee is in addition to any applicable cancellation penalties that may apply. All cancellations must be made a minimum of seven (7) days in advance. Cancellations made less than seven (7) days in advance are not eligible to be credited.

If facilities are not used, or practices/games end early, no refunds will be given as the reservation and invoice will NOT be adjusted.

Any cancellations initiated by the user group or due to violation of the Co-Sponsorship policies and procedures as outlined in this document will not be refunded or rescheduled.

Credits or refunds are not issued for unused hours.

Assigned facility use will be verified by PCS staff. If an allocated facility is not used as assigned three times by the designated organization, PCS reserves the right to reassign and adjust facility allocations accordingly. Organizations will be notified prior to reassignment.

If the facility is unavailable due to inclement weather, unplayable field conditions, or a City of San Ramon program need, a credit will be issued to the affected user groups.

In the event the Air Quality Index is equal to or greater than 101, Unhealthy for Sensitive Groups, or greater than 151, Unhealthy, the City will follow the below guideline for canceling usage:

Outdoor Field Use & Aquatic Facilities: The City will support user groups/ renters in their decision to cancel their programs if levels are in the **ORANGE** range or above. User groups will receive full credit on their account if they choose to cancel.

Outdoor Field Use: If the AQI were to reach levels **RED** or above. The City will notify user groups of the AQI and recommend canceling field use. User groups will receive full credit on their account if they choose to cancel.

Aquatic Facilities: Aquatic centers would close if the AQI were to reach levels **RED** or above. Wind and ash will also be assessed with the AQI, and closures may take place before the index reaches AQI 151.

Closures will take place in increments to give as much notice to patrons and user groups as possible.

- At 4:45 am, or the day before, the decision will be made for 5:30 am – to 11:00 am.
- At 10:00 am, the decision will be made for programming from 11:00 am – 3:00 pm.
- At 2:00 pm, the decision will be made for programming from 2:00 pm to closing.

Staff will monitor the AQI throughout the day. Even if there is a decision to reopen a certain timeslot, staff may close the facility again if AQI rises above 150.

On the weekends, if the AQI rises above 150 at any point, the facilities will be closed for the day.

City of San Ramon staff will monitor the air quality for San Ramon using www.AirNow.gov or the mobile app Air Now. If the Air Now is down or does not have the latest information posted, the City will use Purple Air (www.purpleair.com), Bay Area Air Quality Management District (www.baaqmd.gov), or IQAir (www.IQAir.com)

It may be necessary for PCS to reschedule, relocate or cancel a previously approved request due to unexpected maintenance issues. In this event, each group or individual will be given as much advance notice as possible and will be provided an alternative location, if possible, or issued a full refund. However, the City is not obligated to provide alternate facilities.

PCS reserves the right to cancel any permitted facility use due to the following:

- Conflict with a City or School District sponsored league, program, activity, or event
- Maintenance needs/issues
- Overuse of a field/facility
- Unsafe conditions
- Violations of these policies and procedures
- Failure to supply necessary information during a Facility Use Audit



XII. NOTICE OF NON-USE OF FACILITIES

User groups must notify PCS staff of any reserved time that can be released for general public use or to other groups.

Unreported non-use of a reserved facility three or more times may result in the cancellation of the permit of the allocated facility.

Facilities returned to the City in this manner will be redistributed according to the allocation process.

XIII. MAINTENANCE RESPONSIBILITIES

User groups are responsible for all damage or excessive use to City and/or SRVUSD premises, equipment, and property. If, after an activity, additional maintenance is required (in excess of normal services/time), the user group will be charged accordingly.

Failure to pay for damages may result in progressive discipline of the co-sponsored group.

XIV. INSURANCE REQUIREMENTS

There are two insurance forms that are required for each facility user-group:

Commercial General Liability Office Form (CG 00 01)

The Commercial General Liability policy must have coverage on a per occurrence basis, including property damage, bodily injury and personal and advertising injury with limits for field and gym reservations no less than \$2,000,000 per occurrence and \$4,000,000 aggregate. For pool reservations, the minimum limits are \$2,000,000 per occurrence and \$4,000,000 aggregate.

The Certificate of Insurance must include the following entities as “Additionally Insured”:

City of San Ramon
7000 Bollinger Canyon Road
San Ramon, CA 94583

San Ramon Valley Unified School District
699 Old Orchard Drive
Danville, CA 94526

Additionally Insured Endorsement (Form CG 20 10 11 85 or equivalent form)

This additional form provided by the insurance company modifies the general liability policy to additionally insure the City of San Ramon and SRVUSD.

The following statement must be printed on the form:

City of San Ramon and San Ramon Valley Unified District, its officers, officials, employees, and volunteers as additional insured with respect to liability arising out of use of the facility, work or operations performed on behalf of the organization including materials, parts, or equipment furnished in connection with such work or operations.

XV. ATHLETIC SPECIAL EVENTS / TOURNAMENTS

The City has an interest in developing and attracting athletic special events to the community. These events are a unique opportunity to showcase facilities and the community, provide enhanced levels of play and provide revenue for the hosting user-groups. As such, athletic special events will be evaluated on a case by case basis with a goal to balance City programs and co-sponsored use.

Athletic special events and tournaments are not part of the Co-Sponsorship agreement and are to be submitted on a Special Event Application. The Special Event Application fee is due and payable at the time of submittal of a completed permit application. The application packet is specific to the requested use, and may require additional insurance. The fees for athletic special events / tournaments, including the application fees are set by the City Council.

Examples of events needing a Special Event Application	Examples of Events that can be included in the Quarterly Facility Request
Soccer Tournament	Intra-squad game/swim meet
Skills Clinic requiring additional fees	Opening Day of Little League
Swim Meet	Games included within the registration of season

The lists provided in the chart are provided as examples and are not all inclusive. Refer to Section II for definition of an Athletic Special Event / Tournament. Please contact PCS staff for more information.

User-groups should contact PCS staff for specific due dates of the Special Event Applications.

PCS will consider the following factors during the approval process of any athletic special event:

- Impact on San Ramon residents
- Impact on facilities
- Impact on Co-Sponsored groups
- Resident percentage of user-group
- Number of hours requested
- Girls percentage
- User- group’s performance history
- Prior year allocations
- In-season vs. out of season
- School District events / rentals



Athletic special events / tournaments that have been previously approved on a specific date or weekend will be given first consideration; the Special Event Application must still be submitted.

PCS reserves the right to cancel any event as deemed necessary for the safety of all participants.

XVI. PERFORMANCE HISTORY & MEASURES TO ENSURE COMPLIANCE

PCS reserves the right to limit or revoke facility allocations based upon a user-group's performance history including but not limited to: timely and complete submittal of required documentation, non-compliance with established rules and policies, poor facility conditions after use, unruly behavior of coaches, participants and guests, or overdue or outstanding payment.

Requests for facility allocations will not be considered if unpaid or overdue balances exist on the co-sponsored group's account. In addition, the Co-Sponsored group's point of contact is responsible for any and all conduct by players, parents, volunteers, coaches, and visitors, both on and off the field, while on City property.

Facility Use Audits

PCS will verify that all co-sponsored groups are using the facilities they reserved.

1. City staff may conduct random site visits.
2. City staff will observe facility use.
3. Coaches must present the City issued Permit, a valid photo identification and will be asked to sign a Facility Site Visit Form.
4. Non-compliance will be considered a violation of the Co-Sponsored Policy.

Progressive Discipline Procedures

The objective of the progressive discipline is to improve adherence to the policies that allow the City to efficiently operate and provide safe, well-maintained facilities. PCS staff will consider a user-group's efforts to correct violations when applying disciplinary measures and may choose to use some or all of the steps outlined below depending on the level of violation.

1. Verbal warning by City staff
2. Written warning sent to organization and maintained in organization's file
3. Loss of priority classification for the next quarter
 - a. Co-sponsored group will reserve fields at the rental priority
 - b. Pay Co-Sponsored facility rates
4. Loss of priority classification and co-sponsored facility rates for the next quarter
 - a. Co-sponsored group will reserve fields at the rental priority
 - b. Pay resident or non-resident facility rates based on organizations registered address
5. Loss of Co-Sponsored Status
 - a. Eligible to re-apply during next application review period

XVII. APPEALS PROCESS

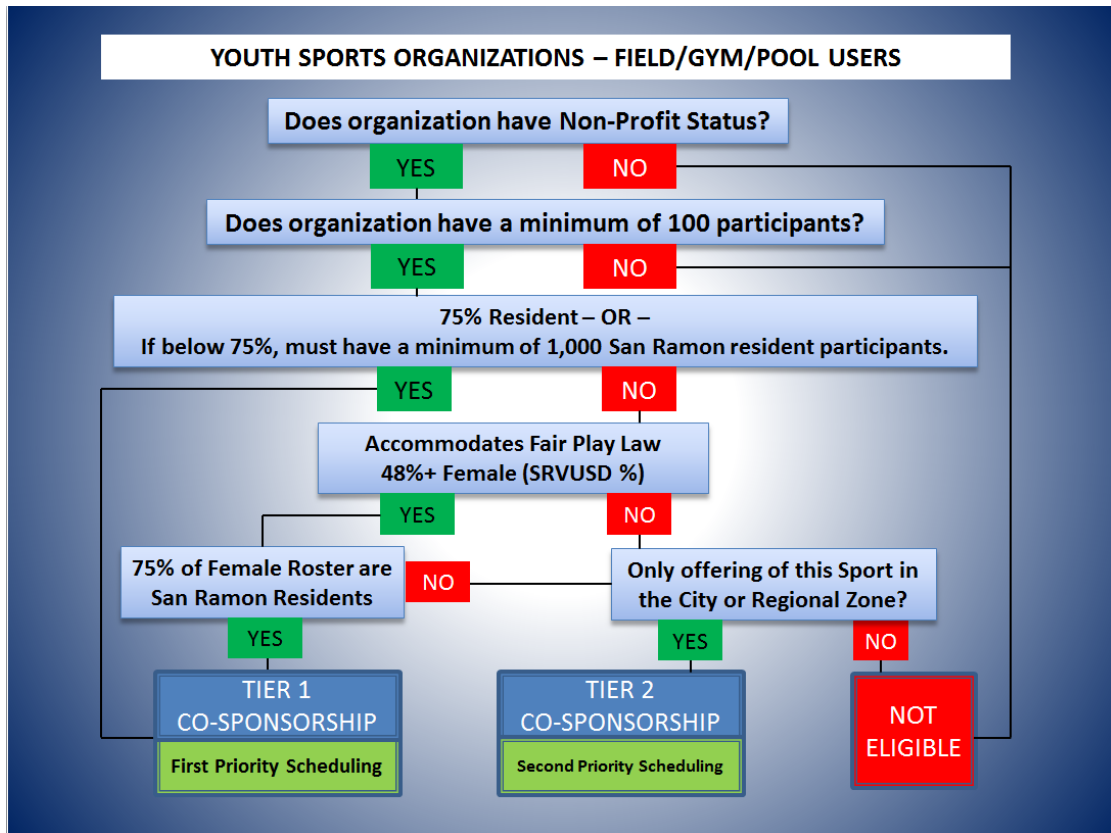
PCS will interpret and apply the Co-Sponsorship and Athletic Facility Use policies. A co-sponsored group may appeal any decision or notice of violation of this policy in writing within **ten (10) working days** of the decision or notice of violation to the Parks and Community Services Department at:

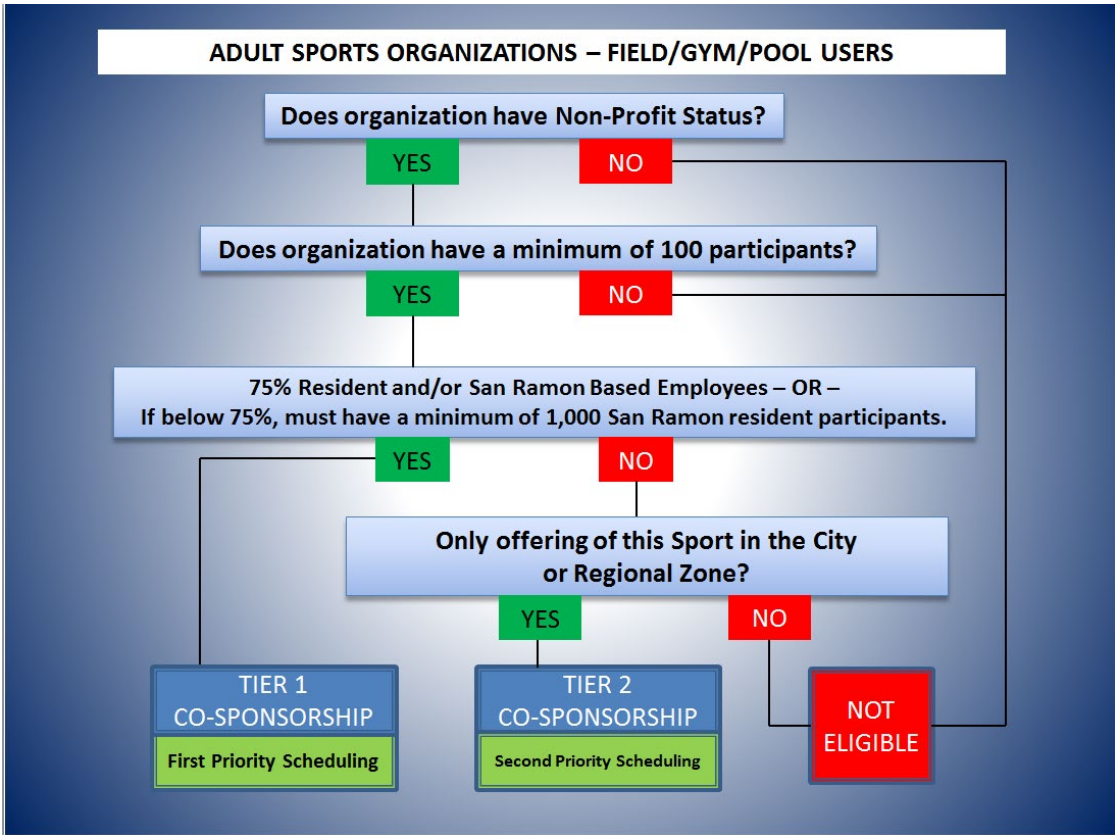
City of San Ramon
Parks and Community Services Department
Attention: Director
12501 Alcosta Blvd
San Ramon, CA 94583

All appeal letters must include the basis of the appeal and will be reviewed by the Parks and Community Services Director. If necessary, appeals will be submitted to the Parks and Community Services Commission at the next regularly scheduled meeting. All decisions will be made in the best interest of the community, compliance with the City's municipal code, the Parks and Community Services Master Plan and the policies and procedures of PCS.



XVIII. CO-SPONSORSHIP QUALIFICATION FLOW CHARTS





XIX. APPLICATION FORM

See next page for Application.

**City of San Ramon
Co-Sponsored Group Documentation
2023 Calendar Year**

Name of Group/Organization

Website Address (if any)

Non-Profit /501(c)3 Tax ID (EIN #)

Governing Body or National/Regional Affiliation (if any)

Youth or Adult Group? (Select only one;
applications must be filed separately)

Point of Contact for Organization

Name

Title

Address

E-mail

Phone Number

Describe in detail how the space will be used and the types of programs that your club will offer. Include information as to who is eligible to participate. Include primary and secondary programs. The programs should not conflict with the City of San Ramon's existing programs.

FOR STAFF USE ONLY

Approved for Co-Sponsorship

YES

NO

If YES:

Tier 1

Tier 2

Justification

Director Signature

**City of San Ramon
Co Sponsored Group Documentation
2021 Calendar Year**

*For each item below, indicate "attached" or
provide a website link to the document*

1. IRS Determination Letter

2. List of Board of Directors or Officers

3. Meeting Schedule

4. Current Fee Schedule (ie., fees charged to Participants)

5. Annual Operating Budget

6. Bylaws of Organization

7. Certificate of General Liability Insurance:

- a) Minimum coverage amount of \$2M per occurrence and \$4M aggregate
- b) Additional Endorsements naming the City of San Ramon and the San Ramon Unified School District as Additional Insureds

8. Participant Roster

Fill in attached Tab entitled "Participant Roster"

9. Coaches Roster

Fill in attached Tab entitled "Coaches Roster"

10. Point of Contact for Reservations (*if different from Point of Contact for Organization*)

Name
Email
Phone Number

11. Brief description of Annual Space/Facility Requests (summary of estimated number of fields, gyms or pool lanes needed and for how many hours per day/week/month)

City of San Ramon
Co-Sponsored Group Documentation - COACHES ROSTERS

	First Name	Last Name	Email address	Phone Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SAMPLE ONLY -
contact ctoman@sanramon.ca.gov
for fillable Excel file

City of San Ramon
Co-Sponsored Group Documentation - YOUTH PARTICIPANT ROSTERS
 Provide 2022 Season or Current Roster

NOTE: ONLY USE THIS TEMPLATE IF YOU ARE SUBMITTING AN APPLICATION FOR A YOUTH SPORTS GROUP

	First Name	Last Name	Street Address	City	Zip Code	Age	Male/Female	Name of School where Participant is Enrolled
1	Bobby	Smith	123 Springdale Lane	San Ramon	94583	13	Male	Pine Valley Middle School
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SAMPLE ONLY -
 contact ctoman@sanramon.ca.gov
 for fillable Excel file

City of San Ramon
Co-Sponsored Group Documentation - ADULT PARTICIPANT ROSTERS
 Provide 2022 Season or Current Roster

NOTE: ONLY USE THIS TEMPLATE IF YOU ARE SUBMITTING AN APPLICATION FOR AN ADULT SPORTS GROUP

	First Name	Last Name	Residential Address	City	Zip Code	If San Ramon Employee, Name of Employer	If San Ramon Employee, Employer Address	City	Zip Code
1	Bob	Jones	345 Main Street	Pleasanton	94588	Chevron	6001 Bollinger Canyon Rd	San Ramon	94583
2									
3									
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SAMPLE ONLY -
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