

## SPORTS TOURNAMENT APPLICATION

Please complete and return to one of the following locations:

Maidu Community Center  
1550 Maidu Drive  
Roseville, 95661

Mahany Fitness Center (formerly Roseville Sports Center)  
1545 Pleasant Grove Blvd  
Roseville, 95747

- Reservations are accepted on a first-come, first-served basis.
- Youth sports field allocations may impact field rental availability.
- Prior to completing the application, call (916) 772-7529, option 1 for availability.

### PERMIT APPLICATION PROCESS

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The Sports Tournament Applications must be received a minimum of 30 days prior to the event start date and may be submitted as early as 12 months prior to the event start date. It is our goal to assist tournament coordinators in planning safe and successful events.

1. Submit completed Sports Tournament application and deposit (required to hold dates).
2. The sports tournament coordinator will contact you for additional information, clarifications, permits, etc.
3. Delays in providing requested information could delay the ability to approve a permit in a timely manner, resulting in denial of the application.
4. Tournament rental fees are due 30 days prior to event start date.

**Note: Do not assume that all aspects of the tournament will be approved; you may be asked to make some changes to your event based on availability of services and other circumstances. Therefore you are encouraged not to make any other arrangements for your tournament until approval from the city has been received.**

### CANCELLATION POLICY

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Should you need to cancel your tournament, you must first notify the sports tournament coordinator. All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be emailed, mailed or hand delivered.

Cancellation of reservations are subject to the following conditions and fees:

- 21 days or more prior to the tournament start date, City will retain a \$50 cancellation fee. Remaining deposit and rental fees will be refunded.
- 20-14 days prior to the tournament start date, City will retain the deposit. Rental fees will be refunded.
- 13 days or less prior to the tournament start date, City will retain the deposit and rental fees. No refunds will be issued.

Sports Tournament rental date changes will result in a fee. Each date change fee is \$50. Date changes must be made 21 days or more prior to the tournament start date. No more than 3 changes per rental permit.

**I Understand: \_\_\_\_\_ (initial)**

### DEPOSIT

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\$100 per field up to 500 fields.

## SPORTS TOURNAMENT APPLICATION INFORMATION

### APPLICANT/AGENT INFORMATION

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Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Deposit mailing address (if different from above):

\_\_\_\_\_

\_\_\_\_\_

### BUSINESS/ORGANIZATION INFORMATION

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Organization web site: \_\_\_\_\_

Type of group:  Business/Commercial  Non-Profit Organization, ID number: \_\_\_\_\_

Deposit check refund payable to: \_\_\_\_\_

Deposit mailing address (if different from above):

\_\_\_\_\_

\_\_\_\_\_

\*Please note: deposits paid by check/cash typically take 5-8 weeks to refund and deposits paid by credit card typically take 4-6 business days to refund. The deposit will be returned to the name and address on the application.

### TOURNAMENT REPRESENTATIVES

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Name(s) of representatives **who will be present at the tournament and responsible for tournament activities:**

Name: \_\_\_\_\_ Location \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name: \_\_\_\_\_ Location \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name: \_\_\_\_\_ Location \_\_\_\_\_ Cell Phone \_\_\_\_\_

## SOFTBALL/BASEBALL FIELDS

Softball/Baseball fields are tentatively available late June to mid-November. Field availability subject to change.

Facility	Sport	# Fields	Specifications
Maidu Regional Park	Softball/Baseball	Fields 1, 2, 3 & 4	300' fences/ 200' portable fence/ 60' & 65' base Pitching 35', 40', 43', 50'
Mahany Park	Softball/Baseball	Fields 1 & 2	285' fences/ 200' portable fence/ 60' & 65' base Pitching 35', 40', 43', 50'
Mahany Park	Baseball Only	Fields 1, 2, 3 & 4	Fields #1-3: 225'/ Pitching 46'/ 60' base Field #4: 300'/ Pitching 60'6"/ 90' base

Additional fields may be available upon request.

## EVENT INFORMATION: SOFTBALL/BASEBALL

**Circle one:**     **Softball**             **Baseball**

Name of event: \_\_\_\_\_

Tournament Dates: \_\_\_\_\_

**Day #1:** \_\_\_\_\_ Time From/ To: \_\_\_\_\_

Location(s) & Field(s): \_\_\_\_\_

Base Distance: \_\_\_\_\_ Pitching Distance: \_\_\_\_\_ Fence Distance: \_\_\_\_\_

**Day #2:** \_\_\_\_\_ Time From/ To: \_\_\_\_\_

Location(s) & Field(s): \_\_\_\_\_

Base Distance: \_\_\_\_\_ Pitching Distance: \_\_\_\_\_ Fence Distance: \_\_\_\_\_

**Day #3:** \_\_\_\_\_ Time From/ To: \_\_\_\_\_

Location(s) & Field(s): \_\_\_\_\_

Base Distance: \_\_\_\_\_ Pitching Distance: \_\_\_\_\_ Fence Distance: \_\_\_\_\_

Have you held this event in the City of Roseville in the past? If so, when \_\_\_\_\_

### ANTICIPATED PARTICIPATION

Number of teams: \_\_\_\_\_                      Number of out of town teams (1.5 hrs. away): \_\_\_\_\_

Number of participants (players/ coaches): \_\_\_\_\_                      Number of spectators: \_\_\_\_\_

## TOURNAMENT: BASEBALL/SOFTBALL

Please circle requested amenities. *Some amenities may not be available due to the time of year and/or location.*

	Maidu Softball/Baseball	Mahany Softball/Baseball	Mahany Baseball Only
Double First Base	\$0	\$0	
Concession Building <i>(July-Sept)</i>	\$60/day		
Field Prep	\$40/field/day	\$40/field/day	\$40/field/day
Field Supplies <i>(chalk, chalker &amp; rake)</i>	\$50/tournament/location	\$50/tournament/location	\$50/tournament/location
Lights	\$35/field/hr	\$35/field/hr	\$35/field/hr
Portable Fences @ 200'	\$80	\$80	
Score Booth/Scoreboard	\$20/field/day	\$20/field/day	

Amenities may be available at other fields upon request.

## TURF FIELDS

Turf fields are closed December-March. Field availability subject to change.

Facility	Number of Fields	Specifications
Hughes Park South	Field 1	Full size, lighted soccer field
Kaseberg Park	Fields 1, 2 & 3	Full size soccer fields
Maidu Regional Park	Fields 1, 2, 4, 5 & 6	Full size fields. Lighted fields: 1, 2, 4 & 5
Santucci Park	Fields 1 & 2	Full size soccer fields
Veterans North Park	Fields 1 & 2	Full size soccer fields

Sports include, but are not limited to: Soccer, Football, Rugby and Lacrosse.

Additional fields may be available upon request.

## SAND VOLLEYBALL COURTS

Court availability subject to change.

Facility	Number of Courts	Specifications
Crabb Park	Courts 1, 2, 3 & 4	Nets Installed
Festersen Park	Courts 1 & 2	Nets Installed

\*Inquire about turf parks for Grass Volleyball.

## EVENT INFORMATION: SOCCER/VOLLEYBALL/OTHER

**Circle one:**    Soccer                      Sand Volleyball                      Turf Volleyball                      Other: \_\_\_\_\_

Name of event: \_\_\_\_\_

Tournament Dates: \_\_\_\_\_

**Day #1:** \_\_\_\_\_ Time From/ To: \_\_\_\_\_

Location(s) & Field(s): \_\_\_\_\_

Name of event: \_\_\_\_\_

**Day #2:** \_\_\_\_\_ Time From/ To: \_\_\_\_\_

Location(s) & Field(s): \_\_\_\_\_

Name of event: \_\_\_\_\_

**Day #3:** \_\_\_\_\_ Time From/ To: \_\_\_\_\_

Location(s) & Field(s): \_\_\_\_\_

Have you held this event in the City of Roseville in the past? If so, when \_\_\_\_\_

### ANTICIPATED PARTICIPATION

Number of teams: \_\_\_\_\_                      Number of out of town teams (1.5 hrs. away): \_\_\_\_\_

Number of participants (players/ coaches): \_\_\_\_\_                      Number of spectators: \_\_\_\_\_

## TOURNAMENT: SOCCER/VOLLEYBALL/OTHER

Please circle requested amenities. *Some amenities may not be available due to the time of year and/or location.*

	Hughes South	Kaseberg	Maidu	Santucci	Veterans North
Field Lined	\$150/field	\$150/field	\$150/field	\$150/field	\$150/field
Lights	\$35/field/hr		\$35/field/hr		

Amenities may be available at other fields upon request.

Soccer Goals Installed                       Yes                       No                      Goal Sizes Requested: \_\_\_\_\_

Other Requests: \_\_\_\_\_

## ADDITIONAL EVENT INFORMATION

**Yes No** Will you be charging admission for your event? If yes, what is your admission fee? \_\_\_\_\_

**Yes No** Will food/drinks be sold?  
*If yes, contact the Placer County Environmental Health Division at (530) 745-2300.*

Please Describe: \_\_\_\_\_

**Yes No** Will alcohol beverages be sold or served?  
*Contact Alcohol Beverage Control for permit (916) 419-2500.  
Liquor insurance is required. Contact Risk Management at 916-774-5202.*

If yes, how will you ensure alcoholic beverages will be consumed only by people 21 years or older?

\_\_\_\_\_  
\_\_\_\_\_

Alcoholic beverages will be served from: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm By: \_\_\_\_\_

In the following location(s): \_\_\_\_\_

**Yes No** Will you have vendors or concessionaires?  
*A Roseville Business License is required for all vendors and/or concessionaires. A one-day permit can be obtained by contacting City of Roseville Licensing Department at (916) 774-5310*

**Yes No** Will you have amplified sound at your event?  
*If yes, noise regulations can be found in Chapter 9.24 of the Roseville Municipal Code.*

Describe the type music and/or sound amplification that will be a part of your event.

\_\_\_\_\_

**Yes No** Will you require electricity?  
*In most cases a generator will be necessary. Generators not provided by the City.*

Please explain: \_\_\_\_\_

**Yes No** Will the Sports Tournament utilize temporary diesel power generators, idling of equipment and vehicles and traffic speeds on unpaved surfaces over 15 miles per hour?  
*If yes, you are advised to review the Placer County Air Pollution Control District's Rules at: <http://www.placer.ca.gov/1861/rules>*

**Yes No** Will portable toilets be brought in for the event? How many? \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Yes No** Other than the cooking equipment provided at the rental site, will you be using cooking equipment, BBQ's or any other equipment/device that produce an open flame?

**If yes, only equipment/devices that use propane are permitted. Must not be placed on tables.**

\*\*For proper food/oil/grease removal, please review the City of Roseville Best Management Practices at:  
[www.roseville.ca.us/eu](http://www.roseville.ca.us/eu) → Programs → Stormwater management → Best practices for businesses

## ADDITIONAL EVENT INFORMATION (continued)

**Yes**    **No**    Will you be using bounce houses, carnival "like" games, performers, etc.?

Please explain: \_\_\_\_\_

**Clean-up Procedures:** Please identify who will be responsible for clean-up and all signage removal.

Name: \_\_\_\_\_ Daytime #: \_\_\_\_\_ Evening #: \_\_\_\_\_

## PARK RULES & REGULATIONS

**Initialing next to each statement indicates your understanding and adherence with the statement.**

\_\_\_\_\_ All City parks close one hour after sunset. Exceptions include: lighted sports facilities, city sponsored & co-sponsored activities.

\_\_\_\_\_ No person shall bring into, possess or consume any alcoholic beverage in any park with the exception of Royer Park, Woodbridge Park, Mahany Park, Maidu Regional Park, and Saugstad Park in DESIGNATED AREAS, BY PERMIT ONLY.

\_\_\_\_\_ Smoking is PROHIBITED in ALL City parks.

\_\_\_\_\_ Glass containers are PROHIBITED in ALL City parks.

\_\_\_\_\_ Motor vehicle may only be operated on roadways and in parking areas. Vehicles are not allowed on the grass/turf or park interiors without prior approval. Your park/field reservation does not exempt you from this policy.

\_\_\_\_\_ Golfing is permitted at Diamond Oaks Municipal Golf Course and Woodcreek Golf Club ONLY. Golfing is NOT allowed at any City park.

\_\_\_\_\_ No person shall destroy, damage or deface any park property. In the event of damages to City property the sponsoring party shall be held liable and will be billed for repair and/or replacement of damaged property. Any/all deposits will NOT be returned.

\_\_\_\_\_ All users are expected to leave the park clean and orderly, cleaning and damage deposits are refunded according to the condition of the area after use. Tables should be wiped clean, any spills cleaned up and all trash picked up and bagged.

\_\_\_\_\_ It is prohibited to make loud, unnecessary noise which unreasonably disturbs the peace or causes annoyance to any park neighbor or other facility user.

\_\_\_\_\_ If the City requires the presence of police officers, security guards, fire and/or medical service during the event, the sponsoring group will be held accountable for making the arrangements and paying for the services.

\_\_\_\_\_ Animals are NOT allowed in any City park with the exceptions of designated City dog parks and zones.

\_\_\_\_\_ For any reservations having special equipment such as bounce houses, carnival games, rock walls or other apparatuses (no water games/apparatuses/equipment allowed), proof of liability insurance on original certificate of insurance must be submitted in the amount to be determined by the City's Risk Management Department (916) 774-5202.

## PARK RULES & REGULATIONS (continued)

- \_\_\_\_\_ Power/electricity is NOT provided by the City on almost all occasions. Any reservations having special equipment must provide their own power/electricity.
- \_\_\_\_\_ You must receive special permission for vehicles in park areas and the placement of all special apparatuses. Please submit a map of the set-up & intended areas of use 14 days prior to your event. Park Maintenance will contact you with approval, denial or alternate set-up/locations. Park Maintenance Fax: 916-746-1759
- \_\_\_\_\_ Other areas of the park may be reserved during your reservation time for City functions, private parties or other sports programs.
- \_\_\_\_\_ Any false information regarding details of your rental may lead to immediate termination of your rental, the possible loss of fees and denial of your request for future use.
- \_\_\_\_\_ I have read and understand the Sports Field Inclement Weather Policy. This policy can be viewed at:  
[www.roseville.ca.us/fields](http://www.roseville.ca.us/fields)
- \_\_\_\_\_ **Referenced Ordinances: 8.02.200; 8.02.280; 8.02.281; 8.02.290; 8.02.300. Ordinances can be viewed at:**  
<http://qcode.us/codes/roseville/>



## SIGNATURE PAGE

Failure to comply with all the City of Roseville's field rental rules & regulations may result in loss of your deposit and/or your event being cancelled early or entirely.

- My signature below signifies that I have read and understand ALL the field rental rules & regulations outlined in the application.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.
- I agree to pay the City of Roseville all costs the City may incur as a result of any failure to fully comply with all these conditions.
- I understand that the City of Roseville (City) staff reserves the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to the City to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including for example such purposes as print and online advertising. I understand that I will not be paid or receive any photographs and/or recordings at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording.
- I understand that the Roseville Police Department may be informed of this field rental. I agree to pay the City of Roseville all costs the City may incur in the event that police response is required.
- City of Roseville reserves the right to cancel or suspend outdoor facility or field use permits for games, practices and other use whenever field conditions could result in injury to players or damage to the fields. Permits may also be canceled when the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts, or pesticide application. City of Roseville further reserves the right to cancel or suspend any right of use to any field, facility or other City property in order to comply with guidelines, orders or directives of any federal, state or local government agency relating to the COVID-19 pandemic.
- I agree to indemnify and hold harmless the City of Roseville, its officers, agents, employees and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of Roseville City parks, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and I further agree to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use.

I declare under penalty of perjury under the laws of the State of California that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For field reservation problems that require immediate attention please contact the following:**

Monday – Friday, 8am – 5pm please call:

(916) 772-PLAY, option #3

Friday – Sunday after 2:30 pm please call:

(916) 746-1274

Saturday and Sunday, 6am – 2:30pm please call:

(916) 759-9661

## SPORTS TOURNAMENT FEES

Facility	Rental Fee
Softball/Baseball Fields All Day Field Use: 6+ Hours	\$205/field
Softball/Baseball Fields Half Day Field Use: Less than 6 Hours	\$125/field
Soccer Fields All Day Field Use: 6+ Hours	\$205/field
Soccer Fields Half Day Field Use: Less than 6 Hours	\$125/field
Volleyball Courts All Day Field Use: 6+ Hours	\$126/court
Volleyball Courts Half Day Field Use: Less than 6 Hours	\$63/court

Required Fees	
Refuse	101-200 people: \$75 201+ people: \$125
Security Deposit <i>Deposit is refundable as long as the facility is left in good condition</i>	\$100 per field up to \$500

Additional Fees	
Date Change <i>Made 21 days or more prior to the tournament start date</i>	\$50
Event Cancellation <i>Made 21 days or more prior to the tournament start date</i>	\$50