

# Athletic Fields Facilities Information

Please read all items carefully - the forms & policies have changed, effective September 10, 2020.

## Application Process

1. Applications must be on a form provided by the City of Mill Valley. Reservations cannot be made by phone. Applications are taken in person, email or by fax at the Community Center, Monday – Friday, 9am – 5pm.
2. Applicants must be 21 years of age or older and the individual/organization listed on the application is responsible for paying in full, providing appropriate insurance coverage and the liability of the rental itself. Only the individual listed on the original application is authorized to make changes to the reservation.
3. Outdoor Facility Rental Applications are accepted up to one (1) year in advance on a first-come, first serve basis. If there is more than one (1) application for the same facility/date/time, priority is given to Mill Valley Residents/Organizations. If multiple residents or multiple non-residents apply for the same rental date a lottery will determine priority. City of Mill Valley activities and special events shall have priority over private rentals and for-profit commercial ventures.
4. Renters will be notified by phone or email as to the status of their application within 72 hours of submitting an application. Incomplete applications may further delay the application process. Please do not make plans until Facilities Staff have confirmed your rental. If you fax or mail your application and deposit, please follow-up and make sure that your materials were received.
5. Incomplete or inaccurate information by the renter on the Outdoor Facility Application and/or contract may result in cancellation of the contract and loss of fees paid.

## General Information

1. Proof of insurance is required for any commercial use or any gathering with over 50 participants.
2. Please refer to the Field Policies & Conditions of Use for specific regulations for each field including allowable rental times.
3. Please note that no athletic equipment is included or available (soccer goals, bases, etc.).
4. Renter acknowledges that the facilities may be rendered unusable or otherwise unavailable due to circumstances beyond the City’s control, including but not limited to flooding, fire, natural disaster, power outages, criminal acts, acts of war or terrorism or national, state and/or local emergencies. In the event that the facility should become unavailable due to any such circumstances, the City will refund any fees received from the renter. The City shall not be liable for renter’s consequential damages, including but not limited to other costs incurred in connection with the renter’s event, lost profits and lost opportunity.

## Field Use Fees

City of Mill Valley (within City Limits)	Greater Mill Valley & Beyond	Adult Sport Groups/Leagues	Commercial
\$60/hour	\$75/hour	\$80/hour	\$90/hour

1. A \$100 - \$1,000 refundable security deposit is due at time of application. Deposit amount is determined by Recreation Staff based on size, tone and length of rental. Deposits are returned within 30 days after the event as long as no rental violations occur.
2. Athletic Field Rentals may be subject to an \$18/hour staffing fee.
3. Payments may be made in the form of check, cash or credit card (MasterCard or Visa).

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## Rental Fee Payment Schedule

Date of Application	Deposit	Rental Fees
1 year - 6 months prior to event date	100% of the deposit due at time of reservation	100% of rental fees due 180 days prior to event date
Less than 6 months prior to event date	100% of deposit due at time of reservation	100% of rental fees due at time of reservation

If the application date is 1 year to 6 months in advance, the remaining rental fee balance is due 6 months prior to the event date. The deposit and all rental fees are due in full at the time of application if the rental date is less than 6 months in advance.

## Cancellations & Refunds

1. A 90-day notice of cancellation is required to receive a refund minus a \$20 processing fee. For cancellations made less than 90 days prior to the reserved date, the City will retain the full rental fee (100% of the deposit will be returned).
2. Deposits and refunds will be refunded in the same form as the original payment with the exception of cash payments which will be refunded as a check. No cash or check refunds will be issued for fees or deposits paid by credit card.
3. The person named on the contract must make a cancellation in writing (email preferred) or directly with Facilities Staff in person or via phone.

**There is no rental fee refund for rain or inclement weather (100% of the deposit will be returned).**

## General Field Rules

Please refer to the *Field Policies & Conditions of Use* for specific regulations for each field.

1. All organized athletic organizations must obtain approval for use from Mill Valley Recreation (MVR). This includes but is not limited to any league games, team practices, tournaments, etc.
2. City of Mill Valley activities and public non-profit youth groups shall have priority over privately-run camps and for-profit commercial ventures.
3. Field conditions may dictate relocation/denial of field use. Measurable amount of rain within a 24-hour period window may cancel activities.
4. A permit/rental agreement is required for organized sports groups of more than fifteen (15) participants.
5. A permit/rental agreement is required for organized athletic or fitness training, exercise class, paid coaching, or other paid instructional activities.
6. City staff and personnel have the authority and discretion to make decisions regarding appropriate use and may direct field users to vacate a field at any time.
7. Golf is prohibited at all times in any park or athletic field area.
8. No stakes may be driven into the ground at any time without the written consent of the Facilities Supervisor.
9. Field users are responsible for the removal of any trash generated.
10. No tenting is allowed at any outdoor facility without the written consent of the Facilities Supervisor.
11. No amplified music or sound is allowed except where noted in the Fields Policies & Conditions of Use or when given written consent by the Facilities Supervisor.

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## General Field Rules Continued:

12. No commercial vendors are allowed to conduct business at any outdoor facility without written consent of the Facilities Supervisor and the obtainment of a business license from City Hall.
13. No dog is permitted on an athletic field on City or school property at any time unless within an assigned viewing area for the duration of an event.
14. The posting of flyers, signs, or other publicity is strictly prohibited except on designated community bulletin boards.
15. No motorized vehicles of any kind are allowed on the fields or in the parks at any time.
16. Portable grills or open flames must be pre-approved by the Facilities Supervisor.
17. Inflatable "jumpees" or similar equipment is only allowed by rental permit.
18. Alcohol use/consumption must follow all applicable local, state, and federal laws.
19. Any event including an exchange of money for alcoholic beverages must submit a copy of a temporary ABC License to MVR prior to the event.