

Facility Rules and Regulations

1. **Facility Hours:** 7am – 10pm Sunday- Thursday, 7am – 11pm Friday & Saturday – Organized events with rental agreements MUST have lights out by these times.
2. **Trash / Clean up:** It shall be the responsibility of the Individual or organization renting the field (s) to clean up all trash and litter from the Facility, empty all garbage cans with the exception of the recycling containers. Individual or Organizations must supply their own cleaning supplies. Clean up must be done immediately following your event.
*****Seasonal / Tournament Only***** Bathrooms must be hosed down after each day of use. Paper supplies shall be restocked as needed by Organization. Staff time needed for additional clean up will be tracked by the City of Waterford and deducted from the deposit and or billed at the end of the season.
3. **Facility Reservations:** Facility must be reserved a minimum of 5 business days in advance to desired rental date for NON-SEASONAL rentals only, this includes one time / periodic daily use only. Facility may be rented up to a maximum of 1 year in advance. Rental of the Ball Fields will be on “First Come” “First serve” – basis.
*****Seasonal Only***** Calendars of requested reservation dates must be turned into the Parks and Recreation Commission by the meeting held on the second Tuesday of December for the following year.
4. **Facility Fees:** All Fees are due and payable at the time the rental application is turned in.
***** Seasonal Only ****** All Fees are due and payable within 10 days of notification of acceptance of calendar.
5. **Deposits:** All or a portion of the deposit may be refundable upon recommendation of the facility administrator following inspection of the Facility after use and after reviewing of any staff time needed for clean up purposes. If the deposit does not cover all staff time / supplies needed to clean the fields, person / organization responsible will be invoiced for a balance due. All deposit monies will be paid to user within 30 business days of rental date.
6. **Refunds:** Refunds will only be given if a Five (5) day notice of cancellation is given for Non Weather cancellations only. If Zero (0) games are played due to weather, written notice must be turned into the City of Waterford for a refund request within 5 business days of cancellation.
*****Seasonal Only***** City of Waterford will not keep track of cancelled games; it is the sole responsibility of the organization. If games are “made up” and played at a later scheduled date no refund will be given.
7. **Insurance:** All individuals / organizations renting the ball park will need to provide proof of liability insurance in the amount of \$1,000,000 with the City of Waterford named as an additionally insured party. Insurance is not available from the City of Waterford.
8. **Lights:** Lights must be out no later than 10pm Sunday – Thursday and 11pm Friday and Saturday.
*****Seasonal Only***** Light usage forms MUST be filled out on a daily basis, failure to do so may affect the organizations rights to reserve the lights in the future. One (1) light key will be issued to the responsible person per organization
9. **Age Requirement:** All persons reserving the ball fields must be at least 21 years of age.
10. **Vehicle Traffic:** Vehicular traffic is **NOT** allowed on the ball fields without prior approval from the City of Waterford.
11. **Glass:** All glass containers are prohibited.
12. **Alcohol:** **Alcohol is not allowed in the Park, field or any location within the park or parking lot.**
13. **Forfeiture:** If any rules or regulations are broken, or Facility is not left in a neat and clean condition individuals / organizations may forfeit their right to reserve the fields in the future or their deposit may be affected.
14. **Field Maintenance:** Ball fields must be watered down prior to dragging to minimize dust to the surrounding residential areas. Individuals / organizations must provide their own hoses for this purpose. Water outlets are available for watering of fields.
15. **User Definitions:** The following are what the City of Waterford uses to determine fees owed:
Local: Those individuals / organizations within the Waterford School District boundaries. 75% of team individuals must reside in Waterford or within the Waterford School District boundaries to be considered local.
Non Local: Those individual / organizations outside of the Waterford School District boundaries.
Local Non Profit: Those individuals / organizations within the Waterford School District boundaries that hold a current 501 C 3 status with the state of California.
Non Local Non Profit: Those individual / organizations outside of the Waterford School District boundaries that hold a current 501 C 3 status with the state of California.