

NOTICE OF REGULAR MEETING

Pursuant to Section 54954.2 of the Government Code of the State of California, a Regular meeting of the **PARKS AND COMMUNITY SERVICES COMMISSION** is hereby called for:

Date/Time: **Thursday, June 5, 2025, at 7:00 p.m.**
(or as soon thereafter as possible)

Location: **City Hall Council Chambers**
333 Civic Center Plaza, Tracy

THIS MEETING WILL BE OPEN TO THE PUBLIC FOR IN-PERSON PARTICIPATION PURSUANT TO GOVERNMENT CODE SECTION 54954.3 WHICH STATES THAT EVERY PUBLIC MEETING SHALL PROVIDE AN OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION ON ANY ITEM, BEFORE OR DURING CONSIDERATION OF THE ITEM, HOWEVER, NO ACTION SHALL BE TAKEN ON ANY ITEM NOT ON THE AGENDA.

MEETING AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Items from the Audience - In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution No. 2019-240, and last amended by Resolution No. 2021-049, a five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, the Commission may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification, direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to the Commission.
5. Approval of Meeting Minutes
 - a. **REVIEW AND APPROVE THE REGULAR MEETING MINUTES FROM: April 3, 2025**
6. New Business
 - a. **REVIEW AND ACCEPT CHANGES TO THE 2025 CITY OF TRACY FACILITY RESERVATION HANDBOOK**
 - b. **REVIEW AND PROVIDE INPUT ON THE REVISED CITY OF TRACY SPORTS FIELD RESERVATION HANDBOOK.**
 - c. **THE COMMISSION, BY MOTION, APPOINT ONE COMMISSIONER AS CHAIRPERSON AND ONE COMMISSIONER AS VICE CHAIRPERSON TO SERVE A ONE-YEAR TERM COMMENCING ON JULY 1, 2025, AND ENDING ON JUNE 30, 2026.**
 - d. **REVIEW, UPDATE, AND APPROVE, BY MOTION, THE GOALS AND OBJECTIVES OF THE PARKS AND COMMUNITY SERVICES COMMISSION FOR FY 2025-2026, WHICH RUNS FROM JULY 1, 2025, THROUGH JUNE 30, 2026.**
7. Staff Items (Verbal)
 - a. Sports Field Quarterly Violation Update
 - b. Senior Annual Report
 - c. Senior Report on Comments and Concerns

- d. Aquatics Annual Report
- e. Youth/Teens Annual Report

8. Items from the Commission

9. Adjournment

AGENDA POSTED: May 29, 2025

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall at (209) 831-6000 at least 24 hours prior to the meeting.

Any materials distributed to the Parks and Community Services Commission regarding any item on this agenda will be made available for public inspection in the Parks and Recreation Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

Full copy of the agenda can be found at the Tracy Library as well on the City's Website:

<https://www.cityoftracy.org/government/boards-and-commissions/parks-and-community-services-commission>

PARK AND COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
Thursday, April 3, 2025

1. CALL TO ORDER:

Chair Lieberg called the meeting to order at 7:01 pm.

2. ROLL CALL:

- a. Present: Chair Lieberg and Commissioners Arbogast, Fagin, and Shrout.
Commissioner Jimenez came in late.
- b. Absent: None
- c. Staff Present: Richard Joaquin, Assistant Director of Parks, Recreation & Community Services; Justin Geibig, Recreation Services Supervisor; Lauren Repetto, Recreation Services Supervisor; Amanda Jensen, Recreation Coordinator; Jorge Barrera, Economic Development Manager; Alexandria Pineda, Economic Development Analyst
- d. Recorded By: Norma Padilla, Administrative Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Vice Chair Shrout

4. ITEMS FROM THE AUDIENCE:

Alice English, Tracy resident, addressed the commission. She wanted to bring up a concern to the Commission about gates at Legacy fields, the fields that Tracy Little League uses. She shared an image of the area in question with the commission. The concern is with the handles on the gates on A1 and A2. There have been a couple of kids who have been hurt by the handles and staff has asked them to fill out an incident report. The handles are square and heavy and when little kids grab them, they fall and can get cut. The ones before were safer, so she doesn't understand why they were changed. She would like to see this addressed and replaced as soon as possible to avoid more kids getting hurt. The kids are not grabbing them correctly and getting their hands caught. Another staff member said there was nothing we can do about it; they can report it and that is it.

Staff will follow up and get this concern addressed.

5. APPROVAL OF MEETING MINUTES

- a. Review and Approve the Regular Meeting Minutes from **February 6, 2025**

ACTION: Commissioner Arbogast moved to approve the meeting minutes. Vice Chair Shrout seconded the motion. Roll call found all in favor with a 4,0,1 vote. Passed and so ordered.

6. NEW BUSINESS:

- a. **REVIEW AND ACCEPT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION'S SUBCOMMITTEE RANKING AND FUNDING RECOMMENDATIONS FOR THE ALLOCATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUNDS FOR FISCAL YEAR 2025-2026 AND RECOMMEND APPROVAL TO CITY COUNCIL**

Alexandra Pineda, Economic Development Analyst, presented the staff report along with the PowerPoint to the Commission.

Chair Lieberg opened item 6.a to the public for discussion.

Alice English, Tracy resident addressed the commission. She questioned how the remainder funds get distributed.

Chair Lieberg explained after every applicant in group three is awarded the \$5,000 the subcommittee recommended that the highest-ranking application in group three get the remainder funds.

Commissioner Jimenez requested that for the next fiscal year, the allocation formula for 2018 include a note allowing the commission discretion over the distribution of remaining funds.

Commission questions and comments followed.

Alexandra Pineda, Economic Development Analyst and Jorge Barrera, Economic Manager answered the questions of the commission.

ACTION: Commissioner Arbogast motioned to approve the ranking and funding recommendations for the allocation of the Community Development Block Grant (CDBG) funds and the Home Investment Partnerships Program (HOME) funds for Fiscal Year 2025-2026. Vice Chair Shrout seconded the motion. Roll call found all in favor with a 5,0,0 vote. Passed and so ordered.

b. REVIEW AND APPROVE SUPPORT OF STAFF'S RECOMMENDATION TO CITY COUNCIL REGARDING THE ADOPTION OF THE FISCAL YEAR 2025-2026 RECREATION PROGRAM AND FACILITY USE FEE SCHEDULE

Justin Geibig, Recreation Services Supervisor, presented the staff report along with the PowerPoint to the Commission.

Commission questions and comments followed.

Justin Geibig, Recreation Services Supervisor, answered the questions of the commission.

ACTION: Vice Chair Shrout motioned to approve the staff's recommendation to City Council regarding the adoption of the FY 2025-2026 recreation program and facility use fee schedule. Commissioner Jimenez seconded the motion. Roll call found all in favor with a 5,0,0 vote. Passed and so ordered.

7. ITEMS FROM STAFF:

a. RECEIVE THE SENIOR QUARTERLY REPORT ON NEEDS AND CONCERNS

Justin Geibig, Recreation Services Supervisor, presented the staff report to the Commission.

Commission questions and comments followed.

Justin Geibig, Recreation Services Supervisor, answered the questions of the Commission.

b. RECEIVE THE SPORTS FIELD QUARTERLY VIOLATION UPDATE

Justin Geibig, Recreation Services Supervisor, presented the staff report to the Commission.

Commission questions and comments followed.

Justin Geibig, Recreation Services Supervisor, answered the questions of the Commission.

c. RECEIVE THE COMMUNITY EVENTS ANNUAL REPORT

Amanda Jensen, Recreation Coordinator, presented the staff report to the Commission.

No comments or questions from the Commission.

d. RECEIVE THE SPECIAL INTEREST ANNUAL REPORT

Amanda Jensen, Recreation Coordinator, presented the staff report to the Commission.

Commission questions and comments followed.

Amanda Jensen, Recreation Coordinator, answered the questions of the Commission.

e. RECEIVE ELLIS DOG PARK UPDATE

Richard Joaquin, Assistant Director of Parks, Recreation and Community Services, presented the Ellis Dog Park update to the Commission.

Commission questions and comments followed.

Richard Joaquin, Assistant Director of Parks, Recreation and Community Services, answered the questions of the Commission.

Commissioner Jimenez requested to bring back the discussion of renaming the parks in the Ellis Development.

Richard Joaquin, Assistant Director of Parks, Recreation and Community Services, explained that this specific developer was able to name their parks through a Specific Plan, that is a document voted on and approved by City Council. The parks were already named in that Specific plan.

Commissioner Jimenez rescinded her request about the naming of Ellis parks.

Commissioner Fagin suggested animal patrol drive by the dog park to encourage dog owners to take care of the new park and help with liability reasons.

8. ITEMS FROM THE COMMISSION:

Commissioner Jimenez asked to add the word "Services" on Richard Joaquin's title on page 4, paragraph 4 of the February 6th Minutes approved earlier in the meeting.

She reported that the Tracy Friends for Parks, Recreation, and Community Services Foundation reported that the City received a \$438 check for swim lesson scholarships. They are continuing their support for low-income children.

Commissioner Jimenez reported that the Tracy Senior Association has eleven new volunteers providing transportation for seniors. They are continuing their efforts in searching for grants for a van for disabled seniors.

Chair Lieberg reminded that April 15th will be the aquatic center update at Council.

9. ADJOURNMENT:

Time of Adjournment: 7:58 pm

ACTION: Motion made by Vice Chair Shrout and seconded by Commissioner Arbogast to adjourn the meeting at said time of 7:58 pm. Roll call found all in favor, passed and so ordered with 5,0,0 vote.

The above agenda was posted at Tracy City Hall on March 28th, 2025. The above are action minutes. A recording of the meeting is available at the Parks, Recreation and Community Services Department.

Jolene Jauregui, Staff Liaison

Recreation Services Manager

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
June 5, 2025

AGENDA ITEM 6.A

REQUEST

**REVIEW AND ACCEPT CHANGES TO THE 2025 CITY OF TRACY FACILITY
RESERVATION HANDBOOK**

EXECUTIVE SUMMARY

City staff has completed a review of existing rental policy and procedure documents to update the City of Tracy Facility Reservation Handbook (Attachment A). The Parks and Community Services Commission is requested to review, provide feedback to staff, and accept changes to the Handbook to be implemented by July 1, 2025.

DISCUSSION

The policy authority provided in the Tracy Municipal Code 7.16.030 (a) states that the Parks and Recreation Commission has the power to “establish rules and regulations governing the conduct of recreation programs, protection of property and activities of persons in all parks.”

The Facility Reservation Handbook establishes the guidelines for staff to schedule and permit use of City-owned and operated facilities including, but not limited to the Tracy Community Center, Tracy Civic Center (City Hall), Tracy Transit Station, Tracy Sports Complex Meeting Room, the Lolly Hansen Senior Center, and reservable outdoor parks in the City.

Some of the proposed updates to the 2025 Handbook include: update user fees to align with the Master Fee Schedule approved by the Tracy City Council in May 2025, clarification on parades, update information for insurance requirements, and include additional information about the overall rental process for users.

Overall, many of the updates and changes included in the Handbook have come directly from feedback and suggestions gathered from previous renters. City Staff will continue to solicit feedback from renters by utilizing online surveys and will review the Handbook for changes on an annual basis.

RECOMMENDATION

That the Parks and Community Services Commission review and accept changes to the 2025 City of Tracy Facility Reservation Handbook.

Prepared by: Katie Akre, Recreation Program Coordinator

Reviewed by: Justin Geibig, Recreation Services Supervisor
Jolene Jauregui-Correll, Recreation Services Manager

Approved by: Brian MacDonald, Parks, Recreation and Community Services Director

ATTACHMENT

Attachment A - Facility Reservation Handbook Update: 2025 DRAFT

CITY OF TRACY

Facility Reservation Handbook

Effective July 1, 2025



Think Inside the Triangle™

**City of Tracy Parks, Recreation and Community Services Department
Community Facilities Division**

333 Civic Center Plaza, Tracy, CA 95376

Phone: (209) 831-6201

Email: facilityreservations@cityoftracy.org

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INTRODUCTION

Thank you for considering the City of Tracy for your next business, family or personal gathering, or event. The City's Parks, Recreation and Community Services Department, through its Community Facilities Division, administers the allocation and reservation of City-owned and operated indoor facilities and outdoor, park, and picnic areas.

The City of Tracy recognizes the importance of providing safe, well-maintained, and aesthetically appealing facilities to all users. The policy provided herein reflects this philosophy, as well as the City's desire to provide an outstanding quality of life through park amenities and facilities.

Please carefully review this handbook prior to submitting your request for facility usage and sign the Acknowledgement Form on the last page of this Handbook to signify that you (and/or the representing organization) have read and understood the information and policy herein.

Contact information for the Community Facilities Division is as follows:

City Hall
333 Civic Center Plaza
Tracy, CA 95376

City Hall Business Hours:

Monday – Thursday 8:00 am – 6:00 pm
Friday* 8:00 am – 5:00 pm

**City offices are closed every other Friday. Please call ahead for office availability.*

Phone (209) 831-6201

Email facilityreservations@cityoftracy.org

City website: www.cityoftracy.org

Activity Registration: www.TracyArtsandRec.com

Contact Information available during Permitted Rentals

Facility Attendant (Patrol): (209) 640-2733

Facility Attendant (Tracy Sports Complex): (209) 814-0706

Facility Attendant (Legacy Fields): (209) 362-0076

Sports Field Condition Hotline: (209) 831-6350

**Weekdays (Monday-Friday) are updated by 3 pm*

*****Weekends (Saturday-Sunday) are updated by 7:00 am***

For information on reserving sports fields/courts, please email sportsfields@cityoftracy.org

GENERAL FACILITY RESERVATION PROCEDURES

Reservation Requests

Reservation requests must be submitted no later than 20 business days prior to the event date. Applications for reservations that do not require further review (see **Special Permits & Requirements**, p.18-20) may be accepted within the 20-day window. An **approved** Facility Use Permit is required for all indoor facility reservations, or for exclusive use of a reservable outdoor facility. Additional information and clarification not included in this handbook pertaining to Facility Use Permit will be referred to the Tracy Municipal Code (TMC).

To hold an available date for a facility reservation or special event on public property, the following must be submitted:

- ☐ **APPLICATION:** Completed Facility Use Application. Application must be submitted by a person twenty-one (21) years of age or older (TMC 4.16.060(b)).
- ☐ **POLICIES ACKNOWLEDGMENT:** Signed Facility Reservation Handbook Acknowledgment Form
- ☐ **APPLICATION FEE:** *Non-refundable* Permit Application Fee (\$42) or Special Event Application Fee (\$111 non-profit/\$220 private or commercial)
- ☐ **SECURITY/ALCOHOL DEPOSITS:** Payment of security and alcohol deposits, if applicable
- ☐ **NON-PROFIT STATUS:** Provide proof of non-profit status if applicable and must be current and in good standing to receive non-profit rates. A non-profit verification fee of \$16 will be charged per application (non-refundable).

The following requirements are due **no later than 20 business days prior** to the reservation date:

- ☐ **USE FEES:** Payment of use fees, usually a per-hour rental fee
- ☐ **INSURANCE:** Provide Certificate outlined in insurance requirements
- ☐ **ADDITIONAL REQUIREMENTS:** Submit additional requirements, or supplemental permits, required as conditions of your permit (e.g., copies of City of Tracy business license, ABC license, County Health Permit, security guard contract, vendor contract for inflatable, etc.).

When all requirements have been met, the City will approve and issue a:

- ☐ **FACILITY USE PERMIT:** An **approved** Facility Use Permit status indicates that all reservation requirements and full payment have been submitted and approved.

If the above obligations are not met, the City reserves the right to consider the event cancelled and subject to the stated Cancellation and Refund Policy (see **Cancellation & Refund Policy**, p.13). The City also reserves the right to cancel the contract and release the facility. **Submittal of an application does not guarantee that the reservation request has been authorized.**

Hours of Use

- Reservations may be requested during the following hours. Exceptions may be approved by the Director, or his/her designee, as a condition of the Permit:
 - **Indoor Facility hours:** 8:00 am to 1:00 am (pending staff availability) (excluding Senior Center)
 - **Outdoor Park/Facility hours:** 8:00 am to 10:00 pm
 - **Senior Center Facility hours:**
 - Monday-Thursday: 6:00 pm to 10:00 pm
 - Friday: 5:00 pm – 1:00 am
 - Saturday/Sunday: 8:00am – 1:00 am

City of Tracy Facility Reservation Handbook (July 1, 2025)

- If requesting to set up the day prior to the event in an indoor facility, the reservation will be booked and charged up until 10:00 pm that evening (or the reservation end time, whichever is later), and then starting at 8:00 am the morning of the reservation.
- Reservations on City Holidays are contingent upon staff availability and shall be charged Weekend Rates.

Facility Tours

Facility tours are available Monday – Friday. Tours are not available on the weekends. Facility tours are limited to 15 minutes and are dependent on staffing availability. During the tour, please respect the privacy of staff and facility users using the facility by not taking pictures or filming unless the facility is empty. Contact the Community Facilities Division at (209) 831-6201 or facilityreservations@cityoftracy.org to schedule a 15-minute appointment. Once an appointment is confirmed, our Facility Attendant will meet you on-site at your scheduled appointment time. The Facility Attendant can be reached at (209) 640-2733.

FACILITY BOOKING POLICIES

Rental Classifications

The City has established the following rental classifications:

- **City of Tracy-Sponsored Programs:** Activities organized by the City of Tracy.
- **Non-Profit:** Groups that have obtained 501 status as a charitable organization (see **Non-Profit Status**, p. 7)
- **Government-Sponsored Events:** A governmental function, which benefits the City of Tracy residents (non-profit rate applies).
- **Private:** Individuals or groups holding private events, not open to the public.
- **Commercial:** Companies or groups holding events (social, business, educational). Commercial users are not allowed to make private profit on public property (TMC 4.16.140).

Reservation Requests

- Requests for use of facilities are addressed on a first-come, first-served, and as-available basis according to the following, maximum booking windows:
 - **City-Sponsored Programs:** 18 months prior to event
 - **Non-Profit Organizations & Government Agencies:** 12 months prior to event
 - **Private Groups, Individuals & Commercial Uses:** 10 months prior to event
- Only the designated organization representative(s) listed on the City reservation account or in an other legal agreement with the City, will be permitted to book facilities for their affiliated organization. Other individuals must receive permission in writing from the organization representative to reserve facilities for the organization, or under the organization's name (see **Authorized Agent**, p. 7).
- Both the United States Constitution (in the Establishment Clause) and the California Constitution (see Article I, §2 [Liberty of Speech], Article I, §4 [Religious Liberty], and Article XVI, §5 [Public Funds; Aid of religious purposes or institutions]) prohibit public agencies from sponsoring, subsidizing or otherwise providing public benefits to religious organizations or events.

Consecutive Booking Policy

- Bookings of large rooms, 1,500 square feet or greater (Tracy Community Center, Lolly Hansen Senior Center, Civic Center Lobby, Council Chambers) and large parks (Dr. Powers, Lincoln, and Veterans Parks) may not to exceed nine (9) bookings within a three (3) month period. Renters are required to complete their first set of bookings prior to renting for an additional period.
- Bookings of small meeting rooms, less than 1,500 square feet, are allowed for as many dates as needed, within a calendar year, for either groups or individuals. Renters may book on a monthly or weekly basis.

City of Tracy Facility Reservation Handbook (July 1, 2025)

Non-Profit Status

An organization's non-profit status must be presented upon submittal of application, current, and in good standing in order to qualify for a non-profit priority classification. An organization must also demonstrate its business status. The following three (3) websites will be utilized to verify non-profit status and a Non-Profit Verification Fee of **\$16 will be charged per application.**

A. Tax Exempt Status – Used to check Non-Profit Status

1. Go to apps.irs.gov/app/eos/
2. In the "Search By" drop-down menu, select "Organization Name"
3. Enter the organization name in the Search Term box and click the blue "Search" icon
4. Scroll to the list of results, and click on the organization name (blue link)
5. Click "Print" to print the page, and attach document to application packet

B. Franchise Tax Board: Entity Status

1. Go to ftb.ca.gov/help/business/entity-status-letter.asp
2. Click on the blue "Check Status" icon
3. Select search method "By Name"
4. Enter the Entity Name and click the "Perform Search" icon
5. Click on the Entity ID (blue link)
6. Note "Entity Status" (must be ACTIVE or REVIVED; cannot be REVOKED or SUSPENDED)
7. Click the "Generate Letter" icon, print the letter, and attach to application packet

C. Secretary of State, State of California (or applicable state)

1. Go to <https://bizfileonline.sos.ca.gov/>
2. Select "Search"
3. Enter corresponding "Search Criteria" and click on the Search icon
4. Click on organization name (blue link)
5. Note "Status" (must be ACTIVE)
6. Print the page and attach to application packet.

Authorized Agent

An applicant representing an organization renting a City facility is required to provide a current letter from the agency or organization, on official letterhead, specifically authorizing the individual to conduct business with the City of Tracy to reserve a facility on the organization's behalf, and signed by the individual listed on the business license, a titled officer, or designated signatory.

FACILITY USE PERMIT REQUIREMENTS

Facility Use Permit Conditions

- Reservations may not be transferred, assigned, or sublet.
- Applicant is subject to all conditions listed on the Facility Use Permit.
- Requests for activities beyond the scope of a traditional facility reservation must be included as part of the Facility Use Application, and approved activities must be listed as conditions of the Facility Use Permit (see **Special Permits & Requirements**, p. 18-20).
- Facility users must have a copy of their approved Facility Use Permit on hand during each reservation and must be prepared to present it to City staff on demand. Facility users without permits may be asked to vacate the facility.
- The City reserves the right, on a case-by-case basis, to add conditions or modifications to the Facility Use Permit.

Permitted Hours

- **Permitted reservation hours must include set-up and clean-up time. Set-up and clean-up are the renter's responsibility.** Users may not access a facility prior to their permitted reservation time, and the facility must be cleaned and vacated by the end time specified in the Facility Use Permit.
- The applicant is responsible to meet all facility clean-up requirements.
- The applicant must be present during the entire reservation. If unavailable, the applicant may authorize another individual, in writing, to act as their representative.
- Fees will not be refunded if actual use time is less than the rental period agreed upon in the Facility Use Permit.
- Supplies and equipment may not be stored in City facilities overnight without prior arrangement and approval, conditions of which shall be listed on the Facility Use Permit. Any items left in or on the property will be held for two (2) business days, after which time, said items will be disposed of at the discretion of City staff. Additional rental, staff, and disposal fees may apply and may be deducted from the security deposit.
- All indoor rentals must have a 4-hour window between reservations. Second booking on the same date will require a cleaning fee and is subject to approval.
- All outdoor rentals must have a 2-hour window between reservations. Second booking on the same date may require a cleaning fee and is subject to approval.
- Three (3) consecutive back-to-back bookings at any facility will require the 3rd reservation to secure an extra dumpster for their rental (see **Facility Deposits & Use Fees**, p. 11-12).

Amending the Permit

- Additional requests for the reservations must be made in writing, by 6:00pm on the Monday prior to the reservation. All requests are subject to approval.
- Once an application has been submitted, any additional changes made (i.e. rental transfer, date/location change, non-profit name/status change, etc.) will require a new application to be filled out and resubmitted.
- All changes must be made prior to when cancellation fees would be assessed per facility or fees may be assessed (see **Cancellation & Refund Policy**, p. 13).
- If a renter requests a date change prior to when cancellation fees would be assessed, the applicant will be held to the original requested date, if the applicant tries to cancel at another time.

City of Tracy Facility Reservation Handbook (July 1, 2025)

Insurance Requirements

Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate, and the endorsement page must be included:

- The certificate of insurance must be submitted no later than 20 business days prior to the reservation date.
- Insured's name must be the same as listed on the Facility Use Application.
- Minimum of \$1,000,000 General Liability Insurance (including bodily injury and property damage), and \$2,000,000 Aggregate.
- Naming the City of Tracy as an "Additional Insured" on the endorsement page is required.
- Date, time, and location of event, and be in effect during any/all dates of use.
- If serving and/or selling alcohol, a liquor liability endorsement to the user's general liability is required. Host Liquor Liability would only be required for entities that do not sell or serve (or manufacture) alcohol but are allowing their guests to bring in their own alcohol.
- If selling items of any kind, a product liability endorsement to the user's general liability is required.

Certificate Holder: City of Tracy/Community Facilities Division
333 Civic Center Plaza
Tracy, CA 95376

Additional Insurance Requirements if applicable:

Auto Liability is required when applicant is requesting to have participants and/ or vendors drive onto City property (i.e. park grass area):

- Applicant shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of not less than \$1,000,000 per accident.
- The policy shall provide and be endorsed that the City, its officers, officials, employees, agents, and volunteers are included or named as additional insureds.
- The policy shall allow and be endorsed to include a waiver of subrogation in favor of the City, its officers, officials, employees, and agents.

If an applicant is unable to obtain the auto liability coverage for owned, non-owned, and hired autos, the applicant may proceed with the following:

- Applicants who will allow other parties to participate in the event, the Applicant must require and collect current and adequate evidence of insurance associated with each participant's activities and operations in the event. For parades that include participants' use of vehicles, the applicant shall obtain evidence of current automobile insurance in accordance with the laws of the State of California from each of the event participants and provide a copy to the City upon request.

One day event insurance is required for the following:

- Events with more than 50 guests in attendance
- All indoor events
- All events where alcohol is present
- Park rentals with Inflatable Play Equipment
- Park rentals with non-traditional activities (i.e. personal BBQ, food trucks, field rental, etc.)

Grounds for Permit Denial or Revocation

- The City reserves the right to deny a facility request in order to accommodate a City-sponsored/co-sponsored program or special event.
- The City of Tracy reserves the right to refuse to grant the use of its facilities to any person or group if such use is deemed to be contrary to the best interest of the City, facility and/or its residents.
- A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Tracy or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.
- The City of Tracy will not grant use of its facilities to any individual or group, political or otherwise, that advocates the overthrow of the government of the United States of America or the State of California by force, violence, or any other unlawful means; or to any individual or group, political or otherwise, that discriminates because of race, religious creed, color, national origin, ancestry, or sex.
- Permits may be cancelled for failure to adhere to policies outlined in the Facility Reservation Handbook, as presented herein, or as contained in the Tracy Municipal Code. **Failure to uphold conditions of an approved Permit may result in immediate revocation of the permit, with no refund of use fees.**

Appealing Permit Denial or Revocation

Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating the grounds for appeal.

The appeal must be filed no later than 12:00 noon on Thursday, a week preceding the Parks and Community Services Commission meeting, to be placed on the next regular meeting's agenda. Regular meetings of the Parks and Community Services Commission are scheduled on the first Thursday of each month, at 7:00 p.m. inside of City Hall Council Chambers. The decision of the Parks and Community Services Commission may be appealed to the City Council which has final authority.

FACILITY DEPOSITS & USE FEES

(Fees are subject to change and are based on the most current City Council approved Master Fee Schedule)

Security and Alcohol Deposits

A Security Deposit is required to reserve any indoor City facility and is due at time of booking. An additional Alcohol Deposit is required to reserve an indoor or outdoor City facility when alcohol will be served/sold.

All deposits are fully refundable within 4 weeks after the event if the following criteria are met:

- There is no damage to the facility.
- There is no additional City staff time required to clean or repair the facility as a result of the event.
- The cleaning of the facility is completed per the checklist.
- The hours of use do not exceed those paid for and agreed upon in the rental contract.
- Only the rooms designated on the rental contract were used.
- Police or City staff intervention was not required as a result of the event.

Indoor Facility Fees

See individual facility information sheets for user fees, amenities, and requirements. Reservations on City Holidays are contingent upon staff availability and shall be charged Weekend Rates. Weekend rates begin on Fridays at 5:00 pm. If requesting to set up the night prior to the event, the reservation will be charged up until 10:00 pm that evening (or the reservation end time, whichever is later), and starting at 8:00 am the morning of the reservation.

The Lolly Hansen Senior Center will require staff to be present for the entire rental duration. Staffing fees are included in the rental fee rate.

	Security Deposit	Additional Alcohol Deposit
Entire Facility/ Main Rooms	\$800	\$600
Conference/Meeting Rooms	\$500	\$600

Processing Fee for Extra Dumpster	\$56 / rental / dumpster
Extra Dumpster Disposal Fee (required for crab feeds or when city deems necessary)	Actual Cost per dumpster
Cleaning Fee (required if additional cleaning is deemed necessary by staff)	Actual Cost
Improper Checkout Fee (renters coming earlier or staying past reservation times, unauthorized items)	\$78 - \$210 / rental
Non-Profit Verification Fee	\$16 per application

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Park & Picnic Area Fees

Traditional events do not need a security deposit as these events are less than 50 people and have no special amenities. A security deposit is required for any event that is non-traditional which would include alcohol, additional portable restrooms, approved inflatable(s), events over 50 people, using a propane grill or similar activities. Fees related to supplemental permit applications, such as tent and generator permits, may also apply.

Estimated Attendance	Security Deposit
Fewer than 50 + traditional picnic activities	N/A
50-100; or less than 50 + non-traditional picnic activities	\$136
101 to 200 attendees	\$271
201 to 300 attendees	\$407
301 or more attendees	\$678

Inflatable Structures Administrative Fee	\$60 / day / structure
Mobile Stage Rental Fee (non-profits only)	\$423/ day
Mobile Stage Rental Deposit Fee	\$800
Vehicle Access Pass	\$11 per vehicle

Group Classification	Hourly Rate (minimum booking hours apply)		
	1-50 People	51-100 People	101+ People
Non-Profit (Max \$135/day)	\$19	\$26	\$35
Private	\$31	\$45	\$59
Commercial	\$45	\$66	\$85

- For park reservations, the picnic area is the rentable space not the entire park. All parks are open to the public and can be utilized by the public during operating hours.
- Front Street Plaza is reserved for permitted City of Tracy and City Co-Sponsored events only.

Parade Fees

There are three City-approved, downtown parade routes: Short, Standard, and Long. Only non-profit organizations are eligible for approval to hold parades downtown.

Parade (non-profit rate)	\$1,253 per event
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Payments

- Non-refundable Permit Application Fee, refundable Security Deposit, and Alcohol Deposit (if applicable) are due upon submittal of Facility Rental Application.
- The balance of all use fees is due no later than twenty (20) business days prior to the reservation.
- Payments accepted include Discover, MasterCard, Visa, check, cash. Checks may not be accepted 30 days prior before the event. If a check bounces, the applicant will be charged an Insufficient Funds Fee.
- Personal checks will **not** be accepted on behalf of a non-profit, for-profit, or commercial organizations. Checks must be issued by the associated organization.
- Payment plans are available by request, as approved by the Director or his/her designee.
- All applications that are submitted online via email, application fee and deposit must be paid in full 24 hours after submittal to reserve the date.

City of Tracy Facility Reservation Handbook (July 1, 2025)

- If payments are not made on time, facilities will be released, and the reservation will be subject to the **Cancellation & Refund Policy**.

Cancellation & Refund Policy

Cancellation fees are determined by the date the City receives written notification by the responsible party listed on the Facility Rental Permit of their intent to cancel the event. Upon receipt of the written cancellation request, the refund, if applicable, will be processed as follows:

	NUMBER OF DAYS PRIOR TO EVENT			
	90 Days or More	89-31 Days	30-11 Days	10 Days or Less
Entire Community Center/ Main Rooms	No penalty	50% of fees held	100% of fees held	100% of fees held
Conference/Meeting Rooms	No penalty	No penalty	50% of fees held	100% of fees held
Park & Picnic Areas	No penalty	No penalty	50% of fees held	100% of fees held

Cancellation fees and designated percentages are based on the rental fee specified in the Facility Use Permit. If no rental fees have been paid by the time of cancellation, the total amount that would incur a percentage penalty will be deducted from the security deposit. If this amount exceeds the security deposit, the entire deposit will be forfeited.

Deposits and rental fees will be refunded by check within four (4) weeks of the final permit date.

Exception: If the event is cancelled by the permit holder or the City due to inclement or extreme weather conditions, a full credit will be issued to the permit holder's account to apply to another park/picnic area use within 12 months of the permitted date.

Damages

The applicant agrees to reimburse the City for all costs incurred in repairing damages including, but not limited to, the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility maintenance, including sidewalk steam cleaning and street sweeping if needed, which occurred in connection with the permitted activity and caused by the renter, sponsoring organizations and/or attendees. Reimbursement for such expenses that are in excess of the security deposit will be invoiced to the renter. Said costs must be paid to the City within thirty (30) days of receipt of the invoice. Failure to meet this deadline may be cause for legal action. The renting party will be responsible for any costs incurred by the City for such legal action and/or any costs to collect on any judgment against that party. (See **Deposits**, p.11-12)

GENERAL FACILITY USE POLICIES & PROCEDURES

Audio/Visual Equipment

The following audio/visual amenities are included with the facility reservation. The permit holder is responsible for all A/V system set-up during the reservation and must provide additional equipment, including but not limited to: laptop, projector, microphones, speakers, extension cords, and connector cables.

Tracy Civic Center (City Hall)

- Council Chambers: Projector and screen
- Room 203: Smartboard

Tracy Community Center

- Main Hall: Projector screen, built in speakers above stage (XLR port). Microphone, cords, and connections for equipment is NOT provided.

Tracy Transit Station

- Room 103: Portable projector (subject to availability only) and screen
- Room 104: Portable projector (subject to availability only) and screen
- Room 105: Projector screen only

Decorations

- Tacks, nails, screws, duct tape and scotch tape are not permitted on walls, tables, trees, park poles and amenities, standards, etc. Painter's tape and removable, self-stick hooks are permissible. (Self-stick hooks are not allowed at the Senior Center, only painter's tape is allowed to be used.) Indoor inflatable structures (exception inflatable photo booth) and fog machines are **not** permitted inside any facility.
- No decorations are allowed which would damage or discolor the facility or grounds.
- Any special decorations, activities, or amenities must have the written approval of the Parks, Recreation and Community Services Department.
- All decorations must be non-combustible or non-flammable material or shall be treated or maintained in a flame-retardant condition. Cold sparklers are not allowed at any City facility.
- Open flames or candles (with the exception of small birthday candles) are not allowed inside any facility.
- All streamers, balloons, signage and other decorations must be removed from the facility and properly disposed of immediately after the event. Fees may be withheld from the deposit if City staff time is required to remove or dispose of any remaining decorations.
- Decorations may not be hung from the room dividers at the Tracy Community Center or Lolly Hansen Senior Center.
- Volleyball nets are allowed at outdoor city parks but must be anchored down. Volleyball nets that you must stake down are not allowed.

Event Promotion

City staff will not distribute or promote information on rentals held in City facilities. Therefore, ensure fliers, advertisements and other promotional materials list the renter's contact phone number. Applicant must provide copies of all event fliers and/or advertisements, as well as a website link(s) for events held at City facilities.

Floor Layout Plan/ Event Map

Applicants with indoor facility reservations with 50 attendees or greater must submit a floor layout plan for approval, including decorations plan and extra amenities, to ensure all safety codes and regulations are adhered to. The City reserves the right to place additional requirements on the Facility Use Permit.

Applicants with outdoor facility reservations with 50 attendees or greater and is intended to utilize areas of the park, not considered to be the picnic area or meeting space, an event layout map is required, which requires additional time to process. The City reserves the right to place additional requirements on the event use permit.

Food Preparation and Warming

Where applicable, the kitchens are to be used for the warming of food and minor preparation only. Per State and County Health Code regulations, full meal preparation is not allowed. Any food/beverage items left on site will be disposed of immediately following the rental period as indicated on the contract. Fees may be withheld from the deposit if City staff time is required to dispose of any leftover food or trash.

All sinks are to be scrubbed and cleaned. Note: Do not use the garbage disposal to discard food waste, rather only food remnants remaining to be rinsed, after the container has been emptied in the trash or food storage container.

The use of chafing dishes for the warming of food will be approved provided the following conditions are met:

- Paper and plastic table coverings shall not be used.
- There are no combustible decorations within 10 feet of the food warming table, including wall hung curtains, drapes or decorations.
- There are no combustible napkins, plates, cups (paper, plastic, or cloth) placed on the serving table or within 10 feet of the chaffing dishes.
- All open flame canisters for the chafing dishes must be firmly affixed to the chaffing dish and supported above the serving table surface.
- No open flame for cooking.
- NOTE: Additional conditions apply and shall be imposed for food preparation and warming in proximity to tents and other membrane structures. (See **Tents / Booths / Canopies**, p.21)

NOT ALLOWED



ALLOWED



BBQ Grills / Cooking Trailers

BBQs are designated and supplied by the City and are located near the Picnic Areas. Requests to use a private BBQ grill/cooking trailer/ flat top grill must be submitted in writing or on the rental application. Such requests will require a detailed Event Map, including grill/trailer location and description of fuel source, size and type. Approved BBQ grills/cooking trailers must be placed in an approved designated area at least 20 feet from the nearest tent or structure and supervised at all times to prevent injury to bystanders. BBQ's are not allowed to be placed on the turf. A fire extinguisher in a bucket must be on site and a form of protection from grease spills placed under the grill, must be provided. BBQs and cooking trailers are not permitted on the premises of the Tracy Transit Station.

Good Neighbor Policy

Please arrive quietly and depart in the same manner to avoid disrupting the neighborhood. Balls and /or any other equipment thrown, batted, kicked, or otherwise propelled that land on private property are not to be retrieved without permission of property owner. Do not climb walls or enter gates to gain access onto private property.

Inappropriate Behavior

Any type of indecent exposure including public urination, or any other inappropriate exposure will not be tolerated. The Tracy Police Department will be contacted immediately should individuals become unruly and further enforcement is needed.

Live Animals

Live animals are not allowed inside City buildings with the exception of service animals and Police canines. Owners are responsible for cleaning up after their service animals. Permit holders must indicate a designated waste area for service animals attending their event.

Animals must be leashed at all times at City parks and sports fields. Animals may not access sports fields while games are in play. Dogs are subject to regulations of TMC 5.08.130. Owners are responsible for picking up after their animals while on/in parks, pathways, trails or other public areas. Farm animals of any type are not allowed on/in public facilities which include public buildings, grounds and parking lots. This includes, but is not limited to, horses and ponies.

Parking & Overnight Policy

Parking is restricted to designated areas only. Parking large vehicles such as RVs, moving trucks and tractor-trailer trucks on City property is prohibited. Vehicles are not permitted to be parked on the grass or sidewalks. Damage done to City property or a facility as a result of a vehicle will be charged against the Security Deposit.

Unless the Permit expressly allows it, no overnight parking of vehicles in City parking lots is allowed at any time (this includes RVs and other camper vehicles). Individuals or organizations cannot charge or collect revenue for the use of public parking.

The Lolly Hansen Senior Center parking lot may not be used for Community Center rentals during Senior Center operating hours (Monday- Friday, 8:00am-4:00pm). Additional Public Parking is located around City Hall. Prior to the Community Center rental, an email will be sent for locations of additional parking. (See **City of Tracy Civic Center Plaza Parking**, p. 24)

Police Enforcement

If a renter refuses to comply with City Facility Reservation Policies or follow the request of a City staff member, the Tracy Police Department Dispatch will be notified for assistance. For your own convenience, in the case of an emergency, the Tracy Police Department Dispatch can be reached at (209) 831-4552.

Smoking

Smoking is not permitted inside City facilities. State Law GC 7597(a) states: "No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building, or in a passenger vehicle, as defined by Section 465 of the Vehicle Code, owned by the state." Applicant is responsible to make sure their guests are respectful of these regulations and other users of the facility.

Temperature Control

Temperature at all indoor facilities are centrally controlled and can only be adjusted 2 degrees in either direction from the thermostat at the location. Thermostat control is not available at the Transit Station. Contact the on-duty Facility Attendant for assistance or concerns.

SPECIAL PERMITS & REQUIREMENTS

The following items may require further review and approval from multiple City departments, and therefore require an advanced written request to process. Upon approval, City staff will add approved item(s) as a condition(s) of the Facility Use Permit.

Special Event Permit Procedure

Special event (non-free speech event) shall file an application at least twenty days prior and not more than 365 days before the proposed event. All special event applications will be reviewed by the Special Event Review Team that consists of multiple departments within the City of Tracy. Free speech events shall file the application as soon as possible but no later than seven working days before the event. If an event is planned in response to a contemporaneous public event or decision which could not have been known in advance, the applicant may file an application forty-eight hours before the event. Tracy Municipal Code 4.40.050 provides guidelines regarding the Special Event permit process.

Alcohol Permit/ABC License

Possession or consumption of alcohol is prohibited in all City parks and facilities without a Facility Use Permit and Alcohol Deposit on file. Tracy Municipal Code 4.16.050(f) provides guidelines regarding the possession of or consumption of any alcoholic beverage in designated City parks and facilities. The following criteria have been established by the Parks and Community Services Commission by which permits will be granted or denied:

- Not allowed in locations that are adjacent to schools (TMC 4.16.180(s))
- Restricted to sites with restroom facilities on site
- Not to exceed six (6) hours total facility usage
- Glass beverage containers are not allowed within the boundaries of any park (TMC 4.16.180(r))
- Must have a park permit and alcohol deposit on file

Alcohol served and/or sold at a function held in a City facility requires an Alcohol Deposit and a Host Liquor Liability endorsement to the user's General Liability insurance.

Alcohol sold by any means (selling tickets, cost in admission price, donations, or charging a sponsor fee) also requires the user to obtain a City of Tracy Business License and an Alcoholic Beverage Control (ABC) Liquor License. Both requirements must be on file with the Community Facilities Division prior to the renter being issued an Approved Facility Use Permit with alcohol permit condition. Security guards are required as a condition of an ABC license, 1 security guard per 100 guests.

Security Guards

Security guards are required as a condition of a Facility Use Permit when alcohol is being served/sold (ABC License required when alcohol is being sold). City is requiring one security guard per 100 attendees. This is also a requirement put in place when an ABC License is required and the applicant must include a copy of the security guard contract with facility application packet.

Amplified Sound

A permit is required for use of amplified sound in a park. The Director, upon granting a permit for use of any amplified sound system, may impose reasonable restrictions concerning the location of the sound system, and the maximum decibel level for the sound system (TMC 4.16.150). (See **Facility Electrical Access**, p. 19.)

Concessions & Merchandise Sales

The sale of items in any City park is prohibited without a permit from the Community Facilities Division. Facility users interested in selling merchandise or food and beverage items at their event held at a City park or facility must request authorization to do so in writing, be a non-profit in good standing, obtain a permit from the Community Facilities Division, obtain a City of Tracy Business License (TMC 4.16.140), and obtain a product liability endorsement as part of the insurance certificate. The City may deny a permit application if the sole purpose of the activity is advertising or sale of any product, goods, wares or merchandise and is designed to be held for private profit and not for First Amendment expression (TMC 4.16.090(i)).

County Health Permit

If you are selling or serving food to the general public, and you are not cooking in an approved kitchen, including the Tracy Community Center and Lolly Hansen Senior Center, you may be required to obtain a County Health Permit. A Temporary Event Health Permit Application can be obtained from the San Joaquin County Environmental Health Department website.

Channel 26 Filming

Requests for Channel 26 to film an event must be noted on the facility application and are subject to staff availability and additional fees. To discuss your specific filming needs and obtain a quote for services, contact Channel 26 directly at (209) 831-6220 or channel26@cityoftracy.org.

Facility Electrical Access

Any and all access to City electrical units must be requested in writing from the Community Facilities Division. The City reserves the right to impose restrictions on electrical access due to outlet load capacities. Approved access and capacity will be noted on the Facility Use Permit.

Max Capacities at Parks

Certain parks were not designed to accommodate special/community events based on the size and available street parking for rentals. If an event is a neighborhood event (people that live in the neighborhood who can walk to the park without taking up parking spaces) then an application can be submitted for 100+ attendees which we consider a Special Event. Details of the event will be reviewed by the Special Event Review Team which consist of Park and Building Officials, the Police Department, and the Fire Department. This review team will review the application and take into consideration attendees, amplified sound, power access, traffic plans, restrooms, disposal of garbage, neighborhood impact, and city resources needed which will help determine final max capacity for the Special Event. The City of Tracy requires one portable toilet and cleaning station for every 100 attendees; ADA-accessibility required. Restocking and cleaning of the portable toilets will be the renter's responsibility.

Generators

Applicant must specify the size, type, and intended location of each generator to be used. The City reserves the right to impose restrictions on use and placement of equipment. Some generators may require an additional permit application and fees.

Inflatable Structures

The Parks and Community Services Commission has established that the usage or placement on park property of portable and inflatable structures is allowed by permit and at the following parks: Clyde Bland Park, Ceciliani Park, Dr. Powers Park, Galli Family Park, Gretchen Talley Park, Hoyt Park, Greymont Park, Kenner Park, Larsen Park, Lincoln Park, Starcross Park, Thoming Park, Tracy Hills Park, Veterans Park, Village Green Park, and Zanussi Park. All other parks, inflatable locations will be accessed by the Community Facilities Division for

City of Tracy Facility Reservation Handbook (July 1, 2025)

approval or denial. Applicant must use a vendor from the City's Approved Provider List only to reserve inflatable play equipment and shall provide written proof of contract. Inflatable shall not remain in the park past the approved, permitted time. Applicant must follow the Inflatable Structures Policy. No water inflatables/ slip-n-slides allowed at any parks. All approved inflatables must use a generator. City power is not allowed. Inflatable equipment shall not exceed the following dimensions: 20'L x 20'W x 20'H.

Mobile Stages

Size, type, and placement of any mobile stage or platform must be approved by the City as a condition of the permit. Rental of the City's Mobile Stage is available to non-profit organizations only and is subject to availability.

Street Closures

Street closures are not permitted for private events on public streets. Requests for street closure for parades, fun runs, and other special events will be considered on a case-by-case basis, are contingent upon Transit schedule and needs, and may be subject to additional fees and conditions as determined by the City.

Parades

Parade means an organized march, procession pageant, review, ceremony or exhibition of animals, vehicles or persons on or within the public right-a-way. It does not include any of the following: people participating in an athletic event or public assembly, or a funeral procession (TMC 4.40.010). Fee applies for all parades (See **Facility Deposits & Use Fees**, pg. 11-12).

For funeral processions, athletic event, or public assembly street closures may not be required and will be determined at the discretion of City Staff and may be subject to additional permit conditions (i.e. providing escort services). A Facility Use Permit is required for all parades, funeral processions, athletic events, and public assembly's occurring on public streets.

Tents / Booths / Canopies

All Events with tents or canopies are required to complete an additional supplemental form. Tents are defined as having walls; canopies are defined as having no walls. Single tents or tents grouped together larger than 400 square feet, and single canopies or canopies grouped together larger than 700 square feet will require a Tent Permit and inspection by the Fire Department on the day they are set up (additional permit application and fees may apply). Tents and canopies must be adequately weighted; no grass stakes permitted. Tents must be 20 feet from permanent buildings and structures, parking areas, lot lines, generators, and BBQs. A map layout is required for large tents/canopies.

Vehicle Access

No vehicles may be driven on sports fields or parks without a City-issued Vehicle Access Permit, including golf cart or mule-type vehicles. Additionally, it is unlawful to ride or drive any horse or other animal or any motorized vehicle, cycle, go-cart or scooter other than on the roads or drives provided for such purpose (TMC 4.16.180(I)).

A request must be submitted in writing to the Community Facilities Division, and upon approval, specific conditions of vehicle access and applicable fees will be added to your permit. **Approved requests will be restricted to loading and unloading ONLY**, and a limited number of "Temporary Access Passes" will be issued for the event. The pass must be displayed on the dashboard of the vehicle at all times while in the park or open space and is valid only for the date, time, location and event as indicated on the pass. Violators will be cited and fined appropriately.

RESERVABLE CITY FACILITIES

Indoor Facilities

See individual facility information sheets for fees, amenities, and requirements. They can be found on our website: www.cityoftracy.org

Tracy Community Center, 950 East St.

- Main Hall (includes kitchen and restrooms)

Tracy Sports Complex, 955 Crossroads Dr.

- Meeting Room

Lolly Hansen Senior Center, 375 E. Ninth St

- Entire Facility
- Main Hall
- Classroom 1 & 2
- Patio Area

Tracy Civic Center (City Hall), 333 Civic Center Plaza

- Lobby (additional conditions and restrictions apply)
- Council Chambers
- Conference Room 109
- Conference Room 203

No Food allowed for external reservations in the Council Chambers, Room 109, and 203. No red colored drink allowed in City Hall due to marble interior. Damage or staining of marble will result in loss of deposit and possible additional cleaning and maintenance charges.

Tracy Transit Station, 50 E. Sixth St.

- Room 103 or Room 104
- Combo Room 103/104
- Room 105

Lobby and hallways at the Transit Station are not a rentable space. Any reservations that utilize the lobby or hallway is at risk of losing their damage deposit.

*** The renter is expected to provide their own cleaning supplies to clean the facility.** The City will furnish paper towels, bathroom tissue, plastic garbage bags, broom, mop, vacuum and bucket. If emergency maintenance or other assistance is required during non-business hours, call the Facility Attendant on duty at (209) 640-2733.

Outdoor, Park & Picnic Areas

Large Parks and Outdoor Areas:

- Dr. Powers Park, 900 W. Lowell Ave. (Joe Wilson Pool not included in rental of park)
- Lincoln Park, 200 Eaton Ave.
- Veterans Park, 238 Glenhaven Dr.

Other Reservable Parks:

- Clyde Bland Park, 1753 Blandford Ln.
- Cecilian Park, 1630 Cypress Dr.
- Galli Family Park, 2341 W. Lowell Ave.
- Gene Birk Park, 3837 Tracy Hills Dr.
- Gretchen Talley Park, 1551 Dove Ct.
- Greymont Park, 6474 Greymont Dr.
- Hoyt Park, 300 3rd St.
- Kenner Park, 1850 Kavanagh Rd.
- Larsen Park, 1401 South Central Ave.
- Starcross Park, 6591 Starcross Dr.
- Thoming Park, 100 Cambridge Pl.
- Tracy Hills Park, 6895 Tracy Hills Dr.
- Village Green Park, 2265 Ellis Town Dr.
- Western Park, 2880 Ellis Town Dr.
- Zanussi Park, 1500 Promenade Cir.

Joe Wilson Pool

- If looking to reserve the Joe Wilson Pool, please call (209) 831-6201 or email parksaquatics@cityoftracy.org for an application or for more information.

For a complete list of City of Tracy parks, go to www.cityoftracy.org

OVERALL RENTAL PROCESS – WHAT TO EXPECT

Prior To Your Event

- Complete Facility Reservation Application and pay for associated fees (Application Fee and Deposit Fee) to have your Application reviewed (See **Park & Picnic Area Fees**, p. 12)
- Provide additional information about rental request (i.e. insurance, non-profit status, supplemental applications, payment of fees, event map, etc.)
- Tentative permit is created for City staff to review
- Have all fees paid 20 business days prior to event date or risk having permit revoked
- Application is either Approved or Denied*

*Please note: application and payment of fees does not guarantee permit approval. You must have an approved permit prior to having exclusive use of any Parks, Recreation and Community Services facility.

Day Of Event

- Facility Attendant will contact you (using phone number on application) to confirm your “Check In” time for your reservation.
- At the start of your rental, the Facility Attendant will confirm your Permit times and have you sign the Check In Form and record the condition of your rental space. *
- You will be given a cleaning check list for your rental. Please complete all these items prior to checking out.
- At the end of your rental, the Facility Attendant will finalize the Check In Form and have you sign out for the condition of your rental space.

*Please note, you are expected to be on the premise through the full duration of your rental time. If you leave prior to checking out with the Facility Attendant, you may be assessed an improper check out fee in addition to being charged for any damage to the facility not noted on your Check In Form.

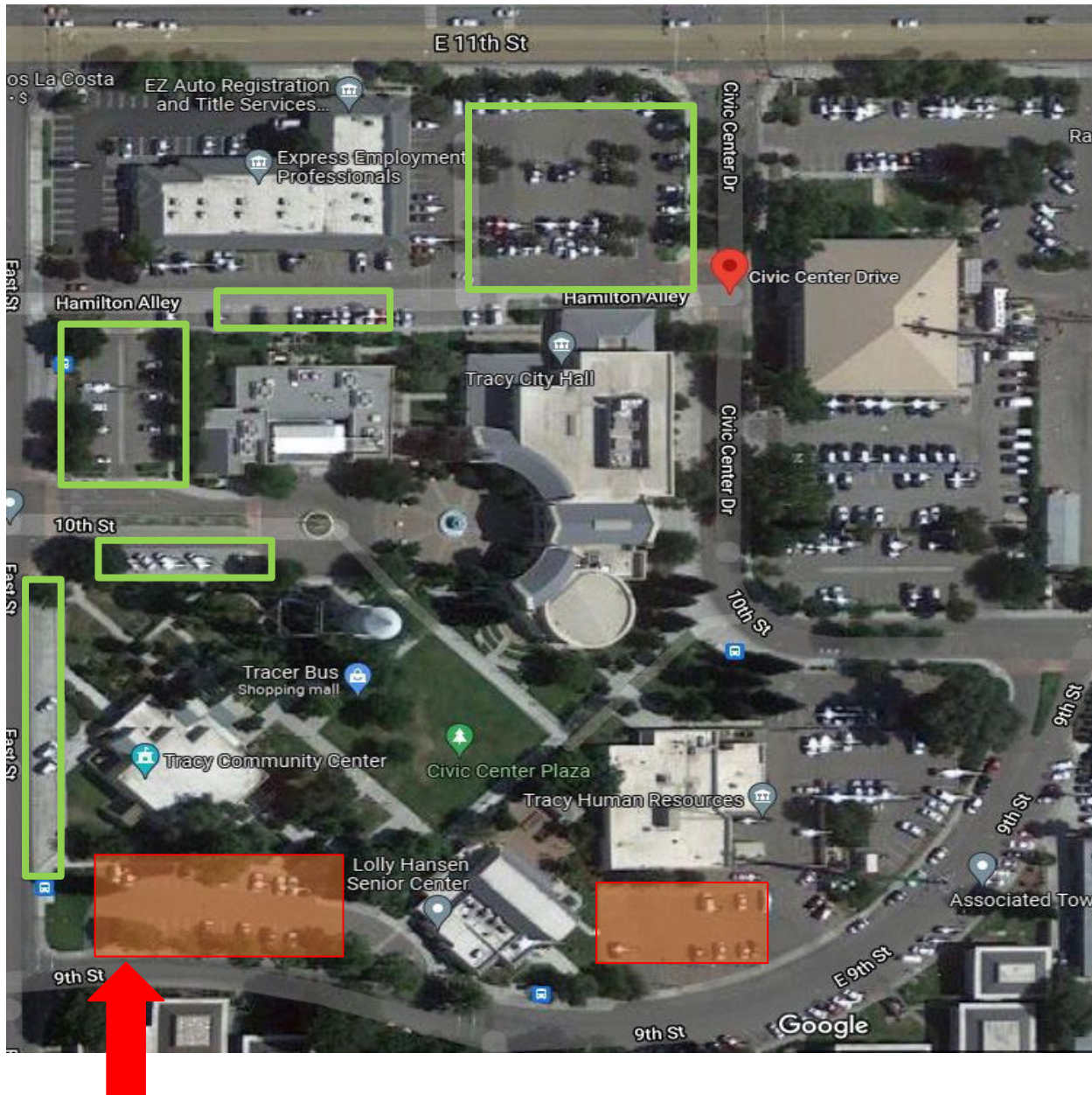
After Your Event

- 1 Week: Renter shall notify the Community Facilities Division in writing of any issues/ concerns that occurred during the reservation. These issues/ concerns shall also be listed on the Check In Form and discussed with the Facility Attendant on the day of the reservation.
- 1 Week to 2 Weeks: City Staff may contact you to clarify issues related to your rental if there were any notes (i.e cleaning issues, work orders submitted, early/late check in/out times, etc.)
- 3-4 Weeks: Refunds, Charges, and Deposits are processed, and any credits/deposit amounts still on permit are combined into a refund check and mailed to renter*

*Please note: damages, improper check outs, additional janitorial, and any other charges incurred during rental will be withdrawn from customer’s deposit prior to refund. Additional charges/fees (such as but not limited to staffing fees, cleaning fees, maintenance damages, late checkout, use of Tracy Police Department services, etc.) may be assessed based on condition of rental space during rental.

Any items left in or on the property will be held for two (2) business days, after which time, said items will be disposed of at the discretion of City staff. Additional facility use, staff, and/or disposal fees may apply

CITY OF TRACY CIVIC CENTER PLAZA PARKING



Senior Center Permit Parking
Only Mon - Fri 8:00am - 4:00pm

"VIOLATIONS MAY RESULT IN
LAW ENFORCEMENT AND CAR
TOWED AT OWNER'S EXPENSE."

AVAILABLE
CUSTOMER PARKING

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ACKNOWLEDGEMENT FORM

I, _____, have read and understood the policies and procedures contained in the City of Tracy Facility Reservation Handbook, and agree to abide by them. I understand that failure to adhere to these policies may result in forfeiture of the deposit and any fees that I have paid. I have retained a copy of the Handbook for my reference and will share the information contained in the Handbook with the individuals and/or organization that I represent.

In addition to the policies and procedures listed in this Handbook, all functions conducted on/in City facilities must abide by the Tracy Municipal Codes as listed in Sections 4.16 and 4.40. A complete list of Municipal Codes is located on the City of Tracy web site at www.cityoftracy.org

I understand that the City of Tracy cannot anticipate every situation that may occur, nor can it anticipate all questions regarding a particular policy and that the City reserves the right to amend these policies as necessary. I have clarified any questions I have regarding these policies prior to executing this Acknowledgement.

I understand that the City of Tracy has the right to stop all usage, cancel and/or revoke my Facility Use Permit, if a violation of the policies and procedures contained in the Handbook are made by me, another organization representative(s), or an event or meeting attendee.

Event Title	Event Date
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Printed name of facility user

Signature of facility user	Today's Date
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Name of organization (if applicable)

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
June 5, 2025

AGENDA ITEM 6.B

REQUEST

**REVIEW AND PROVIDE INPUT ON THE REVISED CITY OF TRACY SPORTS FIELD
RESERVATION HANDBOOK**

EXECUTIVE SUMMARY

As part of an ongoing review process, staff has updated the City of Tracy Sports Field Reservation Handbook (Attachment A) for use in the upcoming calendar year and annual field allocation process. The Parks and Community Services Commission is asked to review the current draft and provide input prior to its presentation at the annual pre-allocation meetings with local sports field user groups. Following these meetings, staff will return to the Commission to present a final version of the Handbook for approval.

DISCUSSION

The Sports Field Reservation Handbook establishes the guidelines for staff to allocate City-owned and operated sports fields to applicants on an annual allocation basis. The Handbook designates priority classification groups, in-season priority sports, and the Annual Field Allocation process and schedule, in addition to codifying rules and regulations for sports field rentals.

The Handbook was last revised on August 8, 2024, incorporating input from City staff and user groups. It was subsequently reviewed and adopted by the Parks and Community Services Commission. At a Commission meeting in November 2024, staff was directed to revisit the tournament allocation process and consider expanding tournament opportunities based on additional Commission feedback.

In 2025, the Parks and Community Services Commission will provide initial review and input to staff prior to meeting with sports user groups. Following discussion with sports organizations, staff will return to the Commission at its August 7, 2025, regular meeting for final review and approval of the 2026 Sports Field Reservation Handbook.

Key proposed updates to the 2026 Handbook include:

1. Update user fees to align with the Master Fee Schedule approved by the Tracy City Council in May of 2025
2. Discussion to update the tournament allocation and scheduling process
3. Discussion to update the In-Season Priority Schedule
4. Proposing to add new language clarifying maintenance responsibilities and standards

5. Proposing new enhancements to strengthen compliance with field use guidelines for the Measure to Ensure Adherence Policy

Overall, the City continues to receive positive feedback from user groups regarding the Sports Fields Handbook. During the upcoming year, City staff will continue to host sports-specific feedback meetings, in addition to the annual pre-allocation meetings, to ensure the Handbook meets the needs of both the City and its sports user groups.

RECOMMENDATION

That the Parks and Community Services Commission review and provide input on the revised City of Tracy Sports Field Reservation Handbook.

Prepared by: Katie Akre, Recreation Program Coordinator

Reviewed by: Justin Geibig, Recreation Services Supervisor
Jolene Jauregui-Correll, Recreation Services Manager

Approved by: Brian MacDonald, Parks, Recreation and Community Services Director

ATTACHMENT

Attachment A - Sports Field Reservation Handbook Update: 2026 DRAFT

CITY OF TRACY

Sports Field Reservation Handbook

2026 Allocation Year

Finalized by the Parks and Community Services Commission
at its August 7, 2025, regular meeting



Think Inside the Triangle™

Parks, Recreation, & Community Services Department
Community Facilities Division
333 Civic Center Plaza, Tracy, CA 95376
Phone (209) 831-6201
Fax (209) 831-6218
sportsfields@cityoftracy.org

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SPORTS FIELD RESERVATION HANDBOOK

INTRODUCTION

Thank you for considering the City of Tracy for your next sporting event, game or practice. The City's Parks, Recreation and Community Services Department, through its Community Facilities Division, administers the allocation and reservation of City-owned and operated sports fields to non-profit, private and commercial users.

The City of Tracy recognizes the importance of providing safe, well-maintained and aesthetically appealing fields to all users. The policy provided herein reflects this philosophy, as well as the City's desire to provide an outstanding quality of life through park amenities and facilities.

Please carefully review this handbook prior to submitting your request for field usage and sign the Acknowledgement Form on the last page of the Handbook to signify that you (and/or the representing organization) have read and understood the information and policy herein.

Contact information for the Community Facilities Division is as follows:

Tracy City Hall
333 Civic Center Plaza
Tracy, CA 95376

City Hall Business Hours

Monday – Thursday 8:00 am – 6:00 pm

*Friday** 8:00 am – 5:00 pm

*City offices are closed every other Friday. Please call ahead for office availability.

Phone (209) 831-6201
Fax (209) 831-6218
Email sportsfields@cityoftracy.org

City website: www.cityoftracy.org

Facility Attendant (Patrol): (209) 640-2733
Facility Attendant (Tracy Sports Complex): (209) 814-0706
Facility Attendant (Legacy Fields): (209) 362-0076

Weather/Field Condition Hotline: (209) 831-6350

**Weekdays (Monday-Friday) are updated by 3 pm*

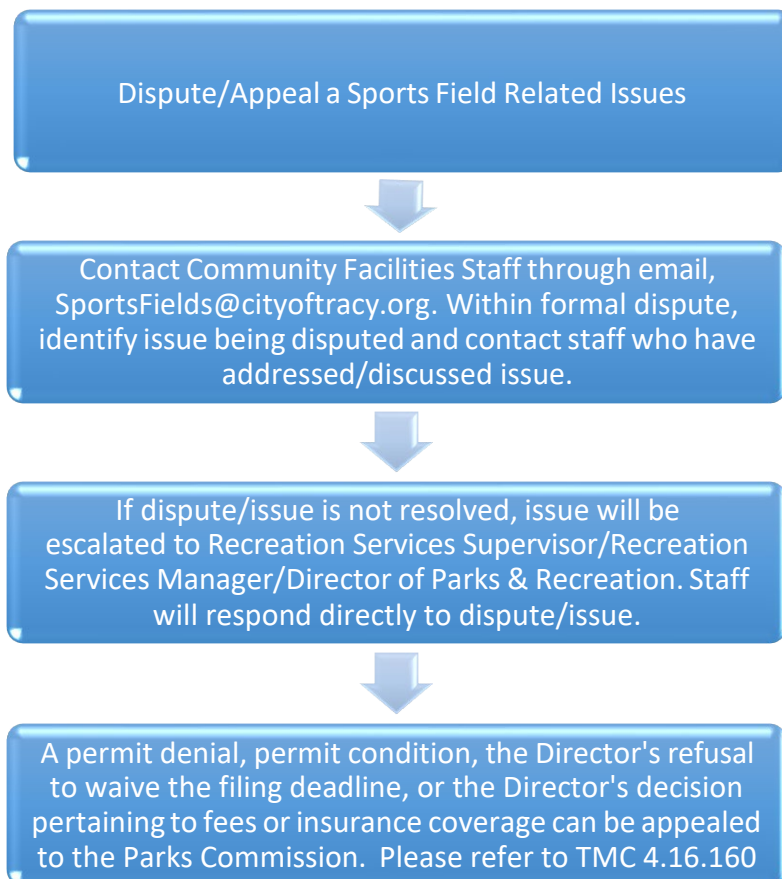
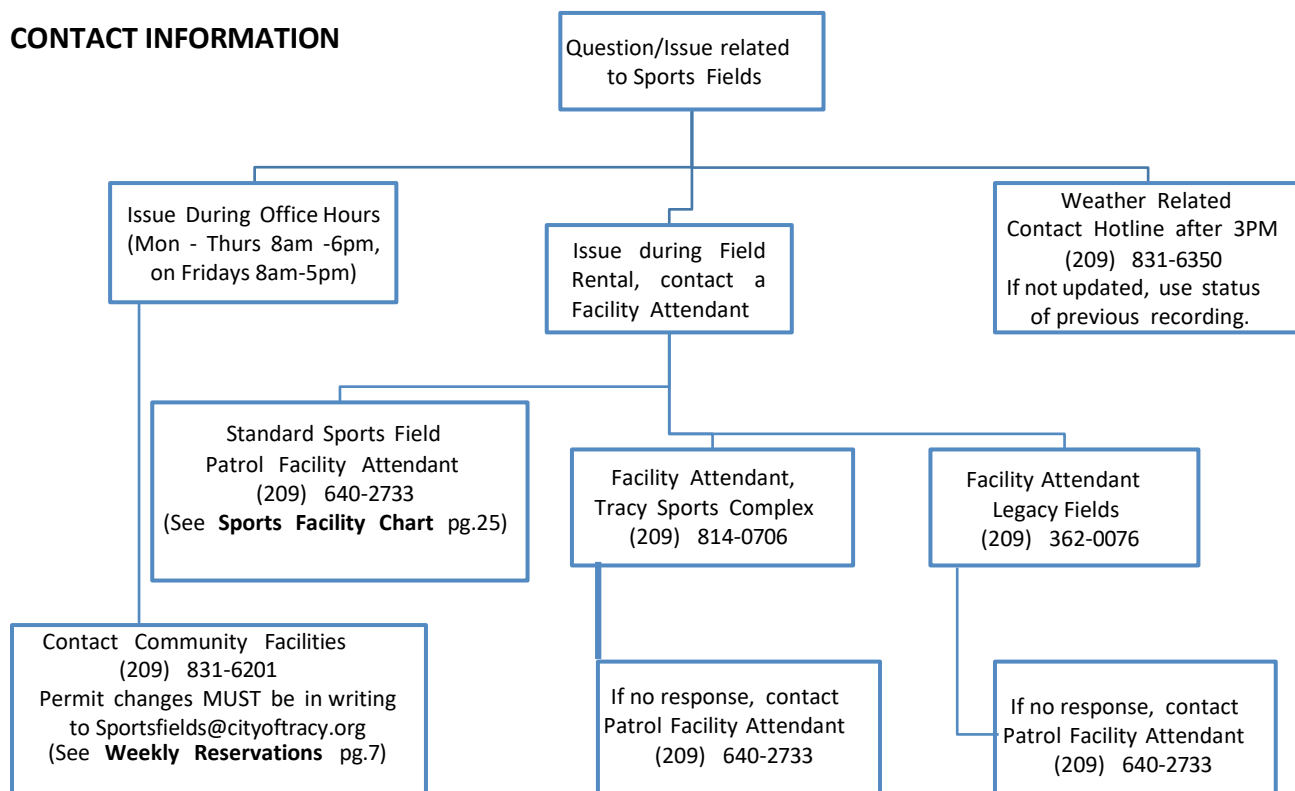
*****Weekends (Saturday-Sunday) are updated by 7:00 am***

Musco Light Control (877) 347-3319

Unique organization login and user code needed to control lights.

Email sportsfields@cityoftracy.org to setup an account to receive a username and code.

CONTACT INFORMATION



GENERAL RULES/SCHEDULING

Hours of Use

Following the Good Neighbor Policy (pg. 20) and respecting residential spaces and the community surrounding sport fields, the following hours of use have been established for all sport fields:

- **Soccer games/ tournaments** may be scheduled Sunday through Saturday from 8:00 am until 10:00 pm. Fields may be accessed at 7:00 am for warm-ups, but games cannot begin until 8:00 am. For tournaments, the last game must begin no later than 9:00 pm and gameplay must end by 10:00 pm.
- **Softball and baseball games/ tournaments** may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm at Tracy Sports Complex and 8:00 am until 10:00 pm at Legacy Fields Sports Complex. Fields may be accessed upon completion of field preparations and approval of City staff. Teams and players may not be on the field at any time during field preparations or maintenance. For tournaments, the last game must begin no later than 9:00 pm and gameplay must end by 10:00 pm.
- **Other sports, games and practices** may be scheduled Sunday through Saturday from 8:00 am until 10:00 pm. Fields may be accessed at 7:00 am for warm-ups, but games cannot begin until 8:00 am

Allocations & Scheduling

- Fields are initially allocated during the **Annual Field Allocation Process**. Requests for additional use of fields after the Field Allocation period will be addressed on a first-come, first-served basis.
- Only an Authorized Agent listed on the City's field rental account will be allowed to book fields for their affiliated organization or request changes to the organization's permit(s). Organizations are allowed up to five (5) authorized agents. Coaches or other individuals must receive permission in writing from their league representative to book fields for the organization, or under the organization's name.
- Fields shall be assigned based on the **Field Allocation Priority Classification** and the **In-Season Priority Schedule**. During the allocation process, local leagues will only be permitted to allocate fields at Legacy Fields during the **Local League Priority** period (March-May & August-October) and will receive priority to reserve weekdays and weekends. Fields available outside the **Local League Priority** period will be available on a first come first serve basis once tournaments have been allocated. (See **In Season Priority** on pg. 10 for more information).
- If two or more user groups fall equally within the same classification, the City of Tracy will consider the following factors when allocating fields: percentage of Tracy residents in the organization, size of the organization, number of field hours requested, returning events/ tournaments, and performance history. (See **Live Draft** on pg. 8 for more information).
- During initial allocations, fields will be assigned to organizations by size of rosters as a total percentage of all groups within the classification group, of all available hours and/or fields are at a single complex.
- The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the sports park. Reservations or events that have a history of issues may be required to provide additional security at the expense of the applicant prior to approval.
- **Submittal of an application or a field request in writing does not guarantee that the rental request has been authorized or approved.**

Tournament Allocations & Scheduling

- Tournaments or events that have been occurring on a specific date or weekend for three (3) consecutive years are considered historical and will be given priority; the dates and tournament rental request must still be submitted in writing during the allocation period. If the tournament or event is cancelled due to rain, air quality, or inclement weather conditions, an alternative date or location may be provided and will not impact the historical significance. If the organization cancels the tournament or event on their own accord, the organization forfeits the historical significance of that tournament or event. Tournaments considered historical and to remain historical, cannot change age categories (youth or adult) or tournament title from prior years.
- For Legacy Fields, in season priority will be given to local teams on the weekdays and weekends during the **Local League Priority** period, while tournaments will be given priority during the **Tournament Priority** period. For Legacy Fields, baseball and softball tournaments will not be given priority from March through May, and soccer tournaments will not be given priority from August through October. Additionally, one ballfield wagon wheel (5 fields) at Legacy Fields Sports Complex will be designated for weekend tournament usage, August-October.
- Tournament Directors will be required to pay the non-refundable application fee and deposit at time of submittal of application. (See **Field Use Fees**, pg. 14) Tournament payments are due in full 30 days prior to the tournament start date and any previous outstanding balances must be paid in full prior to your next approved tournament. If payment is not made in full 30 days prior, the tournament will be cancelled.
- Tournament organizations cannot submit additional dates to accommodate for rain outs.
- If two (2) or more tournament applications are received requesting the same date(s), the application received first determined by the timestamp of submission before the application deadline will be prioritized.
- Field Prep request for Tournaments are due on Monday, two weeks prior to tournament.
- All Tournament Directors are required to have a traffic control plan and additional volunteers/staffing for parking. If additional staffing is needed from the City, staffing and parking fees will be charged to the permit.
- Tournament Directors must submit the following items within 30 days prior to their tournament date: a promotional flyer or social media page link and link to register.
- If a tournament application is submitted less than 30 days, all permit fees must be paid at time of application submittal and any previous outstanding balances must be paid in full. Approval is subject to staffing and availability. If the tournament is cancelled less than 30 days prior to the tournament date, tournament directors will be held to the **Cancellation and Refund Policy**.
- Tournament Directors requesting to reserve two (2) wagon wheels (Tracy Sports Complex & Legacy Fields), must submit full payment upon approval. Tournament Directors are not eligible to receive a refund once payment has been submitted, therefore forfeiting the rules outlined in the **Cancellation and Refund Policy, Tournaments & Camps/Clinics, pg. 12**.
- Any issues regarding your tournament must be addressed no later than 30 days after your event. (i.e., permit charge disputes, etc.) Any disputes after the 30 days will remain on the permit and fees will be charged if applicable.

Facility Use Permits

- Permitted hours of use must include set-up and clean-up time. Setup and clean-up time should not exceed 1-hour.
- A minimum one-hour rental is required per field.
- Rentals on City Holidays are contingent upon staff availability
- The field(s) must be vacated at the time specified in the Facility Use Permit. Users may not access field(s) prior or exceed their permitted rental time. Users that violated their permitted rental time, will be subject to disciplinary measures following the **Measures to Ensure Adherence to Policy**, see page 24.
- Permit holders must have a copy of their Facility Use Permit on hand during each rental (electronic versions are acceptable) and the permit holder must be present onsite during each reservation or designate an Authorized Agent (See **Authorized Agents** pg. 16). Field users without permits may be asked to vacate the field (See **Rules of Conduct** pg.20).
- Permission for activities beyond the scope of normal league play (practices or games) must be requested in writing at least 30 days in advance, and approved activities must be listed on the Facility Use Permit (See **Special Permits & Requests** pg.21).
- Use of Legacy Fields and Tracy Sports Complex is **by permit only**. No drop-in use is permitted.
- The City reserves the right, on a case-by-case basis, to add conditions or modifications to the Facility Use Permit.
- The Facility Use Permit includes all approved days and times. Not all requests can be granted. Please check your permit carefully prior to scheduling practices and games and monitor all field closure impacts.
- Reservations may not be transferred, assigned, or sublet.

Weekly Reservation/Field Prep Processing Schedule/Deadlines

Requests for changes to your permit need to be submitted in writing through email to SportsFields@cityoftracy.org (phone calls/verbal permit changes will not be accepted)

Weekly Reservation Change Type Deadlines	DAY	TIME
Field Prep Requests – two weeks prior to games/tournaments	Monday	Noon
Request for Permit Changes (excluding cancellations, see pg. 7)	Monday	6:00 PM
New Field Requests that are Approved are Published	Wednesday	Noon
Field Prep Schedule Published	Wednesday	Noon

ANNUAL FIELD ALLOCATION PROCESS

Each fall, the City of Tracy initiates its annual sports field allocation process for user groups interested in renting fields for the approaching calendar year. Field Applications can be obtained by contacting the Community Facilities Division at (209) 831-6201, in person at Tracy City Hall, or via email to sportsfields@cityoftracy.org.

Submittal of a Field Application does not guarantee that the rental request(s) has been authorized. Please remember to include map of planned field lining/subdivisions with dimensions for EACH field when requesting to paint fields.

Live Draft Allocation Process – Local League/ Private Individuals (practices & games)

1. Organizations will be prioritized using applications that were submitted by the application deadline (See **Allocation & Scheduling**, pg. 5).
2. Organizations will be “capped” on the initial allocation process, only being able to reserve a maximum number of premium field hours based on the prior year’s premium field usage. New or existing organizations requesting premium fields will be given a minimum of 20 hours to allocate if their prior year’s usage is less than the minimum or have never previously reserved premium fields. Organizations are expected to select fields at locations/facilities they reserved in the past unless they are looking to transition to fields that offer different amenities (i.e selecting fields at a complex that has lights where they were at a complex that did not offer lights). Once the initial allocation process has been completed, any open field availability will be allocated on a “first come, first serve” basis.
3. Each organization will be given a scheduled time and date to meet with staff virtually or in-person to discuss/allocate fields. A “One Drive” Excel (or public shareable) document will be used as the initial field scheduler to track all organization’s requests. This Excel document will present “real time” field availability and will aid in the tracking of “capping” field usage. A link to the “One Drive” Excel document will be sent to all organizations prior to each live draft.
4. Virtual/In person meeting/invitations for draft time slots for each organization will be sent 1-week prior to each organizations draft time (based on the contact person/information submitted on their application).
5. **Staff will NOT go beyond the allocated time for each organization.** Organizations that do not finalize allocating fields during their scheduled time, will forfeit their priority during allocations.
6. Individuals renting fields under the umbrella of another organization (I.e., utilizing the organizations insurance and/or non-profit status) and share the same player rosters, are not eligible to participate in the live draft process. Individuals will be able to reserve fields once they become available during “first come, first serve”.
7. After the Live Draft process, staff will send all organizations a “Draft” permit based on the fields allocated during the live draft for review. Organizations are responsible for reviewing and ensuring their permits are accurate (following the draft, but also throughout the season).

Date	Process
June 10, 2025	Field User Group Allocation Meetings <ul style="list-style-type: none"> Field user groups. Tournament Directors come prepared to discuss their needs, issues and concerns and are encouraged to submit agenda items for discussion. Meeting topics will also include maintenance updates, policy review, and field issues.
August 7, 2025	<ul style="list-style-type: none"> Final review and approval of Handbook by Parks and Community Services Commission.
January-June Allocations	
September 30, 2025	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for January – June allocations, and ALL weekend tournaments for 2026. (Late submittals forfeit priority.)
October 2025	<ul style="list-style-type: none"> Staff works with user groups to negotiate and adjust schedules. Live Draft of fields will be conducted by staff Staff issues draft field rental schedules and rental fee statements to each user group for January-June permits.
November 2025	<ul style="list-style-type: none"> Staff issues final schedule for permits January-June. Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment of permit application fee and all field deposits, plus proof of insurance.
July-December Allocations	
March 31, 2026	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for July – December allocations. (Late submittals forfeit priority.)
April 2026	<ul style="list-style-type: none"> Staff works with user groups to negotiate and adjust schedules. Live Draft of fields will be conducted by staff Staff issues draft field rental schedules and rental fee statements to each user group for July-December permits.
May 2026	<ul style="list-style-type: none"> Staff issues final schedule for permits July-December. Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment of permit application fee and field deposits, plus proof of insurance.
June 2026	<ul style="list-style-type: none"> Deadline for organizations to submit (in writing) handbook feedback/changes/proposals for staff to present to user groups at annual handbook meetings

**Dates are subject to change*

Field Allocation Priority Classification

Field allocations will be established based on the following priority classification groups.

- A. City-sponsored or co-sponsored events and programs, including City recreational programs or leagues
- B. Tracy Unified School District, including Tracy High School softball program
- C. Organizations comprised of at least 80% Tracy residents
 - 1. Youth non-profit
 - 2. Youth private/commercial
 - 3. Adult non-profit
 - 4. Adult private/commercial
- D. Organizations comprised of less than 80% Tracy residents
 - 1. Youth non-profit
 - 2. Youth private/commercial
 - 3. Adult non-profit
 - 4. Adult private/commercial
- E. General public (private individuals)

“Commercial” use shall be defined as “Any activity conducted in or on a City facility where monies are collected for the specific purpose to financially benefit an individual, business or organization, non-profit corporations excluded.” **Please note, if all things are considered equal, special consideration will be given to organizations with historical significance to the City of Tracy and organizations past performance history.**

Verification of Tracy Residency

Residency percentages will be established using rosters from the most current or prior applicable season (i.e previous Spring rosters for current Spring application). Rosters must be submitted as sortable spreadsheets, (i.e Microsoft Excel). Organizations or individuals that do not have rosters from the previous season will initially be assigned to Group D (they will then be re-prioritized by priority classification). Rosters must be submitted with the initial field request and must include the head coach’s full name, home address, email address, phone number, and each youth participant’s full name, gender, birthdate, home address, and phone number.

In-Season Priority Schedule

Scheduling priority shall be assigned to sports during their traditional, in-season time frames.

Allocation Period	January-June	July-December
Local League Priority	*March-May	*August-October
Tournament Priority	February & June	July & November
Primary User	Baseball/Softball/Cricket	Soccer/Football
Secondary User	Football/Soccer	Baseball/Softball/Cricket

***During in-season priority, weekends will be prioritized for local league usage at Legacy Fields.**

Insurance

Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate:

- Insured’s name is the same as listed on the sports field rental application.
- Minimum of \$1,000,000 General Liability Insurance, and \$2,000,000 Aggregate
- Name the City of Tracy as “Additional Insured”

City of Tracy Sports Field Reservation Handbook: 2026 Allocation Year

- If selling items of any kind, a product liability endorsement to the user's general liability is required.
- Certificate Holder: City of Tracy
Attn: Community Facilities Division
333 Civic Center Plaza
Tracy, CA 95376

Additional Insurance Requirements if applicable: If a renter is requesting to utilize a golf cart and/or mule-type vehicles onsite at any sport complex for a tournament/game/practice or one day event, a separate additional motorcycle/LSV policy will be required. The following items are required on the insurance certificate:

- General auto liability of \$15,000 per person/ \$30,000 per accident for bodily injury
- \$5,000 for property damages
- Said policy or policies of insurance, shall include an endorsement naming the City of Tracy and its officers, elected officials, agents, volunteers, and employees as additionally insured.
- Organization agrees to not operate the golf cart/ mule type vehicle on City property prior to the effective date of insurance coverage.
- Acknowledge and sign City of Tracy Release and Waiver of Liability Golf-Cart Use on City Property Form

Proof of Non-Profit and Business Status

An organization's non-profit status must be on file, current, and in good standing in order to qualify for a non-profit priority classification. An organization must also demonstrate its business status. The following websites will be checked to confirm non-profit status during each allocation period and a Non-Profit Verification Fee will be charged to each organization during the allocation process (See **Sports Fields User Fees**, pg. 14):

Tax Exempt Status – Used to check Non-Profit Status

1. Go to <https://apps.irs.gov/app/eos/>
2. In the "Search By" drop-down menu, select "Organization Name"
3. Enter the organization name in the Search Term box and click the blue "Search" icon
4. Scroll to the list of results, and click on the organization name (blue link)
5. Click "Print" to print the page, and attach document to application packet

Franchise Tax Board: Entity Status

1. Go to https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp
2. Click on the blue "Check Status" icon
3. Select search method "By Name"
4. Enter the Entity Name and click the "Perform Search" icon
5. Click on the Entity ID (blue link)
6. Note "Entity Status" (must be ACTIVE or REVIVED; cannot be REVOKED or SUSPENDED)
7. Click the "Generate Letter" icon, print the letter, and attach to application packet

Secretary of State, State of California

3. Go to <https://bizfileonline.sos.ca.gov/>
4. Select "Search" from the lefthand sidebar
5. Enter corresponding "Search Criteria" and click on the Search icon
6. Click on organization name (blue link)
7. Note "Status" (must be ACTIVE)

Cancellation & Refund Policy

Any requested cancellations or changes made to the Facility Use Permit must be submitted in writing to the Community Facilities Division.

- *Practices/Games:* Cancellations made a minimum of 7 days prior to the practice or game will receive a full credit of rental fees. Any cancellations requested less than 7 days in advance will not receive any credit of fees.
- *Tournaments & Camps/Clinics:* Cancellations made a minimum of 30 days prior to the start of the tournament/camp/clinic will receive a full credit of rental fees. Any cancellations requested less than 30 business days in advance will not receive any credit of fees.

If an event is cancelled after it has started due to rain, air quality, or inclement weather conditions, such as high temperatures or weather that impairs vision, the base rental fee will be pro-rated to the percentage of games played, less 10% of the whole (e.g., if 70% of games were played, 60% of fee base would apply). All maintenance and light charges will apply for the time period that the fields were in use. Credits/refunds will not be issued for unused hours that were not caused by rainouts or inclement weather.

Any issues regarding your reservation must be addressed no later than 30 days after your event. (i.e., permit charge disputes, etc.) Any disputes after the 30 days will remain on the permit and fees will be charged if applicable.

Grounds for Denial or Cancellation of Permit

- **Submittal of an application does not guarantee that the rental request has been authorized.**
- The City reserves the right to deny an allocation request to accommodate a City-sponsored/co-sponsored tournament and/or special event.
- A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Tracy or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.
- Permits may be cancelled for failure to adhere to policies outlined in the Sports Field Reservation Handbook, as presented herein, or as contained in the Tracy Municipal Code (TMC 4.16.090).
- Applicants have the right to appeal a permit denial or cancellation (See **Measures to Ensure Adherence to Policy** pg. 24).

Payments (See Sports Field User Fees, pg.14)

- Permit Application Fee, Damage Deposit and Bases Deposit (if applicable) are due upon submittal of Facility Rental Application.
- Personal checks will **not** be accepted on behalf of a non-profit, for-profit, or commercial organization. Checks must be issued by the associated organization.
- Tournament payments are due 30 days prior to the tournament start date.
- Fencing and field prep fees are due no later than 5 business days prior to the scheduled practice, game, or tournament start date.

- The following payment plan options for field rental fees are available:
 - *Month-to-Month Payments:* Renters also have the option of paying their monthly balance in-person via cash, check or credit.
 - *Payment in Full/ Bulk Payment:* Renters may pay for their rentals in full or issue a bulk payment to their account which will be charged against until the balance is exhausted. A field use permit will only be issued for the rentals that the payment balance can cover.
- Organizations approved for a monthly payment plan will find payment plan due dates and monthly totals at the bottom of their facility use permit. Organizations are responsible for ensuring monthly payments are made by the 15th of each month.
- **IMPORTANT: Late payments will result in consequences up to and including cancellation of the current permit and/or loss of priority for the following allocation year.**

Temporary Handbook Changes in Response to Health Pandemics

In an event of a health pandemic, the City of Tracy may pilot various programs at alternative locations (i.e. Placencia, Baseball Outfields, Legacy Soccer Fields) and will align with the turf management policy (See **Turf Management**, pg.18) in order to maintain playable fields. Staff will continue to provide in-season priority to each respective sport but will also seek to accommodate other sports to alleviate schedule compaction issues.

Staff will align with and follow City, County, and State orders and guidelines for use of sports fields which may include but is not limited to mandatory submission of Safety Plans and/or Assumption of Risk Waivers to be kept on file with the City during any type of health pandemic.

Performance History

The City reserves the right to limit or revoke field allocations/access based upon an organization's performance history including compliance with established rules and policies, field conditions after use, unruly behavior of participants and guests, or overdue or outstanding payment. Requests for field allocations will not be considered if unpaid or overdue balances exist on the user's account.

SPORTS FIELD USER FEES *(Adopted May 6, 2025)*

Fees are reviewed and updated according to the Master Fee Schedule adopted by the Tracy City Council, effective on or around each July 1.

Application & Special Fees

Fee	Practice/Game Fees	Tournament Fees
Permit Application Fee	\$42 per application	\$42 per application
Damage Deposit*	\$124 per field	\$124 per field
Non-Profit Verification Fee	\$16 per verification	\$16 per verification
Deposit for Baseball/Softball Bases*	\$295 per application	\$295 per application
Fencing Fee	\$146 per field/per day	\$146 per field/per day
Gate Fee (if charging admission)	\$125 per season	\$150 per tournament
On-site Staffing Fee***	\$34/hour	\$34/hour
Vehicle Access Pass	\$11 per vehicle	\$11 per vehicle
Portapotty Fee**	As billed by vendor	As billed by vendor
Dumpster Rental/Disposal Fees**	As billed by vendor	As billed by vendor
Traffic & Parking Control	Actual costs (to be determined by Director)	Actual costs (to be determined by Director)

*Damage Deposits and Deposits for Baseball/Softball Bases are refunded at the conclusion of the rental period.

** May be pro-rated and shared by facility user groups.

***Staffing Fee subject to availability

Measures to Ensure Adherence Policy

Fee	First Offense	Second Offense	Third Offense
No Show Penalty Fee	Verbal Warning	\$50 per occurrence/field	\$100 per occurrence/field
Unauthorized Permit Use Fee	Verbal Warning	\$50 per occurrence/field	\$100 per occurrence/field

Field Use Fees

Premium Fields (Legacy Fields, Tracy Sports Complex)

User Group	Practice/Game Fees	*Light Fee	Tournament Fees	Tournament *Light Fee
Non-Profit Youth	\$13/hour	\$11/hour	\$112 per field/per day	\$11 per field/per hour
Non-Profit Adult	\$20/hour	\$14/hour	\$148 per field/per day	\$14 per field/per hour
Private	\$35/hour	\$18/hour	\$288 per field/per day	\$19 per field/per hour
Commercial	\$47/hour	\$25/hour	\$396 per field/per day	\$26 per field/per hour

*Field Chalking is not included in initial fees. See Field Prep Fees, pg. 15.

Standard Fields (Plasencia Fields, Clyde Bland, Galli, Tiago, Ritter Family Ballpark, Veterans)

User Group	Practice/Game Fees	*Light Fee	Tournament Fees	Tournament *Light Fee
Non-Profit Youth	\$11/hour	\$11/hour	\$83 per field/per day	\$11 per field/per hour
Non-Profit Adult	\$16/hour	\$14/hour	\$134 per field/per day	\$14 per field/per hour
Private	\$29/hour	\$18/hour	\$167 per field/per day	\$19 per field/per hour
Commercial	\$40/hour	\$25/hour	\$200 per field/per day	\$26 per field/per hour

*Field Chalking is not included in initial fees. See Field Prep Fees, pg. 15.

Field Prep Fees

Light Watering	Chalking	Light Field Prep	Full Field Prep
\$14 per field	\$16 per field	\$20 per field	\$51 per field
<ul style="list-style-type: none"> • Light watering* of the infield between the lines 	<ul style="list-style-type: none"> • Full field chalk** (batter's boxes and pitching circles included) 	<ul style="list-style-type: none"> • Dragging infield between lines only • Light Watering* • Touch up lines as needed 	<ul style="list-style-type: none"> • Dragging entire field • Heavier watering* for dust and to soften the surface • Re-line entire field • Re-pack holes at batters' boxes and pitchers plate as needed (time permitting)
8 minutes per field, approx.	10 minutes per field, approx.	15 minutes per field	45 minutes per field

*Watering may not be available depending on mandated water restrictions in effect at the time.

**Organizations requesting an initial chalk of the fields for their first game, will be charged a Chalking Fee
Only authorized city staff may perform field preps for any practice/ game/ tournament.

Food and Vendor Services

Sports Field Vendor Fees

(Concession Stand Fee located at Legacy Fields and Tracy Sports Complex)

User Group	Rental Amount
Non-Profit	\$6/daily
Private	\$9/daily
Commercial	\$13/daily

Mobile Food Truck Vendor Fees

(Location must be approved by City Staff)

Type of Fee	Rental Amount
Daily Fee	\$6/daily

GENERAL FIELD & FACILITY USE POLICIES

Inspection Check-in/ Check-out

The applicant is responsible for policing the facility and surrounding area during and after use each day to assure the area is kept litter free. The applicant shall forfeit their deposit for any damages or excessive cleanup required.

Authorized Agent/League Contact

An applicant representing an organization renting a City facility, an authorized agent also known as a league contact, is required to provide a letter on letterhead from the agency or organization specifically authorizing the individual to conduct business with the City of Tracy to reserve a facility on the organization's behalf, and signed by the individual listed on the business license, a titled officer, or designated signatory. The Authorized Agent shall be the single point of contact for City staff. Organizations are allowed up to five (5) authorized agents per organization.

Sports Field Lighting

Sports Organizations will be given access (individual usernames and passwords) to the City's Musco Lighting system at the following locations Legacy Fields, Tracy Sports Complex and Veterans Park. Organizations will be responsible for scheduling their own field light use by calling Musco's automated phone system. When a user group calls Musco Lighting Support Services, (877) 347-3319, they will be directed to provide their username and password and then asked for a time to turn the lights on and off for a specific location and sports field. If sports organizations have issues, they can call the Facility Attendant at their facility or on patrol to assist (See **Contact Information** on pg. 4).

At the end of each month City staff will pull the monthly report usage for lights and will charge the user groups appropriately (See **Field Use Fees**, pg. 14 for light fees).

Bases

Bases are included in rentals at the Tracy Sports Complex and Legacy Fields. Bases are available for rentals at Ritter Family Ballpark and Veterans Park upon request and receipt of Deposit for Baseball/Softball Bases.

Damages

The renter agrees to reimburse the City for all costs incurred by damages including, but not limited to, the facility, furnishings, fixtures, field turf, additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by renter, sponsoring organizations and/or attendees. Clean up of shells from seeds and nuts on fields or in dugouts shall be charged at the Maintenance Worker hourly rate. Reimbursement for such expenses may be deducted from the security deposit.

Equipment Storage

Items are not permitted to be left at or locked to any City of Tracy property. The City of Tracy is in no way responsible for storing any items belonging to a renter unless said renter has paid a rental fee for storage space.

Facility Keys

No organization shall be in possession of City keys. Organizations found to be in possession of unreturned keys will be subject to disciplinary action up to and including permit revocation, effective immediately.

Field Lining – Soccer

Access to facilities to line fields must be scheduled in advance in writing with the Community Facilities Division. The following conditions have been agreed upon by current soccer user groups for the lining of soccer fields and shall be enforced unless an alternative has been specifically approved in writing by the Director:

- Prior to painting, field diagrams and paint colors must be submitted with field use application and approved by City Staff
- Fields must be lined with approved athletic marking paint only:
 - Full-size (11v11) fields shall be marked in WHITE paint
 - Modified (9V9) fields shall be marked in BLUE paint
 - Modified (7V7) fields shall be marked in ORANGE paint
 - Modified fields shall be contained fully within a standard full-size field and shall be marked in the appropriate color or another color with the written approval from City Staff
- All paint dispensers and buckets must be removed from the premises
- Paint shall not be dispensed into the storm drain
- Do not “over line” other prepared lines
- Fields cannot be lined before 3:00 pm on weekdays or when other teams are playing on fields (User groups requesting to paint the fields prior to 3:00pm must get written approval from the Community Facilities Division staff and will be approved based on field maintenance schedules.) Organizations shall not contact Park Operations Staff directly for requests and/or changes to field linings.
- Fields must be restriped at least twice during a regular season to preserve the turf and rotate the high worn areas (See **Turf Management**, pg.18).

Please note, failure to comply with established guidelines may result in permit violation fee charges, suspension of field use, revocation of permit, and/or suspension of organization from City field use.

Subdivision of Fields

Soccer fields may be subdivided for players ages 12 and under (U12). All requests to subdivide fields **must** be submitted with the Facility Rental Application, and a diagram of the proposed field subdivision must be included. Staff will review the request and will come to a decision based on the impact of wear and tear of the fields. Soccer user groups have collectively agreed on the following guidelines:

- 9v9 fields must run in the same direction as 11v11 fields
- 7v7 and smaller fields may run in the opposite direction as 11v11 fields

Field Preparation Requests – Baseball/Softball

Requests to have City staff line and/or prep baseball/softball fields for games or tournaments must be received by 12:00 noon on the Monday two-weeks prior to the reservation. Field maintenance personnel are not available unless previously requested. If field maintenance is requested, ample time must be provided between games for servicing of the fields. Staggered start times for games are required to assure that your maintenance needs are met. Participants are not allowed on the fields until all prep work is complete and equipment is removed. Only authorized city staff may perform field preps for any practice/ game/ tournament. Failure to comply with the established guidelines may result in permit violation fee charges and organizations will be held to the **Measures to Ensure Adherence Policy**, pg. 24.

Premium Fields vs. Standard Fields for Baseball/Softball Rentals

Fields are classified as Premium or Standard Fields depending on the level of service and amenities offered at the facility. Premium baseball/softball fields are located at Legacy Fields and Tracy Sports Complex. The following Field Preparations are available at Premium Fields:

- Initial field preparation (prep) including a dragging and watering are performed daily for each field
- Bases are included and set-up for each reservation (if requested)
- City Staff (Facility Attendant) is on site and can be reached through phone (See **Introduction** pg. 3)
- Use of Legacy Fields and Tracy Sports Complex is **by permit only**. No drop-in use is allowed.

Standard Field Rentals for fields such as Clyde Bland, Galli, Tiago, Veterans Park and Ritter Family Ballpark do not include the same level of service as above. Standard fields do include:

- Daily field inspections by maintenance staff to ensure safe play and fields are prepared routinely when in high use
- Bases are available for rentals at Ritter Family Ballpark and Veterans Park upon request and receipt of Deposit for Baseball/Softball Bases (See **Sports Field User Fees** pg. 14).
- City Staff (Facility Attendant - Patrol) is available to assist with issues or questions regarding ballfields or reservations. Renters are encouraged to call the phone number listed on their permit for the Patrol Facility Attendant (See **Introduction** pg. 3)
- At Clyde Bland, Galli, Tiago, and Veterans the infields cannot be watered.

Field Maintenance/Closure

Field conditions are assessed based on both the short-term (Days/Weeks) and the long term (Months/Seasons) impacts to each field's playability. City staff will determine if the fields are open or closed. An annual rest and renovation of fields is scheduled at the Tracy Sports Complex, Placencia Fields, and Legacy Fields to maintain field sustainability. The City attempts to be flexible in accommodating user groups, but ultimately, the health and safety of the user and the conditions and playability takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for use. No user group shall use fields that are closed for renovation or repair.

Field Closure During Inclement Weather:

During inclement weather, a trained sports field City Staff member will conduct a daily inspection of game fields to assess conditions and ensure user safety. The Sports Field Condition Hotline will be updated by 3:00 p.m. on weekdays daily and by 7:00 a.m. on weekends and can be reached at (209) 831-6350. Once updated, the status will remain in effect until the next reassessment the following day. On days with scheduled games or tournaments, maintenance crews will make every effort to prepare the field for safe play. Consideration will be given to all groups to ensure fair and balanced field access. For updates on field closures, please call the **Weather/Field Condition Hotline: (209) 831-6350**. If a field is closed due to weather, credit for field closures will be applied to the organizations account.

Turf Management

To ensure the long-term health of City turf and sports fields, the number of games/hours of use at each facility are limited on a seasonal and weekly basis. Without such limitations, the impact on these facilities can have a negative long-lasting effect on the sports fields. In order to maintain playable fields, fields are limited to no more than 20 hours of field usage per week. In- season field closures may occur if staff determines fields have deteriorated due to wear and tear, or in cases of inclement weather, such as rain or frost. It is the responsibility of all field users to protect the turf from excessive wear and tear. Users should rotate locations of training and equipment, including but not limited to: goals, ladders, cones, pitching practice, etc. Additionally, users shall not use fences, bleachers or other amenities as targets for practicing or warming up.

Pilot Programs

The City of Tracy may pilot various programs at alternative locations (i.e. Plasencia, Baseball Outfields, Legacy Soccer Fields) and will align with the turf management policy (See **Turf Management**, pg.18) in order to maintain playable fields. Staff will continue to provide in-season priority to each respective sport but will also seek to accommodate other sports to alleviate schedule compaction issues.

Food & Beverages

Besides concession vendors no *outside food and drink* is permitted at Legacy Sports Complex and Tracy Sports Complex unless specifically designated in writing by City staff. Additionally, exclusions apply to teams to provide snacks for players only following activity. Items that are **not** permitted including: glass containers (TMC 4.16.180(r)), peanuts in shells, sunflower and other seeds in shells.

Foot Protection

Metal cleats are not allowed during softball, baseball, or soccer play at the Tracy Sports Complex and Legacy Fields, with the exception of men's and women's fast pitch softball. This includes shoes with rounded spikes and detachable football cleats. Sandals, flip-flops, slippers, etc., are not allowed on the playing fields.

Garbage

The City of Tracy provides garbage cans and dumpster(s) at most sport field locations. All renters are responsible for cleaning up debris and trash on all fields and common areas following field use. Any trash left behind by the renter will be picked up by City Staff and labor costs will be deducted from the deposit. Renters may be asked to supply additional dumpsters and trash receptacles based off the number of participants estimated to attend. Any event hosting twenty-four (24) or more teams will be required to pay for an additional dumpster to be placed at the sport fields (i.e Tracy Sports Complex, Legacy Fields). The applicant shall forfeit their deposit for any damages or excessive cleanup required.

Notice of Non-Use of Field/Releasing Fields

Field users must notify the Community Facilities Division to report any reserved time that can be released for general public use or to other groups. Continued non-use of a rented, permitted field may result in penalty charges and/or revocation of the permit of the allocated field.

Pets & Leashed Animals

Animals must be leashed at all times at City parks and sports fields. Animals may not access fields while games are in play. Dogs are subject to regulations of TMC 5.08.130. Owners are responsible for picking up after their animals while on/in parks, parkways, trails or other public areas. No farm animals as defined by the Tracy Municipal Code are allowed at any park or sports field as regulated by TMC 4.16.180.

Subleasing of Fields

When permits are issued, a specific field(s) is reserved for the user, to the exclusion of others. Groups may not assign their scheduled time to other groups. Any such action will result in the loss of rental/allocation privileges. Recognizing this exclusivity, groups should only reserve the fields they intend to use.

RULES OF CONDUCT

Alcohol Consumption/ Public Intoxication

The consumption of alcohol is not allowed in any City sports park or parking lot. As the renter, it is your responsibility to make sure that no alcohol is present during the time of your rental. Those who are witnessed consuming alcohol or who appear to be intoxicated will be asked to leave the premises. The Tracy Police Department may also be notified.

Cooperation with City Staff and Other Field Users

All teams must engage appropriately with staff and with one another, and not interfere with the use of fields by other user groups. Permit holders are responsible for the conduct of their player, coaches, and guests. Refusal to comply with City staff instructions may result in a directive to vacate the field. These actions will be documented in the renter's file and may result in disciplinary action and/or impact future organization allocation or scheduling requests. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.

Good Neighbor Policy

Please arrive quietly and depart in the same manner to avoid disrupting the neighborhood especially after late games. Balls and /or any other equipment thrown, batted, kicked, or otherwise propelled that land on private property are not to be retrieved without permission of property owner. Do not climb walls or enter gates to gain access onto private property. For assistance, contact the Facility Attendant.

Inappropriate Behavior

Any type of indecent exposure including public urination, or any other inappropriate exposure will not be tolerated. Vulgarity of any kind including but not limited to foul or offensive language shall not be used during any time of the duration of the rental. The Tracy Police Department will be contacted immediately should individuals become unruly and further enforcement is needed.

Police Enforcement

If a renter refuses to comply with City Field Rental Policies or follow the request of a City staff member, the Tracy Police Department Dispatch will be notified for assistance. For your own convenience, in the case of an emergency, please call 911. The Tracy Police can also be reached through Tracy Police Department Dispatch, (209) 831-4552.

Parking Enforcement & Overnight Parking

It is the renter's responsibility to communicate directions, traffic control, and parking instructions to City Staff and all users and guest. Parking regulations from the Tracy Municipal Code, TMC 3.08 Article 9 are applicable to all Sport Fields. Failure of the renter to communicate and manage site parking may result in relocation of fields, suspension of field use, revocation of permit, and/or suspension of organization from City field use.

Unless the Permit expressly allows it, no overnight parking of vehicles in City parking lots is allowed at any time (this includes RVs, trailers, and other camper vehicles). Individuals or organizations cannot charge or collect revenue for the use of public parking. The south parking lot at the Tracy Sports Complex is for emergency vehicle access and use only. Facility gates close nightly when permitted use of the facility ends. Vehicles parked in that area or in City-only parking spots will be towed at owner's expense. No person shall stop, stand, or park any vehicle over twenty (20) feet in length in any municipal parking lot, either day or night (TMC 3.08.410). City staff will assist tournament hosts to designate approved parking locations for RVs, campers, school buses, etc.

Tournaments hosts must provide adequate traffic and parking control, according to the size of their event, and adhere to all City parking regulations. Parking is permitted in parking stalls only. Fees shall be assessed for additional parking setup by City staff.

Decorations and Signage

All decorations and signage must adhere to standards set forth in the Tracy Municipal Code Article 35: Signs. No decorations or signage will be allowed that damage or discolor the facility or grounds including but not limited to sidewalk chalk. Any special decorations, activities, or amenities must have written approval of the Parks, Recreation and Community Services Department. Any decorations or signage must be limited to daily reservation times and must be removed each day as noted on the renter's permit unless written permission is granted from the Parks & Recreation Department.

SPECIAL PERMITS & REQUESTS

The following items may require approval from multiple City departments and require an advanced written request to process. Upon approval, City staff will add notes and issue a revised copy of your permit.

Audio/Visual Equipment

The City must be notified via the Tournament Application if the renter wishes to project sound or music from a loud speaker or stereo, have a DJ present at their event, or have lighting/visual media displayed at the event.

Facility Electrical Access

Any and all access to City electrical units must be requested in writing from the Community Facilities Division. Approved access will be noted on the Facility Use Permit.

Barbecues

The use of barbecues is permitted at sport tournaments but must be requested in writing and added to the Facility Use Permit for all other park/field rentals. All barbecues and/or cooking on site must be approved by Fire Inspection and/or County Health if vending or serving to the public. Barbecues must also be in an approved designated area at least twenty feet from the nearest tent and supervised at all times to prevent injury to bystanders. Use of barbecues at the Tracy Sports Complex is only permitted in the picnic area located in the northwest corner of the complex. Use of barbecues at Legacy Fields is only permitted in specific designated areas. For Tracy Sports Complex and Legacy Fields only, barbecues can only be requested and permitted when there is not an active concessionaire onsite during the tournament/game. Please contact the Community Facilities Division for more information (209) 831-6200.

Concessions & Merchandise Sales

The sale of items in any City Park is prohibited without a permit from the Community Facilities Division. Users interested in selling merchandise items at a City park or facility, or food and beverages at facilities where no concessions is provided, must request authorization to do so in writing by obtaining a Sports Facility Use Permit for Concession/Vendors from the Community Facilities Division, obtain a City of Tracy Business License (TMC 4.16.140), obtain a health permit, and obtain a product liability endorsement as part of the insurance certificate. For more information on Concessions and Merchandise Sales, please email sportsfields@cityoftracy.org.

Food vendors will be allowed at Premium Sports Fields (i.e Legacy Fields, Tracy Sports Complex) and will be reviewed on a case-by-case basis for Standard Fields (i.e Ritter Family Ball Park, Veterans Park, etc). Food Vendors will not be permitted on any site if there are no permitted rentals on a sports field. No selling of food and/or beverages during a rental is permitted without prior written consent of the City. If there is a permanent concessionaire onsite, all requests for additional food vendors or concessions will need to go through the concessionaire for approval first.

At Legacy Fields and Tracy Sports Complex, a sign will be provided at each entry gate listing these rules:

- NO Alcoholic beverages
- NO Glass containers
- NO Gum
- NO Nuts with shells
- NO Outside Food/Drinks
- NO Smoking
- NO Sunflower seeds
- NO Tobacco products
- NO Vaping

Fencing

If a renter would like to acquire additional fencing from an outside contractor, a written request and a drawn schematic showing the proposed placement of the fencing must be issued to the City for approval no later than 20 days prior to the event. Failure to notify the City of outside fencing services will result in the cancellation of the permit. Additional fencing may not be placed at the baseball/softball diamonds at the Tracy Sports Complex or Legacy Fields.

Gate Access

Access to the gated areas at Legacy Fields will be opened 15 minutes prior to permit start time, as a courtesy. Contact the Community Facilities staff for gate access at other times (storage access, etc.).

Tents and Canopies

The use of tents and canopies is permitted at sports tournaments. Per the California Fire Code, no more than seven (7) 10' by 10' tents may be placed adjacent to one another. Please ensure all Fire and Building Code regulations are followed when used.

Restrooms/ Portable Toilets

Restrooms are available for use at many of the City of Tracy's rentable parks. Please remind all of your league participants to use the facilities prior to practice or games, as the restrooms are unlocked at the permitted start time. If restrooms are not available, the individual or organization renting the park is responsible for supplying and maintaining portable toilets for participants and attendees. The City of Tracy requires one portable toilet for every 100 attendees; ADA-accessibility required (staff will advise on required ratios). Contact the Community Facilities Division prior to the delivery of portable toilets to coordinate drop-off with Parks Maintenance staff. Portable toilets must be placed at least 20 feet away from all storm drains and streets and shall never be situated on top of storm drain inlets or on a public street. Restocking and cleaning the portable toilets will be the renter's responsibility.

Vehicle Access

No vehicles may be driven on sports fields or parks without a City-issued Vehicle Access Permit, including golf cart or mule-type vehicles. A request must be submitted in writing to the Community Facilities Division, and upon payment of per-vehicle fee and staff approval, specific conditions of vehicle access will be added to your permit which includes an additional insurance policy (motorcycle/LSV policy) to drive a golf cart and/or mule-type vehicle onsite. (See **Insurance**, pg. 10-11) Additionally, it is unlawful to ride or drive any horse or other animal or any motorized vehicle, cycle, go- cart or scooter other than on the roads or drives provided for such purpose (TMC 4.16.180(I)).

Admission Charges

Organizations must indicate on their application their intent to charge admission (additional Gate Fee applies). Failure to receive approval from the City to charge admissions will result in the cancellation of the Facility Use Permit, and/or rental penalties. Because Placentia Fields and the Tracy Sports Complex are public facilities, only participants and spectators can be asked to pay. Individuals using the parks for exercise or access to other areas may not be forced to pay. For soccer and baseball games/tournaments at Tracy Sports Complex, Legacy Fields, and Placentia Fields, tournaments must reserve the entire complex specific to that sport or the entire set of fields (I.e., Legacy soccer fields 1-4 and/or 5-8, Legacy baseball fields Western #1-5 and/or Eastern #1-5) to be approved to charge an admission fee. Permit holders at Tracy Sports Complex and Legacy ball fields are required to enforce the rules and regulations by posting an organization representative at each entry gate.

First Aid/Medical Station

All tournaments are required to have a minimum of one first aid station(s) at each site with first aid supplies and certified medical person(s). The number of first aid staff you need depends on the tournament and the number of participants. If you do not have volunteers for this, you may hire EMS event support.

Meeting Room (Tracy Sports Complex)

The Sports Complex Meeting Room is located on the east end of the soccer fields. Although the Meeting Room is not included in the rental fee for games/ tournaments, it can be rented separately to be used for purposes such as official's headquarters, or other games/ tournament functions. Parking is not permitted on the sidewalk adjacent to the Meeting Room for any reason, including loading and unloading equipment and supplies.

Picnic Area, Tracy Sports Complex/Legacy Fields

Tournament hosts are required to patrol and maintain cleanliness at the picnic area at Tracy Sports Complex and Legacy Fields.

MEASURES TO ENSURE ADHERENCE TO POLICY

The permit holder is responsible for any and all conduct by players, parents, coaches, and visitors, both on and off the field, while on City property.

The principle objective of any disciplinary measures shall be to improve adherence to the policies in this Handbook that allow the City to provide safe, well-maintained and aesthetically appealing fields. The City upholds and maintains a progressive disciplinary policy which may include some or all of the following steps. City staff will duly consider an organization's efforts to correct violations when applying disciplinary measures. If an organization has permits for youth and adults, the specific permit in violation of the policies would be in jeopardy and would not affect other permits within the organization.

First Violation: Verbal warning by Facility Attendant to the organization violating the policy.

- Facility Attendant will track the interaction with the organization by noting it on the Facility Attendant Log and Tracking Sheet.

Second Violation: Written warning by Community Facilities Staff to correct and update the organizations permit. Staff will issue the No Show Penalty Fee and/or Permit Violation Fee (See **Sport Field User Fees**, pg. 14).

Third Violation: Continual violations will result in and not limited to:

- Additional No Show Penalties and/or Permit Violation Fee issued
- Suspension of rental privileges for one month
- Loss of priority classification for the upcoming allocation period(s)
- Suspension of rental privileges for three months
- Loss of priority classification for the upcoming calendar year
- Permanent suspension

Refund of field rental fees shall follow the City's field rental cancellation policy. If a renter and/or organization are found to be utilizing sports fields following the cancellation of their permit, participants will be asked to vacate the fields. Failure to do so will prompt police and further disciplinary action.

Should fields become released due to the violations listed above, user groups shall be notified by email, and fields shall be made available on a first-come, first-served basis following an application period.

Appealing Denial or Cancellation of Permit

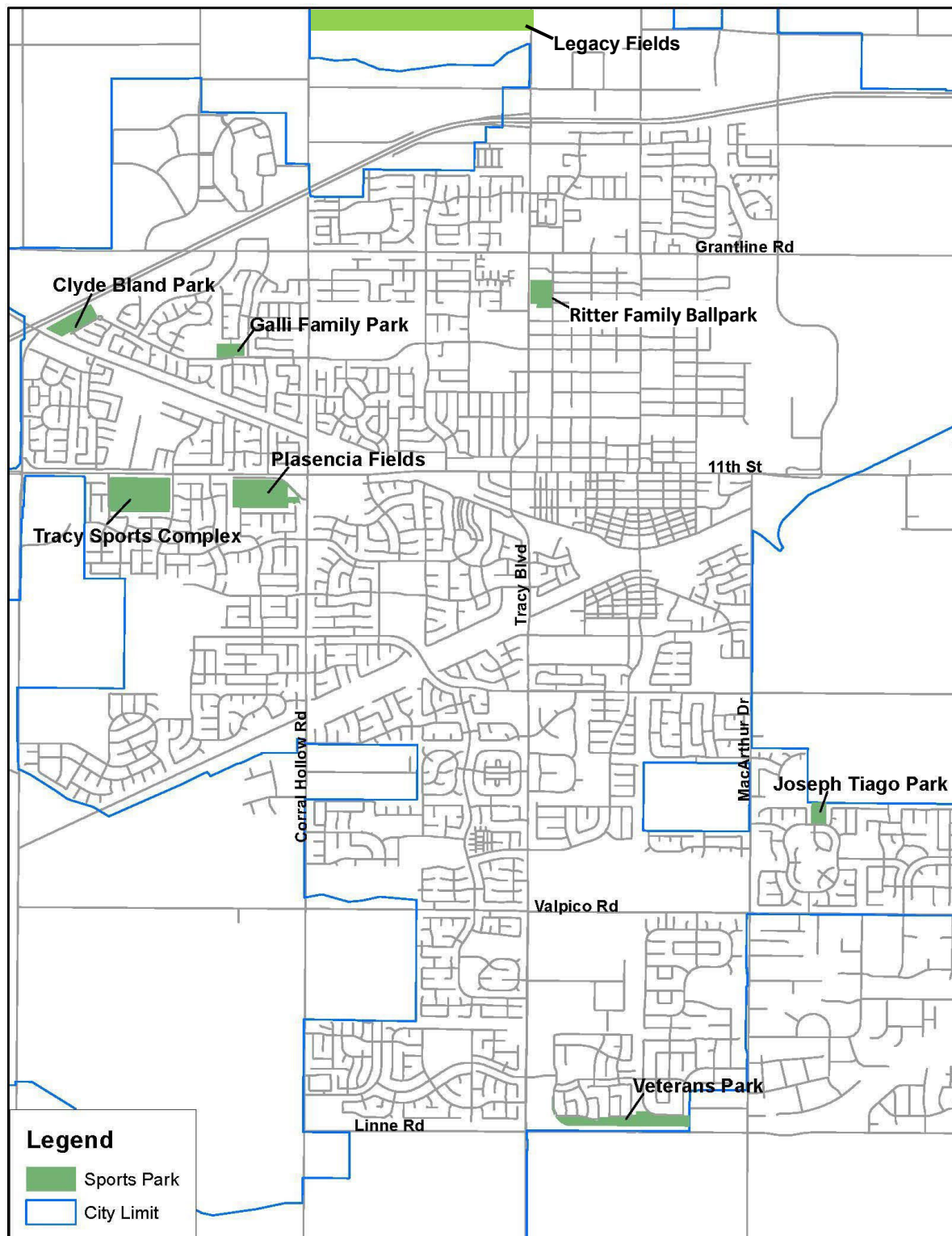
Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating the grounds for appeal.

The appeal must be filed no later than noon on Thursday, a week preceding the Parks and Community Services Commission meeting, to be placed on the next regular meeting's agenda. Regular meetings of the Parks and Community Services Commission are scheduled on the first Thursday of each month, at 7:00 pm, City Hall Council Chambers. The decision of the Parks and Community Services Commission may be appealed to the City Council which has final authority.

CITY SPORTS FACILITIES CHART

FACILITY STANDARD FIELDS	DESCRIPTION	BASEBALL/ SOFTBALL	SOCCER	FOOTBALL	CRICKET	BASE DISTANCES
Clyde Bland Park 1753 Blandford Ln.	<ul style="list-style-type: none"> • 1 baseball/ softball diamond • Soccer turf area • No lighting available 	Yes	Yes	No	Yes	60', 65', 70'
Galli Family Park 2341 W. Lowell Ave.	<ul style="list-style-type: none"> • 1 baseball/ softball diamond • No lighting available 	Yes	Yes	No	Yes	60', 65'
Tiago Park 1355 Eastlake Cir.	<ul style="list-style-type: none"> • 2 baseball/ softball diamonds • No lighting available • No restrooms 	Yes	Yes	No	Yes	60'
Ritter Family Ballpark (Formerly Tracy Ball Park) 2100 N. Tracy Blvd.	<ul style="list-style-type: none"> • 2 baseball/softball diamonds • 2 large outfields • Lighting available for ball diamonds 	Yes	Yes	Yes	Yes	North Diamond: 90' South Diamond: 60'
Veterans Park 238 Glenhaven Dr.	<ul style="list-style-type: none"> • 1 baseball/softball diamond • 2 open turf areas for sport use • Lighting available for ball diamond only 	Yes	Yes	No	Yes	60', 65'
Plasencia Fields 2040 Krohn Road (11 th St./Corral Hollow Rd.)	<ul style="list-style-type: none"> • 4 soccer fields • 1 mini soccer field • Cricket pitch • No lighting available • No restrooms 	No	Yes	Yes	Yes	Not Applicable
PREMIUM FIELDS						
Legacy Fields 4901 N. Tracy Blvd <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 10 baseball/softball diamonds • 8 soccer fields • Lighting available on all fields 	Yes	Yes	Yes	No	60', 65', 70'
Tracy Sports Complex 955 Crossroads Dr. <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 4 baseball/softball diamonds • 4 soccer fields • Lighting available on all fields 	Yes	Yes	No	No	60', 65', 70'

MAP OF CITY SPORTS FACILITIES



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**SPORTS FIELD RESERVATION HANDBOOK
ACKNOWLEDGEMENT FORM**

I, _____ have read and understood the policies and procedures contained in the City of Tracy, Sports Field Reservation Handbook (“Handbook”), and agree to abide by them. I have retained a copy of the Handbook for my reference and will share the information contained in the Handbook with the organization or league that I represent.

I understand that, as the representative of my organization or league, I am responsible for any and all conduct by players, parents, coaches, and visitors, both on and off the field, while on City property and for enforcing the policies and procedures set forth in this Handbook.

I understand that the City of Tracy has the right to stop all play, cancel and/or revoke my Facility Use Permit, if a violation of the policies and procedures contained in the Handbook are made by me, a coach, player or other league representative(s).

Printed name of facility user

Signature of facility user

Date

Name of organization

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION
June 5, 2025**

AGENDA ITEM 6.C

RECOMMENDATION

The Commission, by motion, appoint one Commissioner as Chairperson and one Commissioner as Vice Chairperson to serve a one-year term commencing on July 1, 2025, and ending on June 30, 2026.

EXECUTIVE SUMMARY

Per the bylaws of Parks and Community Services Commission revised in June of 2010, officers will be selected by the membership for a one-year term. The annual election of officers shall take place at the last regular meeting in June of each year. The terms of officers shall commence as of July 1st following the election and shall continue through June 30th of the following year. In the first year of formation, the election of officers shall take place at the first regular meeting.

FISCAL IMPACT

There is no fiscal impact associated with the discussion item.

ACTION REQUESTED BY THE COMMISSION

Staff recommends that, by motion, the Commission appoint one Chairperson and one Vice Chairperson to serve for a one-year term commencing on July 1, 2025, and ending on June 30, 2026.

Prepared by: Andrea Pedigo, Executive Assistant

Approved by: Jolene Jauregui, Recreation Services Manager

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION
June 5, 2025**

AGENDA ITEM 6.D

REQUEST

**REVIEW, UPDATE AND APPROVE, BY MOTION, THE GOALS AND OBJECTIVES
OF THE PARKS AND COMMUNITY SERVICES COMMISSION FOR FY 2025-2026
WHICH RUNS FROM JULY 1, 2025, THROUGH JUNE 30, 2026**

DISCUSSION

The Parks and Community Services Commission creates goals and objectives that they would like to work on each year that coincide with the City's fiscal year of July 1 through June 30. At the June 6, 2024, Parks and Community Services Commission meeting, the commission reviewed, discussed, and approved the Goals and Objectives for FY 2024-2025.

In preparation for this discussion, staff is asking the commission to review the current FY 2024-2025 goals & objectives (Attachment A) and make recommendations for any updates or changes for FY 2025-2026.

RECOMMENDATION

That the Commission review and update the goals and objectives of the Parks and Community Services Commission for FY 2025-2026.

Prepared by: Andrea Pedigo, Executive Assistant

Approved by: Jolene Jauregui, Recreation Services Manager

Attachment: Attachment "A" – Parks & Community Services Commission Goals & Objectives

Goal		Objective		Tasks		Timeline	Assignment/ Subcommittee	Status
1.	COMMUNITY OUTREACH Look for ways to get the word out; to make Commission more visible and accessible; to get feedback from community; and to widen participation keeping in mind current economic trends	1.A.	Ensure representation with the Tracy Friends for Parks, Recreation & Community Services Foundation	1.A.1	Attend bi-monthly meetings & report back to Commission	Bi-Monthly meetings	Jimenez	
		1.B.	Ensure representation with the Tracy Senior Association and Golden Agers	1.B.1	Attend TSA monthly meetings & report back to Commission; Attend other non-profit meetings & report back to Commission	Monthly meetings; Quarterly meetings	Jimenez	
		1.C.	Public Outreach at community events twice per year	1.C.1	Attend Farmers Market	Twice per year	Lieberg, & Abercrombie	
				1.C.2	Attend Block Party	Twice per year	Lieberg & Shrout	
				1.C.3	Attend Blues, Brews & BBQ	September	Lieberg & Shrout	
				1.C.4	Attend Sponsored Youth Events	Twice per year	Lieberg	
				1.C.5	Attend Movies on the Plaza	Twice per year	Abercrombie	
		1.D.	Public outreach to senior community	1.D.1	Conduct a special meeting of the Parks Commission at the Lolly Hansen Senior Center	Annually in November	All Commissioners	
1.E.	Increase communication with local school districts	1.E.1	Attend bi-monthly meetings & report back to Commission	Bi-Monthly meetings	Abercrombie			
		1.E.2	Attend City/School Liaison meetings and report back to Commission	Quarterly meetings	Abercrombie			
2.	PROGRAM ENHANCEMENT Look for ways to enhance Recreation Programs that will provide community benefit	2.A.	Sponsor and Support the Rollin' Rec Program	2.A.1	Attend a Rollin' Rec Event	Twice per year	Lieberg, Abercrombie, Arbogast & Vacant	
				2.A.2	Attend Rollin' Rec Planning Subcommittee Staff Meetings & report back to Commission	TBD	Lieberg/Arbogast	
				2.A.3	Develop a survey to get a feedback on the program	Complete	Will review survey at next subcommittee mtg	
3	PARK FACILITY & SPORTS FIELD SAFETY	3.A.	Safety need	3.A.1	Attend Meetings as needed related to Parks & Facility Concerns	as needed	Abercrombie	
				3.A.2	Attend Quarterly Homeless Advisory	Quarterly meetings	Abercrombie	
	PARKING LOT:	Programming for Multi-Generational Recreation Center & Aquatics Center						

Agenda Item 7. A

**Parks & Community Services Commission
Sports Field Quarterly Report
March 1, 2025 – May 31, 2025**

Organization	Sport	Date(s) of Violation	Location	Violation Type	Violation Issued	Comments
H4S Athletics	Baseball	3/4/25	Legacy Fields	No Show	First Violation: Verbal Warning by Facility Attendant	H4S Athletics was charged for the reservation.
Altamont Baseball	Baseball	3/4/25	Tracy Sports Complex	No Show	First Violation: Verbal Warning by Facility Attendant	Altamont Baseball was charged for the reservation.
Tracy High School	Softball	3/26/25	Tracy Sports Complex	No Show	First Violation: Verbal Warning by Facility Attendant	Tracy High School was charged for the reservation.
Linden Legends	Baseball	4/1/25	Tracy Sports Complex	No Show	First Violation: Verbal Warning by Facility Attendant	Linden Legends was charged for the reservation.
Altamont Baseball	Baseball	4/2/25	Tracy Sports Complex	No Show	Second Violation: Written Warning by Staff	Altamont Baseball was charged for the reservation and the No Show Penalty Fee.
CenCal	Baseball	4/9/25	Tracy Sports Complex	No Show	Second Violation: Written Warning by Staff	CenCal was charged for the reservation and the No Show Penalty Fee.
Tracy Babe Ruth	Baseball	4/23/25	Legacy Fields	No Show	First Violation: Verbal Warning by Facility Attendant	Tracy Babe Ruth was charged for the reservation.
CenCal	Baseball	5/14/25	Tracy Sports Complex	No Show	Third Violation: Written Warning by Staff	CenCal was charged for the reservation and the No Show Penalty Fee.
Altamont Baseball	Baseball	5/15/25	Tracy Sports Complex	No Show	Third Violation: Written Warning by Staff	Altamont Baseball was charged for the reservation and the No Show Penalty Fee.

Recreation Division Report

Comments from Senior Center Comment Box			
Date	Concern/Comment	Status	How often do you visit?
2/14/2025	No concerns/comments		
2/21/2025	Just a suggestion for a 2nd class of Strength and Stretch	Ongoing: Staff will review the current senior center weekly schedule for opportunities to increase fitness classes.	
2/28/2025	No concerns/comments		
3/7/2025	No concerns/comments		
3/14/2025	No concerns/comments		
3/21/2025	No concerns/comments		
3/21/2025	No concerns/comments		
3/28/2025	No concerns/comments		
4/4/2025	No concerns/comments		
4/11/2025	A senior participant doesn't sign in for Jubilee comes in back door not fair	Ongoing: Staff will monitor and make announcements at Country Jubilee.	NA
4/18/2025	No concerns/comments		
4/25/2025	No concerns/comments		
5/2/2025	No concerns/comments		
5/9/2025	Videos of Mexico Hispanic Dancers - Loraine Terra	Completed: Staff will explore new opportunities to incorporate this suggestion for the future Fiesta de Mayo event.	2 times a week

**Comment boxes are checked every Friday

****Parks Commission Updates: March, June, September & December****

Beginning February 23, 2014, the Lolly Hansen Senior Center began documenting comments/concerns that participants submitted. Over the past eight-four months, 242 seniors have submitted

**Please note comments have been summarized and the original comment cards are available at the Senior Center.