



Parks and Sport Field Use Operating Policies and Procedures

Updated October 2024

I. INTRODUCTION

Welcome to Morgan Hill Parks

Thank you for choosing to host your event at a City of Morgan Hill park. Morgan Hill parks offer BBQ areas and sports fields/courts to host your private, recreational, educational, cultural, or other meaningful activity/event. The BBQ areas and fields are available for all users to reserve. The following policies and procedures apply to all users. The policies and procedures are designed to help your activity/event be successful and memorable while maintaining the longevity of the parks. Rental fees will vary by customer type, day of the week, and location. A rental rate sheet is available to assist with calculating rental fees. Please contact us if you have questions or need more clarity on the policies.

II. FACILITIES AVAILABLE

Park BBQ Areas			
Location	Number of Tables	Number of Grills	Capacity
Magical Bridge Outdoor Classroom	3 long tables 4 short tables	No grills or alcohol allowed.	50
Community Park – Gazebo	4 covered	1 double size grill	75
Community Park – Stage	2 covered & 3 uncovered	2 standard grills	75
Community Park – Hilltop	3 uncovered	1 standard grill	25
Community Park – Courtside	3 uncovered	1 standard grill	25
Community Park – Ball Field	5 uncovered	3 standard grills	75
Galvan Park – North	7 uncovered	1 standard grill	75
Galvan Park – South	4 uncovered	1 standard grill	75
CCC Splash Pad BBQ area	5 uncovered	No grills or alcohol allowed	50

Sport Fields/Courts		
Location	Field Types	Field Types
Community Park	Baseball Field A (L) Baseball Field B Baseball Field C (L) Baseball Field D	Tennis Court 1 (L) Tennis Court 2 (L) Tennis Court 3 (L) Tennis Court 4 (L) Tennis Court 5 (L) Tennis Court 6 (L) Tennis Court 7 (L) Tennis Court 8 (L)
Galvan Park	Baseball Field (L)	Soccer Field 1 – North Soccer Field 2 – South



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Paradise Park	Softball Field	Multi-purpose Field
(L) – Lights available at this field/court.		

Note: The Morgan Hill Outdoor Sports Center is managed by MHOSC, LLC. Please visit www.mhosc.org for more information on OSC field rentals.

III. MAGIAL BRIDGE PLAYGROUND & OUTDOOR CLASSROOM

A. Reservation Rules

1. Magical Bridge Outdoor Classroom reservations are accepted on a first-come, first-served basis and up to 3 months prior to the event.
2. Reservations can be booked online at www.mhparksandrec.com
3. Reservations are confirmed and considered complete upon completion of online booking.
4. Only one reservation per day will be accepted. Attendance for reservation cannot exceed more than 50 attendees.
5. Outdoor classroom is available for anyone to use on a first come, first served basis if not reserved.
6. Requests to change the date are subject to availability and must be submitted in writing to recreation@morganhill.ca.gov
7. Users must have a copy of their rental permit on the day of reservation.
8. For any conflicts on the day of your reservation, please call the Centennial Recreation Center at 408-782-2128.

B. Santa Clara County Public School Use

1. Santa Clara County Office of Education program, School Districts, and Charter Schools located within Santa Clara County can reserve the Outdoor Classroom at no charge.
2. Reservations must be completed with more than 3 months' notice by completing online for at bit.ly/mhmbsccoe.
3. Proof of association with eligible organization is required.
4. The City will allow other users to reserve the outdoor classroom area if available within the upcoming 3 months.

C. Magical Bridge Playground Rules

1. Please visit www.morganhill.ca.gov/magicalbridge to view the latest Magical Bridge Playground rules.

IV. RESERVATIONS

A. Park BBQ Areas

1. Park BBQ Area Reservations are accepted on a first-come, first-served basis and up to 1 year (12 months) prior to the event.
2. BBQ areas can only be booked online at www.mhparksandrec.com
3. Attendance is not to exceed the capacity of the BBQ area.



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4. Reservations are confirmed and considered complete after online booking.
5. Alcohol can be served at BBQ areas by purchasing an alcohol permit during the reservation process. No alcohol allowed at Magical Bridge and CCC Splash Pad BBQ area.
6. Only one BBQ area reservation is made per day at each area.
7. User may arrive and/or leave at any time during their paid reservation time frame. CCC Splash Pad area is per hour.
8. Any BBQ area or date or time not reserved becomes available for anyone to use on a first come, first served basis. Alcohol is not allowed in BBQ areas without a reservation and Alcohol Permit.
9. Requests to change the date are subject to availability.
10. Users must have their rental permit on the day of reservation.
11. For any conflicts on the day of your reservation, please call the Centennial Recreation Center at (408) 782-2128.

B. Sport Fields/Courts

1. Field reservations are accepted in order of Priority Groups (outlined below).
2. Field reservations can be booked online at www.mhparksandrec.com
3. Reservations are confirmed and considered complete only after all required forms are signed, applicable insurance and permits are submitted, and applicable fees are paid. **Note:** Any event that requires a Special Event Permit (SEP) will need to obtain permit before receiving confirmation. Refer to the Special Event Permit section to determine if your reservation will require the permit. See section VI F.
4. Requests to change the date are subject to availability.
5. Multiple field reservations may be made per day. Setup and takedown time should be factored into the reservation time as another customer may book the field immediately before or after.
6. Fields/Courts not reserved become available for anyone to use on a first come, first served basis.
7. Any field/court users with 5 or more sport field reservations in the calendar year will need insurance. See section VI.H for more information.
- 8.
9. Users must have their rental permit and Special Event Permit (if applicable) on the day of reservation.
10. For any conflicts on the day of your reservation, please call the Centennial Recreation Center at (408) 782-2128.

C. Availability

1. Park BBQ Areas – Users may check availability online at www.mhparksandrec.com
2. Sport Fields – Users may check availability online at www.mhparksandrec.com

D. Rental Hours

1. Parks are open from 6am to 10pm. Reservations will be processed:



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- a. **Magical Bridge & Park BBQ Areas:** Sunrise to Sunset)
- b. **Sport Fields/Courts:** 8:00am to 10:00pm
2. Fields/Courts with lights may be reserved until 10pm year-round.
3. Reservation time for fields/courts without lights will vary with the season and depend on actual sunrise and sunset times.
4. Parks may be reserved outside rental hours for set-up and clean-up time with a Special Event Permit, subject to review and approval.

E. Cancellation and Refund Policy

1. Park and Field/Court reservations are non-refundable.

F. Holidays

1. Park BBQ Areas and Sport Fields/Courts are reservable on any day, including holidays.

G. Inclement Weather

1. Reservations that cannot be held due to inclement weather will be allowed to switch to an available date within the year.
2. An email to recreation@morganhill.ca.gov is required to be submitted within 5 business days after reservation date with inclement weather,

H. Concurrent Use Policy

1. Playgrounds, restrooms, trails, and open grass areas are open public areas. These areas must remain open for public access. Reservation only grants exclusive access to the reserved BBQ site tables, BBQ grill(s), or field.
2. The parking lots are open to all park visitors and concurrent use is common.
3. Restrooms and parking lot must be shared by all visitors.

I. Alcohol Permit: Reservations wishing to serve alcohol at their BBQ Area may do so with an additional fee during reservation. The reservations WILL REQUIRE an Alcohol Permit. The Alcohol Permit can be purchased and obtained through the online reservation checkout process while completing the reservation. Please note, alcohol is not permitted at the Magical Bridge Outdoor Classroom or CCC Splash Pad BBQ area. Alcohol use in association with sports field use will require a separate Special Event permit (see section VI F).

J. Amplified Sound

1. The use of amplified sound is not allowed at City Parks.
2. Amplified sound is defined as equipment intended to make sound louder and reachable to a large audience. Examples of amplified sound include: DJ, live band, sound systems, or public address system.
3. The following equipment is not considered amplified sound: personal and small Radio/CD/MP3 music player, acoustic instruments, and small portable rechargeable speakers (including Bluetooth variations).



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4. Sound Systems and Amplified Sound associated with sports field/court events may be permitted through Special Event Permit (see section VI F).

V. GENERAL PARK RULES AND REGULATIONS

A. Restrooms

1. Restrooms are only available at Community Park and Galvan Park.
2. Restroom locks are programmed on a timer to open 6:00am - 10:00pm daily.

B. Decorations/Banners

1. Decorations/Banners may not be affixed, staked stapled, taped, nailed, or tacked to the columns, walls, trees, grass, or park amenities.
2. The use of the following materials is not allowed: rice, birdseed, glitter, sand, hay, rocks, rock salt, confetti, or wax.

C. Bounce Houses and Interactive Entertainment Facilities and Activities

1. **Bounce Houses are currently NOT allowed at City Parks including at the Magical Bridge Outdoor Classroom.**
2. Bounce House and Interactive Entertainment facilities and activities, include inflatable structures (bounce houses, slides, obstacle courses, etc.), nerf activities, dunk tanks, and other structure based activities.
3. The City pre-approves Bounce House and Interactive Entertainment providers to provide services in City Parks. **Currently there are no approved providers.**
4. Bounce House And Interactive Entertainment Providers wishing to be approved for use within City Parks must request approval with the City. Approval shall be granted after review of the risk associated with the provider, submission of City approved insurance, and procurement of a City business license.

D. Power/Electricity

1. Electrical outlets are NOT available at the BBQ areas or fields/courts.

E. Food

1. BBQ grills are not allowed inside Magical Bridge Playground, at the Splash Pad BBQ area, near playgrounds, fields/courts, or block any walkways.
2. User may use the BBQ Grills at reserved BBQ site. Only charcoal or wood may be used to fuel grill fires.
3. User must safely extinguish fire after use.
4. User may bring in their own food or have food delivered.
5. User may hire a food truck to cater event. Food truck must have valid and proper permits to operate. Food truck must set up in parking lot. Fire Extinguishers must be present within food truck. Note: Food truck may not sell food to other visitors.
6. If a user is selling food, having a fundraiser, or selling tickets that include the price of food, user must obtain a Temporary Food Facility Permit from the County of Santa Clara Department of Environmental Health. For more information visit: <https://www.sccgov.org/sites/cpd/programs/TE/Pages/home.aspx>.



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F. Cleaning Responsibilities

1. BBQ areas are public facilities. City teammates are dispatched every morning to restock restrooms and remove trash from BBQ areas.
2. Customer responsibilities:
 - a. Bring your own additional trash bags as park receptacles may fill.
 - b. Return the BBQ/field to its original condition, including properly disposing of all decorations and trash.
 - c. Securely close all bags and leave next to trash cans.
3. For park maintenance issues on weekends between 7:00am - 3:00pm, please call 408-426-0881.

G. Alcohol and Smoking

1. CITY ORDINANCE: Alcohol is prohibited in all parks areas unless a permit has been issued.
2. Alcohol must stay at BBQ areas if permitted by Alcohol Permit. Permit purchased with reservation.
3. Alcoholic beverages are forbidden on any athletic field, tennis courts, bleachers, sidelines, parking lots, or playground areas. *Note: Alcoholic beverages are allowed at BBQ sites located next to fields/courts with Alcohol Permit.
4. A BBQ reservation only serving alcoholic beverages and issued an Alcohol Permit will NOT require liability insurance. Events needing a Special Event Permit are required to liability event insurance. Liability insurance can be obtained through the City and will require an additional fee.
5. If you are selling alcohol, having a fundraiser, or selling tickets that include the price of an alcoholic drink; the customer must obtain an ABC permit. For more information visit: <https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>.
6. Visitors shall not engage in smoking activities. Smoking means engaging in an act that generates smoke, such as through igniting/lighting a: pipe, hookah pipe, cigar, cigarette of any kind, or electronic cigarette. The term "smoke" includes, but is not limited to, tobacco smoke, electronic cigarette vapors, and marijuana smoke.

H. Animals

1. Animals (including performing animals, birds, petting zoos, pony rides, etc.) are not allowed except for certified service animals or dogs on a leash.

VI. SPORT FIELDS/COURTS RULES AND REGULATIONS

A. Priority Groups

The City reserves the right to preempt or revoke permits (if previously issued) for any reason if the City or YMCA require the field at the same time. When such action is necessary, the City will give users as much advance notice as possible.

Priority I: City Programs and Partner Organizations



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The City has one designated Partner Organization per sport. Partners are selected by the Parks and Recreation Commission (PRC) according to the number of residents served, historic delivery of services, and commitment to providing both recreational and competitive athletic opportunities. Each Partner Organization is required to meet the following criteria:

1. Maintain a valid IRS 501(c)(3)
2. Morgan Hill headquartered
3. Minimum of sixty percent (60%) of the organization's participants residing in Morgan Hill

The City's Parks and Recreation Commission designated these Partner Organizations:

City Partner(s):	YMCA and Morgan Hill Tennis Club
Youth Baseball:	Morgan Hill Pony Baseball
Youth Football:	Morgan Hill Pop Warner Football
Youth Softball:	Morgan Hill Spirit & Pride Girls Softball
Youth Soccer:	Orchard Valley Youth Soccer

Priority II: Morgan Hill Unified School District-

1. School teams must demonstrate district fields/courts are not available.

Priority III: Resident, Non-profit, Youth Organizations

To qualify for this priority:

1. Organization must be a youth-based organization
2. Submit the organization's IRS 501(c)(3)
3. Morgan Hill headquartered
4. Minimum sixty percent (60%) of the organization's participants reside in Morgan Hill.

Priority IV: Resident, Non-profit Team

To qualify for this priority:

1. Minimum of sixty percent (60%) of the team's roster must reside in Morgan Hill
2. The team is not affiliated with any organization in the above priority groups.

Priority V: Other

1. All other customers that do not meet the requirements of the above priority groups.

B. Priority Resident, Non-Profit Status Requirements

To maintain resident, non-profit status, organizations must certify that sixty percent (60%) of participants reside in Morgan Hill city limits. As verification, organizations must have up-to-date rosters on file with the City, copy of the IRS 501(c)(3) articles of incorporation, and IRS exemption letter (or equivalent) showing the exempt status and the organization headquarters.

In addition, priority users must also agree to the following:



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1. Make available to the City upon request any other documentation deemed necessary to determine participant residency.
2. Group must provide a certification program for all coaches who are the head coach/manager for each team. The certification program must be recognized by the National Recreation and Parks Association or endorsed by the state or national organization which governs the group.
3. Groups must provide written reports and documentation as requested by the City for reporting purposes, excluding privileged, confidential, proprietary, and financial records.
4. Each group shall appoint two authorized contacts to be the agents for the organization in all communications with the City regarding facility scheduling. The authorized contacts are responsible to inform the organization's board members, coaches, and committee chairs of all policies, procedures, and conditions of use.
5. Priority Groups may not assign their reserved time to other groups. Any such action may result in the termination of the group's priority standing the following year.

C. Reservation Timeline

The following schedule outlines the due dates for field users to submit and/or book their reservations. Priority Group I that do not submit their requests by the due date will lose priority scheduling for that season

Games, Practices, Clinics, and Camps (Weekdays Only)

Priority I

<u>Request in Writing Due</u>	<u>Season</u>
November 1-10th	January 1 through June 30
May 1-10th	July 1 through December 31

Games, Practices, Clinics, and Camps (Weekdays Only)

Priority II-V

<u>Online Booking Opens</u>	<u>Season</u>
Mid November	January 1 through June 30
Mid May	July 1 through December 31

Tournaments and Large Events (Weekends Only)

Priority I-IV

<u>Request Due</u>	<u>Season</u>
December 1	January 1 through December 31

Priority V

Accepted the day after above deadlines.

D. Schedule Changes and Holds Policy

1. Priority Groups shall not reserve fields/courts that they do not intend to use.
2. Once a rental permit is provided, users must submit written notification to the City of any changes to date(s), time(s), or cancellation at least 7 days prior to the event



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date.

3. Users that fail to provide written notice with at least 7 days will not be refunded or allowed to change reservation.
4. Priority Groups will not be allowed to “hold” dates or book dates for other users.
5. The City will monitor how frequently users are submitting cancellations and requesting changes.
6. The City may revoke the user(s) priority schedule rating if user is found to be holding dates for other users or intentionally blocking dates from other users.

E. Payments

1. Priority Groups I-50% of payment is due once reservations are confirmed, remaining 50% is due 30 days before last reservation.
2. Priority Group II-V – payment is due at the time of reservation.

F. Sport Fields/Courts Special Event Permits – Any Field/Court reservation will require a Special Event Permit (and charged the applicable fee) if any of the following items apply:

1. Entertainment
2. Charging an Entry Fee
3. Amplified Sound
4. 50 or more guests (any Tournaments with more than 50 total attendance)
5. Selling Food

G. Non-Recurring User

Field reservations for casual uses by **Morgan Hill residents ONLY** and **5 or less uses per calendar year** will not require general liability insurance.

H. Insurance

1. Any field/court reservation with a Special Event Permit will require insurance.
2. Any field/court users with 5 or more sport field reservations in the calendar year will need insurance.
3. Insurance may be purchased directly from the City of Morgan Hill or a third party.
4. Third party insurance must be approved by the City’s Risk Management Office.
5. Insurance certificates are due no later than 30 days prior to the event. Please refer to City’s insurance requirements: bit.ly/mhinsurance.

I. Field Use Rules

1. A copy of the permit must be available for inspection when an organization is using the field.
2. Alcoholic beverages are not allowed; violation will result in permit cancellation and fees will not be returned. *Note: Alcoholic beverages are allowed at BBQ sites located next to fields/courts with Special Event Permit (refer to earlier section).
3. User shall not litter, soil, or defile the field, restrooms, or other park areas.
4. Users and visitors shall not enter an area posted as “closed to the public” or “field closed”.



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5. Users shall not remove any City postings or signs.
6. Users shall not participate in riotous, threatening, or indecent conduct.
7. Use of portable lights is not allowed.
8. Use of metal cleats is not allowed.

J. Lights

1. Users must pay and request the use of lights at least 24 hours before activity.
2. Users renting fields/courts with lights are responsible for proper use of lights.
- 3.
4. Community Park and Galvan Park Lights, users will be issued a pin via email to unlock keypad to access lights.

K. Maintenance

1. User is responsible for the condition of the field and equipment during the event, as well as the actions of any visitors attending event.
2. User is responsible for the reserved area being free of trash or debris caused by their group's usage.
3. User is responsible for the lining of fields with acceptable field lining chalk or paint.
4. The use of the requested field is allowed only for the purposes specified on the rental permit.
5. Canopies, umbrellas, or other equipment that require "staking" are not allowed.
6. Motorized vehicles for the preparation of athletic fields or other activities are not permitted.

L. Equipment

1. Users must bring their own equipment for each reservation. The City does not provide game equipment – e.g. baseball diamond bases, goal posts, nets, etc.
2. Users are responsible for equipment setup and teardown (e.g., bases, goals).

M. Concession Stand

1. Please contact 408-782-2128 for additional information. County Health Permits are required to operate concession stand during event.

VII. OTHER INFORMATION

A. Prohibited Activities

1. Vehicles are not allowed on the grass, decomposed granite, or walking trails - even for unloading supplies.
2. Visitors may not block or interfere with roads, walkways, trails, restrooms, signs, driveways, or park amenities during use, including unloading, picking up or dropping off participants.
3. Visitors shall not attach any rope, wire or other contrivance to any tree or plant.
4. Visitors shall not use, carry, or possess firearms of any description, or air rifles, spring guns, bows and arrows, slings, or any other forms of weapons potentially dangerous to wildlife or human safety.



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5. Visitors shall not dump, deposit, or leave any bottles, broken glass, ashes, paper, boxes, cans, refuse or trash on the grounds. Such items shall be placed in the proper receptacles where these are provided.
6. Visitors shall not bring, possess or set off, or otherwise cause to explode or discharge or burn, any firecrackers, torpedoes, rockets, or other fireworks or explosives of flammable material.
7. Visitors shall not use powered model airplanes, drones, watercraft, or rockets.
8. Visitors shall not feed nondomestic animals any food, including breads, seeds, nuts or other foods as many cause unintentional harm, illness, or death.
9. Visitors shall not engage in unruly conduct such as profane language or fighting.
10. Visitors shall not engage in non-tennis related activities on the tennis courts, such as playing soccer, riding bicycles or scooters, skateboarding, roller blading, or dog training.
11. Visitors shall not use bicycles, scooters, or skateboards in playground areas.

B. Public Safety

1. The City of Morgan Hill reserves the right to revoke or cancel a permitted use if it is deemed to be dangerous, hazardous, or not in the best interest of the City.

C. Theft/Storage

1. Property and equipment should not be left on City property overnight. The City of Morgan Hill is not responsible for any lost, forgotten, or stolen items.

D. Pop-Up Tents/Canopies

1. Canopies may be used in accordance with Fire safety requirements:
 - a. Visitors may use multiple canopies with a combined square footage of 400 or less in size without restrictions (e.g. 4 10x10 units, 3 12x12 units, etc.).
 - b. Canopies cannot be staked into grass. Instead, weights must be used to secure structure.
 - c. Grills should not be covered by canopies.
 - d. A fire permit is required to have a total combined square footage of 401 or more. Canopies larger than 400 square feet need to have a clearance of 20 feet from any building eaves and the tent opening.