

Sports Field and Reservations

The City of Berkeley has a number of sports fields available for reservations to community groups. Below is information to help with the field reservation process.

Use of open turf areas for sport

No group shall use open turf spaces that are not designated as "Sports Fields" by the City of Berkeley to participate in drills, scrimmages or game like activities. These sports include, but are not limited to, baseball, football, soccer, ultimate frisbee, lacrosse and golf. No cleats of any kinds are allowed to be used in parks not designated as "Sports Fields". For a list of Sports Fields see [Facilities and Amenities](#).

How to reserve and allocation process

Fields will be allocated to twice annually via Sport Field Allocation meeting.

Single day sports field user groups may reserve available field space (see [Open Field Slot](#)).

Sports Field User groups that have been grandfathered into slots will have priority to reserve those field slots. For example, permits will be equal to the previous seasons permits. Grandfathered groups will be able to keep priority if they forgo field use for one season.

SPORTS FIELD ALLOCATION MEETINGS

- Field space for Fall/Winter is allocated on 2nd Tuesday of April.
- Field Space for Spring/Summer is allocated on 2nd Tuesday of October.
- User group or individual representatives request field spaces by field, day of week and time. If no other groups request same field, day of week and time during the allocation meeting then the original requester will have priority to the space. No requests will be considered after the allocation meeting unless field space remained unclaimed during allocation meeting.

Conflicts

When there is conflict for field space, groups will be given the opportunity to resolve the conflict within 10 days of the meeting. If no agreement has been made within the 10 days after the allocation meeting, groups should submit a written detailed request stating why they should have priority to the requested slots using the priority guidelines in [Priority Designation](#). City staff will review the written request and receive consultation from the Sports Field Advisory Board, comprised of Sports Field Users, to make final determination.

Conflict Guidelines:

- 3 Challenge limit per Sports Field User group per allocation meeting
- Sports Field User groups with past due balances prior to the allocation meeting will be ineligible to submit challenges
- User group or individual representative must be present at the allocation meeting to submit challenges.

- User group or individual representative challenging field space on behalf of another Sports Field User group is prohibited.

New Users

DURING ALLOCATION MEETING

New users may request open field space per field use schedule. Groups may also challenge other priority groups for occupied field space. Please see [Conflicts](#) for next steps.

AFTER ALLOCATION MEETING

Interested parties may contact Brian Legaspi (Blegaspi@berkeleyca.gov) or Wayne Munson (Wmunson@berkeleyca.gov) for field reservation information.

Field Allocation Disclaimer

A field permit will be issued only after all requirements have been submitted (Payment in full, Field Use Waiver, Insurance documents, and Roster). A request for field use does not equal approval. The City of Berkeley reserves the right to cancel or re-assign field allocation to accommodate the needs of any City of Berkeley sponsored/co-sponsored events, tournaments, or field and facility work. In addition, when the health and safety of participants are threatened due to weather conditions (i.e. air quality, rain, lightning, public health concerns, etc.) The City of Berkeley will decide or recommendation to close fields as conditions require. For more information on protecting your health during smoke events, see www.cityofberkeley.info/air-quality.

Invoice

Users will receive a field use estimate after allocation meeting. Users will need to review estimate and request changes prior to being billed. If no changes have been requested, estimate will be billed as is. No changes will be processed after this point, user will be responsible for billed portion. Payments will be due prior to first date of permit. For single day use or requests after allocation meeting, payment is due immediately to confirm slot (no holds).

Open Field Slots

After field slots are allocated, available field space will be reserved on a first come-first serve basis.

- For Tom Bates Regional Sports Complex and Gabe Catalfo fields contact Brian Legaspi, 510-981-6692, or email at Blegaspi@berkeleyca.gov.
- For all other City of Berkeley sports fields contact Brian Legaspi or Wayne Munson, 510-981-5152, or email Wmunson@berkeleyca.gov.

After receiving a field permit, groups must abide by the following policies to keep the permit in good standing:

Rosters

Field users are required to submit a current roster per season, which includes city of residence for each participant, names of the participants, address, zip code. City staff will provide a template to complete this requirement.

Rosters can be e-mailed to sportsfields@cityofberkeley.info, faxed to (510) 981-5160, or mailed to 1720 Eighth Street, Berkeley, CA 94710. For questions, please contact our Recreation Customer Service Hub at 510-981-5150 ext. 0.

Proof of Non-Profit Status (if applicable)

Provide documents to demonstrate good standing with federal and state government agencies of 501 (c) (3) status including the agency's non-profit EIN number, names of the board members, and articles of incorporation. Groups are required to provide this information prior to each allocation meeting.

Insurance

Field user shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected to the use or occupancy of the City of Berkeley's facilities and adjoining property in the amount of \$1,000,000 (one million dollars) per occurrence.

Business License

Groups will be required to provide proof of a business license.

ALL SPORTS FIELDS:

Endorsement 1: Such insurance shall name the City of Berkeley, its officers, employees, and agents as additional insured as evidence by an additional insured endorsement, prior to the rental date of the facility. Insurance shall be endorsed to provide thirty (30) days' notice to the City of Berkeley of cancellation or any change of coverage or policy limits. Approved copies of the insurance certificate and additional insured endorsement must be on file prior to the rental period.

THE ADDRESS SHOULD READ:

City of Berkeley
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

FOR TOM BATES REGIONAL SPORTS COMPLEX ONLY:

Endorsement 2: Names East Bay Regional Parks as additional insured and should read as follows: "*East Bay Regional Parks, its officers, agents, employees and volunteers are named additional insured with respects to the insured's operations.*"

THE ADDRESS SHOULD READ:

East Bay Regional Parks
2950 Peralta Oaks Court
Oakland, CA 94605

A copy of the Certificate of Insurance and Endorsement can be emailed to sportsfields@cityofberkeley.info, faxed to (510) 981-5160, or mailed to 1720 Eighth Street, Berkeley, CA

94710. For questions, please contact our Recreation Customer Service Hub at 510-981-5150 ext. 0.

You may purchase insurance through your personal insurance source, league/organization affiliation, or through Sadler Sports (www.sadlersports.com/soda).

Permit Cancellation/Refunds and Notice of Non-Use

CANCELLATION/REFUNDS

The Parks, Recreation and Waterfront department reserves the right to cancel any reservations (permits) for City field use for any of the following reasons:

- It conflicts with a City-sponsored league, program, activity, or event
- Maintenance needs/issues
- Overuse of a field
- Unsafe Conditions

In these cases, all attempts will be made to provide advance notice and to schedule an alternate location. In the event of an emergency, when only short or no notice can be afforded, groups must cooperate with the cancellation so as not to risk loss of rental/allocation privileges. The City is not obligated to provide alternate fields if none are available.

Refund/credit of the total fees will be given when cancelled prior to the first date of use on the permit on accordance with the following schedule:

- 30 days or less notice – refund/credit with 25% administration fee.
- Please provide 6-8 weeks to process refund/credit from request date. All refunds will be returned via City of Berkeley check.

All requests for refunds must be directed to the Recreation & Youth Services Manager and sent to recreation@cityofberkeley.info. The original receipt must be submitted with a written request for a refund. The request must state the reason for the refund, and the dates you are requesting a refund for.

Notice of Non-Use

When permits are issued, a specific field(s) is reserved for the user, to the exclusion of others. Recognizing this exclusivity, groups should only reserve the fields they intend to use. Field users must notify the City to report any reserved time that can be released for general public use or to other groups by deadlines provided during the estimate phase.

Multiple non-use instances of a reserved field may result in revocation of the priority to the allocated field slot.

User Group Audit Process

In the event that the City receives complaints regarding potential misuse of permitted spaces, City staff will implement an audit process.

Audit Scope:

The audits are intended to cover the entire field allocation process, from application to final allocation including but not limited to the following:

- Verification of Insurance and main contact of user group
- Verification of Roster Data: Staff will check rosters for accuracy and completeness, verifying participant residency if required.
- Policy Compliance: Staff will determine whether identified user group adheres to the established policies and procedures.
- Data Analysis: Staff will analyze data to identify trends, potential issues.
- Field Use Monitoring: Staff may monitor field use to ensure that allocated time slots are being used as intended.

Priority Designation

As a guide, users should understand that the following are taken into consideration with the programs at the top of the list having the highest priority. However, highest priority within a category is an important but not determining factor.

Programs providing recreation for children (prior to 7pm on all weekdays and all day on Saturday)

- City of Berkeley programs
- Youth programs provided by Public Schools (BUSD priority except at Tom Bates Regional Sports Complex)
- Youth programs provided by local (Berkeley) non-profits
- Youth programs provided by Private Schools
- Youth programs provided by other private organizations
- Youth camps provided by a private provider
- Special Events – Tournaments

Programs providing recreation for adults (from 7pm until closing on weekdays and all day on Sunday)

- City of Berkeley programs
- Adult programs provided by local (Berkeley) non-profits
- Adult programs provided by Colleges and Universities

- Adult programs provided by private individuals and Organizations
- Special Events – Tournaments

Priority by type of user

- Programs that serve a group (sport or gender) not currently being served or underserved
- Programs that have limited field space
- Programs that already have a lot of field space

A sport in its traditional season requesting space may be a factor in prioritizing field use over an out-of-season sport.

Sports Field Fees

Fees are set by the City of Berkeley Parks, Recreation and Waterfront Department and approved by City Council. For Tom Bates Regional Sports Complex and Gabe Catalfo Fields there are only two pricing levels – one for a youth groups, community-based youth non-profit. The second for adults, private schools and groups using the fields for fund raising activities including revenue generating camps and tournaments.

Program Area – City Athletic Fields	Unit of Measure	Resident	Non-Resident
Cedar Rose, Codornices, Glendale-La Loma, Grove, James Kenney, Ohlone, San Pablo, Willard, Thousand Oaks			
Youth, non-profit leagues	2-hours	\$36	\$43
Adults, for-profits, private schools	2-hours	\$72	\$86
Maintenance Deposit: 40% of fee			
Gabe Catalfo Fields at Harrison Park, Natural Turf			
Youth, non-profit leagues	2-hours	\$29	\$35
Adults, for-profits, private schools	2-hours	\$72	\$86
Tom Bates Regional Sports Complex, Natural Turf			
Youth, non-profit leagues	2-hours	\$29	\$35
Adults, for-profits, private schools	2-hours	\$72	\$86
Tom Bates Regional Sports Complex, Synthetic Turf			
Youth, non-profit leagues	2-hours	\$40	\$48
Adults, for-profits, private schools	2-hours	\$91	\$109
Sports Field User Fines (Policy Violations: Applicable to all athletic fields)			
Playing on a Closed Grass Field	1 st Offense	\$250	\$250
	2 nd Offense	\$500	\$500
Running Practices in main goal area	1 st Offense within 12 months	\$50	\$50

	2 nd Offense within 12 months	\$100	\$100
	3 rd Offense within 12 months	\$200	\$200
Dogs, Alcohol, Trash, Wheeled Vehicles	Incident	\$100	\$100
Field Monitor	Hourly	\$25	\$25

Additional Rules (Applicable to all athletic fields)

Weekday slots used before 3:30pm throughout the year are discounted 50%

Weekday slots 5:30pm-7:00pm are charged as full two-hour slot

All other slots are pro-rated in 30-minute increments

Facilities and Amenities

Locations	Address	Facility	Hours	Open Grass Area	Synth Turf Soccer Lacrosse Rugby	Natural Turf Soccer	60'-70' Baseball Softball Diamond	90' Baseball Diamond	Multi-Use Field	Small Turf Area	Lights
Aquatic	80 Bolivar Dr	Small Turf Area	8am-Sunset							●	
Cedar Rose	1300 Park St	Sports Field	8am-Sunset	●					●		
Codornices	1201 Euclid Ave	Sports Field	8am-Sunset				●		●		
Glendale-La Loma	Glendale Ave & La Loma Ave	Sports Field	8am-Sunset								
Grove	1730 Oregon St	Sports Field	8am-10:30pm								
Harrison	1100 Fourth St	Gabe Catalfo West	8am-9:30pm			●					●
		Gabe Catalfo East				●					●
James Kenney	1720 Eighth St	Sports Field	8am-10:30pm				●				●
Ohlone	Delaware St & Sacramento St	Ohlone Softball	8am-Sunset				●				
	California St & Hearst Ave	Ohlone Middle	8am-Sunset	●					●		
San Pablo	2800 Park St	Field #1	8am-10:30pm				●	●	●		●
		Field #2					●		●		●
Tom Bates Regions Sports Complex (Gilman)	400 Gilman St	Gilman North	8am-11pm		●				●		●
		Gilman South	8am-11pm		●				●		●
		Gilman East	8am-Sunset			●			●		●
		Gilman West	8am-Sunset			●			●		●
		Gilman Softball	8am-Sunset				●				
Willard	2730 Hillegass Ave	Sports Field (Baseball Youth Only)	8am-10pm				●	●	●		●

