



ALAMEDA RECREATION AND PARK DEPARTMENT  
2226 Santa Clara Avenue, Alameda, CA 94501 · (510) 747-7529  
[www.alamedaca.gov/Departments/Recreation-Parks](http://www.alamedaca.gov/Departments/Recreation-Parks)

## SPORTS FACILITY RENTAL POLICIES

1. A Facility Use Permit must be submitted and received at least seven (7) business days prior to the date requested. For availability and to submit your Sports Facility Use Permit, please email: [DMcDaniels@alamedaca.gov](mailto:DMcDaniels@alamedaca.gov)
2. All fees must be paid in full at the time the reservation is issued. Cash, personal check (made payable to ARPD), Visa, MasterCard, Discover, Amex, cashier's check, and money order are accepted.
3. Permits will be issued to adults (21 years and over) with a two-hour minimum on all permits.
4. Upon review of your request, ARPD staff may require large group rentals to be responsible for the removal of garbage and recycling generated from the event. Permit holder may contact ACI: (510) 483-1400 to schedule a dumpster drop off and pickup, or choose to haul off event debris.
5. ARPD staff may require large group rentals to order additional portable restrooms and hand wash stations. Permit holder is responsible for scheduling drop off and pick up of portable restrooms and hand wash stations.
6. Permits cancelled due to weather or weather related field conditions will be rescheduled based on availability or refunded.
7. Permit Holders must follow all posted Park Rules.
8. Alcoholic beverages are NOT allowed in any City park or field.
9. No Smoking allowed in City Parks.
10. No vehicles allowed in City Parks.
11. No metal cleats allowed on synthetic turf fields.
12. Permit holders may be charged for damage caused by misuse, including use of a field that has been closed due to weather conditions.