

County of Santa Clara

Parks and Recreation Department

298 Garden Hill Drive
Los Gatos, California 95032-7669
(408) 355-2200 FAX 355-2290
Reservations (408) 355-2201
www.parkhere.org



November 6, 2017

Public Notice of Permitting & Reservations Process Change

Description:

Santa Clara County Parks and Recreation is continuously reviewing procedures and processes to ensure equal opportunity to the public and use of our park lands. In an effort to streamline and follow a cohesive and fair process for reservations and permitting department wide the following changes or enforcements are effective immediately at Field Sports Park.

Process and Requirements:

1. All use of the park outside of the typical daily use requires an approved permit. *Definition of normal park use at Field Sports Park is person or persons utilizing a lane or field by paying an entrance fee for personal recreational use.*
 - a. Permit application must be submitted to the permits department via mail, e-mail or in person.
 - b. Permits will be provided for Park Use, Special Event and Concessionaire.
 - c. All for-profit companies, agencies or groups and/or instructors will be required to apply for a concessionaire permit and will be required to pay 10% gross of monthly income collected utilizing parks grounds.
 - d. For-profit companies, agencies or groups and/or instructors will have to pay an entrance fee for each participant in addition to the gross payment.
 - e. All non-profit companies, agencies or groups are eligible for a discounted reservation cost but are required to apply for a park use permit or special even permit depending on their use.
 - f. All annual renewals are exempt from Livescan process.
 - g. All permit applications will be reviewed by the park Rangemaster II or Sr. Ranger or designated Rangemaster I as well as any other division of the SCC Parks department in which the permit use might affect.
 - h. Permit applications may be obtained through the County website www.parkhere.org, Parks Reservations, or at Field Sports Park.
2. Application process
 - a. All new applicants will be required to complete an account request in addition to a permit application and be reviewed for qualifications as well as completing a Livescan.
 - b. All designated proxies must complete the account application process including qualification review and live scan prior to being approved as a proxy.
3. Reservations will be allowed only for active permit holders.
 - a. Reservations are available 12 months from the date of permit approval.
 - b. Reservations will be made on a first come first serve basis only.
 - c. Dates specified on permit application will be held until permit approval / denial decision is made for all renewing companies, agencies or instructors.

- d. Dates will **not** be held for new applicants without a previous account approval as Livescan and qualification approval is not guaranteed.
- e. In the event an application for permit and park account are received at the same time on the same date will be subject to County Ordinance Code [Section B14-51.1 Priorities of Use](#) and is defined below:

Sec. B14-51.1. - Priorities of use.

(a) All County parks within the County are held in trust for the use and enjoyment of the public. The primary use of park facilities is for activities of a recreational or community-service nature as determined by the Director. When not in use for public purposes, County parks and recreation facilities may be made available for the exclusive use of persons or groups, for a limited period, upon issuance of a reservation or permit and payment of designated fees, subject to rules and regulations contained herein and in park regulations. Such use of facilities shall be governed by the following order of priority:

- (1) *Department activities.* Programs and activities sponsored or co-sponsored by the Department or the County shall have priority. Non-Department County agencies and departments should submit requests for use on agency/department letterhead signed by the agency or department administrator or director. Non-Department activities shall be subject to the fees, except for training or educational purposes.
- (2) *Public community activities.* Included in this category are activities that are open to the public and are sponsored by Santa Clara County nonprofit organizations or public agencies other than County government agencies and departments.
- (3) *Private individual, organization and association activities.* Included in this category are activities that are closed to the general public or are commercial or political in nature. These activities may be sponsored by the County, individuals, private or public organizations, or public agencies.
- (4) *Non-Santa Clara County individuals, organization and association activities.* Included in this category are nonresident individuals or groups.

(b) Reservation and permits shall be issued by the Department in accordance with priorities, and within priorities on a first-come, first-served basis.

All request for reservations, permitting and account applications must be requested and submitted to the permits and reservations division of Santa Clara County Parks Administration:

Phone: (408) 355-2201 Fax: (408) 355-2290
 Permit Email: ParkPermits@prk.sccgov.org
 Reservation Email: Reservations@prk.sccgov.org
 Address: 298 Garden Hill Drive.
 Los Gatos, CA 95032

Hours:
 Monday – Friday
 8:30am – 12:00pm
 1:00pm – 4:00pm
Except Holidays and Observed Holidays



Board of Supervisors: Mike Wasserman, Ken Yeager, Dave Cortese, Cindy Chavez, Joseph Simitian
County Executive: Jeffrey V. Smith