



City of Santa Clarita
Parks, Recreation, and Community Services Department
 Phone: 661-250-3710 FAX: 661-250-3724

| |
|---|
| For office use only Date Received: _____ Facility Requested: _____ |
|---|

FIELD REQUEST APPLICATION

Instructions:

- ◆ Print (blue or black ink) or type application.
- ◆ Submit at least 2 weeks prior to event.
- ◆ I have read and acknowledged the attached policies and procedures. _____ (Initials) _____ (Date)

| |
|---|
| Name of Applicant/Organization: _____ Address: _____ City: _____ Zip: _____ Contact (Name): _____ Contact's Relation to Applicant/Organization: _____ Day Phone: _____ Evening Phone: _____ FAX: _____ E-Mail: _____ Alternate Contact Name: _____ Day Phone: _____ Evening Phone: _____ |
|---|

Please indicate which category applies to you/your organization:

- | | | |
|---|---|--|
| <input type="checkbox"/> City Sponsored | <input type="checkbox"/> Non-Profit** Organization/Non-Resident | <input type="checkbox"/> Private Function/Non-Resident |
| <input type="checkbox"/> Non-Profit** Organization/Resident * | <input type="checkbox"/> Private Function /Resident* | <input type="checkbox"/> Commercial/Businesses |

*75% members must be City of Santa Clarita residents.

**Proof of Non-Profit Status 501c3 Required Non-Profit 501c3 I.D. # _____

Facility requested: _____ π Practice π Games

Type of facility requested:

- Softball diamond(s) # _____ Multi-purpose field(s) # _____

Type of event: Football Soccer Softball Other _____

Attendance: # of adults _____ # of children _____

Date(s) requested (list dates of multiple use):

| | | | |
|------------|------------|-------------|-------------|
| Jan _____ | Feb _____ | March _____ | April _____ |
| May _____ | June _____ | July _____ | Aug _____ |
| Sept _____ | Oct _____ | Nov _____ | Dec _____ |

Hours requested (include setup and breakdown):

- | | |
|---|--|
| <input type="checkbox"/> Monday _____ to _____ | <input type="checkbox"/> Friday _____ to _____ |
| <input type="checkbox"/> Tuesday _____ to _____ | <input type="checkbox"/> Saturday _____ to _____ |
| <input type="checkbox"/> Wednesday _____ to _____ | <input type="checkbox"/> Sunday _____ to _____ |
| <input type="checkbox"/> Thursday _____ to _____ | |

Equipment you are providing (canopy, etc.): _____

**City of Santa Clarita – Field Rentals
Agreement for Use
(Policies and Use Procedures)**

A. GENERAL INFORMATION:

Please initial that you have read and acknowledged the section pertaining to general information _____

1. Agreement for Use forms and other required documents for field rentals must be filed and all fees paid at time of application. All fees including damage deposit must be paid by check, money order, or credit card. No cash will be accepted for payment of fees.
2. Approved Agreement for Use forms may not be transferred, assigned, or sublet.
3. All motor vehicles must be parked in designated parking areas. Only vehicles with handicapped parking permits may park in handicapped parking spaces. Violators will be cited and/or towed at the owner's expense. All applicants must submit a parking plan for their event with their application. Motorized vehicles are allowed on park grounds ONLY with prior approval. This includes, but is not limited to, beverage trucks, unloading of supplies, etc.
4. City facilities are closed and no reservations will be accepted for the following City-observed holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, ½ Day for Christmas Eve, Christmas Day, and ½ Day for New Year's Eve.
5. Allocation of fields will be the sole responsibility of the Parks, Recreation, and Community Services Department. All City field reservations must be made a minimum of two (2) weeks and a maximum of six (6) months in advance with payment on a first-come, first-served basis.
6. In the case that two or more parties request the same date/time, and location, priority will be given in the order as noted below. In the event of a tie, City staff will hold a drawing. Group #1 – City-sponsored or co-sponsored organizations, activities, and/or events. Group #2 – All agencies with reciprocal agreements with the City. Group #3 – Non-Profit Organizations (75% members must be City of Santa Clarita Residents). Group #4 – City of Santa Clarita Residents (Private function). Group #5 – Non-Profit Organizations (Non-Residents). Group #6 – Non-Residents (Private function); and/or All Commercial/Businesses.
7. Field reservations must be in compliance with the City's Field Allocation Policy.
8. Groups of minors shall be supervised by one adult for every 25 minors at all times when using any City facilities.
9. Denial of Agreement for Use may be made by the Department on the basis of the following reasons:
 - a) The field is incapable of accommodating the proposed activity for the number of people involved.
 - b) The applicant has failed to comply with all the conditions required for the event or with the facility usage policies, procedures, and/or regulations.
 - c) The nature of the activity may endanger the participants, facility, equipment, or staff.
 - d) Or based on any substantive reason(s), as deemed by the City.
10. All groups and individuals using City facilities must comply with City, County, State, and Federal laws. Failure to abide by these laws or established Parks, Recreation, and Community Services Department policies and regulations shall result in the loss of an Agreement for Use and forfeiture of all fees and deposits.
11. Changes, alterations, or defacement of property to any facility, its furnishings, or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City shall have the right to deny future applications without any stated cause.
12. Approved, bonded, licensed, uniformed security guards, and/or off-duty Los Angeles County Sheriffs shall be required at all events and/or activities with guest count over 100 persons; when alcohol beverages are being served; and/or at the discretion of the Director of Parks, Recreation, and Community Services Department.
 - a) If the attendance is between 100 - 150, one (1) security personnel is required. If the attendance is between 151-300, two (2) security personnel are required. Additional security personnel may be required as deemed necessary by the City.
 - b) It shall be the sole responsibility of the applicant to make the required security arrangements and payments directly to the security provider. Written proof of security contract is required two (2) weeks prior to the event.
13. All requests to conduct commercial profit venture and/or promotional activities are subject to City approval and must be submitted at least ninety (90) days prior to the event. 10% of all said gross revenues (5% for non profit organizations) are payable and due to the City at the conclusion of the event.
14. For events open to the public that offer food or items for sale, a current Peddler and Solicitor Permit and/or Los Angeles County Health Permit is required. Proof of permit(s) are required two (2) weeks prior to the event.
15. Advertising materials, flyers, or other promotional material are limited to City-sponsored events only. All items posted or left without the Department's approval will be removed and discarded.
16. All exhibits, shows, and public gatherings must comply with the minimum safety requirements established by the Los Angeles County Fire Department. Proof of compliance must be provided two (2) weeks prior to event.
17. Storage of property is not permitted.
18. Smoking or tobacco use is prohibited at all City facilities.
19. Animals are not permitted in the facility except for those that are used in aiding a person with a disability or for dog shows/events.
20. Possession of firearms and/or weapons is strictly prohibited.
21. Use of generators, amplified sound, tents, gazebos, etc. must be approved at the time of application and must meet all City codes.
22. Games/practices/events may not begin before 8 a.m. and must terminate by 10 p.m.
23. No metal cleats are allowed on any sport field and/or ball diamond.
24. Lining of City fields with chalk or paint is not permitted without written permission granted by the City.
25. Burning lines on any City parks and/or fields is not permitted.

B. FEES/DEPOSITS/CHANGES/CANCELLATIONS/REFUNDS

Please initial that you have read and acknowledged the section pertaining to fees/deposits/changes/cancellations/refunds _____

1. Fees and damage deposits will be assessed for all events and/or rentals as set forth by the City Council in the current City of Santa Clarita Schedule of Fees and Charges.

2. A damage deposit is required for all events and/or rentals, and must be paid when submitting the signed application in order to reserve a facility. The deposit is refundable only after the event is complete and no outstanding fees are due or repairs are required.
3. Incomplete or inaccurate information provided by the applicant on the contract may result in cancellation of the event and forfeiture of all fees, including damage deposit.
4. Cancellation of Agreement for Use must be received in writing. Cancellation fees are assessed as follows:
 - a) If written cancellation is received 120 days or more prior to, but not including the event date, twenty-five percent (25%) of rental fees are forfeited.
 - b) If written cancellation is received 90 - 119 days prior to, but not including the event date, fifty- percent (50%) of rental fees are forfeited.
 - c) If written cancellation is received 31 - 89 days prior to, but not including the event date, seventy-five percent (75%) of rental fees are forfeited.
 - d. If written cancellation is received 30 days prior to the event date, all fees including damage deposit are forfeited.
5. Forfeiture of all fees including damage deposit will result if any of the following occurs:
 - a) Facility damage beyond normal use.
 - b) Excessive maintenance is required following use.
 - c) Any act by the applicant and/or applicant's group requiring police action.
 - d) Cancellation of an event in progress due to violation of City policies, rules, or regulations governing such usage.

C. INSURANCE / LIABILITY:

Please initial that you have read and acknowledged the section pertaining to insurance/liability _____

1. Applicants are required to have purchased Insurance Certificates and endorsements from the City of Santa Clarita or from a private insurance agent, and must list the City of Santa Clarita, its officers, employees, and volunteers as additionally insured. Policy limits shall be a minimum of \$1,000,000 combined single limits unless otherwise required by the City. Certificate of Insurance is due two (2) weeks prior to the event.
2. All individuals, groups, and organizations shall agree to hold the City of Santa Clarita, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from any liability for damages and claims for personal injury including death as well as from claims for property damage which might arise from the use of City facilities and/or furnishings.
3. The City is not responsible for lost or stolen items.
4. The City is not responsible for any items delivered before, or left after an event.

D. WAIVERS AND GUARANTEES

Please initial that you have read and acknowledged the section pertaining to waivers and guarantees _____

1. Applicant has read the field allocation and use policies and agrees to abide by and enforce the same.
2. Applicant also agrees to abide by all rules, regulations, laws or statutes which apply to this field allocation which have been or may be established by the City, County, State, or Federal governments.

I hereby certify that I have read and will abide by all rules and regulations of the City of Santa Clarita. As a duly authorized representative of the sponsoring organization or individual, and on behalf of sponsoring organization or individual, I agree to defend and to hold harmless the City of Santa Clarita, together with its officers and employees against any and all liability or claim thereof, for any injury, death, or property damage allegedly suffered by any person including sponsoring organization or individual, its agents or employees, due to or caused by, or arising out of the acts or omissions of sponsoring organization or individual, its agents or employees, or the negligent acts or omissions of the City of Santa Clarita, its officers or employees, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted for the use of City facilities and applicable equipment to sponsoring organization or individual, its agents and employees. I hereby give permission to the City of Santa Clarita Parks, Recreation, and Community Services Department to use me, or my guests' photographs as they see fit in their seasonal recreational brochure. I understand the photograph belongs to the City of Santa Clarita, and I/we will not receive payment of any kind. I understand that any violations of the alcohol policy will nullify this agreement.

I have read and understood the above rules and regulations and agree that my group and I will comply with the aforementioned conditions.

Name of Applicant (PLEASE PRINT)

Date

Title

Signature

CITY OF SANTA CLARITA OFFICE USE ONLY

Application: Approved Denied

Department Authorized Signature (if necessary): _____ Date: _____

Reason (if denied): _____

Recreation Coordinator: _____ Date: _____

Recreation Supervisor: _____ Date: _____

| <u>Hours</u> | <u>Fee/Rate</u> | <u>Total</u> | <u>Needed</u> | <u>Completed</u> |
|--|-----------------|------------------|---|------------------|
| Multi-purpose field(s): _____ @ \$ _____ | = \$ _____ | | Proof of Non-Profit Status <input type="checkbox"/> | Date _____ |
| Softball diamond(s): _____ @ \$ _____ | = \$ _____ | | Proof of Residency <input type="checkbox"/> | Date _____ |
| Other: _____ @ \$ _____ | = \$ _____ | | Agreement for Use Form <input type="checkbox"/> | Date _____ |
| Maintenance fee: _____ @ \$ _____ | = \$ _____ | | City Staff (# of _____) <input type="checkbox"/> | Date _____ |
| | | | Security Personnel (___# of) <input type="checkbox"/> | Date _____ |
| | | | Parking Plan <input type="checkbox"/> | Date _____ |
| | | TOTAL = \$ _____ | Liability Insurance: Received <input type="checkbox"/> Yes <input type="checkbox"/> No | Date _____ |
| Refundable Security Deposit: | | | Purchased from City <input type="checkbox"/> Yes <input type="checkbox"/> No | Date _____ |
| Security Deposit: \$ _____ on _____ | Receipt # _____ | | Deposit: Refund Amt. \$ _____ on _____ | Receipt # _____ |
| Rental Fees: \$ _____ on _____ | Receipt # _____ | | Explanation of Amount Withheld: _____ | |

Form of Payment (Deposit):

Cash Check/Money Order Check #: _____
 Visa M/C A/EX Discover Exp. Date: _____
 Credit Card #: _____
 Cardholder's Name (Print): _____
 Cardholder's Signature: _____

Form of Payment (Balance):

Cash Check/Money Order Check #: _____
 Visa M/C A/EX Discover Exp. Date: _____
 Credit Card #: _____
 Cardholder's Name (Print): _____
 Cardholder's Signature: _____

Please make checks payable to the City of Santa Clarita

NOTE: If additional expenses occur, charges will be made accordingly. If applicable, deposits are returned 2-4 weeks following the event.