



City of Santa Clarita
Parks, Recreation, and Community Services Department
 20880 Centre Pointe Parkway, Santa Clarita, CA 91350
 Phone: 661-250-3710 FAX: 661-250-3724

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

TOURNAMENT REQUEST APPLICATION

- ◆ **Instructions:** Submit application at least 30 days prior to event with Security Deposit
- ◆ All remaining fees must be paid in full 7 days prior to event date.
- ◆ 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: _____	Attendance: # of adults _____ # of children _____ Approximate # of vehicles: _____ Is event open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No Will any goods or services be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No Will admission fee be charged/donation accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount charged: \$ _____ How are proceeds to be used? _____ Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> self <input type="checkbox"/> professionally catered
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Please indicate which category applies to you/your organization:

City Sponsored	Non-Profit** Organization/Non-Resident	Private Function/Non-Resident
Non-Profit** Organization/Resident*	Private Function/Resident*	Commercial/Business

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

**Proof of Non-Profit Status 501C3 Required I.D. # _____

Name of Park or Field requested: _____

Type of facility requested:

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

Type of event: Football Soccer Softball Baseball Other _____

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 – Tournaments
Agreement for Use
(Policies and Use Procedures)**

A. GENERAL INFORMATION:

I have read and acknowledge the Section A pertaining to general information _____ (Initials)

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 security deposit can be paid by check, money order, credit card, or cash.
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, Christmas Day, and Easter.
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 30 days 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 attempt to facilitate equitable distribution of the request among the requesting parties. In the event that this cannot be accomplished, City staff will split the available space proportionately among the requesting parties.
 - A) Group #1 – City Sponsored or co-sponsored organizations, activities, and/or events,
 - B) Group #2 – All agencies with reciprocal agreements with the City,
 - C) Group #3 – Non-Profit Organizations (75% of members must be City of Santa Clarita Residents)*,**
 - D) Group #4 – City of Santa Clarita Residents (Private function),
 - E) Group #5 - Commercial/For-Profit Organizations (75% of members must be City of Santa Clarita Residents)*
 - F) Group #6 – Non-Profit Organizations (Non-Residents)
 - G) Group #7 – Non-Residents (Private function) or Non-Resident Commercial/For Profit organizations*

* Applies to City developed properties only
** Proof of Non-Profit status – 501c3 required
7. Field reservations must be in compliance with the City's Field Allocation Policy.
8. Maximum occupancy for event is stated on the agreement and must be adhered to at all times. Exceeding occupancy limits can result in termination of issued permit and/or security deposit.
9. Groups of minors shall be supervised by one adult for every 25 minors at all times when using any City facilities.
10. 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.
11. 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.
12. 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.
13. For events open to the public that offer food or items for sale, a current Seller's Permit and/or Los Angeles County Health Permit is required. Proof of permit(s) are required two (2) weeks prior to the event.
14. Advertising materials, flyers, or other promotional material is prohibited unless prior approval from Director of Parks, Recreation and Community Services.
15. 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.
16. Storage of property is not permitted.
17. Alcohol, Smoking or Tobacco use is prohibited at all City facilities.
18. Animals at the park:
 1. A person may only bring and maintain in any park a dog or cat if such dog or cat is kept on a leash or chain with a length not to exceed 6 feet and under Full control of its owner (14.06.100)
 2. Animals are not permitted in any indoor amenity, swimming pool, or skatepark. This section does not apply to guide dogs for visually impaired or disabled persons. (14.06.090)
19. Possession of firearms and/or weapons is strictly prohibited.
20. Use of generators, amplified sound, tents, gazebos, etc. must be approved at the time of application and must meet all City codes.
21. Games/practices/tournaments may not begin before 8 a.m. and must terminate by 10 p.m. No metal cleats are allowed on any sport field and/or ball diamond.
22. Metal cleats will be allowed for CIF sanctioned games only. Metal cleats are not allowed for practice and /or scrimmage games.
23. Lining of City fields with chalk or paint is not permitted without permission granted by the City.
24. Burning lines on any City parks and/or fields is not permitted.
25. No park or open space area may be used for any commercial use or enterprise in any form unless the city is directly involved as a co-sponsor of an event or project or the Director has authorized such commercial enterprise in writing with a permit. (14/06/160)

B. FEES/DEPOSITS/CHANGES/CANCELLATIONS/REFUNDS:

I have read and acknowledge Section B pertaining to fees/deposits/changes/cancellations/refunds _____ (Initials)

1. Fees and security 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 security deposit and all fees are 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. City staff will be assigned to work, and fees charged, for reservations that require supervision, such as inflatables, opening and closing park buildings, and events serving alcohol. Porters may also be required as deemed necessary by City Staff.
4. Incomplete or inaccurate information provided by the applicant on the contract may result in cancellation of the event and forfeiture of all fees, including security deposit.
5. The City reserves the right to cancel or suspend at any time a FACILITY PERMIT for emergency situations or when deemed necessary for the safety and best interest of the customers, the City of Santa Clarita, and all concerned.
6. Cancellation of an "Agreement for Use" must be received in writing. Cancellation fees are assessed as follows:
 - a) If cancellation is received 15 days or more prior to event date, a full refund will be issued.
 - b) Cancellations made 14 days or less prior to event date will forfeit all rental fees.
7. Forfeiture of all fees including security 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.
 - e) Deviation from the parameters listed in the issued permit.
8. The City reserves the right to cancel or suspend at any time a FACILITY PERMIT for emergency situations or when deemed necessary for the safety and best interest of the customers, the City of Santa Clarita, and all concerned.

C. INSURANCE / LIABILITY:

I have read and acknowledge Section C pertaining to insurance/liability _____ (Initials)

Applicants are required to have purchased Insurance Certificates and endorsements 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 Holder address must read as follows; City of Santa Clarita, 23920 Valencia Blvd, Attn: Reservations, Santa Clarita, CA 91355. Certificate of Insurance is due two (2) weeks prior to the event.

1. 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.
2. The City is not liable for lost or stolen items.
3. The City is not liable for any items delivered before, or left after an event.

D. ELECTRICITY:

I have read and acknowledge Section D pertaining to electricity _____ (Initials)

1. Renters must supply a list of items that will need electricity for indoor and outdoor areas.
2. Renters must supply any needed electrical cords. Electrical cords must be of high quality and free of defects.
3. All exposed cords must be covered with a mat or duct tape.
4. No electrical cords may be run through areas where puddles or wet grass exist. Electricity must be shut off it rains or drizzles.

E. BARBECUES:

I have read and acknowledge Section E pertaining to barbecues _____ (Initials)

1. Fire and personal portable barbecues prohibited. (12.06.210)

F. CONCESSION STAND:

I have read and acknowledge Section F pertaining to concession stand _____ (Initials)

1. A person shall not sell, or offer for sale, any goods, merchandise, liquids, or edibles for human consumption, in any park, except for those requesting use of a concession stand building or upon written authorization from the Director. User must provide a copy of their health permit two weeks prior to their scheduled event.

G. WAIVERS AND GUARANTEES:

I have read and acknowledged the Section G pertaining to waivers and guarantees _____(Initials)

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 statues 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

Form of Payment

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

Please make checks payable to: City of Santa Clarita