



APPLICATION FOR USE OF ATHLETIC FIELD

APPLICANT INFORMATION	
NAME*	ORGANIZATION/BUSINESS
ADDRESS	CITY AND ZIP
HOME PHONE	WORK PHONE
CELL PHONE	EMAIL

**This person assumes responsibility for field use and will be the sole contact for the City.*

RESERVATION INFORMATION

FIELD REQUESTED:

- COVINA PARK SOFTBALL FIELD (Fourth Avenue and Badillo Street)
- SAVOY SOFTBALL FIELD (1359 East Cypress Street - Charter Oak High School campus)
- HEYLER SOFTBALL FIELD (1100 East Badillo Street - Royal Oak Middle School campus)
- HOLLENBECK PARK SPORTS FIELD (1250 North Hollenbeck Avenue)
- KAHLER RUSSELL PARK GRASS AREA (735 North Glendora Avenue) (NO Lights available)
- KELBY PARK GRASS AREA (815 North Barranca Avenue) (NO Lights available)
- OTHER (SPECIFY): _____

- LIGHTS (CHECK BOX IF LIGHTS ARE NEEDED)

	DAY(S) & DATE(S) REQUESTED	TIME REQUESTED:	
1 st Choice:		FROM:	TO:
2 nd Choice:		FROM:	TO:

PURPOSE OF USE/DESCRIPTION OF ACTIVITY	ESTIMATED ATTENDANCE

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, the City of Covina has granted permission to the undersigned to use the facilities and,
 WHEREAS, in consideration of the use of said facilities the undersigned is willing to hold the City of Covina, its officers, and employees harmless and indemnify it against liability as described below.

NOW THEREFORE, the undersigned hereby agrees as follows:

- That neither the City of Covina nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted by the undersigned in connection with the use of the above facilities.
- That the undersigned shall fully indemnify, defend and hold the City of Covina, its officers, and employees harmless from any and all liability or anything done or omitted to be done by the undersigned in connection with the use of said facilities.
- That the undersigned, if required, shall submit a certificate of liability insurance and an endorsement naming the City of Covina, and if applicable, either Covina-Valley Unified School District or Charter Oak Unified School District as additional insured with a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate coverage.
- That the undersigned has read the entire rental packet and is fully aware of all policies and responsibilities regarding the use of said facilities.

APPLICANT'S SIGNATURE: _____ DATE: _____

STAFF USE ONLY:

Date/Time Received: _____ Received By: _____

FACILITY AVAILABLE: YES _____ NO _____

FEE WORKSHEET

RENTAL FEE: _____ HOURS x \$ _____ \$ _____

LIGHT USE FEE: _____ HOURS x \$ _____ \$ _____

OTHER: _____ \$ _____

OTHER: _____ \$ _____

SECURITY DEPOSIT: _____ \$ _____

APPLICANT NOTIFIED OF AVAILABILITY/FEES ON: _____ BY: _____

APPLICANT'S DECISION ON RENTAL: Yes _____ No _____ IF YES, CALENDARED BY: _____

NOTES: _____

STATEMENT DRAFT SENT TO MANAGER ON: _____

STAFF ASSIGNED: _____

STAFF ASSIGNMENT SENT ON: _____ BY MAIL _____ OR EMAIL _____

STATEMENT MAILED ON: _____ BY: _____

PAYMENTS: AMOUNT \$ _____ RECEIPT #: _____ DATE: _____

AMOUNT \$ _____ RECEIPT #: _____ DATE: _____

SECURITY DEPOSIT REFUND: FULL REFUND: YES _____ NO _____ IF NO, REASON: _____

REFUND REQUESTED SUBMITTED ON: _____

REFUND CHECK MAILED ON: _____

FIELD USE FEES AND POLICIES

FEE SCHEDULE - FIELDS

	COVINA-BASED NONPROFIT ORGANIZATION, COVINA BUSINESS OR COVINA RESIDENT	NON-COVINA BASED NONPROFIT, NON-COVINA BUSINESS OR NONRESIDENT
SECURITY DEPOSIT	\$200	\$200
<u>FIELD USE FEES (2-HOUR PERIOD)</u>		
SOFTBALL FIELDS (Covina, Savoy, Heyler)	\$100	\$125
HOLLENBECK PARK SPORTS FIELD	\$100	\$125
KELBY PARK GRASS AREA	\$100	\$125
KAHLER RUSSELL PARK GRASS AREA	\$100	\$100
<u>LIGHT USE FEES (PER HOUR)</u>		
SAVOY FIELD	\$38	\$38
HEYLER FIELD	\$33	\$33
COVINA PARK	\$25	\$25
HOLLENBECK PARK	\$33	\$33
FIELD PREP	\$50	\$50
BASES	\$10	\$10
KEY DEPOSIT	\$200	N/A

RULES, REGULATIONS, AND POLICIES

Community facilities shall be available for activities that contribute to the recreational, social, cultural, civic, and educational interest of the citizens of Covina. Any dispute regarding the "recreational, social, cultural, civic and education interest of the citizens of Covina" shall be referred to the Parks & Recreation Director and, if necessary, the City Manager for final judgment. The Parks & Recreation Director reserves the right to cancel any reservation prior to the full payment date listed on application.

A. CLASSIFICATIONS

1. COVINA-BASED NONPROFIT ORGANIZATION, COVINA BUSINESS OR COVINA RESIDENT

- Nonprofit groups based in Covina (i.e. facility must have a Covina address or regular established meeting place must be in Covina), such as sports leagues, PTA, Girl Scouts, Boy Scouts, boosters, service clubs, churches, etc. Proof of 501c3 status may be required.
- Individuals who reside in Covina, i.e. zip codes 91722, 91723, or 91724. This individual will be responsible for rental, all payments, and must be present at the event and stay for the duration of the rental. **Residents may not rent facilities for a nonresident's use. Proof of residency in the form of a current utility bill is required at time of application.**
- Businesses with a Covina address, i.e. zip codes 91722, 91723, or 91724. An authorized representative from the business will be responsible for the rental and must be present for the duration of the rental. Payments must be made with business check or credit card or cash.

2. NON-COVINA BASED NONPROFIT ORGANIZATION OR BUSINESS, OR NONRESIDENT

All individuals living outside the City of Covina or any nonprofit organization or business based outside of Covina.

B. RESERVATION POLICY

1. **Applications must be submitted at least 45 calendar days, but no more than one year prior to the date facility is requested.**
2. Applications may be submitted in person or by mail to the Parks & Recreation office, 1250 North Hollenbeck Avenue, Covina 91722.
3. All reservations will be taken on a first-come, first-served basis. Reservations shall be issued in the order of receipt of official application form, subject to availability.
4. Reservations will only be issued to persons who are at least 21 years of age. This person must be in attendance for the entire function.
5. Review of application will take a minimum of five working days.
6. No reservation or changes to reservations will be taken over the phone or without a completed application.

C. INSURANCE

All groups utilizing City and/or Charter Oak Unified School District fields are required to submit a certificate of liability insurance and an additional insured endorsement with a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate coverage, naming the City of Covina and Charter Oak Unified School District as additional insured.

D. FEE PROCEDURE

1. Upon approval, applicant will be sent a billing statement. Fees and/or required documentation must be submitted by date indicated on statement. Failure to pay fees or submit documentation by the due date will result in cancellation of reservation.
2. Fees may be paid by cash, money order, check, Visa or MasterCard. **All payments must be made by the applicant only, i.e. applicant's name must appear on check or credit card.**
3. There will be a \$25 charge on all returned checks (NSF, stopped payment, or closed account).

E. SECURITY DEPOSIT REFUND POLICY

1. The refundable security deposit will be held until after the scheduled use.
2. If facility is left in a clean and undamaged condition and all city rules and regulations have been followed, then the deposit will be refunded in full.
3. If any of the following conditions are found or circumstances occur, then all or part of the deposit will be forfeited.
 - The facility is left dirty or damaged.
 - The group has not left the facility on time. (Any group staying later than originally reserved time will be charged at one and one-half times the regular rental fee and staff fee.)
 - Alcohol is present during the event.
 - City/School District property/equipment has been defaced, lost, damaged, or destructed.
 - Any other condition/circumstance deemed unacceptable by the Parks & Recreation Director.
4. If Security Deposit is inadequate to cover damages, then applicant will be billed for the remaining cost of the damages.
5. Refund checks will be mailed approximately 4-6 weeks following use.
6. Full refunds will be processed in the event the use is cancelled by the City prior to the scheduled date.

F. KEY DEPOSIT

1. Keys to City or School District facilities are issued on a very limited basis and only with the approval of the Parks & Recreation Director and School District officials, if applicable.
2. If keys are issued, a \$200 Key Deposit is required prior to issuance.
3. If keys are issued, group representative must be in possession of key at all times, and may not issue key to other individuals without the written consent of the Parks & Recreation Department.
4. Keys may not be duplicated.

5. By accepting responsibility of possessing a key to a City or School District facility, representative acknowledges and agrees that key is only to be used for the purpose stated on the application and only on the dates and times approved by the City.
6. Failure to return key at conclusion of use or at such time as requested by the City, then Key Deposit will be forfeited and group/representative may be subject to additional charges.

G. TRANSFER POLICY

Subject to facility availability, an applicant may request a transfer from one facility, date, or time to another facility or later date/time by following these procedures:

1. The applicant must submit the completed Transfer Form to the Parks & Recreation office at least 30 calendar days in advance of originally approved rental date.
2. Applicants may transfer the first time free of charge. If a second transfer is requested, a \$10 fee will be charged. Requested reschedule date must be at least 30 days from date transfer is requested.

H. CANCELLATION POLICY

1. Applicant must submit completed Cancellation Form to the Parks & Recreation Department office.
2. Cancellations must be made at least 30 days in advance of scheduled rental date to receive a full refund of any fees paid.
3. Cancellations made less than 30 days in advance of scheduled rental date will be charged a fee equal to 50% of the total "Use Fee" of rental.

I. INCLEMENT WEATHER POLICY

A rental group may request a transfer, with 10 days advance notice, if they deem inclement weather is a possibility on approved rental date. Fees will not be refunded due to inclement weather.

J. ALCOHOL, CONTROLLED SUBSTANCES, SMOKING, AND CONDUCT

1. Alcoholic beverages and controlled substances are not permitted in City parks and sports fields, nor on any School District property.
2. Smoking of tobacco, or any substance, is not permitted in City parks and sports fields, nor on any School District property.
3. Profane language, indecent conduct, unusually loud amplified music, or any other activity that creates a disturbance will not be permitted.

K. CONTINUAL USE GROUPS

If a facility is available, and pending approval of the application, requested facility may be available on a continual use basis. Groups meeting regularly must notify the Parks & Recreation Department at least 30 days in advance when they will not be using the facility. Groups will be billed until notification is received.