

Date of Application: _____

CITY OF GLENDORA – RECREATION & HUMAN SERVICES DEPARTMENT
(626)914-8228 • 410 E. Dalton Ave Glendora, CA 91741
Office hours are Monday through Friday 8:00a.m. to 5:00p.m.

FIELD USE APPLICATION – CITY OF GLENDORA SPORTS FIELD(S)

Check Desired Field (Fees apply for use of fields):

<u>Louie Pompei Sports Park</u>	<u>Lights</u>	<u>Finkbiner Park</u>	<u>Lights</u>
Field #1 (Northwest) _____	_____	Field #1 (Main Diamond) _____	_____
Field #2 (north) _____	_____	Field #2 (Freshette) _____	_____
Field #3 _____	_____	Field #3 (Little Lassie) _____	_____
Field #4 (Southwest) _____	_____	Field #4 (Juniorette) _____	_____
Field #5 (Stadium) _____	_____	<u>Goddard</u>	
<u>Sandburg</u>		Football Field _____	_____
Football Field _____	_____		

Please Indicate Field Layout:

Football _____ Softball _____ Soccer _____

Please Indicate if you/organization will:

Line Fields _____ Hang Banners _____ Sell Food _____

Name of Organization: _____ Glendora resident? _____

Person in Charge: _____

Address _____ City _____ Zip _____

Daytime Telephone: _____ Email: _____

Person in Charge (Alternate): _____ Phone: () _____

Date(s) requested: _____ from _____ (AM/PM) to _____ (AM/PM)

_____ from _____ (AM/PM) to _____ (AM/PM)

Type of activity (softball, soccer, other) _____

Estimated attendance: Adults: _____ Youth: _____ Total: _____

Will there be admission/donation or any collection of money? Yes _____ No _____

If yes, what will proceeds be used for? _____

INSURANCE REQUIREMENTS

Certificates of Insurance provided to the City of Glendora by individuals or organizations must meet the following requirements:

- **General Liability coverage with minimal limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate.**
- **The City of Glendora shall be named as an additional insured and provided with the endorsement.**
- **The policy shall be endorsed to waive subrogation against the City and evidenced with the endorsement.**
- **The City of Glendora must be listed as the certificate holder with the address of 116 E. Foothill Blvd., Glendora, CA 91741.**
- **Completed insurance packets MUST be submitted thirty (30) days prior to the scheduled event or reservations.**

Incorrect certificates or incomplete packets will not be accepted. Sample packet available for reference.

NO CONSUMPTION OF ALCOHOL ALLOWED AT THE FACILITY

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, the City of Glendora has granted permission to the undersigned to use the City of Glendora Sports Field(s), and;

WHEREAS, in consideration of the use of City of Glendora Sports Field(s) the undersigned is willing to hold the City of Glendora harmless and indemnify it against liability as described below;

NOW, THEREFORE, the undersigned hereby agrees as follows:

1. That neither the City of Glendora 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 City of Glendora Sports Field(s).
2. That the undersigned shall fully indemnify, defend, and hold the City of Glendora harmless from any and all liability or claims of liability of injury to person or property occurring with the use of City of Glendora Sports Field(s).
3. I have read the park rules and regulations and am fully aware of my responsibilities to City of Glendora Sports Field(s) and the City of Glendora.

Park Rules & Regulations are as follows:

Park closes at dusk, alcoholic beverages are prohibited, skateboarding, roller skates, rollerblades or similar activity is prohibited, motor driven vehicles are prohibited, dogs and other animals are prohibited, golfing is prohibited, dumping of trash or liquids is prohibited, graffiti is prohibited, loitering after hours is prohibited. GMC ORD. 8.08.07, 9.20.010, 9.20.040, 9.20.060, 10.17.10. If there is a violation, please call Glendora Police Department at (626) 914-8250.

Field Use Rules And Regulations

Applicants are required to abide by the specific rules of the application as well as other City codes. ***Failure to comply may result in a strike, retention of a group's deposit, and/or cancellation of any current or future permits.***

These rules include but are not limited to;

- a) Groups consisting of ten or more individuals wishing to use a field must acquire a permit with the Recreation & Human Services Department. Field use permit must be available during use and presented to any City representative upon request. The Recreation & Human Services Department has exclusive discretion in decisions on scheduling of City fields and such decisions shall be final.
- b) It is the responsibility of the organization's president and the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities, as well as make sure coaches receive and understand that permits must be on site during field use.
- c) Use begins and ends at the times stated on the permit including setup and clean up. Groups are not allowed on fields prior to the start time on the permit and are **required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit.** Additional fees will be charged for unauthorized or extended field use beyond times listed on the permit. Check your permit for specific times you may access the fields.
- d) No subleasing of fields is allowed under any circumstance. ***Subleasing of fields may result in revocation of all permits.***
- e) Parking is allowed only in designated areas. No vehicles are allowed on City fields or Glendora Unified School District (GUSD) property, other than parking lots, without written permission noted on the permit issued by the City. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user's responsibility to alleviate traffic and parking issues.
- f) Alcoholic beverages are not allowed in City parks/GUSD, fields.
- g) Selling food or other items is not allowed without City approval and must be noted on the permit.
- h) Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators are not allowed. Amplified sound is not allowed on any field without City approval and must be noted on the permit.
- i) Banners may not be posted without City approval and noted on your permit. See section 14.

- j) Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission. Do not climb walls or enter gates to gain access onto private property.
- k) Property boundary walls and fences are not to be used as backstops at any time.
- l) Portable goals and/or markers are allowed but must be removed daily.
- m) **At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. Adjoining areas must be clear of all trash.**
- n) Please leave park areas immediately after games and practices safely and quietly, especially after late games. For the benefit of our community, please practice being good neighbors in residential neighborhoods.
- o) Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to access field closure information by phoning the Recreation & Human Services Department, Field Information Line at (626) 914-8225.
- p) **NO** gambling, fireworks or flammable material, narcotics or drugs are allowed on City of Glendora property.

Three Strikes Rule

The purpose of this rule is to implement a systematic method of enforcing the Athletic Field Use and Allocation Policy. The Recreation & Human Services Department reserves the right to cancel or suspend field and facility permits for games, practices, and other usages based upon user groups violating the City Municipal Code or the established Athletic Field Use and Allocation Policy.

Examples

In the event of inclement weather, wet fields may be closed. It is the user group's responsibility to call the Field Information Line at (626) 914-8225 to verify field closures. Groups cannot play on fields that have been closed.

- a) If play does take place the user group will be billed for damage to field(s). Violations will constitute a strike against the organization.
 - b) If fields are not used as requested, permits may be rescinded. Organizations not using fields as stated on the permit may lose field and/or priority field allocation consideration for future allocations. Violations will constitute a strike against the organization.
 - c) Any user organization that has been allocated space and does not intend to use it regularly, shall notify the Recreation & Human Services Department so fields may be reallocated or otherwise used at their maximum. Violations will constitute a strike against the organization.
- **Strike One:** Strike one consists of documented activity in direct violation of the City Municipal Code or Athletic Field Use and Allocation Policy.
 - **Penalty:** A letter will be written to the user group's representative documenting the violation. A field report and/or pictures of the violation will be included for reference. The letter will be placed in the group's file. This may be appealed to the Director of Recreation & Human Services.

- **Strike Two:** Strike two occurs after a second documented violation within one year from first strike.
- **Penalty:** The group will be informed by letter that a department staff member may be assigned to their permitted activity. The permitted group will be billed for the assigned hours of the staff member at the appropriate rate per hour. The staff member's duty will be to monitor activity at the site and to report further violations to the Recreation & Human Services Department. This may be appealed to the Director of Recreation & Human Services.
- **Strike Three:** The third documented violation within a one year (365 days) time frame from the first violation.
- **Penalty:** Permits will be revoked for the remainder of the year and possible loss of future allocation. This may be appealed to the Director of Recreation & Human Services whose decision is final.

Name of Responsible Person _____

Name of Organization _____ Date: _____

Signature of Responsible Person _____ Title: _____

FOR DEPARTMENT USE ONLY

Approved (Recreation Manager) ☐ Not Approved ☐ _____
DATE

(Director Recreation & Human Services) Approved ☐ Not Approved ☐ _____
DATE

DEPARTMENT CHECK LIST