

City of Arcata Recreation Division
 736 F Street, Arcata, CA 95521 : 822-7091
Application and Permit for use of City Sports Fields (Due 30 days prior to use)

<u>Field(s) Requested</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Field Use</u>	<u>Lighting</u>
			<u>Time</u>	<u>Time</u>
<input type="checkbox"/> Larson Park Tennis Court	_____	_____	From _____ To _____	From _____ To _____
<input type="checkbox"/> Ball Park	_____	_____	From _____ To _____	From _____ To _____
<input type="checkbox"/> Sports Complex North	_____	_____	From _____ To _____	From _____ To _____
<input type="checkbox"/> Sports Complex South	_____	_____	From _____ To _____	From _____ To _____
<input type="checkbox"/> Sports Complex East	_____	_____	From _____ To _____	
<input type="checkbox"/> Sports Complex West	_____	_____	From _____ To _____	
<input type="checkbox"/> Sports Complex 3 rd . F.	_____	_____	From _____ To _____	
<input type="checkbox"/> Pacific Union Soccer 1	_____	_____	From _____ To _____	
<input type="checkbox"/> Pacific Union Soccer 2	_____	_____	From _____ To _____	
<input type="checkbox"/> Pacific Union Softball	_____	_____	From _____ To _____	

****Note:** Check to be sure that the times listed are the ones that you desire.

Those are the earliest and latest times you may enter or leave the field(s).

Additional Times/Comments: _____

- 1) Name of sponsoring organization: _____
- 2) If a non-profit organization, you must list your non-profit I.D.# _____
- 3) Type of event: _____ Estimated attendance each day: _____
 Participant age range: _____
- 4) Alcoholic beverages served? Yes No Type: Beer Wine/Champagne Hard Liquor
- 5) Admission Charged? Yes No Donations Solicited? Yes No
 Proceeds Donated To: _____
- 6) *Ball Park Only: Use of Concession Stand? Yes No Use of Announcer's Booth Yes No
 *Use of the concession stand and/or the announcer's booth requires an adult supervising each facility at all times.
- 6) Do you want the City to prep the field(s)? Yes No Charge: \$

*******Please review the section on personnel and preparation, there are fees for moving fences, goals, etc.

The undersigned, acting as representative of the organization entering into this agreement, certifies that the above information is correct, agrees to pay the regular fees four weeks prior to the event, has read and agrees to obey the attached conditions of use, rules and regulations, and assumes full responsibility for any damages sustained to the buildings, grounds, furniture, or equipment, and for the acts and conduct of all persons admitted to the premises.

The undersigned further agrees to defend, indemnify, and hold harmless the City of Arcata, its employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss of damages to property occasioned by or in connection with the use of facilities, equipment, and premises caused by any source whatsoever.

Responsible Individual: _____

Name
Address
City
Phone

On the Reverse Side Please Review and Sign the Rules/Guidelines

City of Arcata Recreation Division

Rules and Guidelines for the use of City Sports Fields

The undersigned agrees to the following Rules and Guidelines. Nonadherence to these guidelines could jeopardize your use of the fields in the future.

- 1) Insurance is required for the rental of all City of Arcata facilities. Event holder will provide:
 - A. A Certificate of Insurance of \$2,000,000 liability coverage.
(General Aggregate & Each Occurrence)
 - B. An Endorsement naming the **“City of Arcata, its officers, employees and volunteers”** as additional insured.
 - C. The endorsement must also provide a statement that the insurance will be **primary** and that the insurance afforded by this policy shall not be cancelled without prior written notice given to the City.Each certificate shall contain a 30-day cancellation notice to the City of Arcata. Users proposing to sell or serve alcohol beverages at events open to the public must also submit a Certificate of Public Liability and Host Liquor Liability in the amount of \$2,000,000 naming the City as additional insured with a 30-day cancellation notice. Users unable to secure the coverage specified above may do so through a third party, city administered insurance company.

If your organization does not have an insurance carrier or if your insurance carrier cannot meet the City’s insurance requirements, HUB International and/or Gales Creek offer “Special Event Insurance” to event holders which is designed specifically for municipalities.
- 2) Before leaving the Arcata Ball Park you must lock the gate, restrooms and storage/light room.
- 3) Parking at the Sports Complex – Parking is strictly prohibited at the Colony Inn Apartments. The apartment manager enforces the ticketing and towing laws.
- 4) During inclement weather, all field use will be cancelled. If in doubt, call the Recreation Office, Monday – Friday, between 3:00 p.m. – 5:00 p.m. to confirm field status. As the responsible individual of the scheduled field use, it will be your responsibility to determine whether or not a field is playable during the weekends, (unless we have contacted you previously to cancel usage).
- 5) To cancel a reservation, call the Recreation Office at 822-7091. You will be charged for any reservation that is not cancelled 3 days in advance.
- 6) The City provides two toilets at all times at the Sports Complex, which accommodates 200 people. Your organization must provide additional portable toilets needed to maintain a ratio of one toilet for each 100 people.
- 7) If your group damages the field through negligent behavior, you will be held responsible to pay for all repairs.
- 8) **VEHICLES ARE NOT ALLOWED ON THE FIELDS**
- 9) **No dogs, alcoholic beverages, glass containers, or bikes are allowed on the fields.**
- 10) Fees are due and payable 30 days prior to rental date.
- 11) The City reserves the right to cancel reservations for failure to meet payment dates and/or provide insurance. Permit may be revoked without notice where need of the facility for City purpose has subsequently developed.
- 12) Keys must be picked up by 5:00 p.m. on Friday before a weekend rental.
- 13) There shall be no discrimination or segregation of any person or group of persons in connection with the use of public facilities.
- 14) All Batting Practice and Pitching Warm-ups need to be done on the brick dust - unless there is a protective pad placed on turf. Renters will need to provide own protective pad.
- 15) **DO NOT USE CHAIN LINK FENCE AS A BATTING CAGE.**

The undersigned, acting as representative of the organization entering into this agreement, certifies that the application information is correct, agrees to pay the required fee in full prior to the event, agrees to provide the required insurance coverage, has read and agrees to obey the rules and regulations and assumes full responsibility for any damages sustained to the building, grounds or equipment and for acts and conduct of all persons admitted to the premises.

The undersigned further agrees to defend and indemnify hold harmless the City of Arcata, its employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss or damages to property occasions by or in connection with the use of facilities, equipment and premises caused by any source whatsoever.

Signature – Responsible Individual _____ Date _____

