

City of Yucaipa

Athletic Facility Reservation Application



General Use Governing Use of Facilities

- Facility Use Applications will be approved by the CSD and confirmation returned to you as soon as possible. In accordance with City Ordinance No. 118, a Special Event Permit application may be required. A separate Facility Reservation Request must be used for each request.
- When the use of facilities will not conflict with the City's operations, programs, activities, maintenance schedules or projects, facilities may be available for use by individuals or groups; exceptions may include City observed legal holidays.
- It is the general policy of the Community Services Department that facilities be used primarily by non-profit groups and individuals for community recreation activities, regardless of race, color, creed, national origin, religion, sex, economic status, or are of residence in the City of Yucaipa of said group(s) and/or individual(s).
- The Community Services Department reserves the right of full access to activities at all times to see that rules, regulations and City and State laws are being complied.
- Fees may be required to rent any portion of a facility and to offset utility costs incurred. All charges will be based on the dates and times indicated on your request and are due upon application approval or invoice. Cancellations or deletions must be submitted in writing within one week. Approved refund requests for prepaid fees, where applicable, will be processed within thirty-(30) days of receipt of written request.
- A separate payment for refundable clean up and/or key deposit may be required, where applicable. Penalties will be assessed for the duplication of issued keys.
- City organized activities shall have priority use over all requests. When possible, neither user shall interfere with the other's use. Sufficient prior notification of canceled requests will be given by the City when possible.
- If you have equipment stored at the facility, it is your sole responsibility to obtain insurance coverage to protect yourself from theft or damage. This is not covered by the City of Yucaipa.
- Applicant(s) and party members must adhere to rules and regulations governed by the City (reference City Park Ordinance No. 127). Failure of adherence to such rules may result in suspension of use or ejection from the facility.
- No amplified sound is permitted.

Initial

- **Alcoholic beverages prohibited unless prior approval as a condition of a Special Event Permit.** _____
- **Motor vehicle use is prohibited on surfaces other than those maintained and specifically designated for that purpose (reference City Park Ordinance No. 127). NOTE: If motor vehicles are found on prohibited surfaces, \$50 will be deducted from the Permit Deposit.** _____

Date Submitted: _____

Organization Name: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Alternate Contact _____

Phone: _____

Date(s) Facility Requested: From: _____ To: _____

Will be Used: One Time Monthly Other _____

Day(s) of the Week (Check): Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Hours of Use: From: _____ To: _____

Facility Requested:

- | | | |
|--|--|---|
| <input type="checkbox"/> "I" St. Diamond (Main) | <input type="checkbox"/> "I" St. Diamond (Upper) | <input type="checkbox"/> "I" St. Concession |
| <input type="checkbox"/> 6 th St. Diamond | <input type="checkbox"/> 7 th St. Diamond | <input type="checkbox"/> 7 th St. Concession |
| <input type="checkbox"/> Crafton Hills Diamond (13 th St) | <input type="checkbox"/> Community Park #1 | <input type="checkbox"/> Community Park # 2 |
| <input type="checkbox"/> Community Park #3 | <input type="checkbox"/> Bryant Glen #4 | <input type="checkbox"/> Bryant Glen #5 |
| <input type="checkbox"/> Bryant Glen #6 | <input type="checkbox"/> Bryant Glen #7 | <input type="checkbox"/> Bryant Glen #8 |
| <input type="checkbox"/> Bryant Glen Concession | <input type="checkbox"/> 7 th St Pool | |

Purpose or Type of Use:

Special Arrangements Requested:

Hold Harmless Agreement:	Insurance Requirements:
Facility user hereby agrees to indemnify, defend and hold harmless City of Yucaipa, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses that may arise during or be caused in any way by such occupancy or use of facilities, but the facility user shall not be liable for any claims, damages, losses and expenses caused by the sole negligence or willful misconduct of the City of Yucaipa. Permittee shall have received any and all permission or license(s) as may be required to perform or use any protected materials in its use of the Premises. Permittee agrees to protect and save harmless the City, its elected officials, employees and agents from and against any and all claims, penalties, and/or damages which may accrue as a result of Permittee's failure to comply with this requirement.	Facility user shall provide a Certificate of Insurance evidencing general liability insurance is currently in force with limits not less than \$1 million per occurrence. Additionally, facility user shall provide an endorsement naming City of Yucaipa, its officers, officials, employees, and volunteers as additional insured. The insurance company must have an AM Best Rating of 7 or better.

I have read the rules and regulations relating to use of facilities and accept responsibility for meeting the requirements stated herein.

AUTHORIZED SIGNATURE OF APPLICANT: _____ **DATE:** _____

Office Use Only:	
Fee(s):	
Light Use Fee(s):	\$ _____
Electric Use Fee(s):	\$ _____
Additional Fee(s):	\$ _____
Total Fees Due:	\$ _____ Due Date: _____
Terms of Payment	<input type="checkbox"/> Pre-Paid <input type="checkbox"/> Invoice
Comments: _____	
Approved By: _____	Date of Approval: _____
Receipt No.: _____	By: _____
cc: <input type="checkbox"/> Maintenance Dept.	<input type="checkbox"/> Other