

FIELD AND FACILITY USE APPLICATION

Please print legibly in ink

Welcome to the City of Grand Terrace! This is a reservation request only and is not an approve contract for facility rental. This Field and Facility Use Application should be submitted to Grand Terrace staff at least 60 calendar days prior to the date requested for special events with max of 50 in attendance, and within (14) calendar days for park shelter reservations, in order to ensure adequate approval time. The minimum time required per park shelter reservation is (2) hours. If approved, for an event, confirmation will be forwarded to the applicant. THE REGISTRATION FEE IS NON-REFUNDABLE. Staff review, security services, and liability insurance may be required. Do not advertise your event until an approval has been issued. Please initial that you have read and understand the information above.

Annlicant Name		Title of	· Δnnlicant·		
Organization:			A 1 1		
Primary Phone:				Z	
Secondary	-				•
Non-Profit Tax ID		E-Mai			
	() ()				
	Event/Single Shelter/Field Use	Day of Week: □Sun (Check All Applicable)	_	e – Organized Sports Ved □Thur □Fri □ Sa	nt .
Reservation:	Date:	Check One: 🗆 Daily	v □Weekly □	Monthly 🗆 Other:	
Start Time:			-	nd Date://	
End Time:	am/pm				
Liid iiiile.	am/pm	Start Time:	End 1	「ime:	
Athletic Fields: Field Use for: Other	□ Practice/Regular Seasonal Games	*Tournaments/ Competitions *add'l \$5 per hour *Requires liability insurance	Curfew for turni Applicant is res	es will apply for schedule ng off lights is 10:00 PM. ponsible for scheduling li /tournaments if key has i	ghts for
			h		
Event Type:		То	tal Number of G	uests:	
Will admission be c Will there be vendor Will there be food? Will there be music (DJ/Band)? *	rs? *	Will vendors be accep Will there be live en		□ YES □ NO □ YES □ NO	*Must be approved and may require Liability Insurance and/or security
If you answered y	res to any of the above question	ons, please explain:			
Acknowledgement:	I hereby state that the inform	nation above is correct t	o the best of my l	knowledge.	
	Applicant Signature:		Da	nte:/_/	
_		STAFF USE ON	LY		
	APPLICATION Received Date:				
Received By:					
	/ /Reference #:		Insurance Binder Rec	ceived:/_/_	
Five Working Days Prior					
□ Equipment Rental Forr	m □ Health Permit □ 501(c)(3)	Letter of Determination	Business License	□ Other:	
Non-Refundable	Registration Fee: Rental Fee:		Deposit Fee:	Total Due:	
	·				

(page 2-9)

PARK POLICIES AND PROCEDURES

- Parks are for public use; therefore, the areas therein cannot be partitioned off for private use.
- Limited electrical outlets are available, but not guaranteed.
- Personal barbecues are permitted but must be used with extreme caution.
- Vendors that provide services such as gaming, bounce houses, food trucks, or similar in nature are not permitted in the parks.
- Issued keys must NOT be duplicated.
- Motor Vehicles the operation of motor vehicles on park grounds outside of designated streets and parking lots is strictly prohibited.

RESERVATION AND PAYMENT

- 1) **Application** Person signing the Field and Facility Use Application must be 18 years of age and be present during the duration of event. Event reservations may not be made less than (60) days or more than (6) months prior to the date of the event without City Manager approval. In addition to facility rental fees, applicant is responsible for all costs of City staff that may be assigned to the event. The number of staff assigned is determined by the type of event, the number of expected participants, and safety or security issues that may arise during the event.
- 2) Fees Deposits must be paid in advance of the event. All fees must be paid prior to (5) working days before the scheduled event/reservation. Failure to meet this deadline will subject the reservation to cancellation and forfeiture of all fees paid. Payment schedules for recurring events may be approved by the Department. The City will not reimburse applicant for other costs (entertainment, publicity, security, supplies, etc.) associated with the rental. The application registration fee is non-refundable. Field And Facility Use Application will not be renewed until all prior year fees have been paid in full.
- 3) Security Deposit The deposit is not applied to the balance of rental or staff fees. The deposit will be refunded to the applicant identified on the Field and Facility Use Application in approximately 2 weeks after the event providing you did not voluntarily cancel/reschedule (see #11 or #32) your event and the facility was returned to pre-event condition, accurate information was listed on application, and no additional costs were incurred by the City for the event.
- 4) **Insurance** Applicant may be required to obtain liability insurance for the event. The City will determine if insurance is needed and notify the applicant.
 - (This consists of commercial liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage and holds the City, staff, agents, and officers as additionally insured. COI must be obtained, submitted, and subject to approval (5) days prior to event.)
- 5) **Special Event Permit** Large, organized events on public streets, public or private property of the City to the extent that such events have significant impact on neighboring properties require a Special Event Permit obtained from the City's Planning Department. The Department will notify the applicant if such a permit is needed. GTMC 8.50.020.
- 6) **Event Security** Any group wishing to host a event may be required to provide security services at the discretion of the City. Security will be required at the ratio of 1 officer:100 participants. Cost of security will be charged to the applicant; service may be through San Bernardino County Sheriff's Department or another approved provider.
- 7) **Non-Business Hours** Staff must be available, and groups will be charged for staff time. The number of staff required is at discretion of the City. Factors that may warrant extra staff are as follows:
 - Events with more than 50 in attendance
 - Events needing technical assistance
 - Events where excessive cleanup will be required
 - Events held outside business hours, including weekends and holidays shall incur a \$100 staff call-out fee/per 2 hours
 of service
- 8) **Discrimination** For all events open to the public, the applicant agrees not to deny any participation to a qualified person on the basis of race, color, national origin, age, or disability.

(page 3-9)

- 9) **Authority to Waive or Change -** The City Manager may make an exception to any of the facility use rules and regulations, including rental rates, based on unusual circumstances.
- 10) City Initiated Actions/Revocation The City reserves the right at its sole discretion to cancel a reservation at any time for:
 - a) False or misleading information on Field and Facility Use Application.
 - b) Failure to pay fees when due.
 - c) Failure to comply with any safety directive of a City representative.
 - d) Natural disasters, scheduling conflicts, other issues impacting the site or time requested, in which case one of the following will occur: all refundable monies may be returned to the applicant, an alternative location may be provided, or the event may be rescheduled.
- 11) Reschedule/Cancellation/No Shows Applicant requested actions are subject to the following charges:

Park Reservations

- a) 14 Calendar Days Prior No charge
- b) 7 Calendar Days Prior 10% of deposit
- c) 5 Calendar Days Prior 20% of deposit
- d) Less than Two Calendar Days Prior \$25 fee

Event Reservations

20 Calendar Days Prior – No charge 10 Calendar Days Prior – 10% of 5 Calendar Days Prior – 20% of Less than Two Calendar Days Prior – \$50 fee

	n	iti	al	S	:	
--	---	-----	----	---	---	--

SET UP PRIOR TO EVENT

- 12) **Setup Time** Must be included in the contracted rental time. Access to the site is not allowed prior to the contracted start time.
- 13) **Storage** Storage or pre-staging of event items prior to the contracted start time is not allowed. This includes both personal as well as professionally delivered items unless approved by the City.
- 14) **Tables and Chairs** Event applicant may supply, at their expense, additional units if on site quantities are not sufficient, subject to Fire Department maximums for the facility and intended use, **room layout required**. Additional tables may not be used for park reservations, and only lawn chairs are allowed at parks.
- 15) **Decorations** Removal of existing facility decorations or fixtures, if any, is not allowed. No group may hammer or staple anything to floors or ceilings.
- 16) **Signs** Exterior signs are not allowed at City Hall.
- 17) **Prohibited Items** Any type of flame, heat or smoke producing devices are not allowed. This includes but is not limited to candles, smoke/fog machines, deep fryers, outdoor ovens, etc. No alcoholic beverage as defined in GTMC 9.04.030 shall be served or consumed at any park or City facility. City does not allow bounce, jumper houses, or livestock at any of the park or City facilities.
- 18) **Foreign Substances** Sand, oil, powder, rice, birdseed, confetti, or the like are prohibited from being spread on floors or other surfaces.

In	iti	a	s	

RESPONSIBILITIES DURING THE EVENT

- 19) **Exclusive Use** Person(s) having an approved reservation for the use of the facility shall have the exclusive use of the facility during the period for which the reservation has been approved. GTMC 12.48.030. Maintain copy of approved reservation, and in the event the space is occupied, and individuals are unwilling to vacate please contact the *Non-Emergency Sheriff's Dispatch at 909-387-8313* for assistance.
- 20) **Smoking** is prohibited and unlawful at any City facility including parks, playgrounds, trails, and athletic fields.
- 21) **Occupancy Limits** The maximum number of participants for the facility cannot be exceeded. In the interest of safety, the City will restrict access once capacity has been reached.
 - Grand Terrace Community Room 50 persons
 - Grand Terrace Senior Center 120 persons (senior related events only)

(page 4-9)

- 22) **Supervision of Minors** All minors must be adequately supervised at all times, adults 21 years or older, must be present at all times when groups of minors are using the facilities.
- 23) **Responsible Party** The applicant and/or the applicant's organization have primary responsibility for the conduct and safety of all participants at the event. Any additional actions required by the City to maintain lawful conduct, safety of event participants and/or the preservation of City property, will result in additional charges to the applicant or the applicant's organization.

CLEAN UP AFTER EVENT

- 24) **Clean Up Time** Clean up time must be included in the contracted rental time. Any additional time required beyond the time identified in the contract will be billed to the applicant at the rate of **1.5x** the applicable hourly rental rate.
- 25) **Cleaning Tasks** Applicant is responsible for completing all cleaning tasks as need. Cleaning tasks are defined as but not limited to:
 - a. Placing all trash in proper receptacles; additional trash bags are available as needed.
 - b. Countertops cleared and refrigerator emptied.
 - c. Kitchen, available at the Senior Center is for Family Services Association ONLY.
 - d. All event decorations and individual property must be removed from the facility.

|--|

(page 5-9)

THE FOLLOWING RULES APPLY ONLY TO THE RENTAL AND USE OF ATHLETIC FIELDS AND FACILITIES ASSOCIATED WITH THE ATHLETIC FIELDS

ATHLETIC FIELD REQUESTS

- 26) **Specific Considerations** In determining whether to grant field requests, staff will consider past permits, league size, City programming needs, and allocation season.
- 27) Blanket Permits Blanket permits will not be granted and should not be requested.
 - a. "Blanket permits" are permits that cover all of the athletic fields in a park, an athletic field for every day of the week, or fields for an entire day to prevent other organizations/users from obtaining that space, date, or time.
- 28) **Request Denial** Staff may deny specific dates, times, fields and/or parks for any reason. Staff may make suggestions for alternate dates, times and/or fields that are open, if alternatives are available.

c.a.s.			n	i	t	i	a		S	:		
--------	--	--	---	---	---	---	---	--	---	---	--	--

SCHEDULE ADJUSTMENTS/CANCELLATIONS

- 29) **Reporting Adjustments** Each organization will be responsible for reporting any adjustments needed or cancellations of permitted dates at least 48 hours prior to the scheduled start of activities.
- 30) **Relocation due to Maintenance** If an organization cannot be relocated, the unused dates and charges will be removed from the permit and refunded or reallocated, if necessary.
- 31) **Allocation Periods** Organizations must adjust their schedules or requests to coincide with City's allocation periods (January-June and July-December).
 - a. Organizations must apply for separate permits for each allocation season. A single permit consisting of dates across both allocation periods will not be approved. A **\$10** registration fee will be required with each new field request.
- 32) **Requests to Adjust** All requests to adjust, add, or cancel permitted dates must be made in writing via letter or email. Phone calls and voicemails will not be accepted.
- 33) Reschedule/Cancellation/No Shows Applicant requested actions are subject to the following charges

	Park Reservations	Event Reservations	
a)	14 Calendar Days Prior – No charge	20 Calendar Days Prior – No charge	
p)	7 Calendar Days Prior – 10% of deposit	10 Calendar Days Prior – 10% of deposit	
c)	5 Calendar Days Prior – 20% of deposit	5 Calendar Days Prior – 20% of deposit	
d)	Less than Two Calendar Days Prior – \$25 fee	Less than Two Calendar Days Prior – \$50 fee	Initials:

No shows will be charged for any staff cost incurred by the City. Excessive cancellations or no shows may result in further penalties up to and including denial of future facility use.

WEATHER CANCELLATIONS

- 34) Closure by Staff In the event of stormy weather, all parks will be closed and remain closed until turf has dried out.
- 35) **Storm During Activity** If stormy weather begins while an organization is utilizing a field, play must be discontinued, and the field will be deemed closed. Organizations must email staff at jgarcia@grandterrace-ca.gov to inform them of the cancellation due to stormy weather within 24 hours to receive credit for unused day.
- 36) **Permit Revoked/Suspended** Organizations that continue to use fields during or immediately after stormy weather or when fields have been closed by City will have field permits and/or lighting access revoked or suspended.

(page 6-9)

- 37) **Cancellation of Lighting Schedules** It is the responsibility of the organization to cancel any preexisting lighting schedules when permitted dates are cancelled for any reason. Failure to do so will subject the organization to the fees listed below (see #59).
- 38) **Credit for Non-Use** Organizations will be issued credits for dates that are unused due to weather conditions at the end of the season.

Initials:	

FIELD USE - RULES

- 39) **Other Agreements** Organizations issued permits to use City athletic fields and corresponding facilities must comply with any other agreements entered into with the City (e.g., concession agreements).
- 40) Restrooms The Grand Terrace Maintenance Division (GTMD) will clean and stock the restrooms each morning.
- 41) **Securing Restrooms** Organizations, who have been issued keys, are responsible for locking the restrooms at the completion of their nightly use. Failure to do so will lead to revocation of restroom keys/access. Additional fees will be charged for maintenance, repairs, staff time, and any other costs that may apply if restrooms are left unsecured.
- 42) **Notification of Damage & Safety Concerns** Organizations must immediately notify the City at 909-954-5195 of any damage (e.g., broken items, graffiti, etc.) or safety concerns that make the field unusable or dangerous that are caused/not caused by the organization. For life threatening emergencies please call **911**.
- 43) **Storage Chase** Organizations granted access to the storage chase must ensure it is kept clean, with electrical panels and other maintenance equipment accessible at all times. Failure to do so will result in loss of access.
- 44) **Snack Bar** Keys for the City-owned snack bar must be signed out by City to League President, or any other non-profit group authorized by the City to use the snack bar. Under no circumstances shall any person change the locks or duplicate keys to City-owned facilities.
- 45) Posted Regulations Organizations and their participants must comply with all posted regulations.
- 46) **Alcohol** Alcoholic beverages in the fields are prohibited per GTMC 9.04.030.
- 47) **Vendors** Vending of any kind in the park is prohibited, unless utilizing a City concession facility with a permit or reservation issued by GTMD and an agreement in place.
- 48) **Vehicles on Fields** Vehicles are not permitted on the grass or fields for any reason.
- 49) **Maintenance Vehicles** Use of vehicles for field maintenance (e.g., ATVs, golf carts, etc.) must be approved by the GTMD or designee.
- 50) **Protecting Fences & Backstops** Organizations may not purposefully hit, kick, or throw balls into fences or backstops.
- 51) **Fees for Damage** Any damage to fields, fencing, or facilities in general which results from a violation of this agreement may lead to additional fees charged to that organization to cover maintenance, repairs, staff time, and any other costs that may apply.

FIELD USE – MAINTENANCE REQUIREMENTS

- 52) **Basic Maintenance** The City of GTMD will be responsible for basic maintenance (i.e., mowing grass, scheduling/ monitoring irrigation, turf maintenance) throughout the year. Organizations must complete the Park Checklist and submit to staff via email every two weeks.
- 53) Lining the Fields Organizations will be responsible for lining the fields and field preparation (i.e., raking/dragging).
- 54) **Paint & Chalk** Organizations may only use ecofriendly paint and chalk.
- 55) **Equipment Not Provided** GTMD does not provide any of the following equipment for athletic field rentals:
 - a. Bases, nets, goals/goalposts, base pegs, pitching rubbers, or plates.
- 56) **Installations Not Needing Approval** Temporary, superficial markers (not including whiskers) and flags may be used without prior approval.

(page 7-9)

57) **Backstop Boards** – GTMD will replace backstop boards with standard lumber. Organizations that wish to upgrade to different materials will need to submit a request and obtain written permission from a GTMD representative. Organizations will be responsible for the full costs of any upgrades. **INACTIVE**

Initials:

LIGHTING USE

- 58) **Field Lighting Access** Access to field lighting controls will be granted to organizations with a history of good standing with GTMD, but this access is subject to revocation.
- 59) **Penalties for Non-Permitted Use** Organizations who use field lights on dates and/or times not permitted will be subject to subsections a. and b. below for the first violation; a., b., and c. for subsequent violations; and d., if there is still non-compliance after imposing penalties under subsections a-c. The following penalties are also listed in the Fees and Charges Resolution.
 - a. Charges at the rate of \$25 per hour, per field;
 - b. \$50 Non-compliance fee per occurrence;
 - c. Suspension/revocation of lighting privileges; and
 - d. Denial of future Field and Facility Use Application s.
- 60) **Bulb Replacement** GTMD will replace bulbs for lighting when the minimum standard of 50 foot-candles for baseball infields and 30 foot-candles for outfield. GTMD will not accommodate requests to replace one or two bulbs at a time.

Initials:

ADDITIONAL INSTALLATIONS

- 61) **Written Consent** Organizations must receive written consent from a GTMD representative before installing any additional equipment or materials. Examples include mounds, scoreboards, fencing, and additions in concession stands.
- 62) **Types of Installations** With written approval by GTMD, organizations may install temporary windscreens, banners, and/or dugout shades on fences, but will be required to make necessary modifications to accommodate irrigation.
- 63) Bill for Repairs Any reparation made as a result of damage caused by an additional installation will be billed to the organization.
- 64) Removal/Cost for Removal Organizations will be responsible for removing windscreens, banners, and/or dugout shades immediately if they appear to be tattered, worn, faded, or have graffiti on them. Graffiti must be removed from any windscreens, banners, and/or dugout shades by the organization within 24 hours of notification from GTMD. If an organization does not remove such items within 24 hours, GTMD will remove them, and the organization will be billed for staff time and any other associated costs.
- 65) Other Policies and Regulations For installations requiring contractors, laborers, or non-City vendors of any kind, the organization must comply with all City vendor policies and regulations. Organizations can speak to staff for more information regarding these policies and regulations.

Initials:

(page 8-9)

Acknowledgement of Conditions

I understand that I am submitting a Facility Request Application, and that an approved reservation is not granted until I receive approval from the City. I also understand that events shall be bound by all rules and regulations and all applicable ordinances of the City of Grand Terrace. The violation of any of the above Rules and Regulations or falsifying any other provisions of the application shall be grounds for immediate revocation of permission to use City facilities and fields as well as a basis for refusal of future permits to use City facilities and fields.

The applicant shall be liable for loss, damage, or injury sustained by the City or any person whatsoever by reason of intentional acts or negligence of the person(s) to whom such permit is issued. Applicant agrees to hold harmless and indemnify the City of Grand Terrace or agents and employees from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said person(s) shall be liable to the City for any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said person(s) shall be liable to the City for any and all damage to parks, fields, facilities, and buildings owned by the City, which damage results from the activity of the applicant or is caused by any participant in said activity or spectator at said activity.

Applicant Signature:	Date:
Print Name:	
If Applicant is submitting this application to lines below:	use an athletic field please also sign and fill-in the corresponding
Print Name: Organization President	Email Address:
Phone Number:	

STAFF USE ONLY

(page 9-9)

FEE SCHEDULE

Facilities Rental Fees

Any person, group or organization desiring to use the facilities of the City shall pay rates as set forth below. Fees shall be periodically reviewed and, if necessary, recommended for revision by the City Council.

COMMUNITY ROOM OR SENIOR CENTER		Maximum Occupancy: (50) Community Room (120) Senior Center			
Grand Terrace Residents	\$30.00 per hour				
Non-Grand Terrace Residents					
Non-profits during business hours (must show proof of non-profit status)					
All event and room reservations require the following:					
\$10.00 Registration Fee (Non-Refundable)					
\$200.00 Refundable deposit – (Refunded after post-event inspection is	complete and there are no d	amages)			

PICNIC SHELTERS		Maximum Occupancy: 50			
Grand Terrace Residents \$10.00 per hour, minimum 2-hour rental					
Non-Grand Terrace Residents \$15.00 per hour, minimum 2-hour rental					
All park reservations require the following:					
\$10.00 Registration Fee (Non-Refundable)					
\$50.00 Refundable deposit – (If there are no damages, decorati	ons, or trash left behind)				

COURT AND FIELD RENTAL				
Private League or Resident Use	\$50.00 per hour, minimum 2-hour rental \$2.00 per player fee included for reoccurring use			
Grand Terrace Soccer and Little League: \$5 per player per agreement term	Due at the end of the first month of the agreement term.			
Grand Terrace Basketball: \$3 per player per agreement term	Due at the end of the first month of the agreement term.			
\$10.00 Registration Fee (Non-Refundable)				
\$200.00 Private Use Refundable Deposit (As long as there are no damages to the field or buildings during reservation)				

BASEBALL/SOCCER FIELD LIGHTING				
\$20.00 per hour	January-December. Due at the end of the agreement term.			
BASKETBALL COURT LIGHTING				
\$2.00 per hour	Due at the end of agreement term			



City of Grand Terrace – Event Equipment Rental Form

Room and Equipment Reservation Number: (909) 954-5195

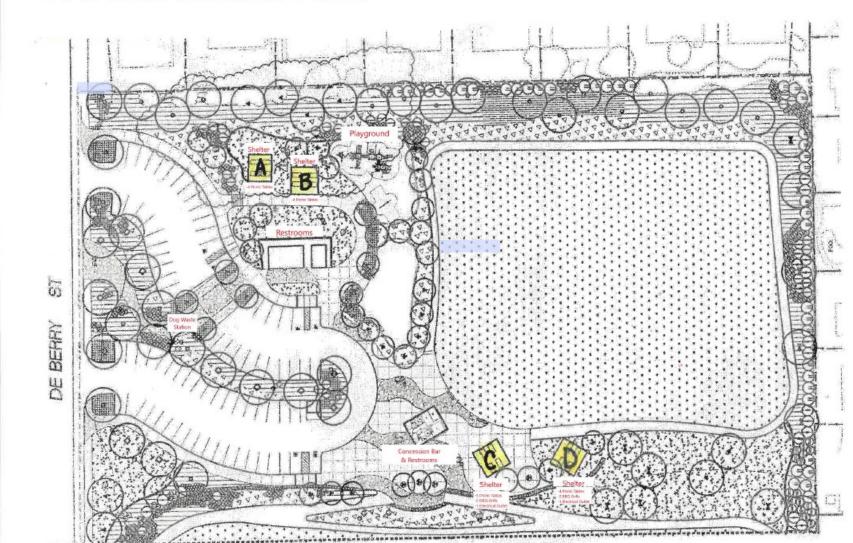
Ordering Instructions: Email or drop off the Event Equipment Rental Form to the Public Works Department. Forms are due at least 5 days prior to your event. Fulfilling your order is based on equipment availability and is not guaranteed until confirmed by the City of Grand Terrace Public Works Department. Set-Up and Breakdown of equipment is available upon request, and the request must be indicated on the Event Equipment Rental Form. All equipment must be returned to the delivered location. FORM IS NOT FOR PARK SHELTER RESERVATIONS.

Name of Event:				
Is Event Sponsored or Co-Spons	sored by the City? Yes	No If Yes, Name Department:		
Event Date(s):		Event Time:		
Name of Person Placing this Or	der:			
Phone Number:		Email Address:		
Day of Event Contact:				
Cell Phone Number:				
Do You Need Set-Up and Break	Down Service? Yes	□ No □		
ltem		Description	Quantity	
9' Table	9'x30" Rectangle (12 available)			
8' Table	8'x30" Rectangle (2 available)			
Round Table	48" Round (1 available)			
Metal Folding Chairs (Black)	Black Metal Chair with Black Padded Seat (80 available)			
	*Comn			
Metal Folding Chair (Brown)	Brown Metal Chair with Brown Padded Seat (29 available)			
Podium	Podium without Microphone (1 available)			
Burrtec Waste Trash Bins	Rectangular cardboard waste bins from trash contractor			
EZ Up Canopy	Canopies available in black (1 available)			
Portable Generator	Portable gasoline-fueled power generator (1 available)			
Traffic Control	Cones			
Traffic Control	Barricades			
*Special Equipment or Props not listed above				

City of Grand Terrace – Room/Space Layout Form

Room and Equipment Reservation Number: (909) 954-5195

Richard Rollins Park









Veteran's Freedom Park

