



City of Desert Hot Springs  
65950 Pierson Blvd. Bldg A  
Desert Hot Springs, CA 92240

## SPORTS FIELD SEASONAL PERMIT APPLICATION

### SPORTS FIELD SEASONAL PERMIT OVERVIEW

The City desires to implement a permit process for the reservation and use of the sports fields ("Facilities") at City parks. While reservations shall be made on a first come, first served basis, the permit process is designed to give preference to Desert Hot Springs youth for participation in organized athletic activity. Facilities are available for rental at the following park locations:

- Mission Springs Park, located at 66750 Park Lane, includes:
  - Four soccer fields
- Wardman Park, located at 65750 8<sup>th</sup> Street, includes:
  - One little league field
  - One t-ball field

The Facilities are available for rental from 6:00 a.m. – 10:00 p.m. A minimum of one hour will be required per Application. During prime time hours, Monday through Friday, from 5:00 p.m. to 9:00 p.m., and Saturday from 8:00 a.m. to 5:00 p.m., priority will be given to events where at least seventy-five percent (75%) of the participants are youth who reside in the City.

### APPLICATION PROCESS

To reserve one of the Facilities, please complete the Sports Field Seasonal Permit Application ("Application") below, and return it to City Hall, Bldg A, 65950 Pierson Boulevard, Desert Hot Springs, CA 92240.

#### **Application Deadlines:**

For use of Mission Springs Park for a sport season, Applications must be received no later than 60 days prior to beginning of the sport season.

For use of Wardman Park for a sport season, Applications must be received no later than 60 days prior to the beginning of the sport season.

Applications during all other times, or for less than three days during those periods, must be submitted for approval a minimum of ten business days prior to the rental date. Submittal of an Application fewer than ten business days prior to the rental date may be accepted at the discretion of the City. **If the Application is approved, the Organization/Individual will be required to enter into a Facilities Use Agreement with the City, prior to using the facilities.**

For purposes of this Application, a “non-profit” organization shall mean those entities exempt from taxation pursuant to Section 501(c)(3) charitable organizations. Proof of non-profit status shall include: IRS documentation, organization’s bylaws, roster of officers and a list of individuals authorized to make reservations for the organization.

### APPLICANT INFORMATION

ORGANIZATION: \_\_\_\_\_ 501(c)(3)#: \_\_\_\_\_

INDIVIDUAL/REPRESENTATIVE: \_\_\_\_\_ ADULT ☐ YOUTH ☐

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_

**Groups wishing to receive preference in the Application process must also submit a current membership roster with the name, age and address of each participant.**

**The undersigned certifies that he/she has read and agrees to abide by the City’s Sports Field Use Policy. The undersigned further agrees to be responsible for any damage to the Facilities during and by this use, and agrees to be responsible for the conduct of all persons attending the event.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

### USAGE INFORMATION

TYPE OF SPORT/ACTIVITY: \_\_\_\_\_ ADULT ☐ YOUTH ☐

# OF TEAMS: \_\_\_\_\_ TOTAL # PLAYERS: \_\_\_\_\_ % OF DHS RESIDENTS: \_\_\_\_\_

## SPORTS FIELD SEASONAL PERMIT APPLICATION

PARK FIELD: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

INCLUDE THE CONCESSIONS STAND WITH THE FIELD RENTAL: ☐ YES ☐ NO

### DAYS FOR THE FIELD:

<input type="checkbox"/>	MONDAY	START TIME: _____	END TIME: _____
<input type="checkbox"/>	TUESDAY	START TIME: _____	END TIME: _____
<input type="checkbox"/>	WEDNESDAY	START TIME: _____	END TIME: _____
<input type="checkbox"/>	THURSDAY	START TIME: _____	END TIME: _____
<input type="checkbox"/>	FRIDAY	START TIME: _____	END TIME: _____
<input type="checkbox"/>	SATURDAY	START TIME: _____	END TIME: _____
<input type="checkbox"/>	SUNDAY	START TIME: _____	END TIME: _____

### DAYS FOR THE CONCESSION STAND:

<input type="checkbox"/>	MONDAY	START TIME: _____	END TIME: _____
<input type="checkbox"/>	TUESDAY	START TIME: _____	END TIME: _____
<input type="checkbox"/>	WEDNESDAY	START TIME: _____	END TIME: _____
<input type="checkbox"/>	THURSDAY	START TIME: _____	END TIME: _____
<input type="checkbox"/>	FRIDAY	START TIME: _____	END TIME: _____
<input type="checkbox"/>	SATURDAY	START TIME: _____	END TIME: _____
<input type="checkbox"/>	SUNDAY	START TIME: _____	END TIME: _____

## SPORTS FIELD SEASONAL PERMIT FEE SCHEDULE

### Security Deposits

- At the time the Facilities Use Agreement is approved a security deposit of \$1,000.00 is required.
- Proof of non-profit status is required
- Insurance is required
- Liability Waiver is required
- Security deposits will be returned by mail within 30 days of the last date of the rental, provided that there are no violations of the Sports Field Use Policy, the rental hours exceeded, excessive cleaning was required, and/or damages to the Facilities.

### Hourly Rates

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- Facilities shall be rented at an Hourly Rate of \$50.00\* (Total hours requested must include warm-up and cool-down time.)
  - Non-profit Hourly Rate is \$12.00 \*
  - Proof of non-profit status is required.
- Final payment of rental fees must be made no later than ten days prior to the rental date. If the Application is received less than ten days prior to the rental date, payment is due immediately upon receipt of the Facilities Use Agreement. In no event shall a permit be issued without payment of the required fees.

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\* Payment of hourly rate may be substituted with "In Lieu Fees" based on volunteer hours. Organizations are required to submit monthly "Volunteer Hours Performed" rosters that list the volunteers' names, dates, times, number of volunteer hour performed, and duties performed. The City may revoke the sports field permit if organizations fail to submit the volunteer rosters to the City on a monthly basis. **Proof of all volunteer hours must be submitted to the City on a monthly basis, on a form provided by the City.**

### Cancellations, Changes and Refunds

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1. No refund or credit will be issued for cancellation or reduction of pre-booked hours within ten business days of the rental date.
  2. Credits are not issued for unused hours.
  3. Events cancelled more than ten business days prior to the rental date will be refunded in full.
- All requests for refunds shall be made in writing, and must include a copy of the receipt issued by the City. Allow 4 weeks for processing.

**The following documents must be received prior to a Facilities Use Agreement and Sports Field Permit will be issued. Please work with city staff to submit all required documents. Not turning in required documents in a timely manner may result in you losing your preferred dates and times for your event.**

	Date Received	Staff Signature
Certificate of Liability Insurance		
Background Check (Livescan) Policy		
Certified Proof of Background Checks (Livescan) Policy Performed for Coaches/Referees/Volunteers and all Parties Passed Background		
Child Safe Haven/Advocacy Policy		
Player Discipline Policy		
Coach/Referee/Volunteer Training Program		
Coach/Referee/Volunteer Discipline Policy		
Membership Roster with Addresses		
City Business License		
List of Equipment Stored On Site and Owner contact information		
Organization signed Liability Waiver		
Player/Parent signed Liability Waivers		
501(c)(3) Documents:		
IRS documentation		
Bylaws		
Roster of officers		
A list of individuals authorized to make reservations for the organization		
Deposit: \$ _____ Total Hrs. _____ Rate/Hr. \$ _____ Total Paid: _____ Check #/Money Order#: _____ Date Paid: _____ Facilities Use Agreement Executed: _____ Cash <input type="checkbox"/>		

**The above application is**



**APPROVED**



**NOT APPROVED**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## **SPORTS FIELD USE POLICY**

The City's Sports Field Use Policy establishes rules, regulations, procedures and fees governing the use of City sports fields.

1. Sports fields are designated for sports and recreation and organized athletic activity only. The term "organized athletic activity" shall mean sporting league games, practices, tournaments, clinics and instruction.
2. City programs and events are exempt from these regulations.
3. The Facilities are to be used for appropriate sports use. Events must be suitable and compatible with the field selected.
4. Lining or marking of the Facilities is prohibited without prior written approval by the City.
5. Permit holders must refrain from excessive noise or using whistles prior to 8:00 am, and avoid unnecessary noise during other times. Permission must be received in writing from the City to utilize amplified sound, drums or other instruments. Permit holders must abide by the City's Noise Control Ordinance (Municipal Code Chapter 8.12 Noise Control).
6. A sign permit is required for any banners/signs placed on the perimeter fences of the Facilities.
7. The provision of athletic equipment or other equipment is not the responsibility of the City. Any athletic equipment or other equipment stored at the Facilities is the responsibility of the entity that owns the equipment. The City is not liable for any damages or theft of the equipment. A list of all equipment stored at the Facilities and a list of the entity that owns the equipment must be provided to the City at the beginning and end of every sport season.

8. Any proposed use of a metal storage bin associated with any use on City Parks and/or Facilities shall be subject to the requirements of Zoning Code Section 17.136 Temporary Use Permits.
9. The concession building may be used only in conjunction with a Facilities Use Permit and may not be used for commercial purposes.
10. Concession building equipment is not the responsibility of the City. Any equipment stored in the concession building is the responsibility of the entity that owns the equipment. The City is not liable for any damages or theft of the equipment. A list of all equipment stored in the concession building and a list of the entity that owns the equipment must be provided to the City at the beginning and end of every sport season.
11. As owners of the concession building equipment at Mission Springs Park, AYSO is to solely operate the concession building at no charge to the City. Any sport leagues requesting the concession building to be open and operating during their practices, games or tournaments are to contact AYSO (contact City staff for AYSO contact information). AYSO is encouraged to share concession building revenues when opening and operating the concession building for other youth sports groups issued a facilities use agreement.

AYSO is responsible for obtaining the necessary permits from the Riverside County Department of Public Health ("County") before a permit is issued. All permits obtained from the County, and/or otherwise required by law shall be posted in the concession building and in public view during the time the concession building is in use. Copies of all such permits must be provided to the City prior to use of the concession building.

12. As owners of the concession building equipment at Wardman Park, DHS Little League is to solely operate the concession building at no charge to the City. Any sport leagues requesting the concession building to be open and operating during their practices, games or tournaments are to contact DHS Little League (contact City staff for DHS Little League contact information). DHS Little League is encouraged to share concession building revenues when opening and operating the concession building for other youth sports groups issued a facilities use agreement.

DHS Little League is responsible for obtaining the necessary permits from the Riverside County Department of Public Health ("County") before a permit is issued. All permits obtained from the County, and/or otherwise required by law shall be posted in the



concession building and in public view during the time the concession building is in use. Copies of all such permits must be provided to the City prior to use of the concession building.

13. With the exception of City-authorized photography of team/players participating in permitted sports leagues and private incidental and personal photography for purely private use, a film permit is required for all filming and/or still photography.
14. Use of Facilities is limited to those identified on the permit during the dates and times indicated and for the stated purpose. Permits are not transferable. Clean-up and load-out of equipment and personal belongings must be completed and the field completely vacated by the time indicated on the permit.
15. Rental is for the designated field only. The open green space and parking lots are public access ways and not part of the rental. All permit groups must keep a copy of their permit on hand during the event. Permits must be made available to City staff persons during permitted time if requested.
16. Alcoholic beverages are prohibited in City parks.
17. The renter shall not dig or otherwise damage lawn areas. Renter is responsible for damage to trees, landscaping, and irrigation (sprinkler systems), and will be billed for repairs.
18. Renter must provide adequate supervision for minors and provide one person in identified vest or uniform for every 100 people in attendance.
19. Renter must remove ground trash and empty trash receptacles as they become full and immediately following the event.
20. It is prohibited to staple, glue, nail or post anything to the trees, furniture or signage at the Facilities.
21. The following are prohibited on all playing fields:
  - Permanent marking materials
  - Animals
  - Bicycles, skateboards or unauthorized vehicles

22. Any behavior or activity that is determined to be unsafe, a violation of the Sports Field Use Policy or unsportsmanlike conduct is prohibited. Examples of unsportsmanlike conduct include, but is not limited to: aggressive, intimidating, abusive or threatening actions, cursing or fighting. Police may be called and violators may be required to vacate the Facilities or may be subject to arrest, and the permit may be revoked.
23. An Application may be denied if:
- The proposed use or activity is of a nature/size that is inappropriate to the Facilities and/or will cause adverse impacts on health/safety of surrounding park users or adjacent residents and businesses that cannot be mitigated.
  - Applicant fails to remit fees, charges or deposits as required.
  - Applicant knowingly makes false, misleading or fraudulent statements in the application process.
  - Applicant fails to agree to reimburse the City for damages/destroyed property.
  - Time requested is designated in the field schedule for another type of use or user group.
  - Field is closed for maintenance.
24. Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000.00 per occurrence and property damage insurance in the amount of \$100,000.00, **in accordance with the provisions of the Facilities Use Agreement.**
25. Renter shall secure liability waivers from all event participants on a form to be provided by the City. Said waivers shall be remitted to the City prior to use of the Facilities.
26. In consideration of being permitted to the use the Facilities, the Applicant shall sign a Liability Waiver that waives, releases and discharges the City, its officers, agents and employees from all liability for any loss or damage whatsoever, including personal injury, death, property damage, medical expense and any other type of expense whether caused by the active or passive negligence of the City, while the Applicant, is in, upon or about the Facilities.
27. Renters must have a current City business license, as set forth in Title 5 of the City's Municipal Code.
28. Renters agree to comply with all federal, state and local laws, rules and regulations.

29. Permits may be revoked by City staff if there is a conflict with City use. The City will attempt to give timely notice of such conflict.

30. Permits may be revoked and/or denied in the future by the City if there is any violation of these rules or any abuse of the privileges of using City facilities and/or equipment.