



Community Services Department, 2175 Cherry Avenue Signal Hill CA, 90755
(562) 989-7330



APPLICATION FOR USE OF SPUD FIELD

CONTACT PERSON: _____ SPORT: _____

ADDRESS: _____ PHONE: _____

NAME OF GROUP: _____ E-MAIL: _____

EXPECTED ATTENDANCE: _____ AGES OF PARTICIPANTS: _____

GENDER OF PARTICIPANTS: (M) ____ (F) ____

IS THIS A: SCHOOL LEAGUE _____ NON-PROFIT LEAGUE: _____ FOR-PROFIT LEAGUE: _____

MONTH'S REQUESTED: January – March April – June July – September October - December

DAYS/TIMES REQUESTED: (INCLUDE PREPARATION TIME)

MON _____ TUES _____ WED _____ THU _____ FRI _____

SAT _____ SUN _____

WILL YOU BE CHARGING **ANY** FEES TO YOUR PARTICIPANTS? (PLEASE EXPLAIN)

WILL YOU BE BRINGING ANY EQUIPMENT ONTO THE FIELD SUCH AS GOALS, BASES? (PLEASE EXPLAIN)

IF YOU ARE APPLYING FOR THE RESIDENT RATE: ATTACH ROSTER WITH THIS APPLICATION THAT PROVIDES THE NAME, GENDER, AGE, AND ADDRESS OF **EACH** PARTICIPANT ON THE FIELD. GROUPS THAT APPLY WITH MORE THAN ONE TEAM MUST HAVE A COMPLETE ROSTER FOR EACH SEPARATE TEAM. EXAMPLES OF PROOF FOR THE ROSTER: LBUSD STUDENT PROFILE PRINTOUT, REPORT CARD WITH MAILING ADDRESS, OR CALIFORNIA ID. TEAMS THAT FAIL TO PROVIDE **EACH** PARTICIPANT'S INFORMATION ON THE ROSTER WILL AUTOMATICALLY INCURE THE NON-RESIDENT RATE AND MAY DISQUALIFY YOU FROM THE ABILITY TO RENT SPUD FIELD IN THE FUTURE.

IF APPROVED, YOU WILL NEED TO SUBMIT THE FOLLOWING PRIOR TO YOUR PRACTICE ON SPUD FIELD:

- **PAYMENT IN FULL BY WAY OF CASH, CHECK OR MONEY ORDER**
- **A REFUNDABLE DAMAGE DEPOSIT IN THE AMOUNT OF \$100**
- **A CERTIFICATE OF LIABILITY INSURANCE LISTING THE CITY OF SIGNAL HILL AS ADDITIONAL INSURED IN THE AMOUNT OF AT LEAST \$1,000,000**

I HAVE RECEIVED, READ, UNDERSTAND AND AGREE TO ABIDE BY THE POLICIES IN THE CITY OF SIGNAL HILL FIELD AND COURT ALLOCATION POLICY.

SIGNATURE

DATE

OFFICE USE ONLY

TOTAL PARTICIPANTS: _____ RESIDENT PARTICIPANTS: _____ NON-RESIDENT PARTICIPANTS: _____

APPLICATION APPROVED: _____ RESIDENT RATE _____ NON-RESIDENT RATE _____ STAFF INITIALS: _____ DATE: _____

Reservation and Usage of Spud Field Facilities

This policy has been established to assure that Signal Hill's Spud Field facilities are utilized for recreational, cultural, educational, social and community service functions that meet the needs and interest of the community, as well as to set clear policies, procedures, regulations, and rental fees regarding such uses.

1. Applications will be accepted up to six months in advance. An application to reserve a facility must be completed and paid in its entirety, ten business days prior to the event. If the reservation is made less than ten days prior to the event, all fees will be due immediately in cash.
2. All non-refundable deposits and refundable damage deposit are due at the time the reservation is submitted to hold the date and facility.
3. The person signing the permit (applicant) **must be present at the event and remain on site for the duration of the event.** A picture I.D. will be required at the time of application to verify age and residency. Applicant may be required to show identification the day of the event to City staff. A copy of the Facility Rental Contract must be carried by the applicant to their event.
4. To qualify for the Resident rate the permittee must live or work in Signal Hill. Residents may not rent a facility for non-residents.
5. Only the applicant noted on the facility permit may make changes to the permit. Changes must be made in writing.
6. No practices shall start before 9:00 a.m. No arrival of team members before 8:30 a.m. and no field preparation before 8:00 a.m.
7. No light use is permitted on Sunday. Field light use only until 9:00 p.m.
8. No vehicles on field or in designated red curb or other No Parking areas. No maintenance without approval of city. The City provides no equipment for the use of the field.
9. Cooking of any type must occur at a picnic area and not adjacent to the field. Snacks of that do not require warning may be distributed.
10. Baseball or Softball usage is limited by the City of Signal Hill to home run fence distance of 200 feet per the sports field manual of field of field dimensions. This distance effects age group usage. Example: baseball ages 12 and under.
11. The City reserves the right to cancel any permit due to resident complaints with no compensation to the sports group for fee or improvements.
12. Due to the dimensions and the close proximity of the field to residences use of Spud Field is limited to youth sport use only. Youth is defined as 18 and under.
13. Field or courts use for games must be approved through the Parks and Recreation Commission. Staff is authorized to permit practices only.
14. In the event of inclement weather, or if the field or court, in the judgment of the City should not be used, the usage, shall be cancelled by the City. Users should contact the City on the day of usage, if there is a question as to the use of the facility. As a result, a full refund will be made.
15. User will be responsible for any injury or damage incurred on or off the field or court.
16. Reasonable sound level is to be maintained. No amplification is allowed. Reasonable sound level is defined as not to disturb the peace, quiet, and comfort of the neighboring properties or other persons.
17. No alcoholic beverages, smoking or illegal substances may be brought to or consumed on City property. Failure to comply with this regulation will result in the immediate cancellation of the permitted use and future use of the facilities. Signal Hill M.C. 9.04.090C.
18. Users of the facilities shall observe, obey and comply with all applicable City, County, State and Federal laws, rules and regulations.
19. Any reservation may be cancelled by the City for a City sponsored program. In the event of such cancellation, notice shall be given as far in advance of the scheduled usage as possible, and a full refund shall be made. The City shall not be responsible in the event it causes a cancellation, other than

the responsibility for refunding all deposits, fees, and charges made to the City relative to the schedule usage.

20. City field(s) and court(s) will be allocated in an equitable manner with: Co-ed teams having first priority Teams made up either solely or by a majority of boys or girls will alternate days of use. Youth will have first priority in the following groupings: 1) 6 and under; 2) 10 and under; 3) 13 and under; 4) 18 and under. No group shall be permitted more than twice a week usage. Any additional use must be approved by the Parks and Recreation Commission. Historic use or payment for improvements will not be considered as a basis for allocation. No guarantee is given for use during the next application cycle.
21. The City will close the field once per year for a minimum of one month for maintenance.
22. Traditional Season Calendar:
 - Fall: September, October, November, December
 - Winter: December, January, February, March
 - Spring: March, April, May, June
 - Summer: June, July, August
23. A reservation is not confirmed until all fees have been received and the applicant has an approved copy of the application signed by the City. The applicant shall not advertise its use of the facility until this authorization is received.
24. Application fee is due at time of submitting the application and is non-refundable. Additional fees are due upon approval of the permit. A payment schedule may be considered by the City on a month to month basis; however, such payment must be received in advance of use. Late payment will result in cancellation of the permit.
25. Light usage requires an additional fee. Lights will be provided fifteen (15) minutes before and fifteen (15) minutes after reserved time to allow for safe entry and exit of the field, or court.
26. Any cancellation of scheduled usage of facilities, or any change in hours or conditions indicated on the request form must be completed at least ten (10) working days prior to schedule usage. Cancellations must be in writing and submitted to the Community Services Department.
27. Anyone wishing to use a facility must complete and "Application for Use of City Facilities" and a "Use of City Facilities Indemnification Form".
28. Application must be received a minimum of ten (10) working days prior to requested use date and will be accepted up to four (4) months in advance.
29. Liability. The City of Signal Hill is not liable for accidental injury to persons or loss of damage of group or individual property, and applicant is required to sign a liability waiver prior to scheduled usage.
30. Insurance. Groups 2 – 5 must provide a Certificate of Liability Insurance policy showing the City of Signal Hill as additionally insured at \$1,000,000. Coverage shall include public liability and property damage.
31. Depending on the sport, no more than three teams will be allowed to practice at any one time. With a maximum of 50 youth actively participating at any given time.
32. The City may issue a permit to two (2) separate permits at the same time but will permit each individual group only one team practice. With a maximum of 50 youth actively participating. There will be no reduction in field fees because of dual use. Lighting fees may be shared.
33. Any groups or individuals found sub-letting the facility will have their permit cancelled and further use denied.
34. The City of Signal Hill is not liable for accidental injury to persons or loss or damage of group or individual property.
35. Alcoholic beverages are prohibited in and around all facilities, parks, and parking lots. Smoking is prohibited in all facilities and within 100' of the building. Gambling of any kind is not permitted at any

facility. Failure to comply with this regulation will result in termination of the rental and all fees and deposits will be forfeited. Municipal Code 9.04.090(C)

36. Any amplified music, including DJs and musical groups, is not permitted within the parks.
37. All dogs are required to be on a leash at all times. Owners are required to pick up and dispose of pet waste. Municipal Code 6.06.010
38. Cancellation must be made in **writing** to the Community Services Department at least ten business days prior to the event date in order to receive a refund. The non-refundable deposit will be retained upon notice to the City of cancellation. If permittee cancels less than ten business days prior to event, 50% of all fees and deposits shall be forfeited. If cancellation is made five working days or less prior to event, all fees and deposits will be forfeited.
39. It is prohibited to construct or erect any building, tent or tent like structure of whatever kind, whether permanent or temporary in character in any park. Municipal Code 9.08.010(P)
40. Businesses using public property for private use where money is exchanged for services or products is considered commercial use and is not permitted without a permit.
41. The permittee is responsible for the actions of all participants within the group, including any actions of vandalism, graffiti, etc., specific to all rental spaces utilized by the group, including restrooms. If there is any graffiti or vandalism committed to any of the equipment or facilities, the matter will be handled by the Signal Hill Police Department. Fees and deposits may be forfeited and permittee may be subject to additional penalties and charges.
42. Activities involving youth (under 21) must have not less than a 1:10 adult-to-youth ratio.
43. Parks are open from 8 a.m. – 10 p.m. Restrooms are open from 7 a.m. – 9 p.m. Permits for outdoor area are limited to daylight hours including setup, take down and removal of equipment.
44. In the event of inclement weather, or if the area in the judgment of the City should not be used, the event shall be cancelled by the City, and a full refund will be issued. Permittee should contact the City on the event day if he/she cancels use of the facility. There is no refund for reservation time not utilized.
45. Playground equipment is provided primarily for children ages 5-12 years. Children under five years must be assisted by an adult. At no time will playground equipment be rented for private use.
46. There shall be no exceptions to this policy unless authorized by the Community Services Director.

I have read, understand and agree to adhere to all policies listed above. Violation of policy may result in forfeiture of all fees and deposits.

Signature of Applicant: _____ **Date:** _____