



Field Rental Event Request

This Field Request should be submitted to the Community Services Department 5 calendar days prior to the date requested in order to ensure adequate approval time. **This is only a request and is not an approved contract for a Field Rental.** If this request is approved, a signed copy of the contract outlining the rules, regulations and fees will be forwarded to the applicant. Pending Staff review, liability insurance is required. **Please read rules and regulations on the back of this form and initial all copies.** Must comply with all State and local laws and regulations.

Please initial _____

Please print legibly in ink.

PART 1: CONTACT INFORMATION

Organization: _____ Non-Profit # (if applicable): _____

Applicant Name: _____ Street Address: _____

Primary Phone: (____) _____ City: _____ Zip: _____

Secondary Phone: (____) _____ E-Mail: _____

Alternate Contact: _____ Alternate Phone: (____) _____

PART 2: FIELD(S), DATE(S) & TIME REQUESTED

Park(s) Requested: _____

Field(s): _____

Day(s) of the Week: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Month: _____ Date(s): _____

Rental Start Time: _____ am / pm Rental End Time: _____ am / pm

PART 3: RENTAL INFORMATION

Type of Event: _____

Attendance: # players ____ # spectators ____ # of participants under age 17 Boys ____ Girls ____ Total Attendace ____

Is the event open to the public? Yes No

Is there a charge for the event or any part of the event? Yes No

Snack Bar (Additional Fees) Yes No

PART 4: UNDERSIGNED INFORMATION

I, the undersigned have been authorized by the above organization to request these fields and will meet all City requirements if this proposal is approved. I understand that only the dates and times requested on this form will be reviewed by City staff and that any other uses by the organization will need to be filed separately. I also understand that this form is only a proposed use and that the actual field authorization will occur after the field allocation process is finalized. At that time I fill out City Forms which will specifically authorize our organization to use City fields and facilities.

Signature: _____ Date: _____

COMMUNITY SERVICES DEPARTMENT USE ONLY

Insurance & Endorsement: Yes No Non-Profit: Yes No Business License: Yes No

Final Approval: _____ / / _____
(Signature) (Printed Name & Title) (Date)

Field Rental Rules and Regulations

- Groups consisting of 5 or more individuals wishing to utilize a field must acquire a permit with the City of Rancho Cucamonga.
- It is the responsibility of the person in charge identified on the permit to enforce the rules and regulation regarding the conduct of the group on permitted facilities.
- Permitted use begins and ends at the times stated on the permit including set-up and clean-up.
- Selling of food or other items is permitted with a snack bar permit.
- Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission.
- Portable goals and/or markers are allowed but must be removed daily.
- Alcoholic beverages are not permitted in any City of Rancho Cucamonga park. (R.C.M.C § 12.04.010)
- Smoking is not permitted in any City of Rancho Cucamonga park. (R.C.M.C § 8.21.035)
- The use of polystyrene (Styrofoam) is not permitted in any City of Rancho Cucamonga park. (Resolution 07-231)
- Parks are available for reservation from 6:00 a.m. until dusk. However, restrooms may not be opened until 8:00 a.m. Park maintenance may be on-going (i.e. grass mowing, sprinklers in operation, etc.).
- Reservations are for picnic shelters and athletic fields as specified in the request and contract. Certain facilities may require additional forms.
- No public address system or amplified music may be used without prior approval by the Community Services Department. All sound must be within the legal bounds of the Rancho Cucamonga Municipal Code which states the amplified sound cannot be heard 50 feet from the source or cannot be louder than 65 decibels. Sound events are limited to one four-hour duration per week per site.
- No stakes or any other device may be driven into the ground to secure equipment or for any other reason.
- Motorized vehicles are allowed in parking lots only. No vehicles are allowed on any other park surfaces (i.e. grass areas) at any time. This includes trucks and cars used for the unloading and loading of supplies. (R.C.M.C § 12.04.010)
- For cancellations due to weather conditions, please call (909) 477-2765 for refund information.
- An **Application Fee and Deposit** is included with your rental fees.
- Other requirements may be added as determined by the City.

**By signing this form, you agree and understand to all the above-mentioned rules and regulations.
Failure to comply with rules may result in the cancellation of the reservation.**

Applicants Signature & Date

*The Community Services Department always welcomes comments or suggestions on how we can better serve the residents of the City of Rancho Cucamonga. **Please let us hear from you!***
Visit www.RCpark.com