



# 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 Attendance \_\_\_\_

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 and/or vendor permit (must have all San Bernardino County food handler, Health Department and Seller permits, Rancho Cucamonga Business License).
- Any vending from vehicles requires written authorization from the City of Rancho Cucamonga.
- 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(B))
- 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 8:00 a.m. until dusk/10:00 p.m. with lights. 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 (F2))
- For cancellations due to weather conditions, please call (909) 477-2765 for refund information.
- **Application Fee and Deposit** are in addition to rental fees.
- Applicant shall provide a certificate of insurance in the amount of \$1 million general liability naming the City of Rancho Cucamonga as additionally insured as a certificate holder or can purchase insurance through the City.
- Cancellations of a permit date must be made 14 days in advance of any specific date of use for a refund. Any request for cancellation after a specific date of use will not be refunded.
- Fields must be used in the way state on the *Field Rental Event Request*.

Any violations of the above rules and regulations will jeopardize future rentals with the City of Rancho Cucamonga.

1<sup>st</sup> violation: verbal warning

2<sup>nd</sup> violation: written warning

3<sup>rd</sup> violation: formal letter notifying user group they are no longer able to rent from the City of Rancho Cucamonga.

**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.**

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Applicants Signature

Date