

City of Tustin
Parks and Recreation Department
FIELD ALLOCATION CHECKLIST

As you prepare to submit your field allocation documents, please refer to the checklist below to ensure all necessary documents are submitted.

- Field User Application
- Field/Facility Use Request
- Athletic Field Use Rules and Regulations
- Hold Harmless and Indemnity Agreement
- Tournament and Friendly Field Use Request
- Game and Practice Field Request
- Valid Certificate of Insurance and Additional Endorsements
- Complete Organization Roster for Applicable Seasons
- Copy of 501c3 Letter of Non-Profit (One-time submittal)

Thank you,

Karl Halili

Recreation Supervisor

City of Tustin
Parks and Recreation Department
FIELD USER APPLICATION

ORGANIZATION INFORMATION

Organization Name:

Sport: Season:

Total Program Registrants: Total Tustin Residents:

CONTACT INFORMATION

The contact information you provide the City of Tustin on these field request forms could be made public if requested. The information written on these forms should be contact information you would like City Staff to provide prospective players wishing to register for your organization. This information will be considered public.

FIELD ALLOCATION REPRESENTATIVE

Name:

Address:

Email:

Phone:

ORGANIZATION PRESIDENT

Name:

Address:

Email:

Phone:

IMPORTANT DATES

Practice Begins: Opening Day:

League Games Begin: League Games End by:

Playoffs Begin: Playoffs End:

Practice and/or Game Holidays:

List Special Events (picture day, tournaments, trainings, etc.)

Event	Date(s)	Site

I hereby acknowledge that all of the information provided on this application, on the attached membership roster, and in the contents of this organization's bylaws are complete and accurate. I acknowledge that submittal of inaccurate or incomplete information may result in denial of this application. Additionally, this organization will notify the City of any changes of contact person, mailing address, or other pertinent information as they occur.

Furthermore, I the undersigned, designated representative for this organization, on behalf of each member of said organization, being granted permission to utilize City of Tustin facilities and/or sports fields for play or practice for each of their heirs, executors and assigns, agree to hold harmless the City of Tustin, its officers, agents and employees, for all harm, accidents, personal injury or property damage suffered by him/her/them as a result of the participant(s) taking part in the aforementioned activities, including harm resulting from the negligent acts or omissions of the City and its officers, agents or employees. I, the undersigned on behalf of each member of said Organization, further agree to indemnify the City of Tustin or its agents or employees for any and all liability incurred by it for the harms specified herein.

Applicant Signature

Organization President Signature

Date

Date

City of Tustin
 Parks and Recreation Department
FIELD/FACILITY USE REQUEST

CONTACT INFORMATION

The contact information you provide the City of Tustin on these field request forms could be made public if requested. The information written on these forms should be contact information you would like City Staff to provide prospective players wishing to register for your organization. This information will be considered public.

Organization Name:

Applicant Name: Title:

Address:

Email:

Phone: Alt Phone:

ACTIVITY INFORMATION

Field/Facility Requested:

Activity Description:

Estimated Attendance: Open to Public: Yes No

Day of Week	Date(s)	Start Time (Including setup)	End Time (Including cleanup)

I hereby acknowledge that all of the information provided on this application are complete and accurate. I acknowledge that submittal of inaccurate or incomplete information may result in denial of this application. Additionally, this organization will notify the City of any changes of contact person, mailing address, or other pertinent information as they occur.

 Applicant Signature

 Organization President Signature

 Date

 Date

City of Tustin
Parks and Recreation Department
ATHLETIC FIELD USE RULES AND REGULATIONS

1. Groups consisting of 35 or more individuals wishing to utilize a field must acquire a permit with the City of Tustin.
2. It is the responsibility of the person in charge identified on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. *These rules include but are not limited to:*

- Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean and be off the fields at the ending time indicated on the permit. Permitted times include field preparation and player “warm-up”. Additional fees will be charged for unauthorized or extended field use beyond times listed on the permit.
- Field permits will not be issued for use on Federal Holidays.
- Field use permit must be available during use at each permitted site and presented to any City or District representative upon request.
- No subleasing of fields is allowed under any circumstance. Subleasing of fields may result in revocation of all permits.
- City fields or facilities may not be modified without permission. Fields may not be resized without permission.
- Parking is allowed in designated areas only. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the users’ responsibility to alleviate traffic and parking issues.
- Alcoholic beverages are not allowed in City parks, fields, or adjacent areas. (Municipal Code, SEC. 7112)
- Organizations/groups using vendors during their games and tournaments to sell food or other items must submit vendor’s insurance certificate, endorsement letter, and City of Tustin Business License number (obtain at the Finance Department) to the Recreation Division at a minimum of two (2) weeks prior to their event.
- Amplified sound is not allowed on any field without City approval and notation on permit.
- Banners may not be posted without City approval and notation on permit.
- Balls and any other equipment thrown, batted, kicked, or otherwise propelled that land on private property must not be retrieved without the property owner’s permission.
- At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The field and any areas adjoining affected by a group’s use must be picked up and cleared of all trash.
- Please park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in our residential neighborhoods.

I hereby certify that I have read the Field Use Rules and Regulations and that I and/or my organization will abide by them. I agree to protect, defend and hold harmless the City of Tustin, its elective and appointive boards, officers, agents and employees from all loss, damage and claims resulting from or arising from this field use.

Applicant Signature

Date

Organization President Signature

Date

City Representative Signature

Date

City of Tustin
Parks and Recreation Department
HOLD HARMLESS AND INDEMNITY AGREEMENT

Applicant (Please Print)

We, FIELD/FACILITY USER, have expressed the desire to utilize an athletic field or athletic facility owned by the City of Tustin as stated on this application.

We, the CITY OF TUSTIN, agree to provide access to a field or facility to meet the use requested on this application as availability and priority of use allow. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued.

NOW, THEREFORE, for and in consideration of the covenants herein contained, performed, and to be performed, the parties hereto agree as follows:

- CITY shall schedule access to and make all provisions for FIELD/FACILITY USER to enter and use permitted public facility as required to fulfill the purpose of the Agreement.

- Designate in writing an Administering Officer to act as the CITY representative with respect to the use of the facility contemplated hereunder. Such person shall have complete authority to transmit instructions, receive information, and interpret and define the CITY requirements in connection with said use.

- The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature. I agree to protect, indemnify and hold harmless the City of Tustin, Tustin Unified School, and their officers, agents, and employees from all loss, damage, and claims, liability, or claims resulting from their programs or rentals. In case of an accident or another emergency, personnel of the City of Tustin and/or its Parks and Recreation Department is hereby authorized to secure medical attention for the participant.

- By attending a Tustin Parks and Recreation facility, you have consented to have you/your guest's photograph taken and used in future City publications.

- It is further understood and agreed that FIELD/FACILITY USER shall act as an independent contractor herein and not as an employee of CITY. FIELD/FACILITY USER shall secure at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for FACILITY USER and his officers, agents, and employees and all business licenses, if any, in connection with the use of the said facility.

- FIELD/FACILITY USER shall secure and maintain throughout the period of use contemplated under this Agreement general liability insurance with policy limits of not less than \$1,000,000 per occurrence, with CITY and TUSD named as additionally insured by endorsement. Such policy or policies of insurance shall further provide that said policies of FIELD/FACILITY USER shall be primary over any insurance held by CITY and TUSD that may be applicable.

This Agreement, the exhibits hereto and any special provisions to which the Agreement is subject may only be altered, amended or rescinded by a duly executed written Agreement. Executed in the City of Tustin, County of Orange, State of California and subject to laws thereof.

Applicant Signature

Title

Date

City of Tustin
Parks and Recreation Department
TOURNAMENT/FRIENDLY USE REQUEST

CONTACT INFORMATION

Host Organization:

Director Name: Title:

Tournament / Friendly Website:

Email:

Phone: Alt Phone:

TOURNAMENT / FRIENDLY INFORMATION

Date of Event: Tournament Friendly

Time of Event:

Organization Prepping Fields: Organization Officiating Games:

Are officials paid or volunteers? Per Game?

What facility are you requesting?

COLUMBUS TUSTIN PARK	TUSTIN SPORTS PARK	VETERANS SPORTS PARK
<input type="checkbox"/> Softball Field #1	<input type="checkbox"/> Softball Field #1	<input type="checkbox"/> Softball Field #1
<input type="checkbox"/> Softball Field #2	<input type="checkbox"/> Softball Field #2	<input type="checkbox"/> Softball Field #2
<input type="checkbox"/> Softball Field #3	<input type="checkbox"/> Softball Field #3	<input type="checkbox"/> Softball Field #3
<input type="checkbox"/> Softball Field #4	<input type="checkbox"/> Soccer Field #1	<input type="checkbox"/> Soccer Field #1
	<input type="checkbox"/> Soccer Field #2	<input type="checkbox"/> Soccer Field #2
		<input type="checkbox"/> Soccer Field #3
		<input type="checkbox"/> Soccer Field #4

The City of Tustin requires a Certificate of Liability Insurance in the amount of one (1) million dollars naming the City of Tustin as Additional Insured. Game schedules are due to the Parks and Recreation Office five (5) working days prior to the event.

Applicant Signature

Date

Office Use:

Application
 Insurance
 Permit
 Payment
 Schedule

Signed off: _____ Date: _____

Notes:

City of Tustin
Parks and Recreation Department
GAME / PRACTICE FIELD REQUEST

ORGANIZATION INFORMATION

Please complete this form if your organization will be applying to utilize City of Tustin sports fields. The below names individual will be the sole contact between the City and the organization they are representing. All facility use requests and inquiries must be conducted by the person listed below.

Organization Name:

Representative Name: Phone:

Address: Email:

LEAGUE INFORMATION

League Phone: League Website:

League Start Date: League End Date:

Total # of Participants: Total # Tustin Residents (92780, 92781, 92782):

GAME / PRACTICE FIELD REQUEST

Game / Practice Start Date: Game / Practice End Date:

Please list the park(s) days and times you would like to have practices in Tustin (please be specific):

Park / Field	Day	Dates	Time

I hereby acknowledge that all of the information provided on this application and in the contents of this organization's bylaws are complete and accurate. I acknowledge that submittal of inaccurate or incomplete information may result in denial of this application. Additionally, this organization will notify the City of any changes of contact person, mailing address, or other pertinent information as they occur.

_____ Applicant Signature

_____ Date