

**CITY OF TUSTIN
COMMUNITY ORGANIZATION APPLICATION**

This form must be completed and submitted with your application.

CERTIFICATE OF INSURANCE—Groups that wish to utilize City fields or facilities for play or practice, i.e. sports groups, dance groups etc., must provide an "original copy" of a Certificate of Insurance in the amount of \$1 million, naming the City of Tustin as "Certificate Holder" and "The City of Tustin, its officers, employees, agents and volunteers are named as additionally insured".

Public Information:

Organization's Telephone Number _____ Organization's Website: _____

Return to: City of Tustin, Parks and Recreation Services, 300 Centennial Way, Tustin California 92780

GROUP NAME _____
 MAILING ADDRESS _____
 CONTACT PERSON #1 _____ PHONE _____
 CONTACT PERSON #2 _____ PHONE _____

Total # of Members in Organization: _____ Total # of Members who are Tustin Residents: _____
 Objectives of Organization: _____

EXECUTIVE BOARD (Adapt positions for your group)

President _____
 Address _____
 City _____
 Home Phone _____
 Work Phone _____

Referee Coordinator _____
 Address _____
 City _____
 Home Phone _____
 Work Phone _____

V. President _____
 Address _____
 City _____
 Home Phone _____
 Work Phone _____

Coaches Coordinator _____
 Address _____
 City _____
 Home Phone _____
 Work Phone _____

Field Coordinator _____
 Address _____
 City _____
 Home Phone _____
 Work Phone _____

Other _____
 Address _____
 City _____
 Home Phone _____
 Work Phone _____

What are you needs? (Check ALL that apply)

Meeting Rooms _____ Auditorium _____ Classrooms _____ Picnic Facilities _____ Conference Room _____
 Explain: _____

Field Use: Practice _____ Games _____ Tournament _____

Is your Organization, or the majority of your members, affiliated with any other Tustin Community Organizations? Yes _____ No _____
 If yes, please list: _____

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.

Further, I the undersigned, designated representative for _____ (name of Organization), on behalf of each member of said Organization, being granted permission to utilize City of Tustin facilities for meetings, auditoriums, special events, picnic shelters, 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 or 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.

Authorized Signature _____ Date _____

CALENDAR YEAR: _____ DATE RECEIVED: _____ FOR OFFICE USE ONLY
 GROUP STATUS: _____ COUNT: R _____ NON-R _____ TOTAL _____
 APPROVED: _____ DENIED: _____
 BY: _____ DATE: _____ CHECKLIST: _____ Roster _____ Bylaws _____ Insurance _____ Proof of Non-Profit _____

City of Tustin Parks & Recreation
SPORTS FIELD INTENDED USE FORM

Practice Field Requests

Please complete this form if your organization will be applying to utilize City of Tustin sports fields.

The below named 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 _____ Ages of youth _____

Representative _____ Phone _____

Address _____ City _____ Zip _____

E-Mail Address _____

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

Park/Field	Day	Time	Priority

Please indicate the dates of the activity listed below:

Practice Begins: _____
Practice Ends: _____

Please email or fax to: 714.838.4779, Christine Zepeda

City of Tustin Parks & Recreation Department

FRIENDLY USE APPLICATION

The City of Tustin requires the host organization to issue a certificate of insurance in the amount of \$1 million dollars general liability naming the City of Tustin as the additional insured. Game schedules are due to the parks and recreation office (5) five working days prior to the event.

1. Host Organization: _____
2. Friendly Director: _____
3. Home Phone: _____ Cell Phone: _____
4. Email: _____ Friendly Website: _____
5. Date of Friendly: _____ Time of Friendly: _____
6. What facility are you requesting? (circle)

Columbus Tustin Fields
Field # 1 Field #2 Field #3 Field #4

Tustin Sports Park
Field # 1 Field #2 Field #3
Soccer Field #1 Soccer Field #2

7. What organization is preparing the fields? _____
8. What organization is officiating games? _____
9. Are the officials paid or volunteers? _____ Per Game? _____

Office Use Only

- Application
- Payment
- Permit

- Insurance
- Schedule
- Entered in CLASS

Signed off _____
Date: _____

City of Tustin Parks & Recreation Department

TOURNAMENT APPLICATION

The City of Tustin requires the host organization to issue a certificate of insurance in the amount of \$1 million dollars general liability naming the City of Tustin as the additional insured. Game schedules are due to the parks and recreation office (5) five working days prior to the event.

- 1. Host Organization: _____
- 2. Tournament Director: _____
- 3. Home Phone: _____ Cell Phone: _____
- 4. Email: _____ Tournament Website: _____
- 5. Tournament Type: (circle one) Non-Sanctioned Tournament / League Tournament
- 6. Date of Tournament: _____ Time of Tournament: _____
- 7. What facility are you requesting? (circle)

Columbus Tustin Fields
Field # 1 Field #2 Field #3 Field #4

Tustin Sports Park
Field # 1 Field #2 Field #3
Soccer Field #1 Soccer Field #2

- 8. What organization is preparing the fields? _____
- 9. What organization is officiating games? _____
- 10. Are the officials paid or volunteers? _____ Per Game? _____

<input type="checkbox"/> Application	<input type="checkbox"/> Insurance	Signed off _____
<input type="checkbox"/> Payment	<input type="checkbox"/> Schedule	Date: _____
<input type="checkbox"/> Permit	<input type="checkbox"/> Entered in CLASS	