



Department of Public Works

City Parks Reservation Application

Date And Time Or Attach a Schedule

Date of Event	
Times of Event	To

Location of Event

<input type="checkbox"/> Mgrdichian Park 11251 Seneca Street Facilities: Baseball Field <input type="checkbox"/> Soft Ball Field <input type="checkbox"/> Picnic Area <input type="checkbox"/> (Free)	<input type="checkbox"/> Richardson Park 11600 Air Expressway Facilities: Soccer <input type="checkbox"/> Baseball <input type="checkbox"/> Skate Park <input type="checkbox"/> (Free) Picnic Area <input type="checkbox"/> (Free) Basketball 1 <input type="checkbox"/> (Free) Basketball 2 <input type="checkbox"/> (Free)	<input type="checkbox"/> Sierra Park 15210 Daisy Facilities: Picnic Area <input type="checkbox"/> (Free)	<input type="checkbox"/> Marconi Park 18245 Verbena Facilities: Football Field <input type="checkbox"/> Sports Field <input type="checkbox"/>	<input type="checkbox"/> George Park 10650 Bartlett Facilities: Sports Field <input type="checkbox"/>
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Contact Information

Contact Name	Name of Organization		
Address	City	State	Zip Code
Cellular Telephone #		Alternative Contact Info:	
Email Address:			

Fees for Event

Facility Usage Fee Class _____ Fee _____	Hours @ \$ 0 City Event/School MOU (Class 1) \$ 5 Non-Profit YouthTeam/Adelanto Non-Profits (Class 2 & 3), \$10 Adelanto Resident/Business /Adult league (Class 4) \$15 non-resident youth Team/ non- resident non-profit (Class 5) \$20 All other Non-Resident (Class 6)	Facility Lighting Fee Class _____ Fee _____ resident resident	Hours @ \$ 0 City Event/School MOU (Class 1) \$ 5 Non-Profit Youth Team/ Adelanto Non-Profits (Class 2 & 3), \$10 Adelanto Resident/Business /Adult league/ non- youth Team/ non- Non-Profit (Class 4 &5) \$15 All other Non-Resident (Class 6)
Security Deposit	\$500 deposit	Total Fees:	\$



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Event Participant information (Required for all Class 1-4 Users)

Number of Residents		Number of Non-Residents	
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All Class 1-4 Users must provide proof of residency for all participants, and/or an Adelanto Business License, at the Time of Application, or they will be treated as a Class 5 User.

Detailed Event information - (Required for All Users)

Description of Event:

Estimated Attendance:

Cost Per Person*: Adult: Youth: Child 12 & Under: Senior:

***If there is to be a collection of any admission fees, A Temporary Business License may be required.**

Will Items be sold*? Yes No Will a Collection be Taken* Yes No Resale Permit No:

***If there is to be any sales or donations, A Temporary Business License may be required.**

This Application is conditional upon the individual or organization providing the following:

Proof of Insurance (For all sporting events)

Proof of Issuance of all Required Permits

Once all required information has been submitted this application will be forwarded on to the public facilities department for final approval. **Applications will not be taken for events that are less the 2 weeks from the date of application.** All required **permits and insurance must be provided prior to 10 days** from the event or the event will be automatically canceled. You will be notified by mail & Phone of the approval or denial of your event.

Please Note: Your Event is only Tentatively Booked at the time of Application.

Use of the facilities is not guaranteed until this application is approved by public facilities superintendent I, the undersigned, understand the above rules/procedures and fully accept responsibility for use of the Adelanto Community Parks.

APPLICANT'S SIGNATURE

DATE

City Parks Use Agreement

Rules & Policies In regards to the Reservation of the Parks Facilities

- The applicant agrees to be: (1) financially responsible for any costs incurred by the City for damages to City property; (2) financially responsible to reimburse the City reasonable attorney fees to enforce the provisions of any contract that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensation to the City for any costs associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees and deposits if it is determined that false information is provided on the application; (5) financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application.
- The Applicant understands that the Parks department only performs routine maintenance on the facilities Monday-Thursday. That it is **the applicant's responsibility to ensure that the fields are dragged, chalked/painted, and free of trash and that all trash is placed into a covered trash dumpster or covered trash can (can must be able to be closed**



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completely). If the applicant fails to do so, any staff time expended to clean the site after the event or on the following business day, will be directly billed to the applicant or collected from the security deposit.

- All complaints against the facility condition must be reported to either the on Call City Staff during the event or within 24 hours of the field use, if the complaint is not registered than the City will assume that the applicant was responsible for the damage or additional maintenance costs involved.
- In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellations by the City are necessary. The City reserves the right to cancel any use of the facility upon two weeks advance notice and/or a breach of agreement. If the City cancels an event, the applicant will receive a full refund.
- All changes and /or cancellations by Users must be done by submitting a written request to the Public Works Department and must be requested by the person who made the reservation. If cancellation is within (10) days of event, no refunds will be issued for cancellations.
- The applicant agrees to fully indemnify, defend, and save harmless, the City of Adelanto, its officers, agents, employee, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description, including, but not limited to, any fees and / or costs reasonably incurred in enforcing this provision, to the extent such liabilities are caused by or result from any negligent act or omission or willful misconduct of the applicant in its connection with the use of City facilities.
- The applicant attests that the information is true and correct and understands that this is only an application and not a guarantee an event will be allowed to commence. If a contract is issued it is agreed: that if any of the information in the application is found to be false or the conduct of my gathering is not as described in the application or any laws codes or regulations are violated the contract becomes null and void and any further activity within the facility will immediately cease.

9.35.040 Specific Acts Prohibited in a City Park

- To lead, drive or let loose any animal or fowl of any kind, excluding dogs and cats on a leash under control by its custodian.
- To ride or drive any skates, skateboard, horse or other animal, or to propel any vehicle, cycle, bicycle, skateboard, skates or automobile, except in designated areas. This does not apply to any electrically driven wheelchair carrying a physically incapacitated person.
- To enter, remain, stay or loiter in any park or facility between the hours of 10:00 p.m. and 6:00 a.m.
- To light or maintain any fire except within a stove, barbecue, or fire circle that has been approved by the City for that purpose.
- To possess, carry or discharge any firearms, explosives, air gun, bow and arrow, slingshot or any weapon.
- To throw, project or propel or drive upon a lawn or across any park, public walkway or driveway within a park any missile, model airplane, model car, go-carts or other self propelled devices and vehicles except at designated locations.
- To drive, hit or putt any golf ball or to use any golf, except in designated areas.
- To cut, break, deface or destroy any tree, shrub, plant, rock, building, cage, pen, monument, sidewalk, fence, structure, property, or pull up, cut, take or remove any shrub, bush, plant or flower, or mark or write upon, paint or deface any building, monument, bench, sidewalk, or other structure.
- To cut or remove any wood, turf, grass, soil, rock, gravel, sand or fertilizer from a park or from any place within a park.
- To camp or lodge therein except by permission in writing by the City Manager.
- To throw, discard, place or dispose of any garbage or refuse in any place other than in a garbage can or other receptacle maintained for that purpose.
- To play or bet at or against any game which is played, conducted, dealt or carried on with cards, dice or other devices for money, chips, shells, credit or other representative of value, or maintain or exhibit any gambling table or other instrument of gambling or gaming.
- To hold any meeting, service, concert, event or exhibition without first obtaining a permit.
- To engage in any commercial activity including but not limited to the selling, offering for sale, advertising for sale or solicitation for future delivery or performance of any goods, wares, merchandise or services without a permit.
- To interfere with the use of any scheduled group or activity that has received a permit from the City for use of said park.
- Smoking within a City of Adelanto Park or facility is prohibited
- Public address systems, acoustical instruments and/or electrically amplified instruments are prohibited unless approved by the City
- The possession, consumption, sale, transportation or disbursement of alcoholic beverages is prohibited.



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Reservation Allocation Policy

Athletic User Groups Allocation Hierarchy

The following hierarchy shall determine the allocation of access to the city athletic facilities for any existing users along with any new or external programs that are requesting conflicting usage of time at the facilities. In the event of a conflict between an existing user and a new user the existing user will receive the priority.

1. City Sponsored events
2. Adelanto or Victor Valley School District and other educational program honoring a reciprocal use agreements and other organizations with an established MOU.
3. Local non-profit youth recreational athletic programs (entry level sports programs serving the community-at-large) & Local non-profit youth competitive athletic program, which have a City business license with an Adelanto address associated with it.
4. Local non-profit adult recreational and competitive athletic programs, which have a City business license with an Adelanto address associated with it.
5. Local organization or individual, which has either a City business license with an Adelanto address associated with it or verification of Adelanto Residency.
6. All other uses, prioritized by date of submittal of a completed application.

Conflict Resolution between Identical Classifications

In the event of a conflict between applications in the same classification, the City utilizes an allocation based on the percentage of residents that each group has to determine the access to the athletic facility.

In the event of a conflict in the Schedule each group is required to provide to the city 3 different forms of proof of residency for each of its participants, including an existing water bill (or other utility bill if a water bill cannot be provided), school enrollment records, and a third form such as; A state issued ID including Drivers License, or another form of identification that provides proof of residency within the city. If the residency cannot be clearly determined from the provided records the participant will not be counted towards the group's total Adelanto residents.

Seasonal Prioritization of Facilities

August-January- Football

Feb-July- Baseball

Any sports organizations operating a program that is during their off season will have a lower priority status when the schedule conflicts with a group operating in its normal season.

Field Utilization Meetings

The Parks Department will schedule Field Utilization Meetings, which will be held twice a year; once in the fall for January through June and once in early spring for July through December. These meetings will allow the Parks Department to get a better grasp of anticipated participation numbers, field needs and schedules, as well as, allow for coordination of registration and discuss exchange of service requirements. A final "tune-up" meeting will take place in February for baseball and August for football to finalize the field scheduling.

Accessory Facility & Uses Policy

Access to all restroom facilities after the City Hours of operation and use of any City owned field lighting system or the use of sound amplification systems must be arranged with the staff prior to the event. Access to these facilities may require additional deposits or increased insurance coverage and misuse of the facilities can result on forfeiture of future reservations, and disqualification from future application for usage.

Acknowledgment & Acceptance of Policies

I _____ Hereby acknowledge that I have read and agree to abide by the policies for the usage of the Athletic Facilities. Furthermore, I acknowledge that I will obtain all required permits and approvals for all accessory facilities and uses my events will require. Additionally I understand that my reservation will be evaluated based upon the City's allocation system and it is not officially approved until official notification is given.

Applicant's Signature

DATE