



# Woodland Sports Park League/Club Reservation Policies & Procedures



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# Historic Users

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*Historic use honored whenever possible. Leagues are to coordinate use with each other when there are multiple users on a field. Community Services Department will only get involved when the groups cannot come to a universal agreement with each other.*

*All decisions made by the Representative of the Community Services Department are FINAL.*

## *Woodland Senior Softball*

- ✚ Woodland Sports Park Field C-Home Field-Thursday Morning
- ✚ Woodland Sports Park Field B, C & (D) Memorial-Home Field-Tuesday Evening

## *Woodland Soccer Club-Two Seasons*

- ✚ Spring –Woodland Healthcare Field (softball gave up field 2016)
- ✚ Fall/Winter-Memorial Field (until Adult Softball begins), Woodland Healthcare Field

## *Alliance Soccer Association (first season Fall/Winter 2010)*

- ✚ Spring-Field E Soccer Only Field
- ✚ Fall/Winter-Yolo Federal Field (C) (until Adult Softball begins) , Field E Soccer Only Field

# Priority of Use

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1. Community Services Department programs and City of Woodland activities.
2. Regional & National Tournaments who bring economic stimulus to the City of Woodland. *(Leagues given a minimum of four months' notice if their historical or priority superseded, unless granted special permission by the CSD Director.)*
3. Non-Profit Resident Youth Teams/Leagues *(51% of members must be City of Woodland residents)*. Non-fundraising activities only. The Woodland Joint Unified School District would be included in this category.
4. Non-Profit Resident Adult groups *(51% of members must be City of Woodland residents)* or Non-Profit Resident Youth groups conducting fundraising events.
5. Private Resident Individuals or Groups.
6. Non-Profit Non-Resident Youth Teams/Leagues *(less than 51% of members are City of Woodland residents)*. Non-Fundraising activities only. Other school district would be included in this category.
7. Non-Profit, Non-Resident Adult groups *(less than 50% of members are City of Woodland residents)* or Non-Profit Non-Resident Youth groups conducting fundraising events.
8. Non-Resident, Non-Profit Individuals or Groups.

# Light Codes

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## System Use Logging

- The system starts logging use from the time you push the "confirm" on button and there is a feedback from the controller that we attempted to turn on the lights.
- The system stops logging the use from the time the "confirm" off button is pushed on the WEB App. The system does not wait for the indication the lights have turned off.

## Light Operation

- Time to turn on (cold start) should be one minute or less. Lights reach full brightness in about 10 minutes.
- Time to turn off has a little latency in the system and could be up to five minutes. When you turn off the lights from you, WEB app be patient the lights will turn off.
- Your group charged based on the minimum charge increments setup by the city. If there is an issue with the lights and they do not turn off.

# Keys to the Facility

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GROUP issued a set of keys from CITY for the facility. GROUP will ensure the coordination of obtaining a key set prior to event. Lost keys taken out of your deposit and are subject to re-keying fees.

1. The key will be in use immediately.
2. Neither loan nor have copies made of this key set.
3. Safeguard the key from loss, and may be responsible for any re-keying costs.
4. Immediately inform the CITY contact should the key become lost or stolen.

# Cancellation Policy

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Should GROUP choose to cancel an event prior to the deadline (minimum of 3 business days prior to each date), GROUP is forfeiting the date to the Community Services Department and releasing date(s) reserved by another group.

Should GROUP do significant and negligible damage to the facility, consistently breaks rules, or does not hold up to payment deadlines, CITY reserves the right to cancel any scheduled Permitted use at any time.

# Facility Setup

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Club/League set up may not impede any other scheduled events or programming. Set up performed for each Club/League, performed by GROUP representatives.

CITY staff is responsible to move its equipment and structures as needed, including portable fences, bases, portable mounds, and soccer goals. No GROUP representative shall move any CITY equipment without permission.

## Terms and Conditions

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### **CITY** Agrees To:

- Be responsible to check and clean facilities and ball field area before the event.
- Ensure facility is set up to the request of GROUP, as provided prior to event date.
- Notify GROUP in a timely manner of any scheduling conflicts, field hazards, or field condition changes that may arise after contract signed.

### **GROUP** and Authorized Representative Agree To:

- Be aware of the risks and injuries involved with sports on the sports field and of the potential hazards and dangerous areas within the facility.
- Be available for CITY staff for any questions, clarification, or assistance.
- Provide CITY personnel with schedule times, set-up requests, or any vendors present for event.
- Bring attention to CITY personnel of any hazardous or damaged area within the facility.
- Maintain control of participants, spectators, and enforce CITY rules and regulations for the ball field's facility and meet policies.
- Maintain Insurance coverage for all participants.

### TERMS OF AGREEMENT

This agreement shall commence on the date first written on page 1 of said Agreement, and will carry forward in full force and effect until the last date written, unless terminated by either party in accordance with the provisions set forth in the paragraph below.

### TERMINATION OF AGREEMENT

The CITY, in its sole discretion, terminate GROUP'S use of CITY facilities provided; the CITY shall first give GROUP 15 day's written notice. CITY shall refund unused fees, excluding the earnest money agreement. Similarly, GROUP may terminate the agreement by providing the CITY 15 day's written notice, provided no termination by GROUP shall be effective prior to rendition of ball field's use. In the event GROUP has a remaining balance of paid facility fees, the CITY shall forward payment balance to GROUP.

## DEFECTIVE CONDITIONS

CITY makes no warranty regarding the condition of the Woodland Baseball/Softball Facilities and adjacent facilities. CITY shall maintain the facilities consistent with the CITY policy and governing law. CITY will inspect the facilities prior to each season, and the GROUP must immediately notify CITY of any defective condition. CITY shall repair the defective condition as soon as reasonably possible to permit continued use. In the event negligent GROUP members cause the defective condition, meet participants or spectators, GROUP shall reimburse CITY for costs incurred in correcting or repairing the defective condition.

## Season

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- ✚ Each season is defined by the game schedule
- ✚ Practice may begin no earlier than two weeks before the first scheduled game
- ✚ Practice permit ends at the first permitted game
- ✚ Season and permits ends on the same day, the last scheduled game
- ✚ Season includes one play off tournament at the end of the season
- ✚ Tournament schedule is required in order to extend the permit to cover tournament dates
- ✚ All-Stars and Regional tournaments pay Tournament Fees and are not included in "Season"
- ✚ Season without a play-off tournament, that tournament date cannot be "saved" and used in another season.
- ✚ Season shall not be longer than double the teams (per each division) in weeks. **Example: Number of Teams X 2 = Number of weeks of season**

### **Strict "seasons" enforced.**

- ✚ Fall Season: August-December 31
- ✚ Winter Practice Season: January-February- practice only by rental rate for ALL users.
- ✚ Spring Season- March- Middle of June
- ✚ Summer Practice Season: June- August- practice only by rental rate for ALL users.

## Rain-outs

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*Many factors that go into Community Services Department closing a field.*

Water, Drainage, Weather forecast, Safety

- ✚ We need every scheduled game played.
- ✚ Rainouts cause us as many problems for rescheduling as they do you.
- ✚ Work together with the other clubs/leagues that you share fields with in rescheduling your make-up games.
- ✚ There will be times when the officials/umpires call the game.
- ✚ Park Supervisor Andrew Cital over sees all ball field facilities
  - Andrew Cital at 383-7692.
- ✚ For rainout information call Monday-Friday before 2 p.m.
  - Andrew Cital at 383-7692

# Reservation Timeline

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The dates listed are deadlines, not scheduled dates. It is up to GROUP to complete all deadlines.

## Fall/Winter

August 1,	Reservation Request Form for practice dates, deposits paid.
September 1	Game Reservation Request Form
September 15	Player Roster provided to CSD
September 15	All dates finalized for Season

## Spring/Summer

February 1	Reservation Request Form for practice dates, deposits paid.
March 1	Game Reservation Request Form
March 15	All dates finalized for Season

### *Minimum of 3 weeks prior to first practice event*

Reservation form turned in to CITY, Board of Directors Contact Information (update CITY as changes occur), and Insurance Updated (annually).

### *Minimum of 2 weeks prior to first scheduled Game Club/League*

Provide GROUP information (cell phone for person on site) for Club/League. All required documentation

# Contact Information

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Community Services Department:	(530) 661-2000	<i>for general information</i>
Parks On Call	(530)681-9484	<i>after hours issues</i>
Yolo County Dispatch:	(530) 666-8920	<i>for event-day issues</i>
Woodland Police Department:	(530) 666-2411	<i>to report crimes or other issues</i>

# Fees

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The ballfield rental fee based upon the use of each field. GROUP shall pay its fee as determined by the CITY based on the following:

League Fees	Club Fees
Deposit	Deposit
Light Use Fees	Light Use Fees
Rental Fees	Rental Fees

An organization check or credit card (Visa or Master Card), Club/League director check or credit card, bank check, money order, or cash only accept payment. No third party payments allowed.

### Season Deposit

The *deposit* is a non-refundable deposit that applies to GROUP’s fees. These fees include initial field setup, garbage and restroom services, field lights and all administration charges. The earnest money deposit and damage deposit required by the stated deadlines in order to secure a Club/League Season.

### Other fees

The CITY reserves the right to charge GROUP additional fees for damages to facility or violating the terms and condition of the agreement. Fees determined by damages or severity of violation. Additional fees charged to GROUP for cleaning and/or repairs as stated in “Defective Conditions.”

### Local Club/League Director

To receive Woodland Resident Fees a “local Club/League director” is a designated person representing a Woodland sports group, or is a resident of the City of Woodland (*not residing on a County road*); who is hosting a Club/League for a larger organization. This person must have a physical address within the Woodland city limits, not a PO Box. All contact for the Club/League MUST go through this person. This is a standard set as a priority to Woodland residents.

GROUP shall not take advantage of a resident’s physical address in order to receive resident rates. GROUP must use the actual Club/League director that will be responsible for the event and in following the Club/League agreement.

# Resident vs. Non-resident

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**Resident:** Residency is determined by living within the City of Woodland city limits.

**Non-Resident:** Anyone outside of the City of Woodland city limits (P.O. Box considered Non-Resident).

# Explanation of Fees

- ✚ Field Rental Fee apply to all Youth League/Club
- ✚ **Fees are subject to change/adjustment due to increased costs to CSD Department.**
- ✚ Everyone who uses lights charged both the light usage fee and the light maintenance fee.
- ✚ All Light use will go up \$2 per year in order to get closer to the actual cost of the lights.

<i>Fees</i>	<i>FY 19/20</i>	<i>FY 20/21</i>	<i>FY 21/22</i>
<i>Light Maintenance</i>	<i>\$13.00</i>	<i>\$14.00</i>	<i>\$15.00</i>
<i>Camarena Light Use</i>	<i>\$16.00</i>	<i>\$17.00</i>	<i>\$18.00</i>
<i>Clark Field Light Use</i>	<i>\$30.00</i>	<i>\$31.00</i>	<i>\$32.00</i>
<i>Klenhard Field 1 &amp; 2 Light Use</i>	<i>\$16.00</i>	<i>\$17.00</i>	<i>\$18.00</i>
<i>Harris Field Light Use</i>	<i>\$16.00</i>	<i>\$17.00</i>	<i>\$18.00</i>
<i>Sports Complex Fields Light Use</i>	<i>\$16.00</i>	<i>\$17.00</i>	<i>\$18.00</i>
<i>Field rental per hour</i>	<i>\$40.00</i>	<i>\$41.00</i>	<i>\$42.00</i>
<i>Field rental per hour SR/Youth Discount</i>	<i>\$20.00</i>	<i>\$21.00</i>	<i>\$22.00</i>
<i>Key Deposit (each)</i>	<i>\$10.00</i>	<i>\$11.00</i>	<i>\$12.00</i>
<i>Password Change</i>	<i>\$10.00</i>	<i>\$11.00</i>	<i>\$12.00</i>
<i>Each Additional Change</i>	<i>\$20.00</i>	<i>\$21.00</i>	<i>\$22.00</i>
<i>Youth Resident Player Fees</i>	<i>\$22.00</i>	<i>\$23.00</i>	<i>\$24.00</i>
<i>Youth Non-Resident Player Fees</i>	<i>\$20.00</i>	<i>\$21.00</i>	<i>\$22.00</i>

*All fees for rentals due at the time of booking. Practices tied to a game schedule. All Youth groups may have given 2 nights of practice a week at the weekday rate that applies. Additional practice dates will be at normal rental rate of \$40 per hour; this includes the practice before tournament play and any practice time not attached to a game schedule.*

**Youth/Senior local groups receive 50% discount on field rentals.**

**Adult Groups pay full rental rate for all play. They pay full rate for lights & maintenance.**

*Non-Resident Clubs pay full non-resident rental rate (\$60 per hour) and do not qualify for League rental rates or discounts. Will not be allowed to use Facilities for their scheduled games, may only use facilities for individual dates if space is available and all fees are paid.*

**Measure J will cover the player fees for youth groups through FY 20/21 (unless the measure extended).**

# Merchandise Table & Other Vendors

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All vendors onsite must have written CITY approval. Only permitted vendors allowed at the Woodland Sports Park during each Permitted use. Any unauthorized vendor are required to leave the premises immediately and may not loiter outside the facility. All vendors must have a valid City of Woodland business license and show proof upon arriving to CITY personnel. To obtain a business license, contact Woodland Community Development Department – business license information, at (530) 661-5820. Failure to do so is subject to the \$100 penalty fee.

Should GROUP have a sponsor or organization that wishes to sell merchandise (*not food or drink*), the sponsor must obtain their own Seller's Permit and Business License separate from the GROUP.

**SNACK BAR:** The Woodland Sports Park has a contracted vendor who has sole responsibility of organizing and operating the snack bar during each GROUP use as named above. Any additional agreements between the Sports Park concessionaire and GROUP not affiliated with the CITY.

**FIELD CONDITIONS:** The Woodland Sports Park maintained to at the highest level for GROUP. GROUP notified should fields not be in playable conditions, i.e. field flooding or torn turf.

**RESTROOMS AND PORTABLE TOILETS:** The Woodland Sports Park complies with an industry-standard toilets per capita ratio. Should GROUP feel a need for additional toilets, CITY will coordinate the rental of portable restrooms. Billed at actual cost and the fee/setup is due the Tuesday prior to your rental.

**SCOREBOARDS:** Scoreboards are available for Field B, Yolo Federal Field C, Memorial Field D and Woodland Healthcare Field. Unfortunately, Field E is not equipped with a scoreboard. These scoreboards come with wireless controllers checked out to the GROUP director for GROUP's use after some brief training. These controllers are very expensive and any loss or damage to the controller can result in a deduction from your damage deposit at actual cost of replacement. The controllers require attended at all times.

## Strictly Prohibited at the Sports Park

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- Cleats of any kind (no plastic or metal cleats permitted)
- Sunflower seeds, peanuts, all shelled nuts
- Animals
- Soft drinks or sports drinks (*Only water is permitted on turf*)
- Chewing gum
- Bicycles, skates, skateboards, scooters, etc.

# Parking

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Parking at the Woodland Community & Senior Center and the Woodland Sports Park is limited, as the parking lot used for the various activities within the Community Center and the dog park. Parking is on a first come basis, for all activities, and participants.

It is the responsibility of the GROUP to announce that all vehicles parking illegally within the parking lots, and on city streets, will be ticketed and/or towed at the owner's expense. For any vehicles, parking illegally and causing damages to CITY property GROUP will be responsible for any damages.

Parking allowed in designated paved parking areas. Parking on unpaved service areas NOT allowed. Vehicles parked in these unpaved service areas will be ticketed and/or towed at the owner's expense. Please note the construction areas on both the north and south side of the Sports Park. No trespassing of any kind allowed on the construction sites or equipment.

## **Overnight Parking**

No overnight parking permitted at the Woodland Community & Senior Center and Woodland Sports Park. Overnight camping, strictly prohibited, be ticketed and/or towed at the owner's expense. Responsibility of GROUP to notify any participants that overnight parking not permitted.

## **Buses**

Buses may not access the Sports Park via the rear parking lot. All bus pickups and drop offs must be done in the bus stop in front of the Community Center, however buses may not stay on the bus stop. Due to the high demand for parking at the Woodland Community & Senior Center, buses must park at the County Fair Mall, on East Street, until teams are ready for picked up.

## **Parking Fees**

GROUP shall not charge any participant a parking fee. Parking will remain free at the Woodland Community & Senior Center. Unlike some other parks, the Woodland Sports Park considered a public park and there will be other events happening simultaneously at the Woodland Community & Senior Center.

GROUP may charge a *gate* or *admission* fee. This fee however, collected on Sports Park grounds only. This is the property (walkways, or grass) across the parking lot from the Community Center. No fees may be collected within the parking lots or impeding traffic into the Woodland Community & Senior Center.

# League Definition

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*In order to be recognized by the City of Woodland as a League, all the following must apply*

- ✚ Belong to a “Parent” Organization
- ✚ 51% of players must be residents
- ✚ Leagues only have inter league play (*play only other players of their league*)
- ✚ No travel outside of Woodland for games
- ✚ All games are scheduled on Woodland Fields
- ✚ Non-profit 501c3 on file with Community Services Department
- ✚ Board of Directors
- ✚ Insurance Certificate with endorsement naming the City of Woodland as additionally insured for a minimum of \$2,000,000.00
- ✚ Field rental fees
- ✚ Pay for light use and maintenance at League rate

American Legion recognized as a league per the agreement between the City and American Legion that dates back to the City taking over Clark Field.

# Club Definition

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*If all of the League items does not apply, the City of Woodland may recognize the group as a Club, all requirements below must be met to be considered a recognized Club*

- ✚ Not recognized as a League
- ✚ 51% of players on Woodland Fields live outside the City of Woodland city limits.
- ✚ Travel outside of Woodland to games.
- ✚ Not all games played on Woodland Fields
- ✚ Schedules (*official printed schedules only*)
- ✚ Non-profit 501c3 on file with Community Services Department
- ✚ Board of Directors
- ✚ Insurance Certificate with endorsement naming the City of Woodland as additionally insured for a minimum of \$2,000,000.00.

*All games are at \$40 per hour*

*Clubs pay for all field use as rental, schedule required, light and maintenance fees apply to all light use, practice allowed two weeks before the Scheduled Season’s Games begin and only two days a week per Club. Practice ends when the scheduled games end. Practice after Scheduled season begins, will be limited to two nights a week, additional practice days will be at the \$30 per hour rate. Play dates with teams not from Woodland will be at the Game Rental rate. Practices not attached to a schedule of games, such as practice before tournaments charged at the rental rate of \$20 per hour.*

# Field Allocation Meetings

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*Numbers represent priority of field requests. If a historic user chooses not to attend a field allocation meeting, the Community Services Department cannot guarantee that their required use will be available. Attendance is required by all historic users*

## *Spring Sports Meeting January/February*

1. Baseball Spring Season field allocation
2. Soccer Spring Season field allocation
3. Any special field use for Fall Season

## *Fall Sports Meeting July/August*

1. Soccer Fall Season field allocation
2. Baseball Fall Season field allocation
3. Any special field use for Spring Season

- 4. Allocation Meetings Scheduled if there were issues during the previous season, or users or CSD Staff made a request.**

# Practice Permits

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## *Before Practice Permits are issued (for each season)*

- ✚ Security Deposit paid (*equal to one half of last year's total fees paid to City of Woodland*)
- ✚ Field Reservation Form filled out and approved by Community Services Department Representative
- ✚ Current Board of Directors Listing (*sends updates to Community Services Department yearly or whenever Board members change*)
- ✚ Contact information for person responsible for payments/reservations (*one person only*)
- ✚ Insurance Certificate with endorsement naming the City of Woodland as additionally insured for a minimum of \$2,000,000.00
- ✚ Minimum of 3 business days to process
- ✚ It is the responsibility of the group to return any reserved fields that they no longer need to the Community Services Department before the scheduled date
- ✚ No refund or credit of fees for rental will be processed after the reserved date has passed
- ✚ No subleasing or charging a third party for the use of reserved fields
- ✚ Community Services Department are the only ones allowed to process reservations for fields
- ✚ Change to permits
  - First change fee will be waived
  - Second change \$20
  - Fees not charged for inclement weather changes
  - No more than three changes allowed per season

# Game Permits

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## *Before Field Game Permits will be issued each Season*

- ✚ Game Permits will not be issued until all of the requirements for Practice Permits are met
- ✚ Field Reservation Form filled out and approved by Community Services Department Representative
- ✚ Schedules (*official printed schedules only*)
- ✚ Minimum of 3 business days to process
- ✚ It is the responsibility of the group to return any reserved fields that they no longer need to the Community Services Department before the scheduled date
- ✚ No refund or credit of fees for rental will be processed after the reserved date has passed
- ✚ No subleasing or charging other for the use of reserved fields
- ✚ Community Services Department are the only ones allowed to process reservations for fields
- ✚ Change to permits
  - First change fee will be waived
  - Second change \$20
  - Fees not charged for inclement weather changes
  - No more than three changes allowed per season

## Billing

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- ✚ Lighting reports generated monthly and fees applied.
- ✚ Player fees and any additional fees for services received.
- ✚ Tournament/non-league field use Fees.
- ✚ Security Deposits credited
- ✚ Balance due or a credit owed is determined.
- ✚ Bill generated and sent to leagues.
- ✚ Payment is due within 30 days of date of generated bill.
- ✚ It could be possible, when a season is smaller than usual for a league to have a credit at the start of their next season.
- ✚ If there is a credit, the Security deposit adjusted accordingly for the next season.
- ✚ Payment not received in full within 30 days, the bill put into the City's Collection process.

***Any person whose behavioral activity or conduct deemed inappropriate by the City of Woodland is subject to removal from the property.***

# Woodland Sports Park Rules

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GROUP is responsible for the actions of its clients, vendors, team members, and all of those associated with the Club/League. All organization members, coaches, participants and spectators will conduct themselves maturely and prudently. In order to maintain a quality experience, the Club/League director must adhere to and enforce the following rules for the Woodland Sports Park. *Any violation of these rules may result in cancellation of ball field rental and will face additional fees for violation of facility rules.*

All signage and décor pre-approved by the Community Services Department prior to event date.

GROUP may not leave or store equipment at WOODLAND SPORTS PARK without written permission from the Community Services Department.

*Outside food or drink not allowed* on the grounds of WOODLAND SPORTS PARK during Permitted uses, except for bottled water.

*Cigarettes and chewing tobacco not allowed* on the grounds of WOODLAND SPORTS PARK. All tobacco products not allowed on park grounds, even in the parking lots. Dispose of any waste in appropriate receptacles.

*Alcohol not permitted* on the grounds of WOODLAND SPORTS PARK, Woodland Community & Senior Center, or any parking lots. A beer garden is open and all alcohol consumption is limited to the beer garden.

*Eating of any shelled nuts is not permitted* on the fields, in the dug outs, or in the spectator areas of the Woodland Sports Park.

*Glass bottles not allowed* on the grounds of WOODLAND SPORTS PARK, Woodland Community & Senior Center, or any parking lots.

*No vehicles* allowed on the grounds of WOODLAND SPORTS PARK. For special access, please contact CITY personnel.

*Unauthorized vendors not allowed* on the grounds of WOODLAND SPORTS PARK, Woodland Community & Senior Center, or any parking lots. Only Vendors approved by the Community Services Department.

*No camping* at the Woodland Sports Park. Vehicles left overnight at the Woodland Community & Senior Center ticketed and/or towed at the owner's expense. .

*RVs, trailers, or busses not permitted* to park at the Woodland Community & Senior Center.

*Parking is at the risk of the vehicle owner.* Community Services Department is not responsible for vehicle damage from athletic equipment or game play. Vehicles parked in prohibited areas **ticketed and/or towed** at the owner's expense.

*Dogs not permitted on the turf areas* of the fields. Dogs must remain on a leash and the owner is responsible for picking up after them.

## Insurance

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GROUP shall carry bodily injury liability insurance amount of \$1,000,000 and said insurance endorsed as additionally insured. The CITY, its officers, agents, and employees named as additionally insured.

GROUP understands and agrees that coaches, agents, or “employees” of GROUP are not agents or employees of the CITY and not covered by workers compensation insurance or any other CITY insurance policy. GROUP property stored in CITY facilities not covered under CITY property loss coverage, and be listed separately on the GROUP’S insurance policy under property loss.

**The following must be included in the insurance information sent to CITY:**

- ✓ GROUP’s name must be the same as the organization using WSP.
- ✓ The policy must cover all dates that GROUP is using WSP.
- ✓ The certificate must clearly state that “Participant Legal Liability” (or equivalent) is not a part of the Commercial General Liability section.
- ✓ The certificate must include the following as “additional insured”:

City of Woodland

2001 East Street, Woodland, CA 95776

(530) 661-2000

- ✓ An “Additional Insured Endorsement Form – Designated Person or Organization” (or equivalent) must be attached to the certificate.
- ✓ Coverage must be equal to or better than:

General Aggregate: \$2,000,000

Products Aggregate: \$2,000,000

Each Occurrence: \$2,000,000

Personal & Advertising Injury: \$1,000,000

Damage to Rented Premises: \$50,000

Medical Expenses: \$5,000

**Return Insurance Information to:**

Woodland Community Services Department,

2001 East Street, Woodland, CA 95776

Phone: (530)661-2000 FAX: (530) 666-7257



## Woodland Parks & Recreation Department

2001 East Street • Woodland, CA 95776 • (530) 661-5880

### BALL FIELD REQUEST

#### Renter Information

Organization Name: P&R Contact Person: Joe Smith  
 Street Address/P.O. Box: 2001 East St First Name: Joe Last Name: Smith  
 City: Woodland Apartment/Unit #: \_\_\_\_\_ State: CA Zip Code: 95776  
 Phone 1: (530) 111-1111 Phone 2: (530) 000-0000 Email: JSmith@yahoo.com  
 Home  Work  Cell

#### Request Information

Field(s) Requested: Field B Anticipated Attendance: 20

#### FIELD REQUEST MADE FOR THE FOLLOWING ACTIVITIES

	PRACTICES	GAMES	TOURNAMENTS
	Start Date: <u>3-1-2010</u> End Date: <u>3-10-2010</u>	Start Date: <u>3-11-2010</u> End Date: <u>7-31-2010</u>	Start Date: <u>8/1/10</u> End Date: <u>8/2/10</u>
	Su <u>(M)</u> T <u>(W)</u> Th <u>(F)</u> Sa <u>(S)</u>	Su M <u>(T)</u> W <u>(Th)</u> F Sa	Su M T W Th <u>(F)</u> Sa <u>(S)</u>
PRACTICES	M-F Start Time: <u>4pm</u> M-F End Time: <u>8pm</u>	M-F Start Time: <u>4pm</u> M-F End Time: <u>8pm</u>	M-F Start Time: <u>5pm</u> M-F End Time: <u>9pm</u>
	Sa-Su Start Time: <u>8am</u> Sa-Su End Time: <u>3pm</u>	Sa-Su Start Time: _____ Sa-Su End Time: _____	Sa-Su Start Time: <u>8am</u> Sa-Su End Time: <u>5pm</u>
	Schedule Attached <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Schedule Attached <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Schedule Attached <input type="checkbox"/> Yes <input type="checkbox"/> No

List any breaks or vacations during the above scheduled time: 4m of July Week - No games/practices

#### Field/Facility Preparation

SPORT:  Baseball  Softball  Soccer  Other \_\_\_\_\_  
 Field: B Field: \_\_\_\_\_ Field: \_\_\_\_\_ Field: \_\_\_\_\_ Field: \_\_\_\_\_  
 Base length requested:  65'  70'  80'  65'  70'  80'  65'  70'  80'  65'  70'  80'  
 Safety 1<sup>st</sup> Base  
 Other: \_\_\_\_\_ Other: \_\_\_\_\_ Other: \_\_\_\_\_ Other: \_\_\_\_\_ Other: \_\_\_\_\_  
 Field Lighting Needed:  No  Yes Please note all applicable dates for field lighting needs on printed schedule  
 Field lighting is turned off at 10:30 p.m.  
 Snack Bar Needed:  No  Yes

## Park Reservation Policies & Procedures

### General Rules

- Parks are cleaned daily. The City parks are public places, the Parks & Recreation Department can not guarantee the reserved park will be clean upon arrival.
- Park must be returned to original condition before leaving. Representative/organization will be help responsible for all damage and/or additional custodial services required, and deposit may be subject to forfeiture.
- Refundable deposit is required for each reservation. **Deposit may be forfeited if area is not cleaned, has been damaged, or a violation in permit conditions. Using a credit card(Visa or MasterCard) for the deposit will aid in a quick return of the funds.**
- Enforcement of these rules and the rules concerning alcohol and amplification are the responsibility of the authorized representative/organization and he/she must be present for the duration of the permit. \_\_\_\_\_ **Renter's Initials**

### Reservation Changes, Moves, or Cancellations

- Any refund, changes, or cancellations require the renter to bring the original reservation permit.
- A \$10 administrative fee will be applies for any reservation to be changed, moved, or cancelled. For any subsequent change or move, the fee is \$20.
- Refunds will only be granted a minimum of 72 hours prior to reservation date. \_\_\_\_\_ **Renter's Initials**

### Not Permitted During Park Reservations

- Driving into the park or onto the lawn
- Devices that will destroy park lawn or grounds (slip-n-slides, water slides, water balloons, trampolines, stage platforms, etc.)
- Alcohol (without an alcohol permit.)
- Fires outside the barbecue grills provided.
- Bounce houses using City electricity or without special permit. \_\_\_\_\_ **Renter's Initials**

**I agree to accept and abide by the rules and regulations of City of Woodland.**

\_\_\_\_\_  
Renter/Group Representative Signature

\_\_\_\_\_  
Date

- For office use only -

## Field Reservation Fees (for private hourly reservations or tournaments)

### HOURLY RESERVATIONS

<input type="checkbox"/> <b>2 Hour Reservation</b> <i>Non residents, add 20%</i>	<b>\$60</b> <i>Fee per 2 hours</i>	x	<i>Number Hours</i>	\$
<input type="checkbox"/> <b>3 + Hours Reservation (daily)</b> <i>Non residents, add 20%</i>	<b>\$100</b> <i>Fee per day</i>	x	<i>Number days</i>	\$
<input type="checkbox"/> <b>Lighting Fees</b> <i>Lighting fees vary, refer to fee schedule.</i>	\$ _____ <i>Fee per hour</i>	x	<i>Number Hours</i>	\$
				<b>\$ TOTAL</b>

### TOURNAMENT RESERVATIONS

<input type="checkbox"/> <b>Earnest Money Deposit</b> <i>To hold fields, will be applied to fees upon billing</i>	\$ _____			\$
<input type="checkbox"/> <b>Damage Deposit</b>	<b>\$1,000</b>			<b>\$1,000</b>
<input type="checkbox"/> <b>Daily Reservation</b> <i>Non residents, add 20%</i>	\$ _____ <i>Per field, per day</i>	x	<i>No. fields, no. days</i>	\$
<input type="checkbox"/> <b>Holiday fee</b> <i>Add 20% of base fee for tournaments over holidays</i>	\$ _____			\$
				<b>\$ TOTAL AMOUNT DUE</b>



# Endorsement

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POLICY NUMBER: 2097674463 COMMERCIAL GENERAL LIABILITY

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED—OWNERS, LESSEES OR CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**SCHEDULE**

**Name of Person or Organization:**

**City of Woodland  
Parts & Recreation Department**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to their liability arising out of "your work" for that insured by or for you.

It is further agreed that such insurance as is afforded by the policy for the benefit of the additional insureds shall be primary insurance, but only as respects any claims, loss or liability arising out of the Named Insured's operations and any insurance maintained by the additional insured shall be non-contributing.

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*The City needs an Accord Form showing an additional insured endorsement adding the City of Woodland to your policy, the amount of at least \$2,000,000. This is different from a Certificate of Liability Insurance, which merely shows that you have an insurance policy. This is important in order to protect your organization and the City against any possible future litigation.*

