

**FIELD USE PERMIT APPLICATION**



Please use this application to submit your request to rent a field from the City of Chino’s Community Services Department. In order to reserve a field, application must be submitted and paid by the 15th of the previous month. This application must be dropped off with required paperwork at the Ayala Park Operations Center in accordance with the City of Chino’s first come, first served policy.

*Submission of this application does not guarantee rental of facility.*

**INSTRUCTIONS**

- 1. The representative may make one (1) reservation for one (1) field per week per team for a maximum of four (4) months per permit.
2. Permits will be valid for the duration of four (4) months at a time and will be split for signature/payment monthly.
3. Monthly payments must be made by the fifteenth (15th) day of the previous month (or subsequent business day).
4. A certificate of liability insurance must be submitted when submitting a Field Use Permit Application.
5. Failure to submit payment or required paperwork may result in cancellation and forfeiture of permit.
6. If permit is cancelled, the next application in line will be selected and granted for the permit period.
7. If application is approved, representative will receive a permit. This permit must be carried on site during the entire reservation.
8. One day reservations or tournaments require the submission of a Field Use Permit Application and a Special Event Permit.
9. For more detailed information, please refer to the City of Chino Athletic Facility User Guide.

**CONTACT INFORMATION**

NAME OF ORGANIZATION/GROUP: \_\_\_\_\_
APPLICANT NAME/PERSON RESPONSIBLE: \_\_\_\_\_ TITLE: \_\_\_\_\_
CELL PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_
E-MAIL ADDRESS: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_
SECONDARY CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_
CELL PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_
E-MAIL ADDRESS: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**FIELD USE DETAILS**

1. Type of Use (Baseball, softball, event, football, soccer etc.) \_\_\_\_\_
2. Is this application for practices or games, or both? [ ] PRACTICE [ ] GAMES [ ] BOTH
3. On average, what is the estimated attendance of your group? # of Participants: \_\_\_\_\_ # of Spectators: \_\_\_\_\_
4. Is your organization an official non-profit organization 501(c)3? [ ] YES [ ] NO Tax ID #: \_\_\_\_\_
5. Is your organization for youth (ages 17 & younger) or adults? [ ] YOUTH [ ] ADULT
6. Do 70% of your participants reside in the City of Chino? [ ] YES [ ] NO
7. Is this application for a tournament or event? [ ] YES [ ] NO
• If yes, must provide official rosters listing Participant names, address and phone number
• If yes, a Special Event Permit Application may be required
• What type of event is it? (i.e. health fair, tournament, etc.) \_\_\_\_\_

**CANCELLATION POLICY**

Cancellations must be submitted in writing. Cancellation of reservation 30 days from permit date, 100% of fees are refundable. Cancellation of reservation 14-29 days from permit date, 50% of fees and deposit are refundable. Cancellation of reservation 13 days from date of the event, fees and deposit are non-refundable.

**Hold Harmless and Indemnification Agreement**

Applications shall be bound by all rules and regulations and all applicable ordinances of the City of Chino. The violation of any of the above rules and regulations or falsifying any of the provisions of the application shall constitute grounds for immediate revocation of permission to use City facilities, loss of all previously paid fees, and shall constitute grounds for refusal of future permits to use City facilities. The applicant shall be liable for loss, damage, or injury sustained by the City or any person whatsoever by reason of negligence of the persons to whom such permit is issued. Applicant agrees to hold harmless and indemnify the City of Chino from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said persons shall be liable to the City for any and all damage to parks, facilities, and buildings owned by the City, which results from the activity of applicant or is caused by any participant in said activity or spectator at said activity. Renter/Licensee signature on the rental permit contract indicates the understanding of the Policy Guidelines and Agreement. **The City of Chino reserves the right to change and/or cancel any reservation at any time resulting from a City event, program, and maintenance.**

WHEREAS, the City of Chino has granted permission to the undersigned to use the facilities and WHEREAS, in consideration of the use of said facilities the undersigned is willing to hold the City of Chino harmless and indemnify it against liability as described below. NOW THEREFORE, the undersigned hereby agrees as follows: That the undersigned shall fully indemnify, defend and hold the City of Chino and its officials, officers, and employees harmless from any and all liability or anything done or omitted to be done by the undersigned in connection with the use of the facilities.

**\*\*This is not a permit. A permit will be issued once the application has been approved and fees have been paid. \*\***

**I hereby certify that all of the information provided in this document is accurate and understand the terms and conditions as outlined in the City of Chino Athletic Field User Guide.**

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FIELD REQUEST INFORMATION**

Field	Dates	Days and Times (Include Set-up, warm-up and Breakdown times)								Other Services Needed
		M	T	W	Th	F	Sa	Su		
Sample Ayala #9	May 1-July 31		6:30-8:30 pm Game		6:30-8:30 pm Game		8:00 am-4 pm Games			<input checked="" type="checkbox"/> Lights <input type="checkbox"/> Field Prep
		Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	<input type="checkbox"/> Lights <input type="checkbox"/> Field Prep
		Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	<input type="checkbox"/> Lights <input type="checkbox"/> Field Prep
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		Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	<input type="checkbox"/> Lights <input type="checkbox"/> Field Prep
		Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	Practice Game	<input type="checkbox"/> Lights <input type="checkbox"/> Field Prep

**ADDITIONAL NOTES**

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**INSURANCE REQUIREMENTS**

All users must provide a Certificate of Liability Insurance naming the City as additionally insured for a minimum of \$1,000,000 per occurrence and \$1,000,000 general aggregate with a ten (10) day notice of cancellation for nonpayment of premium and 30 days of written notice to the City if the policy is cancelled before the expiration date. Wording on the Certificate of Liability Insurance must state: *The City of Chino, its officers, agents, and employees are named as additional insureds.*

**NEXT STEP**

Once the application and insurance documents are submitted, Community Services staff will thoroughly check application information for accuracy and staff will check field availability. You will receive a phone call requesting a meeting to discuss the details and fees associated with your permit.

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AYALA OFFICE USE ONLY			
Application Received by (Name of Staff): _____	Date & Time Received: _____	Rosters Verified:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Resident or Non-Resident Group: R <input type="checkbox"/> NR <input type="checkbox"/>	Insurance Up To Date <input type="checkbox"/> YES <input type="checkbox"/> NO	Tax-Exempt Letter Verified:	<input type="checkbox"/> YES <input type="checkbox"/> NO