

**CITY OF LAKE ELSINORE
COMMUNITY SERVICES DEPARTMENT**

130 South Main Street
Lake Elsinore, CA 92530
Telephone: 951-674-3124

Website: www.lake-elsinore.org E-mail: bdavis@lake-elsinore.org



ATHLETIC FACILITY RESERVATION REQUEST

TODAY'S DATE: _____ NAME OF USER GROUP: _____

EMAIL _____

CONTACT PERSON: _____ PHONE: _____

MAILING ADDRESS: _____
Street City Zip

DATE REQUESTED (one day event): _____ TIME REQUESTED: from _____ to _____

TYPE OF ACTIVITY: League Game _____ League Practice _____ Team Practice _____
Tournament _____ School Function _____ Neighborhood Party _____
Company Picnic _____ Family Picnic _____ Birthday Party _____
Other _____

PARK REQUESTED: Alberhill Park _____ Canyon Hills Park _____ Creekside Park _____
Lakepoint Park _____ Machado Park _____ McVicker Park _____
Rosetta Canyon Park _____ Summer Lake Park _____ Swick & Matich Park _____
Tuscany Hills Park _____
Other (if park name is unknown, please provide cross streets): _____

AREA REQUESTED: Baseball Field* _____ Softball Field* _____ Football Field _____
Basketball Court _____ Tennis Court _____ Soccer Field _____
Other _____

*Field dimension requirements: _____

Please check all applicable areas; not all parks have ALL the listed facilities. For park amenities, please visit lake-elsinore.org.

BALL FIELD LIGHTING REQUIRED? Yes No If yes, please give times: from _____ to _____

NUMBER OF PEOPLE IN GROUP _____ APPROXIMATE NUMBER OF LAKE ELSINORE RESIDENTS _____

NON-PROFIT (501c3)? Yes No If yes, list Tax ID Number: _____

FOR CONTINUOUS USE, COMPLETE INFORMATION BELOW

DATES REQUESTED: from _____ to _____ DAYS REQUESTED: S M Tu W Th F S

TIME REQUESTED: Sunday _____ Monday _____ Tuesday _____ Wednesday _____
Thursday _____ Friday _____ Saturday _____

OTHER REQUESTS: (e.g. special field prep, additional equipment, extra trash cans, storage of equipment, etc.) _____

GENERAL INFORMATION

1. All reservation requests must be in writing with at least 7 days notice; reservations cannot be accepted over the telephone.
2. No use will be approved until all forms are submitted and a completed application have been submitted.
3. No application will be accepted earlier than six (6) months in advance.
4. Should changes to a confirmed reservation be necessary, they must be made at least 3 days before the reserved date.
5. The City of Lake Elsinore Community Services Department reserves the right to deny an application or cancel use of parks for any cause.
6. Applicants must adhere to all City, Sheriff, Fire, and Health Department codes during their use of the park.
7. Applicants must be 18 years of age or older.
8. Applicants must be able to provide proof if they are representing a non-profit group. Name and Tax ID is required at time of application.
9. Smoking is not allowed at any City Parks unless there is a designated area.
10. Applicants will be responsible for any damage to the City's property during the time of use.
11. Reservations are not accepted on any holiday including Mother's Day and Father's Day; facilities are first come, first serve.
12. Even without reservations, a permit to have a party jump or catered event must be obtained from the Community Services Department.
13. Applicants are responsible for obtaining proof of reservation and displaying permit during use.
14. All parks close at sunset unless otherwise authorized.
15. Canopies are allowed only if the holding pegs DO NOT exceed 6" in length.
16. Electricity is not available at any park site.
17. Additional barbecues are permitted, but please note that the facilities DO NOT have sites to dump hot coals.
18. Please ensure that the area is left clean for the next user. Failure to do so may result in the denial of current and future requests.
19. Ball field lighting cannot extend beyond 10 pm, verify with City Staff when requesting ball field lights.

GENERAL RULES AND REGULATIONS -- PLEASE NO:

- | | |
|----------------------------|---|
| 1. Littering. | 5. Parking in red zones or bike lanes. |
| 2. Glass containers. | 6. Climbing of trees, slopes, backstops, soccer goals or football goal posts. |
| 3. Unleashed pets/animals. | 7. Driving vehicles onto turf or sidewalks to park or unload any items. |
| 4. Alcohol. | 8. Amplified music, unless specifically authorized. |

RESERVATION REQUIREMENTS AND FEES

GROUP SIZE	FEES	DEPOSIT	INSURANCE	NON-RESIDENT FEES
RESIDENT	TBD			
NON-RESIDENT				

** Proof of insurance is required for all youth and adult sports leagues, individual teams and clinic/camp operators.*

1. A resident user is one who resides within the City limits of Lake Elsinore; areas NOT within the city limits this includes other Cities or any other unincorporated neighboring areas. All businesses located within the City are resident user groups.
2. All fees, if any, are due at least 3 days before the requested date and before final confirmation will be given.
3. If insurance is required, the organization must provide the Community Services Department office with a copy of their insurance naming the City of Lake Elsinore as additional insured as well as the letter of endorsement. The minimum amount of liability is \$1 million. Insurance riders must be received at least 3 days before the requested date and before final confirmation will be given. (Address to be listed: 130 South Main Street, Lake Elsinore, CA 92530)
4. Ball field light fees, if requested, for resident groups are \$TBD per hour and \$TBD per hour for non-resident groups. Basketball and Tennis Court light fees, if requested, for resident groups are \$TBD and \$TBD per hour for non-resident groups.
5. Tournament fees are \$TBD
6. Requests for other activities such as caterers or party jumps require an additional \$TBD refundable deposit as well as a copy of the insurance from the "rental" company of said activity naming the City of Lake Elsinore as additional insured (address to be listed 130 South Main Street, Lake Elsinore, CA 92530) Deposits will be refunded so long as no damage has been suffered by the reserved facilities or extra cleanup is required by staff. If damage is found or if extra cleanup is required, the amount shall be subtracted from the deposit with the remainder being returned.
7. Any flier, invitation, or brochure to be posted at park sites must be submitted and approved by the Community Services Department before being distributed.

ADDITIONAL REGULATIONS & INFORMATION FOR LEAGUES, TOURNAMENTS AND SPORTING ORGANIZATIONS

1. Use of park facilities during approved scheduled dates and times only. Violations may result in the loss of deposits.
2. Recognized league members only may make additional reservations for games or practices.
3. In order for the Public Works Department to maintain the fields in the best possible condition, please rotate the more commonly used areas.
4. The Public Works Department may close fields in the event of rain, maintenance liabilities or unexpected events. Staff will provide notification to the league representatives as soon as possible. Visit www.lake-elsinore.org or call 951-674-3124 for current field status.
5. Any dates for "All-Star" or tournament practices and games must be submitted in writing as soon as the league is aware of the respective dates to ensure that staff is able to handle everything as efficiently as possible.
6. League representatives are responsible for enforcing all General Rules as mentioned above.
7. Players, coaches, board members and spectators are to vacate the park after scheduled times.
8. The Director of Community Services must pre-approve items to be stored on site by sports organizations.
9. Organized practices and games are by permit only. This includes travel baseball, soccer and basketball teams.
10. So that Lake Elsinore residents are the primary users of the recreational facilities, leagues must have at least 80% of each team's roster AND the Governing Board as Lake Elsinore residents to be considered a resident group. In addition, no two "non-resident" teams may play against each other without the department's approval; at least one team must be a Lake Elsinore resident team.

By signing below I/We agree to enforce the park rules and to abide by any set of conditions of approval for the City of Lake Elsinore. I/We agree to the policies and procedures outlined on this form.

Signature: _____ Date: _____ Title: _____