

**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: recreation@lake-elsinore.org



**ATHLETIC FACILITY RESERVATION REQUEST**

TODAY'S DATE: \_\_\_\_\_ NAME OF USER GROUP: \_\_\_\_\_

EMAIL \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Street City Zip

DATE(S) REQUESTED (single request): \_\_\_\_\_ TIME REQUESTED: from \_\_\_\_\_ to \_\_\_\_\_

TYPE OF ACTIVITY: League Game (LG) \_\_\_\_\_ League Practice (LP) \_\_\_\_\_ Team Practice (TP) \_\_\_\_\_  
Friendly Tournament (FT) \_\_\_\_\_ Regional Tournament (RT) \_\_\_\_\_ State Tournament (ST) \_\_\_\_\_  
Company Picnic (CP) \_\_\_\_\_ Family Picnic (FP) \_\_\_\_\_ Birthday Party (BP) \_\_\_\_\_  
Other \_\_\_\_\_

AREA REQUESTED: Alberhill Park \_\_\_\_\_ Canyon Hills Park \_\_\_\_\_ Creekside Park \_\_\_\_\_ Lakepoint Park \_\_\_\_\_  
Machado Park \_\_\_\_\_ McVicker Park \_\_\_\_\_ Summerly Park \_\_\_\_\_ Summerlake Park \_\_\_\_\_  
Swick & Matich \_\_\_\_\_ Tuscan Hills Park \_\_\_\_\_ Other: \_\_\_\_\_

AREA REQUESTED: Baseball Field\* \_\_\_\_\_ Softball Field\* \_\_\_\_\_ Football Field \_\_\_\_\_ Soccer Field \_\_\_\_\_  
Basketball Court \_\_\_\_\_ Tennis Court \_\_\_\_\_ Other: \_\_\_\_\_  
Field Dimensions Needed: \_\_\_\_\_  
Number of Fields/ Courts: \_\_\_\_\_

*\*Please note the size of the field/ dimensions needed and number of fields.*

NUMBER OF PEOPLE IN GROUP \_\_\_\_\_ APPROXIMATE NUMBER OF LAKE ELSINORE RESIDENTS \_\_\_\_\_

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

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

***FOR TOURNAMENTS OR CONTINUOUS USE, COMPLETE INFORMATION BELOW***

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

TIMES REQUESTED: Sunday \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

APPROXIMATE NUMBER OF TEAMS \_\_\_\_\_ APPROXIMATE NUMBER OF VISITORS \_\_\_\_\_

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

ADDITIONAL REQUESTS: (list dates of other tournaments, type of tournament and number of fields) Ex.: **4/8/17 - 4/9/17; RT; All**

\* \_\_\_\_\_ \*

**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.\*Tournament requests accepted from Sept. 1 - Sept.30 for following calendar year.
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 holidays; facilities are first come, first serve. (Exception, resident recreational youth leagues in season.)
12. 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 noted or 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 some facilities DO NOT have sites to dump hot coals. Please protect area from grease drippings.
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 11 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.                           |

**ATHLETIC FIELD RESERVATION REQUIREMENTS AND FEES**

TYPE	FEES	DEPOSIT	INSURANCE
Four Hour Block	\$100.00 - \$125.00	\$500.00	Required
Per Day Charge	\$175.00 - \$200.00	\$500.00	Required
Snack Bar	\$200.00 per day	\$100.00	Required / Health Permit Required
Lights	\$13.00 per hour	None	Not Required
Seasonal Usage Per Team	\$100.00 - \$300.00	Varies	Required / Team Roster Required
Two Day Tournaments	\$2,000.00	\$600.00	Required
Three Day Tournaments	\$2,100.00	\$600.00	Required
Four + Day Tournaments	By arrangement	\$600.00	Required

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.
2. Official team rosters, authorized by governing body, with players names and addresses are required each season and at time of application.
3. All fees, if any, are due at least 3 days before the requested date and before final confirmation will be given.
4. If insurance is required, the organization must provide 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 seven (7) days before the requested date and before final confirmation will be given. (Address to be listed: 130 South Main Street, Lake Elsinore, CA 92530)
5. Ball field light fees, if requested, for resident groups are \$13.00 per hour and \$19.50 per hour for non-resident groups.  
Requests for other activities such as caterers or party jumps require an additional \$100.00 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.
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/fields](http://www.lake-elsinore.org/fields) OR text LEFIELDSTATUS to 84483 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, basketball teams, and/or similar 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: \_\_\_\_\_