

# FIELD USE APPLICATION



Welcome to the City of Grand Terrace! This reservation request is not an approved contract for facility rental. Please submit the Field and Facility Use Application at least 60 days before events or within 3 days for park shelter reservations to allow for adequate approval time. Park shelters require a minimum reservation time of 2 hours. **The registration fee is non-refundable.** Staff review, security services, and liability insurance may be necessary. Please refrain from advertising your event until approval is issued. Please initial here to acknowledge that you have read, understood, and agree to this information.

Initials: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Non-Profit Tax ID 501 (c)(3)#: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## One Time Field Use

Park Name: \_\_\_\_\_ Field: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Estimated Number of Players: \_\_\_\_\_

**Field Use Purpose:**

- Practice     
  Tournament     
  Games     
  Other: \_\_\_\_\_

*Field lighting fees will be charged for scheduled usage after dusk. The lights must be turned off by **10:00 PM**.*

## Recurring Use

**Day of the Week:**

- Sun   
  Mon   
  Tues   
  Wed   
  Thurs   
  Fri   
  Sat   
 (Check All Applicable)

Frequency:   
 Daily   
 Weekly   
 Monthly   
 Other: \_\_\_\_\_ (Check One)

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Additional Dates or Details: \_\_\_\_\_

Will There Be Music?   
 Yes   
 No

**All Teams Must Provide Liability Insurance**

# STAFF USE ONLY

Received By: \_\_\_\_\_

Insurance

Reference#: \_\_\_\_\_

Per Player Fees: \_\_\_\_\_

Approved By: \_\_\_\_\_

|                                  |                     |          |               |               |             |
|----------------------------------|---------------------|----------|---------------|---------------|-------------|
| Non-Refundable Registration Fee: | Shelter Rental Fee: | Deposit: | Staffing Fee: | Lighting Fee: | Amount Due: |
| <b>\$10</b>                      | _____               | _____    | _____         | _____         | _____       |

## **Facilities Rental Fees**

Any person, group, or organization wishing to use City facilities must pay the rates set forth below. Fees will be periodically reviewed and may be recommended for revision by the City Council if necessary. Fees may be waived at the discretion of the City Manager.

| <b>COMMUNITY ROOM OR SENIOR CENTER</b>  | <b>Maximum Occupancy:<br/>(50) Community Room<br/>(120) Senior Center</b> |
|---|---|
| Grand Terrace Residents   | \$30.00 per hour  |
| Non-Grand Terrace Residents   | \$50.00 per hour  |
| Non-Profits or Community Based Groups   | \$10 annual registration; See application front for details.              |
| All event and room reservations require the following:<br>\$10.00 Registration Fee (Non-Refundable)<br>\$200.00 Refundable Deposit – <i>Refunded after a post-event inspection confirms no damages or policy violations. Use of alcohol will result in forfeiture of the full deposit. Deposit does not apply to non-profits or community-based groups.</i> |   |

| <b>OUTDOOR PARK SHELTERS</b>  | <b>Maximum Occupancy: 50</b>            |
|---|---|
| Grand Terrace Residents   | \$10.00 per hour, minimum 2-hour rental |
| Non-Grand Terrace Residents   | \$15.00 per hour, minimum 2-hour rental |
| All park reservations require the following:<br>\$10.00 Registration Fee (Non-Refundable)<br>\$50.00 Refundable Deposit – <i>Refund issued upon confirmation of no damages, decorations, or trash left behind</i> |   |

| <b>COURT AND FIELD RENTAL</b>  |  |
|--|--|
| GTCSC, GTLL, GTT: \$5 per player during league term  | Due at the end of the first month of the term  |
| Teams or Team Practices (including league teams)<br><i>Private use will not be permitted at Richard Rollins field.</i>   | Hourly Rate: \$50.00 per hour<br>Flat Rate: \$800.00 for 32 hours of use per fiscal year |
| Basketball Teams: \$3 per player per agreement term  | Due at the end of the first month of the agreement term                                  |
| \$10.00 Registration Fee (Non-Refundable)<br>\$200.00 Refundable Deposit ( <i>Excluding designated leagues, subject to no damages to the field or buildings during reservation</i> ) |  |

| <b>STAFF CALL-OUT &amp; SETUP AND BREAKDOWN FEES &amp; GENERAL CLEANUP FEE</b>  |  |
|---|--|
| Staff Call-Out: \$50.00 per hour, (2-hour minimum)<br>Setup and Breakdown: \$50 for each service - <i>if assistance is required beyond the standard layout.</i> | General Cleanup Fee: \$32 for the first hour; \$64 for events of two hours or more – <i>Deducted from deposit when trash, debris, or other waste is left behind in the Senior Center or Community Room</i> |

***Field lighting fees will automatically apply to scheduled usage after dusk***

| <b>FIELD LIGHTING FOR LITTLE LEAGUE, SOCCER, AND FOOTBALL ONLY</b> |                             |
|--|-----------------------------|
| \$20.00 per hour   | Due as part of registration |
| <b>BASKETBALL COURT LIGHTING</b>                                   |                             |
| \$2.00 per hour  | Due as part of registration |

**FIELD USE APPLICATION  
RULES AND REGULATIONS**

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**GENERAL RULES**

- Parks are for public use; therefore, the areas within cannot be partitioned off for private use
- Limited electrical outlets are available but not guaranteed.
- Personal barbecues are permitted but must be used with extreme caution.
- **Vendors are not permitted in the parks.** This includes gaming, bounce houses, food trucks, or similar activities.
- Issued keys must **NOT** be duplicated.
- Vehicles are prohibited from operating on park grounds outside of designated streets and parking lot.
- Use of amplified sound or music must comply with all local noise regulations

**RESERVATION AND PAYMENT**

- 1) **Application** - The applicant must be at least 18 years old and present for the entire event. They are responsible for all City staff costs related to the event's size and safety needs. Since facility doors operate on an automated schedule, the applicant must remain on-site during the full reserved time. Leaving early may leave the facility unsecured, creating a liability the applicant will be held responsible for. Reservation times must reflect actual on-site presence.
- 2) **Accessibility** – All City facilities are ADA-accessible. If special accommodations are needed for participants, the applicant must notify the City in advance.
- 3) **Reservation Deadline** - Established leagues must submit their field reservation requests no later than 30 calendar days after the conclusion of the previous season. If a request is not received within this window, the City reserves the right to release those dates for general public booking. While late requests may still be considered, field reservations will be processed on a first-come, first-served basis after the deadline.
- 4) **Fees** – All deposits must be paid in advance, and all rental fees are due no later than five (5) business days before the event. Missing this deadline may result in cancellation and forfeiture of fees. Payment schedules may be considered for recurring events. The City will not reimburse costs related to rentals, and **registration fees are non-refundable**. Outstanding fees from the previous year must be paid before renewing an application.
- 5) **Security Deposit** – A separate security deposit is required and is not applied toward rental fees. Refunds will be processed in accordance with the City's Finance Department schedule, provided the facility is returned in pre-event condition, the event is not canceled or rescheduled (see #16, #19, #20), and no damages or costs are incurred.
- 6) **Insurance** – The applicant may need liability insurance as determined by the City, with a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate. The City, staff, agents, and officers must be listed as additionally insured. A Certificate of Insurance (COI) must be submitted for approval at least 5 days prior to the event.
- 7) **Special Event Permit** – Large events impacting neighboring properties require a Special Event Permit from the City's Planning Department. The Department will inform the applicant if a permit is necessary. GTMC 8.50.020.
- 8) **Discrimination** – The applicant agrees not to deny participation to any qualified person based on race, color, national origin, age, or disability for events open to the public.
- 9) **Decision Authority** - The City Manager may make exceptions to facility use rules and regulations, including rental rates, based on uncommon circumstances. All final decisions regarding field assignments, schedule conflicts, permit conditions, or policy interpretation rest with the City.
- 10) **City Initiated Actions/Revocation** – The City reserves the right at its sole discretion to cancel a reservation at any time for:
  - a. False or misleading information on Field and Facility Use Application.
  - b. Failure to pay fees when due.
  - c. Failure to comply with any safety directive of a City representative.
  - d. Natural disasters, scheduling conflicts, other issues impacting the site or time requested, in which case one of the following will occur: all refundable monies may be returned to the applicant, an alternative location may be provided, or the event may be rescheduled.
- 11) **Subleasing and Transfer Prohibition** - Shelters and fields may not be subleased or transferred to individuals or organizations not listed on the original agreement. The original applicant remains solely responsible. Violations will result in termination of the agreement, forfeiture of all rental and deposit funds, and possible revocation of future reservation privileges at the discretion of the City Manager.

**FIELD USE APPLICATION  
RULES AND REGULATIONS**

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**Initials:** \_\_\_\_\_

**RESPONSIBILITIES DURING THE EVENT**

- 12) **Exclusive Use** – Individuals with an approved reservation have exclusive use of the facility during the reservation period (GTMC 12.48.030). Maintain a copy of the approved reservation; if the space is occupied, contact Non-Emergency Sheriff's Dispatch at **909-387-8313** for assistance. If you experience a water leak or encounter damage that impacts safe use of the facility, contact the on-call maintenance line at **909-222-2483**. If the issue is determined to be a City-related error, it will be addressed at no charge. All other after-hours call-outs will incur a \$100 fee.
- 13) **Smoking** – Smoking is prohibited at all City facilities, including parks, playgrounds, trails, and athletic fields.
- 14) **Responsible Party** – The applicant and/or their organization's contact person are responsible for the conduct and safety of all participants. Any additional actions required by the City to maintain lawful conduct and safety will result in extra charges to the applicant or their organization.

**ATHLETIC FIELD REQUESTS**

- 15) **Specific Considerations** – Staff will consider past permits, league size, City programming needs, and allocation season when granting field requests
- 16) **Blanket Permits** – Blanket permits, which cover all athletic fields in a park or prevent other organizations from obtaining space, will not be granted.
- 17) **Request Denial** – Staff may deny requests for specific dates, times, fields, and/or parks for any reason and may suggest alternate options if available.

**Initials:** \_\_\_\_\_

**SCHEDULE ADJUSTMENTS/CANCELLATIONS**

- 18) **Reporting Adjustments** – Organizations must report any needed adjustments or cancellations at least 48 hours before scheduled activities.
- 19) **Relocation due to Maintenance** – If an organization cannot be relocated, unused dates and charges will be removed from the permit and refunded or reallocated.
- 20) **Seasonal Application Process** – Sports leagues must submit applications for their Fall and Spring seasons, with a \$10 registration fee required for each application. Each league should apply for separate permits for each season.
  - a. **Holiday and Non-Use Reporting** – When submitting seasonal applications, organizations must provide the City with a list of all holidays, breaks, or dates of no play during the requested season. The City will rely on this schedule when monitoring use and facility closure responsibilities. If an organization does not notify the City in advance of changes and staff are called out to secure facilities on a date the City understood to be in use, the organization will be charged a \$100 call-out fee.
- 21) **Requests to Adjust** – All requests to adjust, add, or cancel permitted dates must be made in writing via letter or email; phone calls and voicemails will not be accepted.
- 22) **User-Initiated Cancellations/No-Shows, and Penalties** – Applicant requested actions are subject to the following charges:

**Park Reservations**

- a. 14 Calendar Days Prior – No charge
- b. 7 Calendar Days Prior – 10% of deposit
- c. 5 Calendar Days Prior – 20% of deposit
- d. Less than 2 Calendar Days Prior – \$25 fee

**Event Reservations**

- 14 Calendar Days Prior – No charge
- 7 Calendar Days Prior – 10% of deposit
- 5 Calendar Days Prior – 20% of deposit
- Less than 2 Calendar Days Prior – \$50 fee

No-shows will be charged for any staff costs incurred by the City. Excessive cancellations or no-shows may result in further penalties, including the denial of future facility use.

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**WEATHER CANCELLATIONS**

- 23) **Closure by Staff** – The City may close athletic fields based on weather forecasts or field saturation—even if rain is not actively falling—to protect turf and ensure user safety.
- 24) **Storm During Activity** – If stormy weather begins while an organization is using a field, play must be discontinued, and the field will be deemed closed. Organizations must email staff at [noros@grandterrace-ca.gov](mailto:noros@grandterrace-ca.gov) within 24 hours to inform them of the cancellation due to stormy weather to receive credit for the unused day.
- 25) **Permit Revoked/Suspended** – Organizations that continue to use fields during or immediately after stormy weather, or when fields have been closed by the City, will have their field permits and/or lighting access revoked or suspended.
- 26) Any group or individual found using City fields without an approved permit will be removed immediately and may be disqualified from future reservations. Unauthorized use is a violation of this agreement.
- 27) Multiple no-shows, unreported damages, failure to follow maintenance protocols, or any repeated violation of City rules may result in suspension or permanent revocation of field use privileges.
- 28) **Cancellation of Lighting Schedules** – It is the responsibility of the organization to cancel any preexisting lighting schedules when permitted dates are cancelled for any reason. Failure to do so will subject the organization to the fees listed below (**see #45**).
- 29) **Credit for Non-Use** – Credits for unused dates based on weather closures will be processed within 30 calendar days after the conclusion of the season or may be rolled over to a future session.
- 30) **Violations of City rules**— Including unauthorized field use, failure to report damage, misuse of lighting, or repeated cancellations—may result in suspension or permanent revocation of field and facility use privileges.

**Initials:** \_\_\_\_\_

**FIELD USE – RULES**

**ACCESS & AGREEMENTS**

- 31) **Other Agreements** –Organizations issued permits for City athletic fields and facilities must comply with any other agreements with the City (e.g., concession agreements).
- 32) **Restrooms** – The Grand Terrace Maintenance Division (GTMD) will clean and stock the restrooms each morning.
- 33) **Securing Facility** – Organizations issued keys are responsible for locking the park and restrooms after use. Failure to do so may lead to revocation of keys/access. Additional fees will apply for maintenance, repairs, staff time, and other costs if either are left unsecured.
  - a. **Closing Procedures** – For activities scheduled after dusk when automatic gates are closed, organizations are responsible for ensuring that restrooms and the pedestrian/man gate are locked at the conclusion of games or events. If City staff are required to respond after hours to secure facilities because an organization failed to do so, a \$100 call-out fee will be charged in addition to any other applicable costs.
- 34) **Notification of Damage & Safety Concerns** – Organizations must immediately notify the City at 909-954-5195 of any damage (e.g., broken items, graffiti) or safety concerns affecting field usability. For life-threatening emergencies, call **911**.
- 35) **Storage Chase** – Organizations granted access to the designated storage area (referred to as the “storage chase”) must maintain cleanliness and ensure that all electrical panels and equipment remain accessible. Failure to comply may result in loss of access.
- 36) **Snack Bar** – Keys for the City-owned snack bar must be signed out by the League President or an authorized non-profit group. In accordance with City key policies, changing locks or duplicating keys to City-owned facilities is strictly prohibited.

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**PROHIBITED USE & BEHAVIOR**

- 37) **Posted Regulations** – Organizations and participants must comply with all posted regulations.
- 38) **Alcohol** – Alcoholic beverages are prohibited in the fields per GTMC 9.04.030.
- 39) **Vendors** – Vending is prohibited unless utilizing a City concession facility with a permit or reservation issued by GTMD and an agreement in place.
- 40) **Vehicles on Fields** – Vehicles are not permitted on the grass, fields, or sidewalks for any reason.

**INFRASTRUCTURE PROTECTION**

- 41) **Maintenance Vehicles** – Use of vehicles for field maintenance (e.g., ATVs, golf carts) must be approved by the GTMD or designee.
- 42) **Protecting Fences & Backstops** – Organizations may not hit, kick, or throw balls into fences or backstops.
- 43) **Richard Rollins Field Use Limitation** - Only established teams and recognized city leagues may use Richard Rollins Field, in order to protect the integrity of the field.
- 44) **Fees for Damage** – Any damage to fields, fencing, or facilities resulting from a violation of this agreement may lead to additional fees charged to cover maintenance, repairs, staff time, and other associated costs.

**Initials:** \_\_\_\_\_

**FIELD USE – MAINTENANCE REQUIREMENTS**

- 45) **Basic Maintenance** – The City of GTMD is responsible for basic maintenance (e.g., mowing grass, scheduling/monitoring irrigation, turf maintenance) throughout the year. Organizations must complete the Park Checklist and submit it to staff via email every two weeks.
- 46) **Lining the Fields** – Organizations are responsible for lining the fields and preparing them (e.g., raking/dragging).
- 47) **Paint & Chalk** – Only eco-friendly paint and chalk may be used.
- 48) **Equipment Not Provided** – GTMD does not provide equipment for athletic field rentals, including bases, nets, goals/goalposts, base pegs, pitching rubbers, or plates.
- 49) **Installations Not Needing Approval** – Temporary, superficial markers (excluding whiskers) and flags may be used without prior approval.
- 50) **Backstop Boards** – GTMD will replace backstop boards with standard lumber. Organizations wishing to upgrade materials must submit a request and obtain written permission from a GTMD representative. Organizations will be responsible for all costs associated with upgrades. **INACTIVE**

**Initials:** \_\_\_\_\_

**LIGHTING USE**

- 51) **Field Lighting Access** – Access to field lighting controls will be granted to organizations with a history of good standing with GTMD; however, this access is subject to revocation.
- 52) **Lighting Fee Collection** - Lighting fees, which were previously collected at the end of each term, will now be due at the time of registration.
- 53) **Penalties for Non-Permitted Use** – Organizations using lights outside of their approved permit times will be subject to the following penalties:

**First Violation:**

- a. Charges at the rate of \$25 per hour, per field;
- b. \$50 non-compliance fee per occurrence.

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**Subsequent Violations:**

- a. Charges at the rate of \$25 per hour, per field;
- b. \$50 non-compliance fee per occurrence;
- c. Suspension/revocation of lighting privileges.

**Continued Non-Compliance:** Denial of future Field and Facility Use Applications.

- 54) **Bulb Replacement** – GTMD will replace bulbs for lighting when the minimum standard of 50 foot-candles for baseball infields and 30 foot-candles for outfields is not met. Requests to replace one or two bulbs at a time will not be accommodated.

**Initials:** \_\_\_\_\_

**ADDITIONAL INSTALLATIONS**

- 55) **Written Consent** – Organizations must obtain written consent from a GTMD representative before installing any additional equipment or materials, such as mounds, scoreboards, fencing, and concession stand additions.
- 56) **Types of Installations** – With GTMD's written approval, organizations may install temporary windscreens, banners, and dugout shades on fences but must make modifications to accommodate irrigation.
- 57) **Bill for Repairs** – Any repairs needed due to damage from additional installations will be billed to the organization.
- 58) **Removal/Cost for Removal** – Organizations must promptly remove windscreens, banners, or dugout shades if they become torn, faded, or graffitied. Graffiti must be cleaned within 24 hours of notice from GTMD. If not resolved, City staff will remove the items and bill the organization for time and associated costs.
- 59) **Other Policies and Regulations** – For installations involving contractors, laborers, or non-City vendors, organizations must adhere to all City vendor policies and regulations. Organizations can contact staff for more information on these policies.

**Initials:** \_\_\_\_\_

**Acknowledgement of Conditions**

I understand that I am submitting a Facility Request Application, and that an approved reservation is not confirmed until I receive written approval from the City of Grand Terrace. I further acknowledge that all events must comply with the rules, regulations, and applicable ordinances of the City.

I understand that any violation of these rules, or the submission of false or misleading information, may result in immediate revocation of facility use privileges and may disqualify me from receiving future permits.

The applicant shall be solely responsible and liable for any loss, damage, or injury sustained by the City or any individual arising out of or in connection with the permitted use, whether caused by the applicant, its guests, vendors, contractors, or invitees.

The applicant agrees to indemnify, defend, and hold harmless the City of Grand Terrace, its officers, employees, and agents from and against any and all claims, damages, losses, and expenses, including attorney's fees, arising from or related to the applicant's use of the facility.

The applicant shall also be responsible for any damage to City parks, fields, facilities, or buildings caused by the event or by any individual participating in or attending the permitted activity.

For applicants using the City's online reservation platform, submission of a reservation request constitutes acknowledgment that the applicant has reviewed and agrees to all terms and conditions outlined in the Facility Use Application and Agreement. By checking the required confirmation box in the online system, the applicant affirms they have read, understood, and accepted these terms, and such action shall carry the same force and effect as a physical signature.

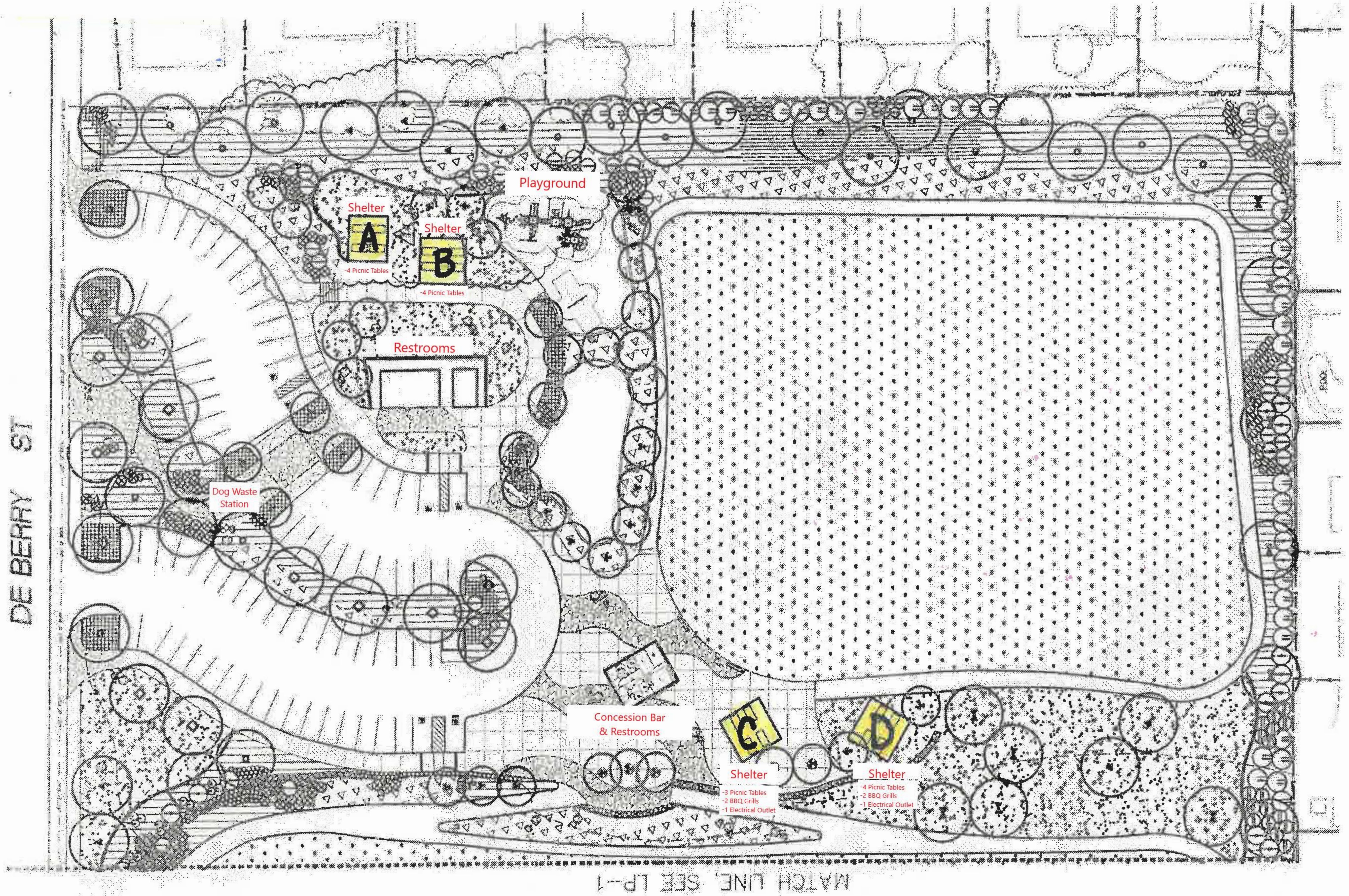
Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



# Richard Rollins Park





# Fitness Park



# Veteran's Freedom Park

