



CITY OF CALEXICO Athletic Field Permit Request



League/Person Name: _____ **Sport:** _____

Primary Contact: (League President)

Name:		Title:	
Address:			
City:		State:	
Home Phone:		Work Phone:	Fax:
Cell Phone:		Email:	
Zip:			

PLEASE COMPLETE THE COACHING STAFF REGISTRATION FORM (Attached)

Anticipated # of Teams:	Number of Players:
Age Groups:	
Cost p/Team: \$	Cost p/ Player: \$

Requested Usage:

Season	Winter	Spring	Summer	Fall			
First Date of Play:			Last Date of Play:				
Days of the Week	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Start Time:			End Time:				
Special Times:							

First Date of Playoffs:				Last Date of Playoffs:			
Days of the Week	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Start Time:				End Time:			

Requested Parks:

Adrian Cordova Memorial Park	Adrian Cordova Multipurpose Field	
Rodriguez Baseball Field	Rodriguez Park	
Alex Rivera Little League Field	Rodriguez Tennis Courts	
American Legion Softball Field	Rodriguez Baseball Field	
Crummett Park	Rodriguez Basketball Court	
Heber Park	Cortez Basketball Court	
Kennedy Gardens Park	Nosotros Softball Field	
Kennedy Gardens Baseball Area	Nosotros Basketball Courts	
Kennedy Gardens Basketball Court	Nosotros Multipurpose Field	

Requested Green Areas:

Joel Reisin Field (lights)	La Hacienda Retention Basin	
Daniel Gutierrez Soccer Field (lights)	Rancho Frontera & Meadows Retention Basin	
Las Casitas Field (lights)	Meadows & Rosas Retention Basin	
Carmen Estrada Field (lights)	Meadows & Holdridge Retention Basin	

Signature: _____ **Date:** _____



City of Calexico
Recreation Department
707 Dool Avenue, Calexico CA 92231
Tel (760) 768-2176 Fax (760) 768-2194
calexicorecreation.org

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made between the City of Calexico Parks & Recreation Department (hereinafter referred to as the "City") and _____ [Sports Group Name] (hereinafter referred to as the "Sports Group").

Purpose:

The purpose of this MOU is to outline the responsibilities and requirements of the Sports Group for the use of the City's sports facilities.

Requirements:

1. Insurance:

- The Sports Group must provide proof of insurance, listing the City of Calexico as an additional insured entity with a minimum coverage limit of \$2 million.

2. Facility Request Forms:

- The Sports Group will submit a signed facility request form for each site to be used.

3. Team and Contact Information:

- The Sports Group will provide a list of teams, their practice locations, and the contact information for each team leader.
- An updated contact list of the Sports Group's board members will also be provided.

4. Game Schedule:

- The Sports Group will submit a complete game schedule with locations.

5. Athletic Field Use Application:

- The Sports Group will complete and submit the Athletic Field Use Allocation & Facility Request Application/forms.

6. Live Scan Requirement:

- The City strongly recommends that all adult staff, coaches, and volunteers undergo a Live Scan background check. A list of cleared individuals should be provided to the Recreation Department, where it will be added to the Sports Group's file.

Please mark if Sport Group will require a Live Scan background check: Yes No

7. Field Usage:

- All game fields may be used for practices; however, once the Sports Group season starts, the game fields are reserved for games only.

8. Maintenance and Cleanliness:

- The Sports Group commits to cleaning and maintaining the playing field, dugout, bleachers, snack bar, and surrounding areas.
- The Sports Group is responsible for marking and preparing the field before use and for dragging and removing trash from playing and surrounding areas after each use.
- The Sports Group will ensure all doors and gates are securely locked after each game.
- The Sports Group is responsible for turning on and off the facility lights after each use. If lights are left on, the Sports Group will be charged a fee to cover the city’s cost for overtime should an employee need to turn off the lights.

9. Sponsorship Banners:

- The Sports Group is responsible for removing all sponsorship banners by the end of the season.

10. Equipment Storage:

- Sports Groups are not allowed to leave or store equipment or supplies in any storage room, concession stand, field space, or any City Sports Facility. Equipment must be removed from the premises after every practice and game.
- No vehicles are allowed to be driven or parked inside any open green area or ball field.

11. Electronic Controller Deposit:

- A \$500.00 cash deposit is required for the use of an electronic controller for a scoreboard.

12. Form Submission:

- **All required forms must be submitted to the Parks & Recreation Department at 707 Dool Ave.**

Agreement:

By signing this MOU, the Sports Group agrees to comply with all the above requirements and acknowledges that failure to adhere to these conditions may result in the revocation of facility use privileges.

Signatures:

Sports Group Representative’s Signature _____

Sports Group Representative’s Print Name _____

Sports Group Representative’s Title: _____

Date: _____



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Park (4 hrs): \$50.00
Lighting (4 hrs): \$50.00
Cleaning Deposit: \$25.00
Key Deposit \$75.00 for:
Crummett Park
Community Center Park
Daniel Gutierrez Basin

REQUEST TO USE CITY PARKS

Reservations for park usage must be submitted at least seven (7) days in advance.

* Name: _____ * Today's Date: _____
* Phone number: _____ * Email: _____
* Organization Name: _____ * Park: _____
* Park Area: _____ * Type of Event: _____
* Event Date: _____ * Reservation Time (including set up/teardown): _____
* Estimated number of people in attendance:
(including host, staff, participants, spectators, volunteers, guests): _____
* Open to the public: Y / N * Selling of any items: Y / N

TERMS AND CONDITIONS

- 1. I (we) shall be jointly severally responsible for any damage sustained to property and equipment during the use of park rental.
2. All City park rentals require a \$50.00 non-refundable fee (4-hour use). Request to use lights requires an additional \$50.00 non-refundable fee (4-hour use).
3. I (we) will be responsible for cleaning up after use of park.
4. I understand that no vehicles are to be parked in park/grass area.
5. Consumption of alcoholic beverages in parks is prohibited.
6. Beverages in glass containers are prohibited in city parks.
7. Parties at Community Center Park must park vehicles outside parking lot areas and use restrooms on north side of building.
8. Only one jump house allowed per event, water slides are prohibited at all City Parks, no exceptions.
9. A restroom key deposit of \$75.00 (check or money order only) must be submitted prior to issuing key. A \$25.00 cleaning deposit is required. It will be reimbursed upon verification of leaving the park clean.
10. Saturday and Sunday rentals must pick up key on Thursday, before 3:00 p.m. All keys must be returned to our office the next working day after your event, key deposit will then be returned.
11. This form is only a reservation form and does not endorse any park event or activities.
12. Some events and activities may require liability insurance, special permits, and/or special permission from the City. It is the renter's responsibility to acquire and pay for all necessary documents and permits if required.
13. For bigger events at parks such as carnivals or big festivities/activities, a Temporary Use Permit is needed.
14. The City of Calexico reserves the right to deny, cancel, or suspend use, and/or change rules of City Parks/Basins if it seems reasonable to reduce potential risk and/or damages to renters, community, and/or City Property.

By signing below, I certify that the information provided in this document is true. Additionally, I acknowledge that I have thoroughly read, understood, and agree to abide by the terms and conditions outlined in the Request to Use City Parks form.

Print name

Address

Signature

FOR OFFICE USE ONLY: * Received by: _____ * On: _____ * Mngr Review: Y / N

* Approved by: _____ Denied by: _____ Refer to: _____

* Payment:
City Receipt# _____ Credit/Debit Receipt# _____ Check # _____ Waiver _____

* Added to "Events/TUPs" Outlook Calendar on: _____ By: _____

* Notify (date):
 Police Department _____ Parks Department _____ Other _____

* Comments/ Special Requests: _____
