

# CITY OF MARINA SPORTS FIELD USE APPLICATION

## ORGANIZATION INFORMATION

NAME	
ADDRESS	CITY & ZIP CODE

## CONTACT INFORMATION – PRIMARY

FIRST NAME	LAST NAME
PRIMARY NUMBER	SECONDARY NUMBER
EMAIL ADDRESS	

## CONTACT INFORMATION – SECONDARY

FIRST NAME	LAST NAME
PRIMARY NUMBER	SECONDARY NUMBER

## FIELD, DATES & TIME

FIELD REQUESTING
DATES & TIMES

## FACILITY FEATURES REQUESTING & PURPOSE OF FIELD USE

Restrooms <input type="checkbox"/> yes <input type="checkbox"/> no	Concession Stand <input type="checkbox"/> yes <input type="checkbox"/> no	Scoreboard <input type="checkbox"/> yes <input type="checkbox"/> no
Purpose of Use		
Approximate age of participants	Approximate number of participants	Is this event open to the public <input type="checkbox"/> yes <input type="checkbox"/> no
Will you be selling food to the public <input type="checkbox"/> yes <input type="checkbox"/> no		
<i>If you will be selling food to the public, please provide a permit from the Monterey County Health Department, Monterey County Health Department can be reached at (831) 755-4525.</i>		

City of Marina Recreation & Cultural Services Department

211 Hillcrest Avenue • Marina, Ca 93933 • [www.ci.marina.ca.us](http://www.ci.marina.ca.us) • 831.884.1253 Ph • 831.384.9148 Fx

Youth Center  
831.884.1247

Teen Center  
831.884.9542

Senior Center  
831.384.8009

Sports Desk  
831.884.1254

**RULES AND REGULATIONS  
GOVERNING THE USE OF FIELDS, PARKS & FACILITIES**

No groups or organizations that are granted a Use of Facilities permit shall exclude any person from participation in any activity or meeting because of race, color, creed, sex, or national origin. It is the responsibility of the organization obtaining the use permit to maintain order and discipline and to provide qualified and sufficient supervision at all organization functions. Adequate adult supervision must be provided for all youth groups or organizations using City facilities.

No furniture or apparatus may be removed or displaced by any person, persons, or organizations, without permission from and under the supervision of City of Marina recreation staff. Any furniture or apparatus displaced must be replaced to the satisfaction of the City of Marina. All specific rules and regulations governing the use of athletic fields and playgrounds shall be complied with. City property shall be protected from any damage or mistreatment and applicants shall be responsible for the condition in which they leave City property, fields and grounds. In case City property is damaged, the cost thereof shall be paid by the applicants. No alcoholic beverages will be allowed without special permission from the City.

Organizations or groups shall use only that portion of the facility approved for use on the permit. All other areas shall be considered unauthorized. Groups or organizations granted use of facilities are responsible for leaving fields/ facilities clean, free of litter, and in good condition. There shall not be permitted within the grounds of City property, use of malt or spirituous liquor, narcotics, gambling, profane language or fighting.

Groups using City facilities shall not collect membership dues at a meeting except upon the approval of the Recreation Department. Permission to make such collections will be indicated upon the permit. No other collections, solicitations of funds, or solicitation for membership shall be permitted. There shall be no sale of any literature or article for private pecuniary gain by any organization using City or school facilities.

Payment for any charges shall be made within thirty (30) days of the date of billing, and no permit shall be granted to any organization or group, which has failed to pay past usage charges.

Cancellation shall be made at least twenty-four (24) hours prior to the intended use, and by the person making the original application. If any charges are involved, these will still be incurred if cancellation is not made before the twenty-four (24) hour cancellation period. All use permits will be granted for specific hours; at the conclusion of which the group or organization is expected to promptly leave the city premises.

Organizations or groups permitted to use city facilities shall offer no gratuities to city personnel, nor shall city personnel accept gratuities.

As an applicant for use of the City of Marina's facilities, I hereby agree to indemnify and defend the City and to hold the City harmless from and assume all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by use of facility of the City of Marina. I further agree that in consideration of being permitted to use said facility, I will indemnify and hold the City of Marina and its officials, employees, volunteers and agents free and harmless from any loss, claim, liability, damages or injuries to persons or property occurring during applicants' use of said facilities. Applicant agrees to reimburse the City for any legal expense or cost incurred in connection with enforcing the indemnity provisions provided herein.

*I certify the information contained herein is true and correct. I agree to abide by the policies, rules and regulations established by the City of Marina and the conditions of this application, if approved.*

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## SPORTS FIELD USE CLASSIFICATION & FEES

### CLASS I

- A. **Community Youth Groups** - Any organized youth group which is non-profit, has a majority of members who are Marina residents age 17 years and under, has volunteer adult leaders or chaperones, is recreational in nature, has no membership restrictions other than age and gender, has a defined organizational structure, meets regularly, and is primarily interested in serving school-age youth of the community. Over 75% of the participants must be residents to be eligible.
- B. **Community Adult Groups** - Any organized group which is non-profit, has a majority of members who are Marina residents, is recreational in nature, has no membership restrictions other than age and gender, has a defined organizational structure and meets regularly. Over 75% of the participants must be residents to be eligible.
- C. **Resident Use, Private** - Any resident group or individual not meeting the requirements of another class which wishes to use a facility(s) for private recreational activities.

Field Use, Per Hour .....\$15.00  
 Field Prep. ....\$30.00  
 Lights, Per Hour .....\$20.00  
 Staff, Per Hour .....FBHR  
 Restrooms .....\$50.00  
 Deposit .....\$150.00 (\$100.00 Non-refundable cancellation fee)  
 Concession Stand .....\$50.00 per day .....\$150.00 per season  
 Electronic Scoreboard .....\$100.00 Deposit

### CLASS II

- A. **Commercial Use** - Groups or organizations that are, by their nature, commercial or profit oriented.
- B. **Non-resident** - Any non-resident group or individual not meeting the requirements of another class, which wishes to use a facility for private recreational activities.

Field Use, Per Hour .....\$30.00  
 Field Prep. ....\$30.00  
 Lights, Per Hour .....\$20.00  
 Staff, Per Hour .....FBHR  
 Restrooms .....\$50.00  
 Deposit .....\$250.00 (\$150.00 Non-refundable cancellation fee)  
 Concession Stand .....\$75.00 per day .....\$200.00 per season  
 Electronic Scoreboard .....\$100.00 Deposit

**Certificate of General Liability Insurance:** Use of City facilities requires proof of liability insurance naming the City of Marina as the additional insured. Insurance certificate must be received two weeks prior to use. The following items are required. (1) The City of Marina must be named as additional insured, include the language “its officers, agents and employees”. (2) Coverage must be on per occurrence basis. (3) Minimum of \$1,000,000 limit on Class II and Class III events. (4) Indicate coverage at the specific City building. (5) Mail certificate of insurance to: City of Marina Recreation & Cultural Services Department, 211 Hillcrest Avenue, Marina, CA 93933.

**Liability Release Waiver:** In addition, all sport’s groups or teams are required to provide the City of Marina with a “Waiver of Release and Liability”, which will be signed by all participants. Any damage to fields or of equipment will be deducted from that portion of the renter's deposit that is refundable. If the damage or loss is more than the deposit, the renter shall be responsible for the cost of replacement.

### FOR OFFICE USE ONLY

Date Received	Reviewed By
Resident Statuses <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	Action Taken <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Fees to be Collected	Receipt Number
Forms Received	
<input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Liability Release Waiver <input type="checkbox"/> Health Department Permit	