



FIELD PERMIT REQUEST FORM

FIELDS AND FEES

- Field rental is based on availability
- Fees are listed on Exhibit A. Payment is due within 3 days of acceptance.
- Cancellations must be made at least 48 hours in advance to receive a refund. If it rains a refund will be given with no processing fee. Otherwise, refunds are subject to a processing fee of \$25.

Name/Organization _____
Organization Main Contact Name: _____
Address: _____
City, State, Zip Code: _____
Daytime Phone Number: _____
Email: _____

A. NAME OF PARK (S) REQUESTED AND FIELD NAME: _____

B. DATE(S) OF EVENT:

1. **START DATE:** _____

2. **END DATE:** _____

ii. **PLEASE USE SEPARATE SHEET IF WEEK TO WEEK DOES NOT MATCH.**

C. NUMBER OF PEOPLE who will be in attendance: _____

D. DAYS/TIMES requested (include set up/clean up, please be specific as possible):

Monday - _____
Tuesday - _____
Wednesday - _____
Thursday - _____
Friday - _____
Saturday - _____
Sunday - _____

E. PURPOSE of gathering: _____

Approved: Not Approved:
Staff Signature: _____ Date: _____
Permit Number _____
Field Name/Location _____



F. ALL FACILITIES and AREAS of the park which you intend to utilize: _____

G. ALL specific ACTIVITIES in which you plan to engage: _____

H. Name/Organization _____

Address: _____

City, State, Zip Code: _____

Daytime Phone Number: _____

After completing form, please read and sign the agreement on the next page. If your request is approved, you will be called at the phone number below to come in and pay fees (if approved fees are due 3 days after your permit has been granted) and pick up your permit.

PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

4117 OVERLAND AVENUE
CULVER CITY, CA 90230
(310) 253-6650 (TELEPHONE)
(310) 253-6666 FAX NUMBER

Approved: Not Approved:

Staff Signature: _____ Date: _____

Permit Number _____

Field Name/Location _____



PLEASE READ AND SIGN THE FOLLOWING AGREEMENT

By accepting this permit it is understood that I will be directly responsible for safeguarding all City equipment and property put at my disposal, and any other City property that may be damaged or lost as a result of the issuing of this permit. I will assume the responsibility of returning all equipment to its original location after use, the general clean up of debris left by the group and the extinguishing of all fires built by the group. Further, I will be responsible for turning off all lights and the proper closing and locking of the facility if applicable.

Unless otherwise indicated on the permit, the areas reserved by this department include picnic tables and benches, barbeque pits, covered picnic shelters and playing fields.

The Parks, Recreation and Community Services Department will not be held responsible for any accident, injury or loss resulting from this permit.

Absolutely no intoxicating beverages (wine, whiskey, beer, etc.) will be permitted on public property.

At all gatherings for young people, two or more adults must be present at all times throughout the event. A ratio of one adult to every ten children is recommended for large groups.

Live animals and mechanical equipment (carnival type) are not permitted on the parks. Moonbounces are allowed by permit only (an additional fee applies).

Unless specifically stated on the permit, loudspeakers, amplifiers and live entertainment are not allowed.

Benefit affairs, charges for admission and selling of any goods or food on the premises are not allowed.

Certain groups may be asked to provide proof of insurance naming the City of Culver City as additional insured.

Hardball playing is not allowed (except at Bill Botts Field and only for Little League games)

In case of disagreement regarding the interpretation of regulations governing the use of the Parks, Recreation and Community Services Department facilities, patrons are requested to call the main office of the Parks, Recreation and Community Services Department listed above.

Groups wishing to inspect the facilities prior to use are encouraged to do so. If the condition of the facility is not satisfactory, the users are free to clean the areas to be used.

I have read and understood the above conditions required to the accepting of this permit and will comply with these rules.

TODAY'S DATE: _____

NAME: _____

SIGNATURE: _____

NAME OF ORGANIZATION: _____

***All pages of this agreement must be completed and returned to our office prior to the date of use otherwise permit is not valid.**

Approved: Not Approved:

Staff Signature: _____ Date: _____

Permit Number _____

Field Name/Location _____



Exhibit A

RECREATION USER FEES

Administrative Fees:

Refund Processing Fee \$ 25.00

Permit for Fields (Includes Lindberg Patio Area) - Per Hour

Youth Sports League Play, Resident	51% residency No Charge
Youth Sports Tournaments, Resident	51% residency No Charge
Youth Sports League Play, Non-resident	\$36.00
Youth Sports Tournament Play, Non-resident	\$47.00
Resident Adult Private Group	\$36.00
Non-resident Adult Private Group	\$52.00
Non-resident Adult Tournament	\$62.00
Non-Profit Resident	\$12.00
Non-Profit Non-resident	\$36.00
Lights - in addition to field use for all user groups except Resident Youth Sports League & Tournament Play	\$11.00

- A. Determining Organization Status
 - 1. Definitions

- Active Participation: The number of participants that have physically scanned in for an organization up to 15 minutes prior to and 15 minutes after the organization’s permitted time.
- Adult Organization: An organization or business that provides aquatics activities for adult participants.
- Culver City-Based Organization: An organization or business that has established Culver City resident status in accordance with Section A.2.
- Culver City Resident: An individual that has established Culver City resident status in accordance with Section A.3.
- Electronically Recorded Entrances: Any pool entrance in which an individual physically logs in, scans in, or is manually logged into the system upon arrival for an activity at the Plunge.
- Non-Culver City-Based Organization: An organization or business that does not qualify for Culver City resident status.
- Non-Profit Organization: An organization or business granted and maintaining a valid tax-exempt status by the Internal Revenue Service (IRS) (i.e. Form 990)
- Splash: Individual participant’s electronically recorded entrance to the Plunge for a specified program.
- Youth Organization: An organization or business that provides aquatics activities solely for youths 19 years of age and younger.

2. Establishing an Organization’s Residency

In order for an organization to qualify for Culver City resident status, an organization shall have a valid Culver City mailing address (P.O. Boxes will not be accepted) and its Active Participation shall be comprised of 50%+1 individuals who qualify for Culver City resident status in accordance with Section A.3.

3. Establishing an Individual Participant’s Residency

In order for an individual participant to qualify for Culver City resident status, he/she must submit: (1) a current utility bill with a valid Culver City address; and (2) a current California ID/Driver’s license with a name and address that match the name listed on current utility bill. For youth participants under 18, a parent’s ID and utility bill may be used. If the City deems necessary, the City’s GIS System will be used to verify any stated Culver City address.

Approved: Not Approved:

Staff Signature: _____ Date: _____

Permit Number _____

Field Name/Location _____