



## SPORTS FIELD RENTAL APPLICATION

### APPLICANT INFORMATION

Organization \_\_\_\_\_ 501c3# \_\_\_\_\_  
*(Leave blank if request is for individual/community use)*

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website (required if applying as an organization) \_\_\_\_\_

Please indicate which field and sport you're requesting				
<b>Airport Park or Belmar Park</b>		<input type="checkbox"/> 1/3	<input type="checkbox"/> 2/3	<input type="checkbox"/> Entire Field
<b>Clover Park</b>	<input type="checkbox"/> Baseball	<input type="checkbox"/> Softball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other
<b>Edison Elementary</b>			<input type="checkbox"/> Soccer	<input type="checkbox"/> Other
<b>Franklin Elementary</b>			<input type="checkbox"/> Soccer	<input type="checkbox"/> Other
<b>Gandara Park</b>		<input type="checkbox"/> Softball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other
<b>Grant Elementary</b>			<input type="checkbox"/> Soccer	<input type="checkbox"/> Other
<b>John Adams Middle School</b>		<input type="checkbox"/> Softball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other
<b>Lincoln Middle School</b>			<input type="checkbox"/> Soccer	<input type="checkbox"/> Other
<b>Los Amigos</b>	<input type="checkbox"/> Baseball			<input type="checkbox"/> Other
<b>Marine Park</b>	<input type="checkbox"/> Baseball	<input type="checkbox"/> Softball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other
<b>McKinley Elementary</b>			<input type="checkbox"/> Soccer	<input type="checkbox"/> Other
<b>Memorial Park</b>	<input type="checkbox"/> Baseball	<input type="checkbox"/> Softball		
<b>Roosevelt Elementary</b>			<input type="checkbox"/> Soccer	<input type="checkbox"/> Other
<b>Santa Monica High School</b>			<input type="checkbox"/> Soccer	<input type="checkbox"/> Other
<b>Will Rogers Elementary</b>			<input type="checkbox"/> Soccer	<input type="checkbox"/> Other

Date(s) Requested \_\_\_\_\_  
*(Please specify day(s) of the week if this is a request for weekly field space)*

Start Time \_\_\_\_\_ am/pm (including warm-up time)      End Time \_\_\_\_\_ am/pm (including clean-up time)

Indicate sport if marked "other" \_\_\_\_\_

Number of participants \_\_\_\_\_      Is your request for youth or adult use of the field? \_\_\_\_\_

Adults requesting fields for high intensity sport use (e.g., soccer, football, rugby, lacrosse, ultimate frisbee) should request the synthetic turf fields at Airport Park, Belmar Park, John Adams Middle School (JAMS), Lincoln or Santa Monica High School (Samohi). Adult use of the natural grass fields is limited to low intensity sports (e.g., softball, baseball).

*\*Elementary school fields are only available for rental on Saturdays from 8am-5pm.*

## FEES

### City of Santa Monica Sport Field Fees (EXCEPT Santa Monica High School)

Please note that an artificial turf-staffing fee is charged at Airport Park, Belmar Park, JAMS, and Lincoln. Additionally, Airport Park and Belmar Park is divided into 3 fields; each section is charged separately.

Santa Monica Resident Fees	Low Intensity	High Intensity	Lights	Staffing Fee
Community/Individual Groups Non-Profits, Private Schools	\$16.00	\$24.00	\$16.00	\$33.61
Camps	\$33.00	\$40.00	\$33.00	\$33.61

Non-Santa Monica Resident Fees	Low Intensity	High Intensity	Lights	Staffing Fee
Community/Individual Groups, Non-Profits, Private Schools	\$24.00	\$33.00	\$24.00	\$33.61
Camps	\$40.00	\$49.00	\$39.00	\$33.61

### Santa Monica High School Field Fees

Santa Monica Resident Fees	Field	Lights	Staffing Fee
Community/Individual Groups, Non-Profits	\$37.50	\$12.50	\$20.60*

*Samohi is available through a partnership with SMMUSD. The field is available as follows:*

**Mon-Fri:** 9pm-10:30pm

**Sat:** 12pm-10:30pm

**Sun:** 8am-10:30pm

Non-Santa Monica Resident Fees	Field	Lights	Staffing Fee
Community/Individual Groups, Non-Profits	\$50.00	\$18.75	\$20.60*

\*SAMOHI Staffing Fee will increase by 9/1/2023

## APPLICATIONS, RENTAL RATES, PAYMENTS & REFUNDS

- Application must be received at least 10 calendar days prior to the date of the event.** Permits issued subject to availability of facility and staff.
- Payment is required within 10 calendar days of approval notification. Payment must be made by check, money order (Payable to the City of Santa Monica), credit card or exact cash.
- Rates are per hour of use. Total hours requested must include warm-up and cool-down time.
- Rental period begins when the field is opened for you. You may not enter the field until the time designated on the permit.
- Field will be closed and locked 30 minutes after permitted starting time if users do not show up.
- REFUNDS less a \$15 processing fee, will only be given when the cancelation request is received in writing at the reservation office at least 10 calendar days prior to the permit date. Written refund request must include a copy of receipt or receipt number. Allow 4 weeks for processing.

## PLAYING FIELD RULES & REGULATIONS

1. Playing fields are designated for Active Sports and Recreation and Organized Athletic Activity only. City programs, events and permitted filming/photography are exempt.
2. Permit holders must abide by the City's Good Neighbor Policy which requires participants to refrain from excessive noise or using whistles prior to 8am Monday – Saturday and 9am on Sundays, and avoid unnecessary noise during other times. Permission must be received in writing from the Permit Supervisor to utilize amplified sound, drums or other instruments.
3. A temporary banner permit is required to place banners/signs on field perimeter fences.
4. A storage permit is required to store athletic or other equipment on any park or school playground.
5. A concession permit is required for use of the City's concession buildings. Other vending is prohibited.
6. With the exception of City-authorized photography of team/players participating in permitted sports leagues, a film permit is required for all filming and/or still photography.
7. Use of facilities is limited to those identified on the permit during the dates and times indicated and for the stated purpose. Permits are not transferable. Clean-up and load-out of equipment and personal belongings must be completed and the field completely vacated by the time indicated on the permit. Use of Airport Park, JAMS, and SAMOHI fields without a valid permit is strictly prohibited.
8. Permitted time should include warm-up time if use of the field is desired for warming up players. Cleats of any type are not allowed on open green space that is not designated as field space.
9. Rental is for the designated field permit only. The open green space and parking lots are public access ways and not part of the rental. All permit groups must keep a copy of their permit on hand in case a conflict or inquiry occurs. Permits must be made available to City and/or District staff persons during permitted time if requested.
10. Permit groups that have seasonal permits or conduct tournaments/camps must provide \$1M liability insurance with the City of Santa Monica listed as additional insured. SMMUSD must also be listed if using SAMOHI, JAMS or Lincoln.
11. Smoking and alcoholic beverages are prohibited in City parks and on school playgrounds.
12. For your safety and the enjoyment of all users, the following are prohibited on all playing fields:
  - \* Metal cleats (*EXCEPTION: baseball*)
  - \* Permanent marking materials
  - \* Animals
  - \* Bicycles, skateboards or unauthorized vehicles
13. In addition to the above, the following are prohibited on artificial turf fields:
  - \* Food or beverage (except water)
  - \* Sunflower seeds
  - \* Chewing gum
  - \* Tents or shade structures
  - \* Staked equipment (flags, goals, etc.)
14. The use of non-recyclable plastic food and polystyrene ("Styrofoam") containers are prohibited. This includes no. 6 in the recycling logo. For more information visit [www.smepd.org/container](http://www.smepd.org/container).
15. Only existing marked athletic lines may be utilized by users. Any additional athletic lines/markings must be pre-approved by the Permit Supervisor. Approved markings must be made with easily removable materials. Permit groups must remove these markings daily at the conclusion of the event. A cleanup fee will be charged to permit group for any markings left after the conclusion of permitted time.

## PLAYING FIELD RULES & REGULATIONS (continued)

16. Any behavior or activity that is determined by the onsite staff person as unsafe, a violation of park rules or unsportsmanlike conduct is prohibited. Examples of unsportsmanlike conduct include: aggressive, intimidating, abusive or threatening actions, cursing or fighting. Police may be called and violators may be required to vacate the premises or may be subject to arrest.

17. Permit requests may be denied if:

- The proposed use or activity is of a nature/size that is inappropriate to the playing field or will cause adverse impacts on health/safety of surrounding park users or adjacent residents and businesses that cannot be mitigated.
- Applicant fails to remit fees, charges or deposits as required.
- Applicant knowingly makes false, misleading or fraudulent statements in the application process.
- Applicant fails to agree to reimburse the City for damages/destroyed property.
- Time requested is designated in the field allocation plan for another type of use or user group.
- Field is closed for maintenance

18. Permits may be revoked by City staff if there is a conflict with City or District use. The Department will attempt to give timely notice of such conflict.

19. Only City-run adult leagues and tournaments are permissible. Non-profit adult sports may be exempt and require advance written approval by the Permit Supervisor.

20. Issues or concerns with City and/or District rules and regulations, operation of the permit program or direction given by on-site City/District staff is to be discussed with the Permit Supervisor and not with on-site staff.

21. Permits may be revoked and/or denied in the future by City staff if there is any violation of these rules or any abuse of the privileges of using City or District facilities and/or equipment.

**\*The permit allocation process is designed to give preference to Santa Monica youth for Organized Athletic Activity.**

**Prime time hours are usually allocated to Santa Monica based youth sports groups and City programs.**

**Prime hours are generally: Monday –Friday from 5pm-9pm; and Saturday/Sunday from 9am-5pm**

**Applicant certifies that he/she read and agrees to abide by the “Playing Field Rules and Regulations.”**

Please Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## GOOD NEIGHBOR POLICY FOR SPORTS FIELD USERS

The following Good Neighbor Policy is designed to ensure that the sports facility permit holders within the City of Santa Monica, adhere to rules of conduct to promote the safe and pleasant enjoyment of the environment for all, including participants, spectators, neighbors and other park users. It is the responsibility of the leadership of the sports facility permit holder groups to educate coaches, players, parents and guardians of this policy. Failure to abide by these rules may subject the permit holder to forfeiture of their field use permit and/or loss of privilege of future use of the facilities.

1. Permit holders are expected to be good neighbors by requiring participants to refrain from excessive noise, whistles or drums, prior to 8:00am on weekdays and 9:00am on weekends.
2. Permission to use amplified sound must be received in writing to the Field Permit Coordinator. This includes public address systems, music, drums, or other loud noises. Permission may be granted for individual instances or for the length of the sports season.
3. Educate participants to arrive quietly and to depart in the same manner to avoid disrupting the neighborhood.
4. All litter and debris must be picked up and deposited into trash receptacles, where provided, or removed from the premises.
5. All groups are responsible for the condition in which they leave the facility and adjacent neighborhoods.
6. No person shall park a motor vehicle in such a manner that violates the City of Santa Monica's parking laws and regulations. This includes blocking of resident driveways, public alleys, and sidewalks.
7. Permitted sports organizations will strive to adhere to this Good Neighbor Policy and are willing to work proactively in cooperation with all parties to resolve issues as they arise.
8. City field staff will begin monitoring and documenting adherence to this policy.

**Applicant certifies that he/she read and agrees to abide by the "Good Neighbor Policy for Sports Field Users."**

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

Date \_\_\_\_\_

**INDEMNITY, WAIVER AND RELEASE OF LIABILITY AGREEMENT**

**Do not sign this agreement until after you have read it and made sure there are no blank spaces.**

Applicant \_\_\_\_\_ desires to use the \_\_\_\_\_ facility located at \_\_\_\_\_ on \_\_\_\_\_. In consideration of being permitted to use the facility, the undersigned Applicant waives, releases, and discharges the City of Santa Monica and the Santa Monica Malibu Unified School District, their officers, agents, servants and employees (hereinafter collectively referred to as "CITY/DISTRICT") from all liability for any loss or damage whatsoever, including personal injury, death, property damage, medical expense and any other type of expense (hereinafter collectively referred to as "DAMAGES") whether caused by the active or passive negligence of the CITY/DISTRICT, while the undersigned Applicant is in, upon or about the facility premises.

Applicant acknowledges, agrees and represents that he/she/it has or immediately upon entering will, inspect the premises and facility. It is further agreed that entry and/or use of the facility constitutes an acknowledgment that the facility and all equipment thereon have been inspected and that the Applicant finds and accepts the facility and equipment as being safe and reasonably suited for use. Applicant accepts the facility in its present condition, and is without representation or warranty by CITY/DISTRICT as to the condition of the facility, or as to the use or occupancy which may be made of it. Applicant also waives, releases, and discharges CITY/DISTRICT from all liability for any DAMAGES caused by the condition and/or maintenance of the facility or any equipment.

Applicant agrees to release, hold harmless, defend and indemnify CITY/DISTRICT from any and all liability for any loss, injury and/or DAMAGES to any third party arising out of the use of the facility by the third party pursuant to this application.

Applicant agrees that this waiver, release and indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the State of California and that if any portion of the Application and Agreement is held invalid, it is agreed that the balance shall continue in full legal force and effect.

Applicant consents to the photographing, recording or reproduction in any other manner (including the use of videotapes and audiotapes) of the applicant and his/her/its invitees and further authorizes CITY/DISTRICT to make unlimited use of such reproductions without the payment of any remuneration. Further, Applicant releases and holds harmless CITY/DISTRICT from any claims that may result from the use of such reproductions.

Applicant certifies that he/she has read and agrees to abide by the Playing Field Rules and Regulations. Proof of insurance listing the City of Santa Monica and the Santa Monica Malibu Unified School District as additionally insured may be required prior to the permit being issued.

Please Print Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Insurance Received: \_\_\_\_\_ Rosters Received: \_\_\_\_\_