



## **USER GROUP APPLICATION**

### **INTRODUCTION**

Permit applications must be received by JCSD Parks and Recreation Department no later than fourteen (14) days prior to the actual date field use. Any organized activity involving the use of park facilities in a manner that varies from its current use, requires an additional permit. It is our goal to assist event organizers in planning safe and successful activities that create a minimal impact on the communities surrounding the event. We hope that you find these instructions helpful in completing your Application.

### **PERMIT PROCESS**

The permit application process begins with your completed Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Throughout the review process you will be notified if your activity requires additional information, permits, licenses or certificates. During our initial application screening process, you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.). We must receive these items before issuing a Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner.

### **APPLICATION PROCEDURE FOR RESERVED USAGE**

Herein, "USER" shall mean any individual, group, or organization issued or requesting a permit to use DISTRICT Facilities. "DISTRICT" shall mean the Jurupa Community Services District. "Facilities" shall mean and include any real property upon which any structure or other improvement comprising any portion of the Facilities is located as set forth in this agreement.

The following items are required of all USERS of DISTRICT facilities:

1. Insurance is required of all Facilities USERS. USER shall furnish DISTRICT with a Certificate of Insurance (exhibit "A")
2. A Security Deposit will be required by the Parks Department prior to reserving Facilities for use. The Security Deposit will be refunded at the end of the scheduled usage; provided that (i) the DISTRICT has not incurred damage to the Facilities as a result of the USER'S activities; (ii) the District is not required to perform more than routine maintenance as a result of the USER'S activities; and (iii) all other fees have been paid. Written notice of intent to retain the deposit shall be provided to USER prior to retention.
3. Proof of residency if claiming GROUP 1, GROUP 2 or GROUP 4 status.
4. Pre payment of all applicable fees and charges.

To reserve an ATHLETIC FIELD / COURT / RINK - USERS must also provide the following data, if applicable, to the DISTRICT'S Parks Department before permission may be granted for use of the Facilities. This data will be used to determine priority group status and must be submitted to the

DISTRICT'S Parks Department at least seventy-two (72) hours in advance of the USERS first scheduled use of the Facilities:

- USER'S non-profit tax-exempt identification number, if applicable.
- A copy of the USER'S bylaws, if applicable.
- A copy of the USER'S financial statements professionally prepared within the last 12 months, if applicable.
- Names, addresses, and telephone numbers of all board members, or persons in positions of authority.
- A copy of the USERS designated contact person(s) with telephone, fax, and email (if available) for each contact.
- A current league roster of each league using the Facilities. The roster must show name and address of each roster member and must indicate that the address has been verified.
- A calendar reflecting all dates that involve usage of the FACILITIES (i.e. tryouts, drafts, pictures day, etc.) before the start of each athletic season. USER must have detailed usage schedule approved in advance of first requested date.
- Written request to use vehicle(s) beyond the confines of the parking lot.

### **PRIORITY OF USAGE**

The JCSD Board of Directors has designated the Parks Director with responsibility to coordinate use of Parks Department Facilities. For groups wishing to enter into extended usage agreements, a calendar development meeting will be held twice per year in June and December at a date and time scheduled by the Parks Department. In the event a scheduling conflict occurs between two approved uses, every effort will be made to remedy the situation as quickly and amicably as possible. Separate entities of a user group must apply separately. Priority of usage will be determined based on the following criteria:

**DISTRICT** functions, including those sponsored or co-sponsored by the DISTRICT will have first priority of usage.

**GROUP 1** Applicants will be given priority of usage over any available time not utilized by the DISTRICT. To qualify for GROUP 1 status, a group must:

- Be a 501c3 organizations with a valid CA tax ID number
- Have current tax exempt status
- Be in good standing with the DISTRICT
- Have a board of which the President, Treasurer and at least 51% of the voting members reside within JCSD Parks territory\*
- Have a roster of participants that have at least 65% residing within JCSD Parks territory\*
- Be open to the public with a policy of "everyone plays"
- Have bylaws consistent with the Department's mission
- Have financial statements professionally prepared on an annual basis
- Provide a training program for volunteer administrators and volunteer coaches. Conduct a parent orientation using, but not limited to, Standards and Training programs developed by the National Alliance for Youth Sports.

GROUP 1 APPLICANTS WILL NOT USE THEIR PRIORITY STATUS IN ORDER TO RESERVE MORE TIME THAN IS REASONABLY NECESSARY TO ACCOMMODATE THEIR STATED USE. DIRECTOR MAY REDUCE AUTHORIZED USAGE TO REFLECT ACTUAL USAGE WHEN AND IF NECESSARY.

**GROUP 2** Applicants will be given priority of usage over any available time not utilized by a higher priority group. GROUP 2 applicants must:

- Have a board of which the President, Treasurer and at least 51% of the voting members reside within JCSD Parks territory \*

- Have a roster of participants that have at least 65% residing within JCSD Parks territory\*
- Be open to the public with a policy of “everyone plays”
- Have bylaws consistent with the Department’s mission
- Have financial statements professionally prepared on an annual basis
- Be in good standing with the DISTRICT
- Provide a training program for volunteer administrators and volunteer coaches. Conduct a parent orientation using, but not limited to, Standards and Training programs developed by the National Alliance for Youth Sports.

**GROUP 3** Applicants will be given priority of usage over any available time not utilized by a higher priority group. GROUP 3 applicants must:

- Be a 501c3 organizations with a valid CA tax ID number
- Have current tax exempt status
- Be in good standing with the DISTRICT
- Be open to the public with a policy of “everyone plays”
- Have bylaws consistent with the Department’s mission
- Have financial statements professionally prepared on an annual basis
- Provide a training program for volunteer administrators and volunteer coaches. Conduct a parent orientation using, but not limited to, Standards and Training programs developed by the National Alliance for Youth Sports.

**GROUP 4** Applicants will be given priority of usage over any available time not utilized by the DISTRICT. To qualify for GROUP 4 status, a group must:

- Be a 501c3 organizations with a valid CA tax ID number
- Have current tax exempt status
- Be in good standing with the DISTRICT
- Have a board of which the President, Treasurer and at least 51% of the voting members reside within JCSD Parks territory\*
- Have a roster of participants that have at least 65% residing within JCSD Parks territory\*
- Have bylaws consistent with the Department’s mission
- Have financial statements professionally prepared on an annual basis
- Provide a training program for volunteer administrators and volunteer coaches. Conduct a parent orientation using, but not limited to, Standards and Training programs developed by the National Alliance for Youth Sports.

**ALL OTHER** applications will be received and processed on a first come, first served basis. Approved applications will not be allowed to extend beyond the end of June or December, whichever comes first.

\*“JCSD Parks territory” is defined as those tenants/homeowners who reside within the boundaries of Bellgrave, Hamner, Helman and the Santa Ana River.

**GENERAL PARK USAGE POLICIES AND CONDITIONS OF USE FOR ALL DISTRICT-OWNED/LEASED FACILITIES**

INITIAL \_\_\_\_\_

1. General park hours are Dawn – 10 p.m. However, no game or organized activity is allowed to start before 8:00 a.m. and all night activities must be completed prior to 10 p.m. Lights will go out at 10:00 p.m. sharp!
2. In order to ensure the maximum benefit of available resources, the DISTRICT requires that any organized group wishing to engage in planned activities in DISTRICT Facilities obtain prior approval through the application process.
3. A helmet, knee pads, and elbow pads are required while using JCSD skate park facilities.

4. Commercial solicitation in any manner or for any purpose, and or the sales or offer for sale of any goods, wares, or merchandise, and or the distribution of any advertising matter or literature for a commercial purpose is expressly prohibited without the advanced written approval of the DISTRICT.
5. Canopies in excess of 10' x 10' in size and tents with flooring is expressly prohibited without the advanced written approval of the DISTRICT..
6. Amplified sound is expressly prohibited without the advanced written approval of the DISTRICT.
7. No one shall attach or affix signage to any portion of the Facilities including, but not limited to, the Facilities, trees, signposts, backstops or other public property without the advanced written approval of the DISTRICT.(See Exhibit "D")
8. No one shall interfere with permitted use of reserved facilities, nor shall anyone impede, intimidate, harass, annoy or otherwise obstruct in any manner park patrons' or spectators' use or enjoyment of the Facilities. All disputes concerning the use of Facilities shall be immediately addressed to the DISTRICT'S Parks Department.
9. Vehicles, other than those approved for maintenance, are expressly permitted beyond the confines of the parking lot. (See Exhibit "E")
10. Alcoholic beverages including beer and wine or illegal drugs are expressly prohibited at all outdoor facilities. A report of these types of incidents will be forwarded to the Sheriff's office for appropriate action.
11. Glass containers are expressly prohibited at all outdoor facilities.
12. Smoking is expressly prohibited in all DISTRICT-owned buildings and within 100' of any playground, athletic field/court, skate park, or roller rink.
13. Skate boarding, cycling, and or rollerblading is expressly prohibited on or around concession stands, bleacher areas, on any railing, curb, or other structure outside of those areas specifically designated for such use. Activities commonly referred to as "grinding" are expressly prohibited outside of the skate park facilities.
14. Noisemakers, of any kind (i.e. air horns, rattle cans, etc.), are expressly prohibited on the Facilities' grounds, including parking areas.
15. No keys issued by the DISTRICT may be duplicated.

**CONDITIONS OF USE**

**INITIAL \_\_\_\_\_**

1. Permits are granted subject to observance of all GENERAL USAGE POLICIES and CONDITIONS OF USE, Permits may be revoked at any time for violation of either.
2. A background screening of all those persons that are in direct supervision of minor children during their service to the organization in accordance with DISTRICT'S approved Procedures for Background Checks for Volunteers and that such persons are not disqualified on any of the bases set forth in DISTRICT'S Procedures for Background Checks for Volunteers.
  - a. District approved volunteer credentials are required to be worn at all times for all those who have been approved through the screening process.
  - b. District reserves the right to revoke volunteer credentials due to findings indicated during the annual background screening process
  - c. Guidelines for those in direct supervision of children are as follows:
    - i. Required to wear District approved photo identification badge issued to all volunteers after completion of a comprehensive background screening with an expiration date one year from the date of issuance.
    - ii. Identification badge is to be displayed at all times when on official assignment and are not to be worn or used for any other purpose other than official assignment.
    - iii. No pins, stickers, or markings are allowed to be displayed on the identification badge. Photo must be clearly visible to the public and should be worn between the shoulder and waist.

- iv. It is the duty of every qualified volunteer to report any volunteer failing to properly display their credentials to their supervisor or league representative.
  - v. Volunteer must report a missing badge to their supervisor or league representative
3. USER must have an approved and signed permit specific to the facility in question available for immediate inspection for the duration of use.
  4. Usage must be compatible with the established purpose of the reserved recreational facility.
  5. Usage shall not involve business or commercial activities, except by special agreement.
  6. USER is responsible for obtaining permits from the Riverside County Department of Health Services for the operation and sale of food items in the concession buildings. The District is not responsible for food permits which have been revoked due to failure to meet the Riverside County Department of Health Services rules and regulations.
  7. USER will not make any structural, electrical, plumbing, or esthetic changes to concession buildings without written DISTRICT approval.
  8. USER shall ensure that the use of the Facilities does not result in damage to property including, but not limited to, damage to the landscaping, buildings, parking lots, fields (other than normal wear and tear), bleachers, etc. USER may be held responsible for the costs of restoring the property to its original condition.
  9. Litter, trash and debris shall not be allowed to accumulate, and the USER will ensure that the Facilities are free from such matter before leaving the premises. Turn off building lights, electrical and/or gas appliances, etc. Secure all buildings, restrooms, and gates prior to leaving, where applicable.
  10. USERS that repeatedly fail to act in responsible manner in the use of the Facilities will be denied further use of the Facilities. This includes fighting, profanity, destruction of property, unauthorized usage, etc.
  11. Security officers may be required and will be furnished by the DISTRICT at an additional charge.
  12. DISTRICT reserves the right to have security officers' search all persons entering the facility for unauthorized and/or illegal articles.

ATHLETIC FIELDS / COURTS / RINKS – In addition to the GENERAL CONDITIONS OF USE, the following conditions apply to any USER which is permitted reserved usage of athletic fields, courts or rinks.

1. The DISTRICT shall schedule a maintenance period twice yearly to allow the DISTRICT'S Parks Department to perform annual repairs and maintenance. The maintenance period shall include 35 consecutive calendar days, beginning on a Monday. During the maintenance period, no activities are to be scheduled on facilities.
2. USER shall advertise DISTRICT information in league or group publications as provided by the DISTRICT, when appropriate.
3. USER shall ensure that reasonable accommodations are made for special needs participants.
4. USER shall ensure that deliveries of any nature are not made on weekends or holidays.
5. At least one USER team must be on the playing field at all times.
6. Any incident involving fighting, alcohol/drug use, illegal use of Facilities, accidents and/or injuries must be reported WITHIN 24 HOURS to the DISTRICT'S Parks Department on an Incident Report Form as set forth in Exhibit "C".
7. USER will make all attempts to assist in eliminating parking and traffic problems by staggering the start of game times, using all available days to play games and urging participants to attempt to fill parking lots prior to parking on the street.
8. It shall be the responsibility of each USER to immediately report to the DISTRICT any defective equipment, bleachers, facilities, grounds, public areas, or dangerous conditions brought to the attention by any team member, parent, spectator, or any other person.
9. USER shall ensure that each participant or their parent/guardian be given a copy of the Requirements, Rules and Regulations for use of DISTRICT owned/leased Facilities.
10. At the conclusion of the permitted activity, USER shall promptly return the Facilities to their original condition. Post Inspection is to be conducted with Parks Staff within one week of the

conclusion of use with results submitted the first business day thereafter on the *Athletic Facilities Inspection Form* as set forth in Exhibit "B". DISTRICT may remove personal property left at the Facilities and dispose of it, as DISTRICT deems necessary.

11. The following maintenance items will be completed by USER on an as needed basis:

- Repair base pegs
- Repair pitching mounds
- Clean and restock restrooms
- Pick up trash
- Empty trashcans
- Water infields
- Drag infields
- Put up and take down outfield fences, if of a temporary nature
- Minor repairs to backstops, fences, and bullpens with notification to DISTRICT
- Put up and take down soccer goal nets
- Fill in holes where needed
- Compact area around home place and the pitching mound
- Other minor repairs as determined by and needed to assist DISTRICT crews
- Minor repairs and cleaning of bleachers, buildings, etc.
- Clean and secure storage buildings and/or containers
- Clean parking areas

#### **VOLUNTEER SCREENING POLICY**

INITIAL \_\_\_\_\_

USER shall enforce, at USER'S expense, District's procedures for background screening of volunteers to screen all paid or volunteer coaches, officials, or other affiliated persons that are in direct supervision with minor children during their service to the organization. USER must ensure that all paid or volunteer coaches, officials, or other affiliated persons that are in direct supervision of minor children have cleared the background check prior to serving USER in any capacity related to the use of DISTRICT facilities. USER shall, as a Condition of Use, ensure that District approved photo identification badge is worn by all volunteers after completion of the comprehensive background screening. Additionally, User shall ensure and certify that no paid or volunteer coaches, officials or other affiliated persons that may come into contact with minor children during their service to the organization have been found guilty under the conditions and on the bases set forth in DISTRICT'S Procedures for Background Checks for Volunteers. Failure to adhere to the rules and regulations regarding the volunteer screening policy will initiate a disciplinary process that may lead to revocation of User's Facility permit.

#### **CANCELLATION POLICY**

INITIAL \_\_\_\_\_

The DISTRICT reserves the right to cancel any scheduled event. Fees will be refunded if cancellation is due to no fault of the USER. Cancellations caused by failure of USER to abide by DISTRICT rules, policies, and or conditions will not result in refund.

**Field, court, or rink** reservations that have been confirmed by staff will receive no refund if cancelled by the USER. In the event that weather prohibits use, a rain check date will be reserved that is agreeable to both parties.

**Picnic shelter, room, and building** reservations may be cancelled by the USER in the following manner:

- Reservations that are cancelled at least 20 business days prior to the reserved date(s) will receive full refund of the security deposit and all rental fees, less a Cancellation Fee.
- Reservations cancelled between 11 and 20 business days prior to the reserved date(s) will receive full refund of the security deposit and 75% of the rental fees, less a Cancellation Fee.
- Reservations that are cancelled within 11 business days of the reserved date will receive full refund of the security deposit less a Cancellation Fee and will forfeit all rental fees.

**Processing Fees are non-refundable.**

**Appeals Process** - The Parks Director is responsible for determining and issuing sanctions for failure to comply with DISTRICT policies and conditions of this Application. Such sanctions include, but are not limited to, (i) a probationary period, (ii) dismissal of specific USER representatives, or (iii) a complete banning of the USER from using any and all DISTRICT Facilities. Any appeal of the Director's decision will be made in writing to the Parks and Landscaping Committee within three (3) business days of the decision and will be heard by an Appeals Panel consisting of: the Park and Landscaping Committee, the Parks Director, and the Parks Supervisor. Any appeal of the Appeals Panel's decision must be made in writing with three (3) business days to the JCSD Board of Directors. The decision of the Board of Directors shall be final.

**FACILITY CLOSURE**

**INITIAL \_\_\_\_\_**

- It is District Policy that Facilities are not to be used in the event that doing so would reasonably be considered unsafe to participants and or damaging to facilities. The cost for repairs of damage caused by USERS in violation of this policy will be charged to the USER.
- DISTRICT reserves the right to close Facilities in its sole and absolute discretion in order to protect against unsafe conditions and potential damage to or misuse of Facilities. In such cases, DISTRICT will post "closed" signs in a conspicuous location either on or around the Facility.
- USERS are responsible for protecting the safety of participants and the resources for which they are permitted to use. In consideration for being granted usage of any Facilities outside of the regular business hours of the DISTRICT, USER agrees to act reasonably in determining whether to utilize facilities that may be affected by weather or other adverse conditions.
- USERS who wish to perform wet field maintenance, as in pumping water off the field or applying a drying agent, must receive advanced DISTRICT approval prior to doing so.
- USERS are responsible to notify and to keep their teams or individuals off the Facility during field closures due to weather or other adverse conditions.

**TOURNAMENTS, CAMPS, AND CLINICS**

**INITIAL \_\_\_\_\_**

A facility usage fee will be assessed for any tournament, camp, clinic or other revenue generating use of athletic facilities not specifically covered by an existing or requested use permit.

- All tournament, camps, clinics or ancillary uses not specifically covered by an existing or requested permit require a separate application which must be submitted forty-five (45) days in advance. Game/event schedules must be submitted two weeks prior to any pre-approved usage of this type.
- Proof of adequate insurance is a requirement of any organized usage of FACILITIES and any progress in the approval process occurs with the understanding that final approval is contingent upon insurance documentation meeting staff approval as outlined by Exhibit A in advance of permit issuance.
- Each User will place announcements in their tournament booklets and league newsletters requesting that all participants be good neighbors by not honking their horns, leaving trash within any neighborhood, etc.
- PA systems are allowed during Tournament Play with prior DISTRICT approval only, and may only be used between hours of 9:00 a.m. and 10:00 p.m. No play by play announcement is allowed.
- All advertisements for tournaments, camps, clinics and special events must be presented to the DISTRICT for prior approval before distribution.
- During tournament play and opening and closing ceremonies, leagues will provide parking directors to assist participants in using existing parking lots and to ensure that special needs of participants and/or concerns of residents are addressed in advance.



**PARKS & RECREATION DEPARTMENT**

11201 Harrel Street, Mira Loma CA 91752

(951) 727-3524 FAX (951) 727-3506

**FACILITY USE APPLICATION (Field Use)**

Please complete the following and return to the Jurupa Community Services District, 11201 Harrel Street, Mira Loma, CA 91752. <b>All reservations must be made at least two weeks prior to event date. Completion of this form does not guarantee reservations until approved by JCS D Staff and all required fees are paid.</b>						
Sponsoring Group/Organization				CA Tax ID #		
Name				Alternate Contact Name		
Address			City,	State,	Zip	
Address			City,	State,	Zip	
Day Phone		Evening Phone		Day Phone		Evening Phone
<b>General Information</b>						
1. Facility Requested:				5. Is the event open to the Public?		
2. Schedule of dates, times and light use:				6. Purpose of the Event?		
3. Are you requesting use of the snack bar?				7. Will admission fees be charged?		
4. Majority reside within JCS D Parks territory:				8. Will contributions be solicited?		
<b>For Office Use Only</b>						
Date Received		Received By		Date Approved		Approved By
<b>Description</b>	<b>Fee</b>	<b>Amount Due</b>	<b>Amount Paid</b>	<b>Receipt Number</b>	<b>Date Paid</b>	<b>Balance Due</b>
Processing Fee 615-496-22						
Security Deposit 615-242-02						
Field Prep 615-496-23						
Rental Rate 615-496-20						
Insurance 615-496-21						
Lights 615-496-21						
Snack Bar 615-496-20						
Snack Bar Deposit 615-242-02						
Misc 615-496-28						
<b>Total</b>						

**AFFIDAVIT OF APPLICANT**

To the maximum extent permitted by law, User shall indemnify, defend and hold free and harmless the Jurupa Community Services District, and each of District’s elected officials, officers, employees and agents, with respect to any and all claims, costs, damages, liabilities and/or actions for personal injury, death, property damage, and/or any and all other financial loss arising out of or connected with User’s use of the Facilities. For purposes of this indemnity, the term “User” includes User, User’s employees, contractors, agents, invitees, guests and any other person permitted or required by User to be present in or upon the Facilities. User agrees that this release shall further serve to release and hold harmless, in advance, the Jurupa Community Services District and each of District’s elected officials, officers, employees and agents with respect to any and all liability for any and all financial loss arising out of or related to the inability of User to utilize any of the Facilities as a result of flood, fire, vandalism, acts of God, and/or any other occurrence or event not intentionally caused by any of District’s elected officials, officers, employees or agents.

I have read, understand, and agree to abide by the Rules and Regulations of the park for which I am submitting this request. I understand the particular concerns with regards to tournament use and agree to take all necessary measures to minimize the impact to nearby residents. I further understand that I must submit a game schedule, a copy of all promotional material pertaining to the tournament, and any and all fees before final approval. I agree to inform the District representative, immediately, should any information on this application change. I understand that a discrepancy in the stated information may result in the disapproval of this application or the cancellation of the tournament at any time.

Print Name Of Applicant/Host Organization: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

## EXHIBIT "A"

### DISTRICT INSURANCE REQUIREMENTS FOR USERS OF DISTRICT FACILITIES

User shall procure and maintain for the entire duration of its use of District Facilities insurance against claims for injuries to personal or damages to property which may arise from or in connection with its use of the Facilities by the User, User's agents, representatives, employees or subcontractors. User shall obtain and furnish to District proof of coverage as to each type of insurance required prior to utilizing the Facilities.

1. Minimum Scope of Insurance. User shall procure and maintain throughout the term of its use of the Facilities, at its sole cost and expense, the following types of insurance: A comprehensive general liability and property damage insurance policy that do insures against all claims for death and injuries to persons and damages to property which may arise from or in connection with its use of the District Facilities, or from any action taken in connection therewith, regardless of whether such actions are taken by the User or the District, or any of its directors, officers, employees, agents, volunteers, participants, invitees, or any person directly or indirectly employed by any of them.

2. Minimum Limits of Insurance. Coverage shall provide limits no less than \$1,000,000.00 General Liability per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to its use of District Facilities or the general aggregate limit shall be twice the required occurrence limit; and need this for the purposes of park use.

3. Insurance Endorsements. The Insurance Policies shall contain the following provisions, or the User shall provide endorsements to add the following provisions to the Insurance Policies:

3.1 General Liability. The general liability policy shall be endorsed to state that: (A) the District and its directors, officials, officers, employees and agents shall be covered as additional insured with respect to User's use of the District's Facilities; and (B) the insurance coverage shall be primary insurance as respects the District and its directors, officials, officers, employees and agents, or if excess, shall stand in an unbroken chain of coverage excess of the User's scheduled underlying coverage. Any insurance or self-insurance maintained by the District or its directors, officials, officers, employees and agents shall by excess of the User's insurance and shall not be called upon to contribute with it in any way.

3.2 All Coverages. Each insurance policy required herein shall be endorsed to state that coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by first class mail has been given to the District. User shall also provide the District with thirty (30) days notice of its intent to cease using the District's Facilities.

3.3 Separation of Insureds; No Special Limitations. The Insurance Policies required herein shall contain standard separation of insured provisions. In addition, such Insurance Policies shall not contain any special limitations on the scope of protection afforded to the District or its directors, officials, officers, employees and agents.

3.4 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, licensed to do business in California, and satisfactory to the District. District Any deductible under the Insurance Policies issued shall be the responsibility of, and paid by, the User.

3.5 Verification of Coverage. The District shall have the right of reasonable approval over any Insurance Policy obtained by the User. The User shall furnish the District with original certificates of insurance and endorsements effecting coverage required herein. The certificates and endorsements for each policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. The District reserves the right to require complete, certified copies of the required Insurance Policies at any time. The District may at any time review the insurance coverage obtained by the User, the coverage limits, the provider, or the form of the policy and may require that alternate or modified coverage be obtained if, in District's prudent business judgment, the policy is insufficient to provide adequate protection against the kind and extent of risk that is foreseeable for the use of District Facilities.

3.6 Miscellaneous Provisions. If User fails to comply with the insurance requirements herein at any time, District has the right but not the duty to purchase such coverage and charge the premium to User who must promptly pay said premiums. User agrees to be personally responsible for all losses not covered by insurance whether by reason of coverage being inapplicable or by User's failure to obtain coverage. Failure to maintain insurance may be grounds to immediately terminate User's use of District's Facilities.

**EXHIBIT "B"**  
**FACILITIES**  
**INSPECTION**

The following Pre-use/Post-use inspection was conducted in the presence of a representative of the Jurupa Community Services District and a representative of the user organization on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_. I \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_

(Name of User Representative) (Title) (User Organization)

Affirm that I am duly authorized to execute and deliver this inspection on behalf of the user organization.

	Yes	No	Work Needed
<b>PARKING LOT</b>			
Free of Debris			
Free of Potholes			
Free of safety hazards			
Adequate lighting			
Adequate drainage			
Lines well defined			
Handicapped areas defined			
Comments:			
<b>WALKWAYS</b>			
Free of protrusions			
Free of gaps			
In good repair			
Unobstructed			
Comments			
<b>STAIRWAYS</b>			
In good repair			
Unobstructed			
Free of safety hazards			
Stable handrails			
Comments:			
<b>FENCING</b>			
In good repair			
Free of Protrusions			
Free of gaps			
Posts are sturdy			
Gates in working order			
Comments:			
<b>RESTROOMS</b>			
Overall cleanliness			

Floors are dry			
Toilets in good repair			
Sinks in good repair			
Urinals in good repair			
Stalls in good repair			
Dispensers in good repair			
Hand dryer in good repair			
Light fixtures in good repair			
Lighting adequate			
Free of graffiti			
Comments:			
<b>OTHER EQUIPMENT</b>	Yes	No	Work Needed
Tables/Benches clean			
Tables/Benches sturdy			
Tables/Benches free of splinters/chips			
Trashcans in adequate supply			
Trashcans conveniently located			
Trashcans adequately clean			
Drinking fountains in good repair			
Drainage grates stable/secure			
Drainage grates unobstructed			
Comments:			
<b>PLAYING FIELDS</b>	Yes	No	Work Needed
Free of holes			
Free of debris			
Free of safety hazards			
Adequate lighting			
Adequate drainage			
Backstops in good repair			
Base pegs in good repair			
Pitching rubber in good repair			
Home plates in good repair			
Bleachers sturdy, in good repair			
Lights in working order			
Comments:			
<b>GROUNDS</b>	Yes	No	Work Needed
Free of holes			
Free of protrusions			
Free of debris			
Free of safety hazards			
Landscape well maintained			
Free of litter			

Free of graffiti			
------------------	--	--	--

Comments:

<b>STORAGE AREAS</b>	Yes	No	Work Needed
Clean and orderly			

Comments:

\_\_\_\_\_  
(Signature of User Organization Rep.)

\_\_\_\_\_  
(Signature of District Representative)

\_\_\_\_\_  
(Printed Name of District Representative)

\_\_\_\_\_  
(Title)



Was Sheriff's Dept. report made?			
Yes	No	Officer:	
Name of Driver:		Vehicle Plate Number (Make/Model/Year)	
Name of Other Driver:	D.L. # of Other Driver	Other Vehicle Plate Number (Make/Model/Year)	Insurance Co./Policy #:
What job was being performed at the time of the incident?			
Describe damage to vehicles/property. (Approximate cost of damage if known)			
What environmental/physical condition contributed to the incident?			
<input type="checkbox"/> None <input type="checkbox"/> Rain <input type="checkbox"/> Dew <input type="checkbox"/> Fog/Haze <input type="checkbox"/> Bright Sunlight <input type="checkbox"/> Nighttime darkness <input type="checkbox"/> Other: _____			
Was the incident covered by the Athletic Facilities Usage Agreement? Explain.			

**IMPORTANT** If an injury occurred, answer the following:

Name of injured party:	Address	Phone
If a minor give parent's name:		
Briefly describe the injury:		
Was first aid given?	By whom and what kind:	
<input type="checkbox"/> Yes <input type="checkbox"/> No		

**EXHIBIT "D"**  
**BANNER APPROVAL SPECIFICATIONS**

No one shall attach or affix signage to any portion of the Facilities including but not limited to the facilities, trees, signposts, backstops or other public property without the DISTRICT'S prior written consent. Written consent of banners is determined by the following:

1. Banner Approval Form must be submitted no later than 10 working days prior to hanging of the banners.
2. Banner Approval Form must include the design, name of sponsor/company/group, and address.
3. Banners containing objectionable language and/or for questionable businesses will not be approved.
4. Banners may be hung on backstops and permanent fencing only, and as approved by staff.
5. Banners must be a minimum size of 1' X 2' and maximum size of 4'X 6'.
6. Banners promoting products or services that are not consistent with the general policy of the parks will not be approved.
7. The District is not responsible for any loss or damage to banners or related equipment. If the banner or related equipment has been vandalized by graffiti, it must be removed and/or replaced at the User's expense immediately.
8. The District reserves the right to limit the number of banners approved for any facility based on safety and aesthetics and to remove banners when necessary.



**EXHIBIT "E"**  
**JURUPA COMMUNITY SERVICES DISTRICT**  
**PARK VEHICLE ACCESS POLICIES**

**GENERAL PROCEDURES:**

1. Jurupa Community Services District requires permits for vehicle access to District parks beyond the boundaries of the parking lots.
2. A request for a Vehicle Access Permit must be made in person to the Parks and Recreation Department no later than 5 working days prior to the date of access.
3. Upon approval, the permit may be picked up at the Jurupa Community Services District Administration Building, or it can be mailed.
4. The District retains the right to revoke, withdraw, or change any portions or parts of this policy.

**GENERAL RULES AND REGULATIONS:**

1. THE PERMIT HOLDER IS RESPONSIBLE FOR THE REPAIR OF ALL DAMAGE TO THE PARK AND TRAIL SYSTEM CAUSED BY HIS/HER VEHICLE ACCESS. Any damage observed to turf, trees, other vegetation, asphalt trails, or park-related appurtenances will be reported verbally and in writing to the permit holder. Jurupa Community Services District shall have authority to determine ways and means of any park repair, and the permit holder shall be financially responsible for repairs.
2. The permit must be in the possession of the permit holder at all times when vehicle access is gained to the park.
3. All permits shall be revocable and shall not be considered a lease.
4. Permits are non-transferable and restricted to the approved dates and times.
5. The permit holder shall agree to indemnify the District against any and all liability and any and all damages to any person or persons as a result of the vehicle access.
6. All requests to gain vehicle access to the parks must utilize the same permit procedures.

**VEHICLE ACCESS PERMIT APPLICATION**

Contact Person: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Address (Street, City, State, Zip): \_\_\_\_\_

**Park Access:**

Facility Name: \_\_\_\_\_

Days: \_\_\_\_\_ Times: \_\_\_\_\_

Purpose for access:

**Vehicle (s):**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**I understand and agree that I will assume all responsibility for any damage to the Jurupa Community Services District park property caused by vehicle(s) access of park property. I further certify that I have read and understand the rules and regulations entitled "Park Vehicle Access Policies" and will be responsible for ensuring they are followed.**

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

Date

**FOR OFFICE USE ONLY**

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Release form Signed and Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing your User Group Application. To assist you with the application process, please be prepared to submit the following information before a permit can be issued (if applicable):

- \_\_\_\_\_ **Signed and dated your application?**
- \_\_\_\_\_ **501 (C)?**
- \_\_\_\_\_ **Certificate Of Insurance and Endorsement page?**
- \_\_\_\_\_ **League Bylaws**
- \_\_\_\_\_ **Financial Statements (professionally prepared)**
- \_\_\_\_\_ **Full Board member list with addresses and phone numbers**
- \_\_\_\_\_ **Full Roster of participants with addresses**
- \_\_\_\_\_ **Full calendar of events with practice schedule and game schedule**
- \_\_\_\_\_ **Banner approval form (if required)**
- \_\_\_\_\_ **Vehicle approval form (if required)**
- \_\_\_\_\_ **Additional permits as required by the County Of Riverside? (e.i. food permit)**

**Submit your completed Application to:  
JCSD Parks and Recreation  
11201 Harrel Street  
Mira Loma, CA 91752**