



## Outdoor Athletic Facility Permit Application

Please complete the following and return to the **Community Services Department**. Completion of this form does not guarantee that your permit has been approved. If the facility is available a signed agreement and an initial deposit and first month's payment must be made to secure the date(s). Dates are not secured unless full payment is made up front. Applications can be turned in to any City of Menifee Facility and will be reviewed by the Community Services Department. **Staff will contact applicants within 72 hours of application submittal.**

Reservation Information <i>(separate application required for each facility)</i>	
<p><b>Multipurpose Fields</b></p> <p><input type="checkbox"/> Audie Murphy Ranch Sports Park*   <input type="checkbox"/> E.L Pete Peterson   <input type="checkbox"/> La Ladera Park   <input type="checkbox"/> Lyle Marsh Park   <input type="checkbox"/> Nova Park</p> <p><input type="checkbox"/> Central Park   <input type="checkbox"/> Centennial Park   <input type="checkbox"/> Hidden Hills</p> <p><b>Ball Diamonds</b></p> <p><input type="checkbox"/> Audie Murphy Ranch Sports Park (lighted field)*   <input type="checkbox"/> La Ladera Park   <input type="checkbox"/> Centennial Park</p> <p><b>Pickleball/Tennis Courts</b></p> <p><input type="checkbox"/> La Ladera Park (pickleball only)   <input type="checkbox"/> Spirit Park   <input type="checkbox"/> Hidden Hills</p> <p><b>Basketball Court</b></p> <p><input type="checkbox"/> La Ladera Park   <input type="checkbox"/> Spirit Park   <input type="checkbox"/> Silverstar Park   <input type="checkbox"/> Audie Murphy Ranch Sports Park   <input type="checkbox"/> E.L. Pete Peterson</p> <p><input type="checkbox"/> John V Denver Park   <input type="checkbox"/> Hidden Hills   <input type="checkbox"/> Centennial Park</p>	
<p><b>Recurring Use:</b>   <input type="checkbox"/> Weekly   <input type="checkbox"/> Monthly   <input type="checkbox"/> Other: _____ Day(s) of the Week: <b>S M TU W TH F SA</b></p> <p><b>Dates Requested:</b> ___/___/___ to ___/___/___   <b>Times:</b> ___:___ am/pm to ___:___ am/pm</p> <p><i>*Payment must be made in advance for recurring reservations in order to secure dates.</i></p>	
<p><b>Type of use:</b>   <input type="checkbox"/> Practice/Games (non-profit league)   <input type="checkbox"/> Practice/Games (league)   <input type="checkbox"/> Private use   <input type="checkbox"/> Tournament</p>	
Applicant/Organization Information <i>(applicant information is required for all reservations)</i>	
Applicant Name	Birthdate
Organization Name (if applying as non-profit 501 (c) 3 is required)	
Applicant Address (if applying as resident proof of residency is needed)	
<p>_____</p> <p style="text-align: center;">Address                      City                      Zip</p>	
Organization Address	
<p>_____</p> <p style="text-align: center;">Address                      City                      Zip</p>	
Applicant Phone	
Cell Phone:	Home Phone:
Organization Phone	
Applicant Email Address	
Organization Email Address	
<p>City Group # <input type="checkbox"/> Group I   <input type="checkbox"/> Group II   <input type="checkbox"/> Group III   <input type="checkbox"/> Group IV   <input type="checkbox"/> Group V   <input type="checkbox"/> Group VI (See Fee Schedule for Group Definitions)</p>	
Application Guidelines	
<ul style="list-style-type: none"> <li>Applicants must be 18 years of age or older and provide valid identification.</li> <li>The Fall/Winter Field Allocation period runs August 1-January 31<sup>st</sup></li> <li>The Spring/Summer Allocation period runs February 1<sup>st</sup>- July 31<sup>st</sup>.</li> <li>Applicant or representative of the organization <b>MUST</b> be present the entire duration of practices and have a valid permit on hand at all times.</li> <li>Applicant must abide by all federal and state laws as well as City of Menifee Policies, Procedures and Ordinances.</li> <li>3<sup>rd</sup> party applications will not be accepted. Organization Representatives/Individuals applying for the event must make the deposit and sign required documents. Deposits will be mailed back to the original applicant address.</li> <li><i>The time of your permit is the time you have access to the fields.</i> Please do not ask individuals to vacate the fields before your permitted time(s).</li> <li>Applicant accepts field/facility in their current condition when applying for outdoor athletic facilities.</li> <li><b>Field reservations MUST end no later than 10:00pm and start no earlier than 7:00am.</b></li> <li>A separate Outdoor Athletic Field Permit Application must be used for each request.</li> </ul> <p><b>For additional questions or inquires on availability please call or set up an appointment at (951) 723-3880</b></p>	

Staff use only:

Date Application Was Received: \_\_\_/\_\_\_/\_\_\_   Initial: \_\_\_   Receipt # \_\_\_\_\_   PERMIT # \_\_\_\_\_



## Outdoor Athletic Field Permit Requirements and Policies

### Deposit, Fee Payments and Cancellation Policy

- An initial deposit is required in order to secure your date.
- Refund checks will only be issued to the group, organization or individual who submitted the original deposit and application.
- Deposits will be returned via mail in check form 4-6 weeks after the conclusion of your permit if deposit was not forfeited during the reservation (if you chose to keep on file, they will stay on a maximum of 90 days before being processed).
  - Actions that constitute a forfeit of your deposit include but are not limited to:
    1. Having alcohol present during any games or practices.
    2. Leaving facility in unsatisfactory condition (trash/debris in or around facility (including parking lot).
    3. Damage to facility and/or equipment during permit.
- If cancellations are made less than (10) days prior to the reservation date the deposit is non-refundable.
- **A \$10 service fee is applied to all cancellation requests.** A \$55.00 service fee will be charged on all returned checks.

I understand the Deposit, Fee Payments and Cancellation Policy: \_\_\_\_\_

### Additional Requirements *Organizations/Sports Leagues requesting recurring use (due at time of application)*

#### For Sports Leagues requesting practice/game field usage

- Non-Profit Designation Letter (*only required if applying as a non-profit*)
- Insurance Listing the City of Menifee as additionally insured (29844 Haun Road, Menifee CA 92586)
  - o **Required for ALL public use, league play and organization use. Private resident use excluded.**
- Board of Directors Contact
- Rosters (*to indicate proof of residency*)

#### Outside Vendors (for Opening Day Events, Game Days & Fundraisers):

- All vendors including but not limited to: catering companies, DJs and entertainment must provide the City with proof of one day Commercial General Liability insurance (10) days prior to the event and City of Menifee Business License.
  - o **Private resident use excluded.**
- Catering Companies will be required to provide a valid Riverside County Health Permit and City of Menifee Business License
  - o **Private resident use excluded.**

#### The following are not permitted at City of Menifee Athletic Fields

- Bounce Houses (**without prior consent of the City of Menifee Community Services Department**)
- Signage, banners, flyers etc affixed to any posts, fencing or facility walls.
- Petting Zoos or pets (**with the exception of Service Animals**)
- Smoking (**including electronic cigarettes and vape pens**)
- Open flame
- Food Trucks or any other vehicles

I understand the Additional Requirements: \_\_\_\_\_

### Cleaning Policy and Facility use requirements

- Facility must be left in the same condition that it was presented to the applicant party prior to the beginning of use in order to receive full deposit back.
- All trash/debris/decorations must be disposed of in trash bins located around City of Menifee Athletic Fields
- Applicant is responsible for the care and cleaning of the facility and repair and/or reimbursement to the City for any damages to Community Services Department facilities and or equipment. Cost of damages will deducted from the deposit and additional expenses may be charged if additional damages occur.

I understand the Cleaning Policy & Facility Use: \_\_\_\_\_



City of Menifee  
 Community Services Department  
 29995 Evans Rd. Menifee CA 92586  
 (951)723-3880

## Outdoor Athletic Field Permit Application

### Release from Liability and Indemnification

In consideration for participating in the activity(ies) listed above, I hereby waive, release and discharge any and all claims for damages for bodily injury, personal injury, death, or property damage which I may have or which may hereafter accrue as a result of my participation in the activity(ies). This release is intended to discharge, in advance, the City of MENIFEE, its officers, officials, employees, agents, and volunteers from and against any and all liability arising out of, or connected in any way with, my participation in said activity, even though that liability may arise out of negligence on the part of the City its officers, officials, employees, agents, and volunteers. I understand that the above activity may be of a hazardous nature and/or include physical and/or strenuous exercise or activity; that serious accidents may occur during the above described activity; and that participants in the above described activity may sustain bodily injury, personal injury and/or property damage as a consequence thereof. Those hazards include, but are not limited to, exposure to the elements, sprains, strains, cuts or contusions associated with strenuous work or the use of tools; over exertion; walking on uneven ground, lifting materials or unpredictable acts by others. Knowing the risks involved, nevertheless, I have voluntarily applied to participate in the above described activity and I hereby agree to assume any and all risks of injury or death and to release the City of MENIFEE, its officer, officials, employees, agents, and volunteers, who through negligence or any other act or omission might otherwise be liable to me. I further understand and agree that this waiver, release, and assumption of risks is to be binding to my heirs and assigns. I further agree to indemnify, defend and hold the City of MENIFEE its officers, officials, employees, agents, and volunteer's harmless from any loss, liability, claim, damage, or expense which may incur as a result of my participation in the above described activity.

**Photo & Video Taping Release:** I hereby give my express and unconditional permission and consent to City of MENIFEE to use videotaped or photographed images of me or said minor or otherwise use the name or my likeness or that of said minor for use in the City's publicity or public relations materials and I will not seek any fee or other form of compensation of any type or amount for such use. I hereby give up any rights that I or said minor may have to inspect or approve my images, name or likeness or that of said minor including any advertising copy, printed matter, website or other media or material in which my images, name or likeness or that of said minor may

**I have read and fully understand the release from liability.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Schedule

Payment Schedule:

- One time rental  Monthly (Recurring)  
 Full payment (Recurring)  Other: \_\_\_\_\_

Approved Permit # \_\_\_\_\_

### Deposit (Staff Use Only)

Deposit reimbursed:  Yes  No  
 Amount reimbursed: \$ \_\_\_\_\_  
 Date check was remitted to finance:  
 \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_\_

### General Use Governing Use of Facilities

- Fees may be required to rent any portion of a facility and to offset utility costs incurred. All charges will be based on the dates and times indicated on your request and are due upon application approval or invoice.
- Cancellations or deletions must be submitted in writing within one week. Approved refund requests for prepaid fees, where applicable, will be processed within 4-8 weeks of receipt of written request.
- A separate payment for refundable clean up and/or key deposit may be required, where applicable. Penalties will be assessed for the duplication of issued keys.
- City organized activities shall have priority use over all requests. When possible, neither user shall interfere with the other's use. Sufficient prior notification of canceled requests will be given by the City when possible.
- If you have equipment stored at the facility, it is your sole responsibility to obtain insurance coverage to protect yourself from theft or damage. This is not covered by the City of Menifee.
- Applicant(s) and party members must adhere to rules and regulations governed by the City (reference City Park Ordinance No. 2014-146). Failure of adherence to such rules may result in suspension of use or ejection from the facility.

### Agreement

I have read, understand and agree to comply with all of the above stated policies and requirements. I understand that in not complying with any of the above policies that my reservation permit can be voided resulting in a cancellation of my reservation.

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