



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

## 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 must be made to secure the dates(s). Dates are not secured unless Deposit or full payment is made up front. Applications can be turned in to any City of Menifee facility to be reviewed by the Community Services Department.

### Applicant/Organization Information *(Applicant information is required for all reservations)*

<b>Applicant Name</b>		<b>Organization Name</b>	
<b>Applicant Address</b>		<b>Organization Address</b>	
<b>Applicant Phone Number</b>	<b>Email Address</b>	<b>Organization Phone Number</b>	<b>Email Address</b>
<b>Sign-Up for AutoPay?</b> (Credit Card Authorization Form Required)	<b>Yes</b> <b>No</b>	<b>Non-Profit:</b> (501 (c) 3 is required)	<b>Yes</b> <b>No</b>

### Reservation Information *(separate application required per allocation period)*

**Available Multipurpose Fields:** Audie Murphy Ranch Sports Park\*    Centennial Park\*    Central Park  
 E.L. Pete Peterson    Hidden Hills    La Ladera Park    Lyle Marsh Park    Nova Park

**Available Ball Diamonds:** Audie Murphy Range Sports Park\*    Centennial Park\*    La Ladera Park  
*\*Has Field Lights*

#### Field Request #1

**Park/Field Request:** \_\_\_\_\_      **Multipurpose Field**      **Ball Diamond**

**Recurring Use:** \_\_\_\_\_      **Day(s) of the Week:**    S    M    T    W    TH    F    SA

**Dates Requested:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_      **Times:** \_\_\_:\_\_\_ am/pm to \_\_\_:\_\_\_am/pm

**Type of use:** \_\_\_\_\_      **Requesting Lights:**    Yes    No

#### Field Request #2

**Park/Field Request:** \_\_\_\_\_      **Multipurpose Field**      **Ball Diamond**

**Recurring Use:** \_\_\_\_\_      **Day(s) of the Week:**    S    M    T    W    TH    F    SA

**Dates Requested:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_      **Times:** \_\_\_:\_\_\_ am/pm to \_\_\_:\_\_\_am/pm

**Type of use:** \_\_\_\_\_      **Requesting Lights:**    Yes    No

#### Field Request #3

**Park/Field Request:** \_\_\_\_\_      **Multipurpose Field**      **Ball Diamond**

**Recurring Use:** \_\_\_\_\_      **Day(s) of the Week:**    S    M    T    W    TH    F    SA

**Dates Requested:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_      **Times:** \_\_\_:\_\_\_ am/pm to \_\_\_:\_\_\_am/pm

**Type of use:** \_\_\_\_\_      **Requesting Lights:**    Yes    No



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## Outdoor Athletic Field Permit Requirements and Policies

### Application Guidelines

- Applicants must be 18 years of age or older and provide valid identification.
- The Fall/Winter Field Allocation period runs **August 1-January 31**
- The Spring/Summer Allocation period runs **February 1- July 31**
- Applicant or representative of the organization **MUST** be present the entire duration of practices and have a valid permit on hand at all times.
- Applicant must abide by all federal and state laws as well as City of Menifee Policies, Procedures and Ordinances.
- 3rd party applications will not be accepted. Organization Representatives/Individuals applying for the event must make the payment and/or deposit and sign the required documents.
- The time of your permit is the time you have access to the fields. Please do not ask individuals to vacate the fields before your permitted time(s).
- Applicant accepts field/facility in their current condition when applying for outdoor athletic facilities.
- Field reservations **MUST** end no later than 10:00pm and start no earlier than 7:00am.
- A separate outdoor Athletic Field Permit Application must be used for each allocation period

### Fee Payments, Deposit, and Cancellation Policy

#### Fees

**Full payment** is required upfront for all one time rentals. Field reservations will be billed **monthly** for all recurring allocation dates. Leagues may request to **pay in full** for all approved allocations (*Full payment will be due at the start of the allocation period*). Leagues will be billed for all requested dates/times approved during the allocation period. **Fees are determined based on City Group qualifications. (See Field Policy for Group Definitions)**

**Light** fees will be billed as determined by the approved lights schedule and MUSCO control link. **Fees are determined based on City Group qualifications. (See Field Policy for Group Definitions)**

#### Deposit

An initial **deposit of \$50** is required per park request in order to secure any recurring allocation dates. Deposit must be submitted with application. **Full payment** is required upfront for all one time rental applications.

**Refund for deposit** will be issued as a credit on the last month's allocation invoice if the deposit was not forfeited during the reservation. (*Refer to field policy for actions which constitute a forfeit of your deposit*)

#### Cancellation Policy

**72 hour cancellation policy** - No refunds will be issued for any cancellations made within 72 hours of any field reservation. Full payment for allocation will be due. If a league is found to not be using a designated field, a three-strike policy regarding abandonment will be implemented and the field will be re-allocated. (*Refer to field policy for details*)  
 \$55.00 service fee will be charged on all returned checks.

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

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

#### For Sports Leagues Requesting Practice/Game Field Usage

1. Non-Profit Designation Letter (only required if applying as a non-profit)
2. Insurance Listing the City of Menifee as additionally insured (29844 Haun Road, Menifee CA 92586)  
**Required for All public use, league play and organization use. (Private resident use excluded)**
3. Organization Contacts
4. Current Roster (to indicate proof of residency)
5. MUSCO Control Link User Agreement (*Required if requesting light access*)
6. Copy of Valid CA ID
7. Deposits

#### Outside Vendors Pre-Approval (for Opening Day Events, Game Days, & Fundraisers)

- All outside vendors will require additional permits. Contact Community Services Department for additional information.

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



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Outdoor Athletic Field Permit Requirements and Policies

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.

Assumption of Risk and the Waiver of Liability Relating to the Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. While COVID-19 can cause mild symptoms in some individuals, it can lead to severe illness and even death in others. Adults over age 65 and people of any age with serious underlying medical conditions including, but not limited to, HIV, asthma and other respiratory conditions, and pregnancy, may be a higher risk for more serious complications from COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that participants may be exposed to or infected by COVID-19 by attending the City of MENIFEE Programs and Activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 by attending City of MENIFEE Programs and activities may result from the actions, omissions, or negligence of myself and others, including, but not limited to, City of MENIFEE employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s participation in this Program. On my behalf, and on behalf of my organization, I hereby release, covenant not to sue, discharge, and hold harmless the City, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the City, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any City program.

I have read and fully understand the release from liability.

Print Name: Signature: Date:

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 and Facility Use Requirements:

Athletic Field Allocation Policy

I, acknowledge that I have received, read, and understand the City of Menifee Athletic Field Allocation Policy. I understand that it is my responsibility to comply with and implement all of the policies and procedures included in the policy document.

Signature: Date:

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:



**Lead Organization Contacts**

Title	Name	Email	Phone Number
President	_____	_____	_____
Vice President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Alternative Dates** *(If Initial date(s) are unavailable)*

**Alternative Option 1**

Park/Field Request: _____	<b>Multipurpose Field</b>	<b>Ball Diamond</b>
Recurring Use: _____	Day(s) of the Week: <b>S</b> <b>M</b> <b>T</b> <b>W</b> <b>TH</b> <b>F</b> <b>SA</b>	
Dates Requested: ___/___/___ to ___/___/___	Times: ___:___ am/pm to ___:___am/pm	
Type of use: _____	Requesting Lights: <b>Yes</b> <b>No</b>	

**Alternative Option 2**

Park/Field Request: _____	<b>Multipurpose Field</b>	<b>Ball Diamond</b>
Recurring Use: _____	Day(s) of the Week: <b>S</b> <b>M</b> <b>T</b> <b>W</b> <b>TH</b> <b>F</b> <b>SA</b>	
Dates Requested: ___/___/___ to ___/___/___	Times: ___:___ am/pm to ___:___am/pm	
Type of use: _____	Requesting Lights: <b>Yes</b> <b>No</b>	