

# Field Use Request



**City of South Pasadena**  
**RECREATION DIVISION**  
 815 Mission Street  
 South Pasadena, CA 91030  
 (626) 403-7380

## CONTACT INFORMATION

<b>ORGANIZATION NAME</b>		
<b>CONTACT PERSON NAME</b>		
<b>STREET ADDRESS</b>	<b>CITY</b>	<b>ZIP CODE</b>
<b>HOME PHONE</b>	<b>WORK PHONE</b>	<b>FAX NUMBER</b>
<b>EMAIL ADDRESS</b>		

## FIELD USE

<b>Park</b>	<input type="checkbox"/> Orange Grove	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Arroyo South	
<b>Sport/Activity</b>	<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other _____	
<b>Field   Baseball</b>	<input type="checkbox"/> Clarich	<input type="checkbox"/> Burke	<input type="checkbox"/> Nelson	<input type="checkbox"/> Arroyo South T-Ball
<b>Field   Soccer</b>	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Field (1)	<input type="checkbox"/> Field (2)	<input type="checkbox"/> Arroyo South

<b>Reason for Request</b>	
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<b>Will a picnic area be needed?</b> (Separate reservation required.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Will spectators be present?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Will admission be charged?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## INSURANCE

<b>Insurance Policy</b>	
<b>Policy Holder</b>	
<b>Police Number</b>	

Required endorsement language to be listed as additional insured: ***“City of South Pasadena, its officials, employees and agents.”***



## DATES OF USE

Use Dates	
End Date	

### Practice / Game Days and Times

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

## FEES

### Field Use

Hours per Day		
	(x)	
Total Days		
	(x)	
Number of Fields Requested		
	(x)	
Field Use Fee (\$37.50) per hour		
	(=)	
<b>Field Use Subtotal</b>	<b>(1)</b>	

### Light Use

Hours per Day (5:00 pm – 10:00 pm)		
	(x)	
Total Days		
	(x)	
Light Use Fee (\$25.00 per hour)		
	(=)	
<b>Light Use Subtotal</b>	<b>(2)</b>	

**TOTAL DUE**

**(1) + (2)**

## DISCLAIMER AND RELEASE OF LIABILITY

Please be sure that the schedule reflects actual use. The Community Services Department has the authority to cancel or reduce use due to inclement weather or field conditions. Due to limited space, we recommend applications be submitted at least two (2) months prior to use. **Also, any permanent structure must be pre-approved via a formal approval process with the Parks & Recreation Commission.**

I agree to assume all risk and hazards incidental to such participation including transportation to said activity; and I do hereby waive, release, absolve, indemnify, and agree to hold harmless the City of South Pasadena, its employees, volunteers, and participants involved in such activity, for any such claim arising out of injury or property loss.

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SIGNATURE OF USER

DATE