



City of Patterson  
 Recreation & Community  
 Services Department  
 1033 W. Las Palmas Ave  
 Patterson, CA 95363

## SPORT FACILITY RESERVATION APPLICATION

Phone: (209) 895-8080  
 Fax: (209) 895-8189  
 recreation@ci.patterson.ca.us  
 P.O. Box 667  
 Patterson, CA 95363

### ALL FACILITY RESERVATIONS REQUIRE INSURANCE

Name  Contact Cell Phone   
 Address  Cell Phone Carrier   
 City  State  Zip Code  Date of Birth   
 Email

Alternate Contact Name  Contact Phone/Cell

- Private Event       Non-Profit (Must meet 501c (3) qualifications)       Special Event Reservation  
 Tournament       Sports League (submit practice & season schedule)      If selected, Special Event application must be submitted

Organization Name

Name of Event  Organization Contact Phone/Cell

Type of Event  Event Size: (Estimated People Attending)  Total Hours:

Date of Event  Check-In:  Check-Out:   
Include Setup Time      Include Take-down Time

**Facilities will not be available for reservations on these major Holidays: Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Day After, Christmas Eve, Christmas Day, New Year's Eve, New, New Year's Day.**

Practice and season schedule is attached:  Yes  No If no, explain why

<b>Facility:</b>		<b>Amenity :</b>	
<input type="checkbox"/> Sports Complex Ball Diamond 1	<input type="checkbox"/> Soccer Field	<input type="checkbox"/> Lights (2 hour minimum)	
<input type="checkbox"/> Sports Complex Ball Diamond 2	<input type="checkbox"/> Garza Park	<input type="radio"/> Ball Diamond 1	<input type="radio"/> Soccer Field
		<input type="radio"/> Ball Diamond 2	<input type="radio"/> Garza Park

Additional Notes/Request

### Facility Information

**Sports Complex - Ball Diamonds:** Field 1 & 2 - Dugouts. Drinking Fountain. Skinned infield. Bleachers.  
**Sports Complex - Soccer Field:** One Large Soccer Field. One Small Soccer Field (Triangle). Soccer Goals.  
**Garza Park - Ball Diamond:** One ball diamond with dugouts. Concrete bleachers

## Insurance Requirements

General Liability Insurance & Endorsement must be submitted no later than fourteen (14) business days before the event date.

**All insurance document MUST be in original format, NO copies**

General Liability Insurance and Endorsement are requirements (see sample):

- 1) \$1,000,000 General Liability Insurance and \$2,000,000 General Aggregate
- 2) "The City of Patterson, its officials, agents, employees, and volunteers" must be named on the Endorsement as Additional Insured

HUB International Insurance (CA License # 0757776)

website: [www.eventinsure.com](http://www.eventinsure.com) / email: [specialevent@hubinternational.com](mailto:specialevent@hubinternational.com)

2300 Clayton Road, Suite 300 Phone: 925-609-6500  
 Concord, CA 94520 Fax: 925-609-6550

### FEES

Fee Description	Fees
Permit Application Fee	\$35 per application TBD
Security Deposit *	\$100 per field / facility location
Equipment Deposit (Baseball/Softball Bases *)	\$100 per application (\$250 Baseball/Softball Bases)
Gate Fee (if charging admission)	\$125 per day TBD
Facility Staffing Fee	\$28 per hour, per staff (applies to all facilities)
Vehicle Access Pass	\$10 per vehicle/per event TBD
Porta-potty Fee **	As billed by vendor
Dumpster Rental/Disposal Fee **	As billed by vendor
Traffic & Parking Control	Actual cost (to be determined by Director)

\* Security Deposits and Deposits for Baseball/Softball Bases are refunded at the conclusion of the rental period.

\*\* May be pro-rated and shared by facility user groups.

User Group	Field Fees	Field Light Fee	Tournament Fees
Non-Profit	\$10 / hour	\$20 / hour	\$220 per field / per day
For-Profit	\$20 / hour	\$20 / hour	\$220 per field / per day

### Reservation Policy

- 1) Reservation requests are made on a first come first reserve basis dependant upon facility availability.
- 2) All reservation requests can be made at the Recreation and Community Services Department through the Reservation Clerk.  
**(all request must be at least two (2) weeks before the event date)**
- 3) All fees must be made in full at the time of reservation for facility to be booked.
- 4) No changes will be made to the permit fourteen(14) business days before the scheduled reservation.
- 5) General liability insurance with an endorsement naming the City of Patterson as additional insured is required.  
**All insurance requirements must be met 14(fourteen) business days in advance of the event.**
- 6) Deposit is required.
- 7) A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Patterson or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.

### Refund Policy

The following refund policy will be in effect regarding all park and recreation facilities available for reservation:

- 1) A group may cancel their reservation thirty (30) calendar days prior to the reservation.
- 2) A cancellation fee based upon 50% of all fees will be assessed if cancellation is made after thirty (30) days.
- 3) In the event the permit holder fails to appear for the scheduled use or cancels with less than seven (7) days notice, no refund will be given.
- 4) A full refund or new reservation will be given for any cancellation caused by the City of Patterson, Patterson Joint Unified School District or due to inclement weather based upon facility availability.

**Park Rules (Ordinance 74, 598 & 688)**

- 1) No Vehicles on Grass
- 2) No Alcohol without a Permit
- 3) No Glass Bottles
- 4) No Organized Games without a Permit
- 5) No Groups over 50 people without a permit
- 6) No Special Events without a Permit
- 7) No Gambling
- 8) No Golfing
- 9) No Littering
- 10) Dogs must be on leash & cleaned up after
- 11) Parks Close at Dusk

**FAILURE TO ABIDE BY THESE RULES WILL RESULT IN THE LOSS OF YOUR DEPOSIT.**

**FACILITY HOLD HARMLESS WAIVER**

The undersigned agrees to indemnify and hold harmless and defend, the City of Patterson, its officials, employees, volunteers, agents and representatives against any and all claims or liabilities of any injury or death to any person or damage to property in any manner arising out of or incident to the performance of this agreement, including without limitations all consequential damage, whether or not resulting from the negligence of the undersigned or their agents or guests.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COVID-19 Assumption of Risk and Waiver of Liability**

By signing this agreement, I acknowledge the contagious nature of COVID-19 and other communicable diseases and voluntarily assume the risk that I may be exposed to or infected with COVID-19 by participating in any activity or event at a City of Patterson facility, and that such exposure or infection may result in personal injury, illness, permanent disability, and /or death. I understand that the risk of becoming exposed to or infected with COVID-19 at any City of Patterson facility may result from the actions, omissions or negligence of myself and others, including, but not limited to, City of Patterson employees, volunteers and programs participants and their families.

**KNOWING AND VOLUNTARY EXECUTION**

I have carefully read this application and fully understand its contents. I am aware that this is a contract between myself and the City of Patterson and I sign this application on my own free will.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The City of Patterson, Recreation & Community Services Department hopes you enjoy using our facilities. If you have any questions or concerns, please call the Recreation & Community Services Department at 209-895-8080 during regular business hours, Monday-Thursday 8am-6pm, Friday 8am-5pm. If you need assistance during the weekend or weekday evenings from 6pm-10pm, please call our part-time staff at 209-216-6368, or 911 in case of an emergency.**

**Office Use Only:**

- \$100 Ball Diamond 1 Deposit
- \$100 Ball Diamond 2 Deposit
- \$100 Garza Ball Diamond Deposit
- \$100 Soccer Field
- \$28 per hour, per staff fee

Approved: \_\_\_\_\_

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