



**City of Fullerton  
Parks and Recreation  
FIELD ALLOCATION CHECKLIST**

As you prepare to submit your field allocation documents, please refer to the checklist below to ensure all necessary documents are submitted.

- Field/Facility Use Request
- Athletic Field Use Rules and Regulations
- Hold Harmless and Indemnity Agreement
- Game and Practice Field Request
- Valid Certificate of Insurance and Additional Endorsements
- Copy of 501c3 Letter of Non-Profit (One time submittal)

Thank you,

Eche Echeverria

Recreation Supervisor

*Eduardo Echeverria*



# ATHLETIC FIELD USE RULES AND REGULATIONS

1. Groups consisting of 25 or more individuals wishing to utilize a field must acquire a permit with the City of Fullerton. - F.M.C 3.84.010  
Groups of 10 or more individuals require a field permit to utilize Lions Field. - 2019 Adopted City Policy.
2. It is the responsibility of the person(s) in charge identified on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. *These rules include but are not limited to:*
  - a. Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean and vacated by the ending time indicated on the permit. Permitted times include field preparation and player "warm-up". Additional fees will be charged for unauthorized or extended field use beyond approved times listed on the permit.
  - b. Field permits will not be issued for use on Federal Holidays.
  - c. Field use permit must be available during use at each permitted site and presented to any City representative upon request.
  - d. No subleasing of fields is allowed under any circumstance. Subleasing of fields may result in revocation of any and all permits.
  - e. City fields or facilities may not be modified without permission from the City. Fields may not be resized without permission from the City.
  - f. Parking is allowed in designated areas only. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the users' responsibility to alleviate traffic and parking issues.
  - g. Alcoholic beverages are not allowed in City parks, fields, or adjacent areas. (F.M.C 9.12.2 / C.V.C 25620)
  - h. Organizations/groups utilizing vendors during their games and tournaments to sell food or other items must submit vendor's insurance certificate, endorsement letter, and City of Fullerton Business License number (obtain at the Finance Department) to the Recreation Department at a minimum of two (2) weeks prior to their event.
  - i. Amplified sound is not allowed on any field without City approval and notation on permit.
  - j. Banners may not be posted without City approval and notation on permit.
  - k. Balls and any other equipment thrown, batted, kicked, or otherwise propelled that land on private property must not be retrieved without the property owner's permission.
  - l. At the conclusion of games or practice each user group is responsible for picking up trash and/or debris and depositing it into the proper trash bins. The field and any areas adjoining affected by a group's use must be picked up and cleared of all trash and/or debris.
  - m. Please vacate park and parking areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in our residential neighborhoods.
  - n. City staff may eject any person not complying with the above rules or ordinance regarding PARKS in F.M.C Chapter 9.12 & Chapter 3.84

I hereby certify that I have read the Field Use Rules and Regulations and that I and/or my organization will abide by them. I agree to protect, defend and hold harmless the City of Fullerton, its elective and appointive boards, officers, agents and employees from all loss, damage and claims resulting from or arising from this field use.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative Signature

\_\_\_\_\_  
Date



# HOLD HARMLESS AND INDEMNITY AGREEMENT

\_\_\_\_\_  
Applicant (Please Print)

agrees to defend, indemnify, and save harmless the City of Fullerton, Fullerton School District, County of Orange, and U.S. Army Corps of Engineers, their elected officials, officers, agents, employees, and volunteers (hereinafter referred to as CITY, DISTRICT, COUNTY, AND CORPS) from all losses, costs, and expenses arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of activities of \_\_\_\_\_, its subcontractors, or those of any of its officers, agents or employees, whether such act is authorized by this Agreement or not; and \_\_\_\_\_ shall pay for any and all damage done to the property of the CITY, DISTRICT, COUNTY, AND CORPS, or loss or theft of such property, done or caused by such persons. CITY, DISTRICT, COUNTY, AND CORPS assumes no responsibility whatsoever for any property placed on the premises. \_\_\_\_\_ further agrees to waive all rights of subrogation against the CITY, DISTRICT, COUNTY, AND CORPS. The provisions of the article do not apply to any damage or losses solely by the negligence of the CITY, DISTRICT, COUNTY, AND CORPS or any of their agents or employees.

In addition, \_\_\_\_\_ shall procure and maintain throughout the duration of this Agreement, insurance against claims for injured to persons or damages to property which may arise from or in connection with the use of the CITY, DISTRICT, COUNTY, AND CORPS premises. \_\_\_\_\_ shall provide current evidence of insurance which meets the CITY, DISTRICT, COUNTY, AND CORPS standard insurance requirements (see City of Fullerton Standard Insurance Requirements Part 9) in a form acceptable to the CITY, DISTRICT, COUNTY, AND CORPS and shall provide replacement evidence for any required insurance which expires prior to completion, expiration, or termination of this permit.

By attending a Fullerton Parks and Recreation facility, you have consented to have you/your guest's photograph taken and used in future City publications.

It is further understood and agreed that FIELD/FACILITY USER shall act as an independent contractor herein and not as an employee of CITY. FIELD/FACILITY USER shall secure at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for FACILITY USER and his officers, agents, and employees and all business licenses, if any, in connection with the use of the said facility.

FIELD/FACILITY USER shall secure and maintain throughout the period of use contemplated under this Agreement general liability insurance with policy limits of not less than \$1,000,000 per occurrence, with CITY named as additionally insured by endorsement. Such policy or policies of insurance shall further provide that said policies of FIELD/FACILITY USER shall be primary over any insurance held by CITY that may be applicable.

This Agreement, the exhibits hereto and any special provisions to which the Agreement is subject may only be altered, amended or rescinded by a duly executed written Agreement. Executed in the City of Fullerton, County of Orange, State of California and subject to laws thereof.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# FIELD/FACILITY USE REQUEST

## ORGANIZATION INFORMATION

Please complete this form if your organization will be applying to utilize City of Fullerton sports fields.

The below names individual will be the sole contact between the City and the organization they are representing. All facility use requests and inquiries must be conducted by the person listed below.

Organization Name:

Representative Name:  Phone:

Address:  Email:

## LEAGUE INFORMATION

League Phone:  League Website:

League Start Date:  League End Date:

Total # of Participants:  Total # Fullerton Residents:

## GAME / PRACTICE FIELD REQUEST

Game / Practice Start Date:  Game / Practice End Date:

Please list the park(s) days and times you would like to have practices in Fullerton (please be specific):

Park/Fields	Day	Dates	Times

I hereby acknowledge that all of the information provided on this application and in the contents of this organization's bylaws are complete and accurate. I acknowledge that submittal of inaccurate or incomplete information may result in denial of this application. Additionally, this organization will notify the City of any changes of contact person, mailing address, or other pertinent information as they occur.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date