



**City of Riverside**  
**Parks, Recreation and Community Services Department (PRCSD)**  
**FACILITY RESERVATION APPLICATION (FRA) - Part 1**

Please print legibly in ink.

**This is an application only and is not an approved permit for facility rental.**

**APPLICANT INFORMATION** **DAY OF EVENT CONTACT**

Applicant Name: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_  
 Secondary Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Non-Profit Tax ID 501(C)(3) #: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Secondary Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**RESERVATION INFORMATION**

Park: \_\_\_\_\_ Field(s)/Room(s): \_\_\_\_\_

Single Use	Recurring Use (indicate dates below & times in column to the left) <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
Day of Week: <input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> TH <input type="checkbox"/> FRI <input type="checkbox"/> SAT	Jan _____ July _____
Date: _____	Feb _____ Aug _____
Set-Up Time: _____ am/pm to _____ am/pm	Mar _____ Sep _____
Event Time: _____ am/pm to _____ am/pm	Apr _____ Oct _____
Clean-Up Time: _____ am/pm to _____ am/pm	May _____ Nov _____
<small>Minimum one (1) hour clean-up time required.</small>	Jun _____ Dec _____

**EVENT INFORMATION**

Event Type: \_\_\_\_\_ Total Number of Guests: \_\_\_\_\_

Kitchen:  Yes  No

Kitchen will be reserved for the duration of the rental.  
 The applicant is responsible for ensuring caterer has a City of Riverside Business Tax Certificate and a valid health permit.  
 If applicant is reserving a catering kitchen AND cooking on site, a County of Riverside Health Permit is required.

**INDICATE 'YES' OR 'NO' FOR EACH OPTION BELOW**

**ALL ARE SUBJECT TO INSURANCE AND/OR SECURITY REQUIREMENTS**

- |  |  |
|--|--|
| Open to the Public: <input type="checkbox"/> Yes <input type="checkbox"/> No | Amplified Sound: <input type="checkbox"/> Yes <input type="checkbox"/> No                      |
| DJ/Live Band <input type="checkbox"/> Yes <input type="checkbox"/> No        | Vendors: <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Deliveries: <input type="checkbox"/> Yes <input type="checkbox"/> No         | Vendors Accepting Money: <input type="checkbox"/> Yes <input type="checkbox"/> No              |
| Catered Food:* <input type="checkbox"/> Yes <input type="checkbox"/> No      | Admission Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No                        |
| Inflatables: <input type="checkbox"/> Yes <input type="checkbox"/> No        | Marketing: <i>indicate type below</i> <input type="checkbox"/> Yes <input type="checkbox"/> No |
- # of Inflatables: \_\_\_\_\_ (Add'l. \$20 fee per unit)
- Flyers  Invitations  Word of Mouth  Social Media
- Other: \_\_\_\_\_

\*Will require Health Permit and/or Food Handlers' Card

**Alcohol Permit Request (Beer/Wine/Champagne Only)**

Will alcohol be served at the event?  Yes  No  
 If you answered Yes, you will be responsible for providing a copy of Security Contract, Private Patrol Operators' License, and Guard Cards to the PRCSD at least two (2) weeks prior to event. **Initial:** \_\_\_\_\_

If you answered Yes, you will be responsible for providing a copy of Host Liquor Liability Insurance to the PRCSD at least two (2) weeks prior to event. **Initial:** \_\_\_\_\_

Event publications should not be distributed before an approved permit is issued. A copy of all advertising material (except invitations) must be submitted for approval to PRCSD prior to distribution.

If you answered Yes to any of the above, please explain below:  
 \_\_\_\_\_  
 \_\_\_\_\_

**ELECTRICITY IS NOT PROVIDED AT PICNIC SHELTERS**

**CHOOSE YOUR PAYMENT OPTION:  ENTIRE BALANCE  AUTOMATIC MONTHLY INSTALLMENTS**

**IN-PERSON MONTHLY INSTALLMENTS**

SEE PAGE 2, SECTION 1 FOR DETAILS

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

Tentative Permit# \_\_\_\_\_

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

## Facility Reservation Application · Part 2

1. **Payment Plan** - Applicant has three (3) options to pay permit in full:  
OPTION 1 - Pay entire balance at the time of Facility Reservation Application submittal.  
OPTION 2 - Enroll in Automatic Monthly Installments. Credit card left on file will be charged monthly, starting 30 days after Facility Reservation Application submittal and finishing three (3) months before event date. Monthly payment is the remaining balance, after Down Payment is paid, divided by the number of months left between the first payment and three (3) months before the event date.  
OPTION 3 - In-Person Monthly Installments. Applicant must go to event venue site monthly, starting 30 days after Facility Reservation Application submittal and finishing three (3) months before event date. Monthly payment is the remaining balance, after Down Payment is paid, divided by the number of months left between the first payment and three (3) months before the event date.
2. **Cancellation Policy** - A cancellation request must be submitted by the applicant to the Parks, Recreation and Community Services Department. *Processing Fee not included in any option below.*
  - A) 6 months prior to event - all fees returned
  - B) 180 - 91 days - 100% of Down Payment withheld
  - C) 90 - 61 days - 50% of all fees paid withheld
  - D) 60 - 31 days - 75% of all fees paid withheld
  - E) 30 - 15 days - 90% of all fees paid withheld
  - F) 14 - 1 day (s) - 100% of all fees paid withheld
3. **Alcohol** - An Alcohol Permit is required to serve/consume alcohol. An additional alcohol permit fee will be charged. The event must also abide by the following:
  - A) Consumption must be inside the facility and cease one (1) hour prior to the beginning of clean-up; or 11:00 p.m., whichever is earlier.
  - B) Alcohol cannot be served for more than six (6) hours at any event.
  - C) Alcohol is restricted to only beer, wine, and champagne, no hard liquor.
  - D) No persons under 21 years of age are allowed to drink or serve alcohol.
  - E) Services or consumption of alcohol by minors will result in immediate termination of event, loss of deposit and subject to citation from Riverside Police Department.
  - F) Alcohol must be served in non-glass containers.
  - G) An ABC License and Host Liquor Liability insurance are required to sell any alcoholic beverage.
  - H) A security guard must be present during Event Time.
  - I) Alcohol must be provided by the applicant and not the guests.
  - J) If applicant is under 21 years of age AND serving alcohol at event, a Co-Signer, 21 years or older is required:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Signature: \_\_\_\_\_

4. **I have reviewed, and upon request have received, a copy of the Facility Reservation Application additional Rules & Regulations.** **INITIALS:** \_\_\_\_\_
5. **Acknowledgement of Conditions** - I understand that I am submitting a Facility Reservation Application and that an approved reservation is not granted until I receive an approved facility permit from the City. I also understand that events shall be bound by all rules and regulations and applicable to all ordinances of the City of Riverside. The violation of any of the rules and regulations or falsifying any other provisions of the application shall be grounds for immediate revocation of permission to use City facilities as well as a basis for refusal of future permits to use City facilities. The applicant is responsible for loss, damage, or injury sustained by reason of negligence of the person(s) to whom permit is issued. Applicant agrees to hold harmless and indemnify the City of Riverside or agents and employees from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said person(s) shall be liable to the City for any and all damage to parks, facilities, and buildings owned by the City which results from the activity of applicant or is caused by any participant in said activity or spectator at said activity.

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

**FACILITY CONTRACT/AGREEMENT  
FACILITY USE RULES AND REGULATIONS**

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**SCHEDULE ADJUSTMENTS/CANCELLATIONS**

- 6) **Reporting Adjustments** – Each organization will be responsible for reporting any adjustments needed or cancellations of permitted dates by the allocation season giveback date.
- 7) **Relocation due to Maintenance** – In the event maintenance is required on a permitted field, Facilities Staff will make every effort to relocate the organization without disrupting its schedule. If an organization cannot be relocated, the unused dates and charges will be removed from the permit and refunded, if necessary.
- 8) **Allocation Periods** – Organizations must adjust their schedules or requests to coincide with PRCSD allocation periods (February-June and July-December).
  - a. Organizations must seek separate permits for each allocation season. A single permit consisting of dates across both allocation periods will not be approved. Separate Facility Rental Applications must be submitted for each allocation period, and permits for each allocation period will be required. The \$25 processing fee and \$250 deposit fee will be required with each new field request.
- 9) **Requests to Adjust** – All requests to adjust, add, or cancel permitted dates must be made in writing via letter or email. Phone calls and voicemails will not be accepted.
- 10) **Cancellation due to Conditions** – Cancellations due to conditions that make fields unusable or dangerous that are not caused by the organization will be removed from the schedule, but organizations will be required to call or email Facilities Staff immediately to inform Facilities Staff of the **condition**.
- 11) **Cancellation of Lighting Schedules** – It is the responsibility of the organization to cancel any preexisting lighting schedules when permitted dates are cancelled for any reason. Failure to do so will subject the organization to the fees listed in Paragraph 42 below.

Initials: \_\_\_\_\_

**WEATHER CANCELLATIONS**

- 12) **Closure Notification by Staff** – In the event of stormy weather, Facilities Staff will notify all users of field closures via email by 3:00 pm on the reserved date.
- 13) **Storm during Activity** – If stormy weather begins while an organization is utilizing a field, play must be discontinued and the field will be deemed closed. Organizations must immediately call or email Facilities staff to inform them of the cancellation due to stormy weather.
- 14) **Permit Revoked/Suspended** – Organizations that continue to use fields during or immediately after stormy weather or when fields have been closed by PRCSD will have field permits and/or lighting access revoked or suspended.
- 15) **Cancellation of Lighting Schedules** – Organizations are responsible for cancelling all lighting schedules when field use is cancelled due to weather. Failure to cancel lighting schedules will subject the organization to the fees listed in Paragraph 42 below.
- 16) **Credit for Non-Use** – Organizations will be issued credits for dates that are unused due to weather conditions.

Initials: \_\_\_\_\_

**FIELD USE – RULES**

- 17) **Other Agreements** – Organizations issued permits to use City athletic fields and corresponding facilities must comply with any other agreements entered into with the City (e.g., concession agreements).
- 18) **Cleaning** – Organizations must keep the athletic fields and surrounding areas (i.e., bleachers, sidelines, parking lot, and restrooms) clean and free of litter, trash and other debris.
  - a. "Litter, trash and other debris" includes, but is not limited to food, peanut shells, sunflower seeds and liquid spills. Organizations must sweep or mop, if necessary, to remove such debris.
- 19) **Restrooms** – The PRCSD Parks Division will clean and stock the restrooms each morning.
- 20) **Securing Restrooms** – Organizations are responsible for locking the restrooms at the completion of their nightly use. Failure to do so will lead to revocation of restroom keys/access. Additional fees will be charged for maintenance, repairs, staff time, and any other costs that may apply if restrooms are left unsecured.
- 21) **Notification of Damage & Safety Concerns** – Organizations must immediately notify the City Call Center (826-5311) or Facilities Staff of any damage (e.g., broken items, graffiti, etc.) or safety concerns on the fields and in the surrounding areas.
- 22) **Storage Chase** – Organizations granted access to the storage chase must ensure it is kept clean, with electrical panels and other maintenance equipment accessible at all times. Failure to do so will result in loss of access.
- 23) **Posted Regulations** – Organizations and their participants must comply with all posted regulations.
- 24) **Alcohol** – Alcoholic beverages in the fields are prohibited.
- 25) **Vendors** – Vending of any kind in the park is prohibited, unless utilizing a City concession facility with a permit or reservation issued by PRCSD and an agreement in place.
- 26) **Vehicles on Fields** – Vehicles are not permitted on the grass or fields for any reason.
- 27) **Maintenance Vehicles** – Use of vehicles for field maintenance (e.g., ATVs, golf carts, etc.) must be approved by the PRCSD Director or designee.
- 28) **Protecting Fences & Backstops** – Organizations may not purposefully hit, kick, or throw balls into fences or backstops.
- 29) **Fees for Damage** – Any damage to fields, fencing, or facilities in general which results from a violation of this agreement may lead to additional fees charged to that organization to cover maintenance, repairs, staff time, and any other costs that may apply.

Initials: \_\_\_\_\_

**FIELD USE – MAINTENANCE REQUIREMENTS**

- 30) **Basic Maintenance** – The PRCSD Parks Division will be responsible for basic maintenance (i.e., mowing grass, scheduling/monitoring irrigation, turf maintenance) throughout the year.
- 31) **Cost for Brick Dust** – During field renovations (December- February), PRCSD will share the cost for brick dust with baseball and softball organizations with "home fields" (i.e., locations at which the organization has a long-term, recurring use and assists with the maintenance and overall upkeep).

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- 32) **Payment of Brick Dust** – PRCSD Parks Division will determine the amount of brick dust/infield additive needed. If it is determined that additional infield material is necessary, organizations with home fields will be informed of the cost and will be asked to issue payment for half of the total expense, with PRCSD paying the remaining amount.
- 33) **Additional Brick Dust** – Organizations that wish to purchase more brick dust/infield material than PRCSD has provided may inquire with and must obtain approval from a PRCSD representative. Organizations will be responsible for the full price of all additional brick dust/infield materials.
- 34) **Non-City Vendors** – Organizations that wish to use non-City vendors to purchase more brick dust/infield material will be solely responsible for all charges. Such vendors must submit to the Recreation Coordinator or Assistant Recreation Coordinator a certificate of liability insurance, listing the City of Riverside as additionally insured, for \$1 million per occurrence and \$2 million aggregate, which must include workers compensation coverage. The certificate of liability is subject to approval by the City's Risk Manager. In addition, non-City vendors must have a valid City of Riverside business license.
- 35) **Lining the Fields** – Organizations will be responsible for lining the fields and field preparation (i.e., raking/dragging).
- 36) **Paint & Chalk** – Organizations may only use approved field paint and/or chalk. Information regarding approved types of paint and chalk is given at the Semi-annual Allocation Meetings.
- 37) **Burning Lines** – Burning lines on City fields is strictly prohibited.
- 38) **Equipment Not Provided** – PRCSD does not provide any of the following equipment for athletic field rentals:
  - a. Bases, nets, goals/goalposts, base pegs, pitching rubbers, or plates.
- 39) **Installations Not Needing Approval** – Temporary, superficial markers (not including whiskers) and flags may be used without prior approval.
- 40) **Backstop Boards** – PRCSD Parks Division will replace backstop boards annually with standard lumber. Organizations that wish to upgrade to different materials will need to submit a request and obtain written permission from a PRCSD representative. Organizations will be responsible for the full costs of any upgrades.

**Initials:** \_\_\_\_\_

**LIGHTING USE**

- 41) **Field Lighting Access** – Access to field lighting controls will be granted to organizations with a history of good standing with PRCSD, but this access is subject to revocation.
- 42) **Schedule Coordination** – Organizations will be responsible for coordinating their own field lighting schedules during their permitted dates and times.
- 43) **Penalties for Non-Permitted Use** – Organizations who use field lights on dates and/or times not permitted will be subject to subsections a. and b. below for the first violation; a., b., and c. for subsequent violations; and d., if there is still non-compliance after imposing penalties under subsections a-c. The following penalties are also listed in the Fees and Charges Resolution.
  - a. **Charges at the rate of \$36 per hour, per field;**
  - b. **\$50 Non-compliance fee per occurrence;**
  - c. **Suspension/revocation of lighting privileges; and**
  - d. **Denial of future Facility Rental Applications.**
- 44) **Bulb Replacement** – PRCSD Parks Division will replace bulbs for lighting when the minimum standard of 50 foot-candles for baseball infields and 30 foot-candles for outfield and multi-use fields is not being met. PRCSD will not accommodate requests to replace one or two bulbs at a time.
- 45) **City of Riverside Logo** – Organizations are prohibited from using the City of Riverside logo on all marketing material.

**Initials:** \_\_\_\_\_

**ADDITIONAL INSTALLATIONS**

- 46) **Written Consent** – Organizations must receive written consent from a PRCSD representative before installing any additional equipment or materials. Examples of "additional equipment or materials" include plates, base pegs/mounds, scoreboards, fencing, and additions in concession stands.
- 47) **Types of Installations** – With written approval by PRCSD, organizations may install temporary windscreens, banners, and/or dugout shades on fences but will be required to make necessary modifications to accommodate irrigation.
- 48) **Bill for Repairs** – Any reparation made as a result of damage caused by an additional installation will be billed to the organization.
- 49) **Removal/Cost for Removal** – Organizations will be responsible for removing windscreens, banners, and/or dugout shades immediately if they appear to be tattered, worn, faded, or have graffiti on them. Graffiti must be removed from any windscreens, banners, and/or dugout shades by the organization within 24 hours of notification from PRCSD. If an organization does not remove such items within 24 hours, PRCSD staff will remove them, and the organization will be billed for staff time and any other associated costs.
- 50) **Costs** – Organizations will be responsible for all costs to make and maintain additional installations.
- 51) **Other Policies and Regulations** – For installations requiring contractors, laborers, or non-City vendors of any kind, the organization must comply with all City vendor policies and regulations. Organizations can speak to Facilities Staff for more information regarding these policies and regulations.

**Initials:** \_\_\_\_\_

**ARTIFICIAL TURF USE**

- 52) **Turf Use** – Organizations permitted to use turf must follow the policies, procedures, and regulations in all other sections of this agreement.
- 53) **Additional Rules** – Additionally, the following are prohibited on the turf:
  - a. Food and beverages, other than water.
  - b. Sunflower seeds, peanuts, chewing gum, etc.
  - c. Tobacco use of any kind.
  - d. The use of metal cleats.

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- e. Driving stakes into the turf for any reason.
- f. All dogs and other pets.

**Initials:** \_\_\_\_\_

**Acknowledgement of Conditions**

I understand that I am submitting a Facility Request Application and that an approved reservation is not granted until I receive a signed and executed rental contract from the City. I also understand that events shall be bound by all rules and regulations and all applicable ordinances of the City of Riverside. The violation of any of the above Rules and Regulations or falsifying any other provisions of the application shall be grounds for immediate revocation of permission to use City facilities and fields as well as a basis for refusal of future permits to use City facilities and fields. The applicant shall be liable for loss, damage, or injury sustained by the City or any person whatsoever by reason of intentional acts or negligence of the person(s) to whom such permit is issued. Applicant agrees to hold harmless and indemnify the City of Riverside or agents and employees from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said person(s) shall be liable to the City for any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said person(s) shall be liable to the City for any and all damage to parks, fields, facilities, and buildings owned by the City, which damage results from the activity of the applicant or is caused by any participant in said activity or spectator at said activity.

**Applicant Signature:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

**If Applicant is submitting this application to use an athletic field or any facilities surrounding or near an athletic field, please also sign and fill-in the corresponding lines below:**

**Signature:** \_\_\_\_\_

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

**Organization President**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Organization Vice-President**

**Print Name:** \_\_\_\_\_

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**STAFF USE ONLY**

Staff Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_