

Application Date: _____

Account Information:

Organization / Individual Name:			
Organization Mailing Address:	City:	State:	Zip:
Organization Email Address:	Organization Phone # (s):		
Main Contact Name:			
Main Contact Mailing Address:	City:	State:	Zip:
Main Contact Email Address:	Main Contact Phone # (s):		

Organization Characteristics: Check all that apply.

- School or government agency
- Non-profit organization. Must submit IRS document identifying applicant as non-profit, including non-profit ID #
- Participants are composed of 50% of Antioch residents or greater
- Participants are composed of 49% of Antioch residents or less
- All participants are ages 18 and younger
- For-profit/ commercial group

Describe the organization and/or activity that will be taking place:
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Projected Attendance:

Total Athletes:	# of Male Athletes:	# of Female Athletes:	# of Antioch residents
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Required-Additional Information to be Attached:

- Roster with athlete names and addresses. Applications without rosters will be assumed as groups comprised of 49% or less Antioch Residents.
- Certificate of liability insurance for \$1,000,000 naming the City of Antioch, its officials, employees, agents and volunteers as additionally insured; or

Applicant will be purchasing insurance through the City of Antioch/HUB Insurance Company (not available for all sports/activities).

Name of Facility (park or gym)	Name of Field or Court	Start Date	End Date	Start Time	End Time	Day(s) of the week <i>for Reoccurring Bookings Only</i>

Additional dates/schedule may be attached.

Check box if admission will be charged or tickets sold to any of the requested dates.

Additional Services: You will be contacted by Recreation Staff to confirm these additional services and pricing.

Check all that apply:

- Ballfield prep and drag
- Scoreboard controller rental
- Bases needed for softball/baseball fields

* Please note, outdoor sports field lighting charges will automatically be applied for reservation hours taking place within 30 minutes of sunset.

Waiver and Release: Read carefully before signing.

My signature certifies that I have read the conditions as set forth by the City of Antioch Recreation Department governing the use of the items specified above and attached; that I will take responsibility for seeing that the use of these facilities/areas by the organization/group I represent is in full adherence and compliance with these conditions; that I will hold the City harmless from any damage, claim for damage for personal injury or death, damage to or loss of property incurred in the use of these facilities/areas; that if there are any minors in the group using these facilities/areas, I will accept full responsibility for them throughout the period covered by this Application Permit. I HAVE READ THIS CAREFULLY. I UNDERSTAND AND ASSUME THE RISKS INVOLVED. BY SIGNING, I GIVE UP MY RIGHT TO SUE. If conditions are not met, I understand that my permit may be cancelled without refund.

_____ DATE

_____ APPLICANT SIGNATURE

Introduction

The City of Antioch Recreation Department offers a wide range of Sports Facilities that are available for user groups to rent. This document details the reservation process as well as rules and regulations related to the renting and use of facilities.

Facility Use Permits

Application and Reservation Process

- Sports Facility Use Applications are taken during the reservation windows shown below. Applications can be submitted in-person at the Antioch Community Center, 4703 Lone Tree Way or by emailing tfaulk@antiochca.gov.
- Recreation staff evaluate applications. Conflicting reservation requests are evaluated, and groups will be given priority based on established criteria.
- Applicants are contacted with a schedule outline from Recreation staff. Applicants can confirm dates or work to find new dates.
- Permit is created and sent to applicant. Once permit is created, applicants are now referred to as “users” or “user groups.”
- All Sports Facility Use Applications received after the reservation window is closed will be processed in the order they are received.
- Please note, the City reserves the right to deny any Sports Facility Use Application.

Reservation Timeline

Reservation Window #1:

- For facility use taking place January 1st through June 30th.
- Reservation Window: October 1st through October 7th.
- Confirmed permits announced October 14th through October 21st.
- All applications submitted after reservation window will be considered in the order which they are received.
- Only applications with use dates through June 30th will be accepted.

Reservation Window #2:

- For facility use taking place July 1st through December 31st.
- Reservation Window: April 1st through April 7th.
- Confirmed permits announced April 14th through April 21st.
- All applications submitted after reservation window will be considered in the order which they are received.
- Only applications with use dates through December 31st will be accepted.

Payment Policies

- Full payment is due within 24 hours of permit creation.
- For permits with multiple bookings over the span of 3 months or more (referred to as “Long-Term Rentals”), payment plans are available. Payments for first 2 months are due within 24 hours of permit creation. All subsequent payments are made on a monthly basis, 30 days prior to the next month of bookings. For example: a long-term rental runs January-May. Full payment for bookings in January and February are due within 24 hours of permit creation, March fees are due February 1st, April fees are due March 1st, May fees are due April 1st.

Cancellation and Refund Policies

- User groups who notify the Recreation Department in writing 30 days prior to booking date are eligible for a full refund, minus a \$35 cancellation processing fee.
- Any cancellations made within 30 days of booking date will not be refunded.
- Any Facility Rental that is cancelled by the City due to inclement weather, field/facility conditions or unforeseen circumstances will be eligible for credit or refund. No processing fee will be charged.
- If a booking has been cancelled after it has started due inclement weather, field/facility conditions or unforeseen circumstances, all items selected under the “Additional Services” section of the Sports Facility Use Application including field lighting fees will not be credited/refunded. Facility use fees will be eligible for credit/refund under these circumstances.

Application Notes

- Sports Facility Rental Hours: 8am-10pm (may vary based on specific site/facility/date)
- A minimum of one-hour rental is required per facility.
- Permitted hours of use must include set-up and clean-up time. Users may not access facility prior to their permitted rental time, and the facility must be vacated at the time specified in the Sports Facility Use Permit.
- Requests made for dates within 2 weeks of the day the application is received will not be considered.
- Lighting, field prep and scoreboard rental are available at some locations; if you are in need of these services please mark the corresponding box on the Sports Facility Use Application. Light fees will automatically apply to any reservation 30 minutes prior to sunset or later. Recreation staff will contact you to go over options and pricing. These additional services will need to be paid for within 24 hours of the Sports Facility Permit being issued (or as part of a payment plan) and cannot be added at a later date.

Field Allocation

Allocation Criteria

Overlapping facility requests submitted by two or more applicants will be evaluated using the following criteria:

1. City of Antioch programs, events, and activities.
2. Antioch Unified School District programs and events.
3. Percentage of Antioch residents in program.
4. Non-profit Tax ID Status. Must submit document from IRS identifying user group as non-profit and include non-profit ID number.
5. Ability to ensure equitable scheduling by gender for community youth athletic programs as described by law (CA AB2404).
6. Appropriate activity for the designed and intended use of the facility.
7. Ability to accommodate participants of all ages and abilities.
8. Maintenance and renovation needs of the facility.
9. Scheduling of spaces to maximize usage and age-appropriate use times, i.e. earlier hours for youth, later hours for adults.
10. Youth groups have priority over adult groups.
11. Alternate facilities available to the applicant.
12. Historical usage for individuals/groups in good standing.
13. Opportunity of increasing and providing new opportunities for activities and groups.
14. Ability to adjust requested schedule.
15. Soccer tournaments and softball tournaments may not be booked simultaneously at Antioch Community Park due to limited parking.

Facility Regulations

- The City of Antioch reserves the right to cancel any booking as deemed necessary for the safety of all participants and in the best interest of the facility. Reservations or events that have a history of issues may be required to provide additional security at the expense of the applicant prior to approval or may be denied future use of the facility.
- The City reserves the right to limit or revoke facility allocations/access based upon a user’s performance history, including: compliance with established rules and policies, field/court conditions after use, unruly behavior of participants and guests, or overdue/outstanding payment. Requests for facility use will not be considered if unpaid or overdue balances exist on the user’s account.
- The City reserves the right to cancel or modify any Sports Facility Use Permit after it has been issued in order to accommodate a City of Antioch sponsored event or program.
- Sports Facility Use Applications do not constitute permits. Sports Facility Permits are issued by the Recreation Department after approval of Sports Facility Application and confirmation with user group.
- Facility users must have a copy of their Sports Facility Use Permit on hand during each rental and must be prepared to present it to City staff on demand; electronic versions are acceptable. Users without permits may be asked to vacate the facility.
- Permission for activities beyond the scope of normal sports play (including practices, games, tournaments) must be requested in writing at the time the Sports Facility Use Application is submitted including the sale of food or drink, admission charges, amplified music/announcing, etc.
- The City of Antioch reserves the right, on a case-by-case basis, to add conditions or modifications to the Sports Facility Use Permit.
- Sports Facility Bookings may not be transferred, assigned, or sublet to other groups/individuals.
- By signing the Sports Facility Use Application, the user group agrees to reimburse the City for all costs incurred by damages including but not limited to: the facility, furnishings, fixtures, equipment, field turf, and/or additional cleaning required outside of the normal scope of the facility (which occurred in connection with the permitted activity and caused by user group, sponsoring organization, and/or attendees).
- Lining or painting any field is not permitted without written permission of Recreation Department Staff.
- Metal cleats are not allowed during any activity at any City of Antioch facility. Sandals, flip-flops, slippers, etc. are not allowed on playing fields.
- The City provides garbage cans at most Sports Facility Locations. All user groups are responsible for cleaning up any debris and trash that is not placed in trash cans. Any trash left behind by user groups will be collected and cleaned by City staff. In return, user groups will be billed for staff time spent cleaning up any trash left behind.

- User groups are responsible for the behavior of parties participating or attending their reservation/event. Any type of inappropriate behavior will require the user group to remove them from the facility premises.
- User groups and their guests must adhere to Antioch Park/Recreation Facility and Animal Regulations (Ord. 915-C-S passed 2-27-96).
- No use of the recreation facility shall be free, but rather all uses shall be charged based on rates established in the City’s Master Fee Schedule, unless expressly authorized by the City.
- The individual or organization that is granted use of any portion of the facility will be held responsible for any loss or damage to the property caused by such use. Extra personnel charges may be assessed by the City for such use. Any damages, extra cleaning needs or policy violations discovered by Facility Staff will be noted and applicable fees deducted from the facility deposit; the applicant will be billed by the City of Antioch for any additional expenses not covered by the facility deposit. The determination and assessment of additional charges shall be at the sole discretion of the City.
- If any food is served at a public/community event, a Temporary Food Facility permit must be obtained by the applicant from Contra Costa County Environmental Health in Concord. The permit process requires that the event organizer fill out the Temporary Food Event Application, and attach, if applicable, the vendor’s proof of non-profit or veteran status, as well as a site map showing the locations of booths, restrooms, and garbage. There must also be a list of all food/beverage vendors and a payment of all fees. The complete application must be submitted to County Health 14 days before the event and a copy of the approved permit must be submitted to the Recreation Department prior to date of use. Contact County Health or visit their website for further information.
- No tickets shall be sold or admission fees charged without the prior written permission by the City. Applicant shall notify the City at the time of contract signing if admission is taken or tickets/items of any kind are sold.
- Parking is only permitted in designated parking spaces. Furthermore, commercial or private vehicles are not allowed on pedestrian walkways for any reason.
- All activities of the facility shall be conducted according to law, and shall conform to the policies of the City of Antioch and the Recreation Department. Renter shall inform the City of all forms of entertainment occurring during renter’s event/activity.
- City staff shall have the power to make any decisions on any matters not expressly covered by these rules and policy regulations and may require the applicant to provide, submit or do anything which the City determines to be in its best interest in order to protect the facility.

Insurance Information

An insurance policy naming the City of Antioch as additionally insured is required to be submitted with your Sports Facility Use Application. For your application to be considered, you must attach this insurance policy or opt to purchase insurance through the City of Antioch.

Insurance is available to purchase through the City and HUB Insurance Company. If interested, please mark the box on your Sports Facility Use Application. The cost for your insurance will be added to your permit and due within 24 hours of permit creation.

Please give this information to your insurer:

The City of Antioch requires permit users to provide a **Certificate of Liability Insurance** naming the “City of Antioch its officers, officials, and employees” as an **additional insured**. To be acceptable the certificate must include the **additional insured endorsement**. The total must be a **minimum of \$1,000,000 of personal liability** insurance.

Your insurance document should only list the address for Antioch City Hall as listed below:

City of Antioch, its officers, employees and volunteers
Attn: Recreation Department
200 H Street
Antioch, CA 94509

Acknowledgement of Handbook Policies

I have read and agree to all of the above information covered in this document.

Applicant Name (printed)

Applicant Signature

Date