



**APPLICATION FOR PARK, FIELD OR TENNIS COURT RESERVATION**

Park, Field or Tennis Court Location: \_\_\_\_\_

Name of Applicant or Organization: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Requested Dates of Use:

Day(s) of Week: \_\_\_\_\_ Inclusive Dates: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Reservation: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Athletic Field/Park Permit: \$20.00 p/hour \$ \_\_\_\_\_

Tennis Court Permit: \$10.00 p/hour \$ \_\_\_\_\_

Athletic Field Light Use: \$20.00 p/fieldhour \$ \_\_\_\_\_

Light usage will be monitored by the City and billed by the La Cañada Unified School District.

Amount Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

I have read the rules and regulations and hereby agree to abide to them. I further agree and understand that violation of the rules and regulations set forth could result in a suspension of the use of the reserved facility.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Printed Name of Responsible Party

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

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

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

Conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Any group issued a facility reservation permit must be prepared to show that permit to authorities at any time while using La Cañada Flintridge facilities or vacate. It is therefore necessary that an approved copy of the application is picked up from the City Offices prior to the requested dates.*



**ADDENDUM TO APPLICATION FOR  
PARK, FIELD, OR TENIS COURT RESERVATION PERMIT**

ORGANIZATION \_\_\_\_\_

Yes\_\_ No\_\_ I represent a non-profit organization or group.

Yes\_\_ No\_\_ My principal place of residence is La Cañada Flintridge.

Yes\_\_ No\_\_ My group/team is “recreational”.

Yes\_\_ No\_\_ My group is composed of at least 50% La Cañada Flintridge residents, as defined in Section 5.24.010 of the Municipal Code. Or, in the case of a large group, not less than 350 persons.

Yes\_\_ No\_\_ This activity is a commercial event as defined in Section 5.24.010 of the Municipal Code.

Yes\_\_ No\_\_ I am applying for Sunday use of the site.

Yes\_\_ No\_\_ I will attend the meeting of the Parks and Recreation Commission held at least 31 days prior to my requested date of use in order to answer any questions the Commission may have about my/our event.

Yes\_\_ No\_\_ I understand that a check in the full amount of the fee must accompany the application, and that it will be returned if the fee is waived.

Yes\_\_ No\_\_ I will be responsible for clean up of the site after the use, or in the case of a large event, will provide additional trash receptacles and arrange for their collection at my/our expense.

Yes\_\_ No\_\_ I agree to provide liability insurance in the amount of \$1,000,000 single limit as requested by Chapter 5.24.030 of the Municipal Code.

Yes\_\_ No\_\_ I understand that signs announcing the event may not be mounted on any City park or field facility without prior approval of the Parks and Recreation Commission.

Yes\_\_ No\_\_ I understand that use of any facility that excludes others requires a permit.

Yes\_\_ No\_\_ I have received a copy of the City’s Park and Facilities Use Regulations (Chapter 5.24 of the Municipal Code.)

Yes\_\_ No\_\_ I agree to submit a financial statement (if applicable) with my/our application.

Yes\_\_ No\_\_ I understand that failure to provide the Commission/City Staff with complete and accurate information can result in the cancellation of an approved permit.

Yes\_\_ No\_\_ Is food being prepared and served at the event?

Yes\_\_ No\_\_ If applicable, have you obtained the required health permits from the County Health Department?

Yes\_\_ No\_\_ I will be using portable lights.

Yes\_\_ No\_\_ I will need electricity.

Yes\_\_ No\_\_ N/A\_\_ If you are preparing/serving food, are you using a vendor?

If yes, who?

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Are the proceeds from food sales being returned to the vendors or the organization?

\_\_\_\_\_

What other activities will also be occurring at this event? (i.e., music, games, rides, etc.)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes\_\_ I have read and answered the above, and certify that my answers are correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date