

City of Arcadia  
Recreation & Community Services Department  
Field Allocation and Facility Use  
Policy & Procedures



CITY OF  
ARCADIA

# **City of Arcadia**

## **Recreation & Community Services Department**

### **Field Allocation and Facility Use Policy & Procedures**

#### **1. Scope & Purpose**

- 1.1** This document sets forth the policy for the City of Arcadia (hereafter, “the City”) to facilitate the allocation of all available fields and facilities under its ownership and/or allocation control (Arcadia Unified School District Facilities, “AUSD”) in an equitable and fair manner. This Field Allocation and Facility Use Policy & Procedures (hereafter, “Policy”) is designed to advance the following public purposes:
- 1.1.1.** To develop a procedure for user groups to secure fields for games, practices and other events.
  - 1.1.2.** To avoid disputes among user groups over field usage, as the demand exceeds the ability to permit unlimited and/or unscheduled use by all participants.
  - 1.1.3.** To ensure that Arcadia residents have priority usage and access to Arcadia facilities.
  - 1.1.4.** To ensure that maintenance and renovation can be scheduled and implemented properly to maintain quality facilities for use by the public.
- 1.2** Mission Statement: The City of Arcadia and the Arcadia Unified School District are committed to the joint use of facilities to offer programs that encourage a healthy school environment, city and lifestyle. It is our goal to maximize the use of public resources, using them efficiently and effectively, to create the greatest public benefit. We are dedicated to ensuring there are safe, well maintained, quality facilities for the students, Arcadia community members and Arcadia based youth non-profit organizations. This commitment working together will result in a complementary utilization of our resources and provide the type of facilities Arcadia needs to encourage a healthy active lifestyle.

#### **2. Definitions**

As used in this policy, the following words shall have the following meanings:

- 2.1. Director of Recreation & Community Services:** Shall mean the Recreation and Community Services Director and/or his or her designee(s).
- 2.2. Participant:** Participant(s) shall include only those players or users who are fully registered with the user organization. Coaches, officials, leaders and staff are not considered participants.
- 2.3. Organization:** Organization(s) shall include only those user groups listed in Section 4 and which otherwise comply with the requirements of this Policy.
- 2.4. Resident:** A participant whose principal place of residence is within the City limits and whose residence has been verified in accordance with this Policy.
- 2.5. City Facility(ies):** Any field or facility which is City-owned and/or the City has the primary allocation responsibility (AUSD Facilities). See Attachment (A) for schedule.
- 2.6. Season:** For the purpose of this Policy, sports shall be considered “In-Season” & Out of Season in accordance with the following:

### 2.6.1.

<u>Usage</u>	<u>Fall/Winter</u>	<u>Spring/Summer</u>
Opening Date	August 1	January 1
Closing Date	December 31	July 31
In Season	Football/Soccer	Baseball/Softball
Out of Season	Baseball/Softball	Football/Soccer
Allocation Requests Due	May 1	November 1
Allocation Meeting	Mid-May	Mid-November
Proof of Residency Due	September 15	March 15

**2.6.2.** For uses not covered by the above, sport seasons as governed and defined by California Interscholastic Federation (C.I.F.) regulations shall be considered in determining whether the sport is “In-Season”.

**2.7. In Season User:** An Organization whose sport is “In-Season” and shall be given first priority access to City facilities. (Group B & D)

**2.8. Out of Season User:** An organization whose sport is not “In-Season” and is given second priority access to City Facilities. (Group C & D)

## 3. Residency Verification

**3.1.** All organizations who are required to submit rosters and residency verification forms must submit completed forms. Organizations requesting permits for the Fall/Winter period must submit residency verification by September 15 of each year. Organizations requesting permits for the Spring/Summer period must submit residency verification by March 15 of each year. These residency numbers will be used to verify current permitted use and to assist with the following year’s allocation process.

**3.2.** Resident participants are given priority for field use. No proof of residency is required for participants who are not residents. The City may require one of the following to verify the residence of each participant the organization claims is a resident: postmarked within the last six months of submittal, either a utility bill, tax or escrow papers, credit card statement, bank statement, or car registration, with the name of the participant whose residency is being verified set forth in print on the form of verification. P.O. Boxes are not acceptable. The address on the verification must match the address the organization has on file. If the participant’s last name does not match the residency verification, documented proof that the person who is named on the verification is the parent or legal guardian of the participant must be submitted. The RCSD has the authority to evaluate additional methods to determine residency of organizations.

**3.3.** Each organization must submit a roster containing the organization’s name, team/group name, division, team/group adult contact and phone number, each participant’s name, address and phone number. Each individual residency verification form must be attached to the applicable team roster. For example: Organization Green has 16 teams, 200 participants, 150 of the participants are residents. Organization Green must submit 16 team rosters. Team #1 has 12 participants, 10 of whom are residents. If requested by the City, Organizations will attach to Team #1’s roster all 10 City residency verification forms. This same procedure applies for all 16 team rosters, all of which should be submitted in complete form at one time.

#### 4. Classifications of User Groups

Facility Use Permits shall be approved and space allocated based on the following priority:  
(Every attempt will be made to accommodate each user's request, although there is no guarantee that all users' requests will be granted).

- Group A:** City and Arcadia Unified School District sponsored or co-sponsored organizations, activities, and/or events.
- Group B:** Approved youth non-profit organizations that serve Arcadia residents and be based in the City of Arcadia. The organization must hold open registration, allow all participants to register and play, considered "*in-season*", and not exclude participants based on ability.
- Group C:** Approved youth non-profit organizations that serve Arcadia residents and be based in the City of Arcadia. The organization must hold open registration, allow all participants to register and play, considered "*out of season*", and not exclude participants based on ability.
- Group D:** "In-season" followed by "*out of season*", youth non-profit organizations whose participants are selected based on ability and/or play competitively against similar teams from other jurisdictional areas (including Independent Travel or Club Teams).
- Group E:** Adult residents, non-profit organizations, businesses, and adult non-profit entities with an office or principal location in the City.
- Group F:** Any other group or individual not listed above.

#### 5. Registration Requirements For Group B through F Organizations

- 5.1. Organizations desiring to claim Group B, C, D and E status, must submit, prior to each bi-annual allocation meeting, a non-profit Group Approval Packet (provided by the Recreation and Community Services Department), a current roster of the board of directors or other governing body, the organization's by-laws, current rosters with proper participant residency verification (as set forth in Section 3), the name, address and phone number of no more than two designated contacts, contact's email address, organization's website address, \$300 field security deposit, proof of registration as a not-for-profit corporation with the State of California or the IRS, a current budget summary and a certificate of insurance, evidencing coverage in the amounts and type of insurance as shown in the non-profit Group Approval Packet.

#### 6. Usage Request Requirements For Group B through F Organizations:

- 6.1. Each Group B, C, D and E organization is required to submit usage requests by November 1 of each year for the following spring/summer usage and by May 1 of each year for the following fall/winter usage. All usage requests that are not completed and turned in properly shall be returned to the organization for re-submittal. The

organization must re-submit the usage request within 72 hours of the City's request for re-submission. Any usage requests submitted or still incomplete after this time shall result in the organization being processed as Group E status.

- 6.2.** Organizations submitting requests after the May and November allocation meeting will be processed based on availability and may not be approved.
  - 6.2.1.** Allocation meetings for spring/summer usage shall be held in November each year and for fall/winter usage shall be held in May each year. All organizations that have timely filed usage requests shall be notified of the allocation meetings.
- 6.3.** As noted in Section 5.1 above, each organization is allowed a maximum of two designated contacts. All communications between the City and the organization shall go through these two contacts. Group B, C, D and E organizations shall designate which single representative shall represent them on City facility usage requests for all teams and which single representative shall represent them regarding other City communications. One of these representatives must be the organization's President and potentially the organization's Field Coordinator.
- 6.4.** The City's first priority is to provide adequate field space for Arcadia's youth, followed by Arcadia's adults. For organizations classified in Group B, C, D and E in the City shall determine facility allocation based on the total number of resident participants per organization. The greater the number of Arcadia residents, the greater amount of field space will be provided to the organization.
- 6.5.** The total time allocated per season is based on how many hours of play are available on the fields as determined by the City staff.
- 6.6.** Organizations anticipating a split to form a new organization, or individuals planning to organize a new sports program must register with the City at least one year prior to the estimated starting date of the new or expanded league. The City reserves the right to deny the use of any facility to any organization or group if the City determines that a new or expanded program shall negatively impact the allocation of any facility. The City cannot guarantee the use of any facility.
- 6.7.** The City/AUSD's first priority is the proper maintenance of facilities and then providing such facilities for organized use. Practice use of facilities shall be given priority behind all maintenance requirements and game requests. All organizations are required to submit requests for field usage for each season. The request(s) shall clearly separate games and practices. Requests not separating games from practices shall be returned.

## **7. Fees and Permits**

- 7.1.** The fees schedule lists the fees to be charged pursuant to this Policy, including security deposits.
- 7.2.** Requests for permits to use facilities are made through the City of Arcadia's Recreation and Community Services Department. An application for the use of facilities is required. In order for the permit to be valid, applicable fees must be paid in full and the permit must have a "firm" status.
- 7.3.** City staff will issue monthly invoices to the approved youth organizations at the end of each month during their permitted allocation. Invoices are to be paid in full, within 30 days of receipt. Invoices not paid in full after 30 days will result in forfeiture of future permits. Organizations must adhere to the Permit Cancellation Policy in order to be eligible for refunds or credits. City staff will update permits monthly to ensure billing accuracy.

- 7.4. Users must carry a copy of their valid permit at all times and be prepared to present the permit to City officials upon request.
- 7.5. Youth athletic tournaments shall be limited to two (2) per year, per organization, notification of the tournament shall be submitted to the City at least six months prior to the tournament date(s) and shall only be approved if facilities are available. A separate facility request/allocation permit is necessary for tournament approval.
- 7.6. If facilities are not used as requested, permits may be rescinded. Individuals, groups or organizations not using facilities as set forth in the permit may lose their permit and/or priority allocation consideration in future allocations. Organizations are required to relinquish non-schedule field space to the City for potential reallocation. Organizations are not to sub-lease permitted field space to other organizations regardless of availability or need.
- 7.7. An organization's security deposit may be forfeited at the discretion of City/AUSD staff to cover loss and damages to facilities, or those left in need of extra cleaning or repair. A new deposit must be received before field use can continue.

## **8. Permit Cancellation**

- 8.1. Permits canceled by the City may be rescheduled as available or fees paid may be credited to the permittee's account or refunded in full.
- 8.2. If the City/AUSD determines field must be closed due to inclement weather or poor air quality, the permittee is responsible for re-scheduling the use by the end of the next business day. If the City determines there are no fields available to re-schedule, a refund or credit may be issued.
- 8.3. Athletic field permits canceled by the permittee at least three (3) business days prior to the event shall be refunded or credited. No refunds or credits shall be issued if canceled less than three business days prior to the event.
- 8.4. When canceling or re-scheduling permits and or permit dates, all requests must be made in writing, by fax, e-mail or in person to City designee. Verbal cancellations shall not be effective.
- 8.5. The City/AUSD shall have the authority to cancel or postpone use of a facility if such action is deemed necessary. Whenever possible, 72 hour notice will be given to the organization and a full refund will be made.

## **9. Notice of Non-Use of Field/Facility**

- 9.1. Any user that has been allocated facility use and does not intend to use it, whether one time use or on a regular basis, must notify the City so the facility may be re-allocated or otherwise scheduled. If proper notification is given to the City at least three days prior to the event, the appropriate credit shall be applied to user's account.

## **10. Notice of Exchange of Field/Facility**

- 10.1. No user can forfeit or exchange its allocation, or any part thereof, to another user without written approval of the City. Any such desired modification must be filed with the City at least 10 business days prior to the requested exchange and must be requested by both parties, in writing, wishing to exchange allocation.

## **11. Rules and Regulations For Use**

- 11.1.** All user groups shall comply with the provisions contained in this Policy.
- 11.2.** Each user group must have a representative, who is of at least 18 years of age, present during all scheduled use.
- 11.3.** Organized field use can begin no earlier than 8:00 a.m., ending no later than 10:00 p.m. on lighted fields and at dusk at unlighted fields. Exceptions to this Policy must be approved by the Recreation and Community Services Director, and may include site specific agreements and tournament requests.
- 11.4.** No use shall be scheduled for holidays without prior written approval from the Recreation and Community Services Director.
- 11.5.** Any special use request, such as amplified sound or the use of portable lights, requires written approval from the Recreation and Community Services Director. Other permits may be necessary as well.
- 11.6.** Use of metal cleats is prohibited without prior written approval from the Recreation and Community Services Director.
- 11.7.** Alcoholic beverages and smoking are prohibited at all athletic field facilities.
- 11.8.** At the conclusion of use, the user must leave quickly, quietly, and all facilities clean and clear of debris.
- 11.9.** City personnel have the right to revoke use of a facility immediately if deemed necessary by unsafe conditions or by misuse.

## **12. Traffic & Parking**

- 12.1.** The City may impose parking conditions on any permit, as well as neighborhood notification requirements on an event-by-event basis. User groups shall be solely responsible for any costs associated with such conditions, including any traffic control, which costs shall be billed.
- 12.2.** No user shall operate a vehicle on an athletic field/park without prior approval from the Recreation and Community Services Director.

## **13. Good Neighbor Policy**

- 13.1.** Give priority to traffic safety and reduction of parking such as parking in, or blocking neighbors' driveways, public alleys, and sidewalks, which are violations of the law.
- 13.2.** Educate organization participants and guests about neighborhood parking restrictions and encourage safe and responsible driving.
- 13.3.** The organization is required to notice neighbors in adjacent neighborhoods by the park/facility and all other people who have notified the organization or City of their desire to receive notices in writing of organized special events at least two weeks before the function. The organization is responsible for distributing the notification to neighbors. This may include league game/practice schedules, special events, and contact info.
- 13.4.** Educate participants and guests to arrive quietly and to depart in the same manner to avoid disrupting the neighborhood.
- 13.5.** Foster and maintain good community relations and cooperation with neighborhood and authorities.
- 13.6.** Observe quiet hours for lighted fields after 10:00 p.m. and dusk for unlighted fields.
- 13.7.** Respect the rights of neighbors and follow existing laws and ordinances.

- 13.8. Respect speed limits.
- 13.9. Minimize the use of car horns in parking lots.
- 13.10. Pick up and dispose of all trash and debris prior to leaving facility.

#### **14. Maintenance**

- 14.1. The City and Arcadia Unified School District shall determine and schedule annual maintenance programs at all facilities. The City shall attempt to be flexible in accommodating user groups, but ultimately, safety and facility maintenance shall take priority. The City and AUSD shall determine the closure of any facility and the availability of alternate sites for use.
- 14.2. The Recreation and Community Services Director/AUSD personnel shall have the authority to close any facility. The City/AUSD may close field/facilities for any of the following:
  - 14.2.1. City/AUSD engages in maintenance involving any field or facility.
  - 14.2.2. When health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, winds, pesticide application or earthquakes or other natural occurrence and/or disasters.
- 14.3. The City/AUSD will evaluate all athletic fields on an annual basis. Recommendations for future use will be based upon the wear and tear of the individual field from the prior year's use.
- 14.4. Lining any facilities (other than baseball or softball fields) with chalk, paint or the like, is not permitted without written permission.
- 14.5. Burning lines at any facility is not permitted.

#### **15. Storage/Concessions Use**

- 15.1. The City/AUSD, at its discretion and upon terms and conditions it imposes, may permit designated areas for storage or for concessions. No permanent storage containers or shelves are allowed without prior written permission of the City.
- 15.2. The City/AUSD assumes no liability or responsibility for any equipment, items or storage units kept in the storage or concession areas.
- 15.3. User groups are not allowed to alter or change locks on any City/AUSD facilities. The City shall issue two (2) sets of keys to the user group for seasonal use. Duplication of keys by User group is not allowed. All keys must be turned in at time of final inspection. Applicable facility fees/deposits, if any, shall be charged.
- 15.4. All facilities, at all times, should be kept clean with all items properly stored for safety and no equipment shall be left out. At the conclusion of each seasonal permit, the user shall remove all equipment and clean the area.
- 15.5. Any flammable and toxic substances are strictly prohibited in any enclosed or indoor area, including but not limited to, storage containers.

#### **16. Banners/Signs**

- 16.1. Banners or signs placed on/in building/facility/open park space is only allowed with pre-approved written permission from the City which must include specific dates. Banners or signs cannot be placed on AUSD property.
- 16.2. Signs will only be allowed to be displayed during the regular season and face the interior of the field..



- 16.3. Signs should be a consistent size and shape.
- 16.4. Signs should be displayed properly in a professional way.
- 16.5. Signs will need to be maintained. Signs must be clean and replaced/repaired if damaged.
- 16.6. Signs shall not include promotions for any specials, discounts, or alcohol related products.

## **17. Concession Stand Policy**

- 17.1. The primary user of the park facility may receive priority use of the Concession Stand. All other use must be approved by the City. All AUSD facilities require use of AUSD certified personnel.
- 17.2. The organization is responsible to maintain a hygienic and safe environment at all times. This includes proper storage of all food and the prevention/removal of any insect or rodent infestation.
- 17.3. The primary user must abide by all health and safety standards and regulations and be available for inspections by the Health Department and/or City staff.
- 17.4. A refundable \$286.00 deposit is charged and must be on file at all times for use of the Concession Stand. This deposit must be on file prior to permits being issued.
- 17.5. The user group shall be responsible for the cleaning of the Concession Stand (sweeping, trash removal, wiping counters) after each use.
- 17.6. Two keys are issued to the user group for the Concession Stand and cannot be duplicated. The cost associated with the loss of keys or need to re-key will be deducted from the deposit.
- 17.7. In the advent of multiple user groups throughout the year, the deposit will be forfeited if stored material, with the exception of City owned capital equipment, is not removed within fourteen (14) days of completion of the season or activity. The facilities must be free of any perishable items. All primary user group equipment disconnected from electrical outlets and tanks containing helium or propane must be properly secured. All primary user group equipment not removed from the facility at the end of the season will be removed by the City at the expense of the primary user.
- 17.8. The City/AUSD, accompanied by the scheduled user group, may conduct an inspection of the facilities at the conclusion of each permitted use to insure compliance to guidelines.
- 17.9. The user group is responsible and liable for loss or damage to any items brought in to the concession stand.
- 17.10. Adult supervision must be maintained at all times for children under the age of 18 working in the concession stand.
- 17.11. Damage to the Concession Stand or City/AUSD owned capital equipment, due to misuse, or the facility being left unlocked, will be deducted from the deposit and damage in excess of the deposit will be billed and must be paid prior to any future permits being issued.

## **18. Updates Including Inclement Weather & Field Closures**

In the event of inclement weather, poor air quality or other unforeseen circumstances, fields may be closed. It is the user's responsibility to call the Recreation Office at 626.574.5113 after 2:00 p.m. Monday through Friday to verify field closures. Organizations cannot play on fields that have

been closed. If a group plays on closed fields the City may bill the user for damage to the fields and revoke future permits.

## **19. Adopt a Field Program**

**19.1** The Adopt a Field Program is an annual agreement created with Arcadia based youth baseball and softball organizations utilizing City fields. In lieu of hourly field fees, organizations can Adopt a Field and provide ongoing maintenance and specific care for City amenities. Please contact City staff for more information.

### **FEE SCHEDULE**

#### **Field Fees**

Synthetic Turf Fields	\$45/hour
Arcadia High School Stadium	
Civic Center Soccer Field	

#### **Security Deposits**

Organization Field Deposit	\$300
Concession Stand Deposit	\$300

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Signature of Receipt

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Date

*Revised 5.30.25*



**City of Arcadia  
Recreation & Community Services Department  
Organization Checklist**

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<u>Fall &amp; Winter 2025</u>
<b>Organization Name</b>	<b>Allocation Period</b>

- |  |                          |
|--|--------------------------|
| <b>1. Organization Application</b>   | <input type="checkbox"/> |
| <b>2. Current Board of Directors</b><br>Please include addresses and phone numbers of<br>board members             | <input type="checkbox"/> |
| <b>3. Organization By-laws</b>   | <input type="checkbox"/> |
| <b>4. Non-Profit Status 501(C)(3)</b><br>*New groups only  | <input type="checkbox"/> |
| <b>5. Certificate of Insurance &amp; Endorsement</b><br>*Only if current insurance is expiring within 30 days      | <input type="checkbox"/> |
| *AUSD & City of Arcadia to be additionally<br>insured  | <input type="checkbox"/> |
| <b>6. Completed Applications for Facility Use</b> Includes<br>field request for practices, games,<br>& tournaments | <input type="checkbox"/> |
| <b>7. Security Deposit</b><br>*New groups only   | <input type="checkbox"/> |
| <b>8. AUSD Additional Terms of Use</b><br>*Only if requesting AUSD facility  |                          |

**Received From:**

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Printed Name

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Signature

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Date



## Organization Application

Recreation & Community Services Department  
375 Campus Drive, Arcadia, CA 91066  
(626) 574-5113

- ☐ New (All)  
☐ Returning (1, 3, 5, 7)

- 1 Organization Name: \_\_\_\_\_  
Sport: \_\_\_\_\_ Is your organization a youth league? Yes No  
Organization Mailing Address: \_\_\_\_\_  
Total # of members in organization: \_\_\_\_\_ Total # of Arcadia residents: \_\_\_\_\_
- 2 Registered non-profit organization with the State of California? Yes No  
501(C3) Tax ID Number: \_\_\_\_\_
- 3 Primary Contact: \_\_\_\_\_ Role with organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Secondary Contact: \_\_\_\_\_ Role with organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- 4 Does your organization have open registration, or may players be "cut" from the program?  
Are your coaches paid or volunteers? Paid Volunteer Both

- 5 Organizations Registration Dates: \_\_\_\_\_  
On what date do teams begin practicing? \_\_\_\_\_  
On what date do teams begin playing games? \_\_\_\_\_  
What is the first/last date of the regular season? \_\_\_\_\_  
Is there any special tournament play during this season, if so when? \_\_\_\_\_  
Is there any other dates we should be aware of during this season? \_\_\_\_\_

- 6 Public mailing address: \_\_\_\_\_  
Public Phone: \_\_\_\_\_ Public Email: \_\_\_\_\_

### Applicant's Statement

- 7 I hereby acknowledge that all the information provided on this application, the attached forms and the contents of this organization's by-laws are complete and accurate. I acknowledge that submission of inaccurate or incomplete information may result in the denial of this application. Additionally, this organization will notify the City of any changes of contact persons, mailing addresses, or other pertinent information as they occur. I understand that the facilities are assigned to the organization, and the organization is not allowed to change/alter the allocation without the City's authorization.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Application for Use of Facilities

(One application per field NO Exceptions)  
Recreation & Community Services Department  
375 Campus Drive, Arcadia, CA 91066  
(626) 574-5113

Name of Facility:			
Field Desired:			
Organization/Business:		Contact Name:	
Address:			
Primary Phone:		Secondary Phone:	
Email address:			
Estimated Attendance/Participants: Adults _____ Minors _____ <b>Total</b> _____ Open to the Public: Yes    No			
Admission/Donation or other charge? Yes    No    If yes, amount & explanation			
Do you need restrooms opened (Custodial charges may apply when a custodian is not regularly scheduled to work in addition to any applicable facility use fees.)? Yes    No			
Do you plan on having a portable bathroom on site (need City & District approval)? Yes    No			
Do you need lights? Yes    No			
Specific Purpose of Use/Details of Activity: Tournament? Yes    No			

DAY	DATES			TIMES			SKIP DATES
Sunday		to			to		
Monday		to			to		
Tuesday		to			to		
Wednesday		to			to		
Thursday		to			to		
Friday		to			to		
Saturday		to			to		

## AVAILABLE FACILITIES

**ARCADIA HIGH SCHOOL\***  
Synthetic Turf Stadium (\$45/hour)  
East Soccer Field  
Varsity Baseball Field  
Varsity Softball Field

**BALDWIN STOCKER ELEMENTARY**  
Main Field

**BONITA PARK\***  
Baseball Diamond  
Grass Field

**CAMINO GROVE ELEMENTARY**  
Main Field

**CIVIC CENTER\***  
Synthetic Turf Field (\$45/hour)

**DANA MIDDLE SCHOOL\***  
Main Field  
East Field

**EISENHOWER PARK\***  
Baseball Diamond  
Little League Fields

**FIRST AVENUE MIDDLE SCHOOL\***  
Main Field

**FOOTHILLS MIDDLE SCHOOL**  
Soccer Field  
Baseball Diamond

**HIGHLAND OAKS ELEMENTARY**  
Main Field

**HOLLY AVENUE ELEMENTARY**  
Main Field

**HUGO REID PRIMARY**  
Windsor Field  
Little League Field

**HUGO REID ELEMENTARY**  
Main Field

**LONGDEN PARK**  
Baseball Diamond  
Little League Field

**LONGLEY WAY**  
Main Field

\*Field has lights

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ADDITIONAL TERMS OF USE FOR ARCADIA UNIFIED SCHOOL DISTRICT FACILITIES

### PLEASE READ CAREFULLY

Applicant acknowledges that, during the ongoing coronavirus pandemic ("COVID-19"), which is a highly infectious disease outbreak, there is a serious risk that, by using and interacting within the District's facility, attendees and staff could be exposed to a dangerous virus or other health condition. All individuals would be potentially at risk of contracting the virus without strict enforcement of safety protocols. Based on guidance from public health officials, individuals at high-risk for serious complications from such exposure are especially vulnerable to serious complication if they contract the COVID-19 virus. Applicant acknowledges these risks. With knowledge of, and acceptance of these risks, by entering into this rental agreement, Applicant voluntarily chooses to use the District's Facility. Applicant accepts the responsibilities and accountabilities for taking steps to minimize the spread of infection to the largest extent possible.

Applicant is fully aware of the risks and dangers of conducting in-person events or gatherings during the COVID-19 infectious disease outbreak. Applicant agrees strictly to comply with all required safety protocols related to COVID 19 as established by the Los Angeles County Department of Public Health (<http://publichealth.lacounty.gov/>). This may include, but is not limited to, physical distancing of at least 6 feet between participants in all large groups, or gatherings of more than 10 people in an area;, mandatory use of face coverings in all indoor public areas (e.g., restrooms, corridors, aisles, food service areas, or seating areas where 6 feet of physical distance cannot be consistently maintained.

The District shall not be liable to the Applicant, it's agents, employees, or successors in interest, for a claim, damage, injury, illness, or exposure to infection that is alleged to arise out of the Applicant's use or operation of the facility during the term of the rental (including setup, take down, and events). The District shall not be responsible if the Applicant, or their agents, negligently fails to adhere to the terms of the rental agreement or fails to enforce any and all of the required safety protocols required by the County of Los Angeles Department of Health and/or the rental agreement. This includes, without limitation, the Applicant's duty to require all attendees to adhere to the established guidelines and to take appropriate and lawful steps to deny entry or remove any attendee who fails to follow directives on established safety protocols..

Applicant agrees to indemnify and hold the District harmless for any third-party claim, lawsuit, administrative proceeding, damage, liability, action at law or equity for personal injury, including death or permanent disability, medical expenses, costs, or other damages that may be alleged by an Attendee who claims to have developed symptoms, or test positive for the COVID 19 virus at Applicant's Event. Applicant agrees to defend and indemnify the district from suits brought directly against the District (as facilities owner) by an attendee, including without limitation all costs and incidental damages, including attorneys' fees and court costs.

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Printed Name of User/Group

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Permit Number

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Signature of User/Group

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Date