



PARKS & RECREATION DEPARTMENT - Sports Facility Use Application

Submit To: sports@cityofconcord.org;
(Please provide separate application for each location/park.)

ORGANIZATION INFORMATION

Organization				Website			
Address			City		State		Zip
Organization Phone #			Email				
Authorized Agent 1				Authorized Agent 2			
First Name		Last Name		First Name		Last Name	
Phone		Birthdate		Phone		Birthdate	
Email				Email			
Address				Address			
City		State	Zip	City		State	Zip

Facility Use Applications, Permits and changes are to be signed and approved by an Authorized Agent listed with this application.

USE DETAILS

Event/Team		Age Group	<input type="checkbox"/> Youth <input type="checkbox"/> Adult	League Play/Practice Tournament		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is money being collected, in any way, for your event?		Admission/Ticket Sales	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, amount charged?		Per person	\$
		Participation Fees	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, amount charged?		Per person	\$
						Per team	\$

Activity/Sport			
<input type="checkbox"/> Soccer <input type="checkbox"/> Baseball <input type="checkbox"/> Fast Pitch <input type="checkbox"/> Slowpitch <input type="checkbox"/> Pickleball <input type="checkbox"/> Tennis <input type="checkbox"/> Lacrosse <input type="checkbox"/> Bocce <input type="checkbox"/> Other _____	Cambridge Park Concord Community Park Daniel E. Boatwright Fields El Dorado Middle School Highlands Park	Hillcrest Park John F. Baldwin Park Krueger Fields Meadow Homes Park Newhall Park	Westwood Elementary Willow Pass Park Ygnacio Valley Park Other _____
Field Number/Designation(s) (if applicable)		Small Large Field Number(s) _____ Court Number(s) _____	
Note: not all parks have multiple fields/facilities			

Use Start Date		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Use End Date		Start	Start	Start	Start	Start	Start	Start
Use Skip Dates		End	End	End	End	End	End	End

LIABILITY INSURANCE REQUIREMENTS

- Certificate of Insurance and Endorsement** naming the *City of Concord, its officers, officials, agents, employees and volunteers as additional insured* is required for all permitted facility use.
- Limits of Coverage:** Bodily Injury: \$1,000,000 per occurrence / \$2,000,000 aggregate; Property Damage: \$1,000,000 per occurrence; Personal Injury: \$1,000,000 per occurrence
- Certificate Holder** is: City of Concord, 1950 Parkside Drive, Concord, CA 94519
- The coverage must be primary insurance as to the City of Concord. Companies issuing such policies shall be liable up to the total amount of liability without right of contribution from the City of Concord or its insurers.

Office Use Only

Date Received	Facility Assigned	Permit #	Date Issued
Insurance Expires		Payment Due Dates	
Additional Details			

* Willow Pass Park Field Restrictions*

1. Renter may not drive any cars, trucks, quads or motorized vehicles of any kind onto the field. Any infield raking or dragging done by renter must be done manually. Renter may not chalk or line the fields in any way.
2. Renter may not remove or relocate the bases or pitching rubbers. Base distances are traditionally set at 65 feet. If a different base distance is needed, field prep services may be available upon advance request for an additional fee.
3. Metal cleats are not allowed on the field at any time. Metal cleats damage the underground batter box mats and cost \$3,000 to replace. Permit holder will be held liable for any damage caused by the use of metal cleats.
4. No outside BBQs or Concessionaires are allowed in the park.
5. Amplified sound, of any kind, is not allowed in city parks without a separate Special Events Permit.
6. Bounce houses are not allowed in Willow Pass Park.
7. The Concord Municipal Code (Chapter 66 Article IV) prohibits the use of alcohol in City parks except by permit. If alcohol will be consumed at your event, you must obtain an Alcohol Permit. Alcohol Permits are available only with a facility reservation in select locations and may not be available for the facility reserved under this permit. Alcohol Permits will not be issued for non-reserved park use or with facility reservations at Baldwin, Meadow Homes or Ygnacio Valley Parks. Alcohol Permits will only be issued upon proof of legal age to consume alcohol. There is a non-refundable fee of \$85 for an Alcohol Permit.

Permit holder will be held liable for any and all damages caused by failure to adhere to the above Field Restrictions. In addition, failure to adhere to these restrictions may result in the permit being revoked and cancellation of all future use dates.

Other Information

1. Use of this facility is granted solely for the date(s)/time(s) listed in the issued permit.
2. Cancellation/Refund Policy: A minimum of five (5) business days advance notice is required on all cancellations.
3. A \$30 fee will be charged per occurrence on all Permit changes, Reschedules and/or Cancellations.
4. Following/during inclement weather, teams must check Weather Information Hotline: 925-671-3479 for field conditions.

THE CITY OF CONCORD RESERVES THE RIGHT, AT ANY TIME, TO CANCEL OR CHANGE THE SCHEDULED USE AS LISTED IF THE FIELD SPACE IS REQUIRED FOR CITY-APPROVED EVENTS OR MAINTENANCE. REFUNDS WILL BE ISSUED IF DESIRED DATES/TIMES ARE NOT AVAILABLE.

Applicants Signature

Date