

NAME OF LEAGUE OR CLUB TEAM: _____

Name of Responsible Party: _____

Address: _____ City/State: _____ Zip: _____

Phone Number: (home) _____ (cell) _____

Email Address: _____

REQUESTED FACILITY/DATE INFORMATION:

Facility Type: Diamond Multi-Use Field Open Turf Gym GA PicklePlex

FACILITY #1: Location: _____ Day(s) of Week: _____ Frequency: _____

Dates From: _____ To _____ Times: _____ am/pm To _____ am/pm

FACILITY #2: Location: _____ Day(s) of Week: _____ Frequency: _____

Dates From: _____ To _____ Times: _____ am/pm To _____ am/pm

EVENT INFORMATION: (Adult Tournaments Require NOR Park Rangers for Security, Applicant is Responsible of Cost)

Purpose of Reservation: Practice Scrimmage Game Tryouts Tournament Other _____

Type of Sport: _____ # of Teams Participating: _____ Youth Team(s) Adult Team(s)

Estimated Attendance: _____ Spectators Present

PLEASE CHECK ALL THAT APPLY:

Players in Uniform Officials/Umpires Present Admission Fee/Donation Required

Open to the Public Fundraising Event Event Advertised to Public

Food Served Food Sold*** Exhibitors/Vendors

Amplified Speech Equipment Brought to Site: _____

*****If selling food you must contact Kern County Environmental Health to determine if a permit is required*****

LIGHTS/FIELD PREP/BASES: Lights (Added Hourly Cost) Begin Time: _____ am/pm End Time: _____ am/pm

Multi-Use Field Layout Type of Sport: _____ (\$350/Initial Field Striping)

Diamond Chalk & Drag (\$40/Occurrence) Bases (\$250 Deposit)

- POLICIES & PROCEDURES**
- Electrical outlets, water and public Wi-Fi are not provided.
 - Driving and parking in designated parking spaces **ONLY**.
 - No alcohol permitted on NOR property.
 - Full policies and procedures on reverse side.

Applicant certifies that he/she has read the "Policies & Procedures" listed above as well as the reverse side of this application and the applicant and all members of the reservation party agree to abide by these policies.

Applicant's Signature _____ Print Name _____ Date _____

SECTION BELOW FOR NOR DISTRICT USE ONLY

NOR Staff Signature _____ Date _____ NOR Supervisor Signature _____ Date Approved _____

White - Supervisor Yellow - Applicant

POLICY & PROCEDURES CONTINUED

The following are the Policies and Procedures regarding the use of District facilities. There may be additional rules specific to the facility being reserved. This information will be provided at the time of completion of the "Application for Use of Sports Fields" form.

1. Applicant must complete all information that applies to the reservation request.
2. Cancellations or changes must be made at least 48 hours prior to the event. Refunds of reservation fees will not be given for cancellations made less than 48 hours prior to the event. (Please Note: Light fees, prep fees, and deposits will be refunded). Sports tournaments and special events may be charged a \$50.00 cancellation fee regardless of the time of notice of cancellation.
3. A cleanup/damage deposit of \$200.00 may be required for use of meeting rooms, recreation buildings/rooms, gymnasiums, dining halls, kitchens, as well as athletic fields being rented for tournaments and special events. Other facilities may require a cleanup/damage deposit. In the event of damage or the necessity for excessive cleanup or maintenance, said deposit shall be applied accordingly. The cleanup/damage deposit shall otherwise be refunded.
4. Smoking, consumption of alcoholic beverages and the use of glass bottles or glass containers are prohibited at NOR facilities.
5. **NO vehicles of any kind (including but not limited to trailers, trailer BBQ's, portable lights, etc.) are allowed to be driven or parked on any District property - turf areas, picnic pads, shelters, sidewalks and/or any other concrete or grass areas. Vehicles are to be in designated parkway spaces or on legal street parking only.**
6. Users are responsible for leaving the facility in the same general condition as received. Failure to do so may result in the assessment of additional fees or forfeiture of deposit. Additionally, users are responsible for broken, damaged, missing or stolen NOR equipment or property.
7. Use of equipment and supplies is to be restricted to those formally authorized for use.
8. No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all city, police and fire codes during their use of facility.
9. For authorized use of District facilities where food, drink, merchandise, or services are sold, the user must obtain necessary city, county and/or state permits for such sales.
10. Advertising, sales or solicitations for a reservation event must be approved by NOR.
11. Admission charges must be approved by NOR.
12. An NOR employee must be on duty at all times during the reserved use of NOR buildings.
13. Approval or denial of use of inflatables and all other portable entertainment features is at the discretion of NOR and the Facility Supervisor.
14. The District is not responsible for lost or missing articles.
15. All reservation members agree to adhere to the the Policies & Procedures.

APPLICATION INSTRUCTIONS

1. Applicant must complete all information that applies to the reservation request.
2. Application must be in writing on the approved form and accompanied by rental fees.
3. Applicant signing the reservation form must be at least 18 years of age.
4. District facilities are available for reserved use Monday through Sunday from 8:00 a.m. to 10:00 p.m. subject to scheduling and approval by the facility supervisor.