



Athletic Field/McCaughan Gym Allocation Request Form

<p>Check One Long-Term Rentals Only</p>	<p><input type="radio"/> January 1 – June 30 YEAR: _____ <small>Winter/Spring Season</small> Allocation forms accepted November 1-30 Allocation notifications in December</p>	<p><input type="radio"/> July 1- December 31 YEAR: ____ <small>Summer/Fall Season</small> Allocation forms accepted May 1-31 Allocation notifications in June</p>
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Short-Term Rentals Only Date(s) requesting: _____ no more than 6 uses within a 6 month period in a year.

<p>Check One</p>	<p><input type="radio"/> Youth Program (Downey - Based) <input type="radio"/> Youth Program (Non-Resident) <input type="radio"/> OTHER Group (Downey - Based)</p>	<p><input type="radio"/> Adult Program (Downey - Based) <input type="radio"/> Adult Program (Non-Resident) <input type="radio"/> OTHER Group (Non-Downey)</p>
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Check One: Soccer Football Baseball Softball Basketball Volleyball Other: _____

Organization

Name of Organization: _____

Organization Address: _____

Organization Phone: _____ Organization Website: _____

Primary Contact

Contact Name: _____

Address (contact person): _____ Apartment Number: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax Number: _____

E-Mail: _____

Secondary Contact

Contact Name: _____

Address (contact person): _____ Apartment Number: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax Number: _____

FIELD USER CONDITIONS (initialing each condition confirms that you have read and understand):

- 1) ____ All permits are non-transferable.
- 2) ____ All requests for athletic use permits must be requested at least 3-weeks prior to the day of the event with full payment. NO Exceptions unless short-term use.
- 3) ____ All special arrangements must be made at time of application.
- 4) ____ Once an application is issued a contract number the permit is approved.
- 5) ____ The responsible person of the group holding the permit must have a copy of the signed permit in their possession while the event is taking place.
- 6) ____ Groups must provide sufficient, competent adult supervision for the use of the athletic fields/gym. The person in charge of the permit must be stated on the application, along with pertinent/current phone numbers. Failure to provide adequate supervision will lead to future forfeitures of future uses.
- 7) ____ All permit holders, their participants and spectators must abide by the City of Downey Parks & Recreation Rules, Code of Conduct and Regulations as defined in the City of Downey Athletic Field/McCaughan Gym Allocation and Application Procedures guidelines. Any violations of them will result in the immediate revocation of permit and suspension of permit privileges.
- 8) ____ The City of Downey reserves the right to suspend and or reschedule assigned events.
- 9) ____ All parks will be closed for field maintenance/renovations during specific times of the year as determined by the City of Downey Public Works Department. All attempts will be made to minimize impact to seasonal use.
- 10) ____ A roster/listing of all participants in the permitted league will be required to be submitted to the Parks & Recreation Department within 1 month of the start of the season.
- 11) ____ A team practice and game schedule of the permitted league must be submitted within 1 month of the issuance of the permit. Or the deadline provided by the Parks & Recreation Supervisor.
- 12) ____ No motor vehicles are allowed on City of Downey parks/property, except where specifically permitted. Violators will be towed.
- 13) ____ Games have priority over practice.
- 14) ____ Use of alcoholic beverages or controlled substances of any kind, fireworks or flammable material, use of profanity, loud, threatening, insulting, indecent and abusive language is strongly prohibited and will prompt a call to the Police Department.
- 15) ____ Use of amplifiers for music, announcements or otherwise is not permitted unless identified on field permit.
- 16) ____ The selling, or offering to sell concessions, sports memorabilia or any related products is prohibited unless the permit contains permission to sell clauses and procedures. Permit holders will be responsible for any sales tax as applicable.
- 17) ____ The placement of all movable items (portable stands, portable lights, soccer goals, batting cages, etc...) is subject to the completion of a request form (for soccer and football) and approval by the Recreation Supervisor. Movable items without formal approval will be removed by the Recreation Supervisor and/or designee.
- 18) ____ No games or activities may take place prior to 7:00 am. All evening activities must be concluded by 10:00 pm. Exceptions for shorter or longer hours will be considered on a case-by-case and facility-by-facility basis.
- 19) ____ Permit holder will be responsible for all damage (not usual wear and tear) caused by its players and/or spectators associated with the buildings, fields, parking lots and other City equipment/property.
- 20) ____ If "Field Closed" signs are up, nobody can play on the field. If your group or representative disregards or moves the "Field Closed" signs or the like, your field use permit will be rescinded for the remainder of the time permitted.
- 21) ____ Permit holders/leagues must hold their coaches/representatives accountable to check their league communication mediums (phone messages, web-pages, bulletin boards, etc...) for any changes of field use days/time and dates. The City of Downey is **only** responsible for contacting the permit holder regarding closures or changes to field allocations.
- 22) ____ No soccer or other sports activity that may interfere with a permitted activity in an athletic field that is already permitted by another user group at any time. For example, when baseball/softball fields are in use no other activity is permitted/allowed in the designated or adjacent areas.
- 23) ____ The police will be contacted for removal of all users requiring a permit but who are not permitted or playing in unauthorized open space on the park for a citation or removal from the park or other violations of the City Municipal Code governing parks, playgrounds and recreation.
- 24) ____ Priority is given within a particular sports' designated "season". In-season sports have equal status to each other; out of season sports have equal status to each other.
- 25) ____ Any permit holder found sub-renting any fields to any individuals, groups, teams, leagues, organizations and receiving money or exchange of any material/equipment or fee will automatically have their permit revoked, fees retained and their league/organization may not be considered for future athletic field allocations.

I have read and understand the City of Downey Athletic Field/Gym Allocation and Application Procedures and have shared the field user conditions with members of the board and its representatives, parents and coaches. I understand that the City has exclusive discretion on scheduling of City fields/gym and such decision is final. I verify that the information provided on this application is correct.

Signature of Org/League President or designee: _____ Date: _____

Print name: _____ Title: _____



For Official Use Only

City Staff Name: _____ Date Received: _____

Organization Priority 1 2 3 4 Liability Submitted: _____ Residency Affidavit/Roster: _____

Application Approved: _____

Payment Received: Application Processing Fee: _____ Sports Enhancement Fee: _____
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Contract #'s: _____

Other Comments: _____
