



City of Upland
Recreation and Community Services
APPLICATION CHECKLIST

Organization Name: _____
Main Contact: _____
Mailing Address: _____
Phone Number: _____
E-mail Address: _____

UYNP Required Paperwork To Be Submitted To Upland Recreation And Community Services:

- Athletic Facilities Use Request Form
- Valid Insurance Certificate (See Page xx)
- Determination Letter of Exempt Status, United States Treasury
- Determination Letter of Exempt Status, State Franchise Tax Board
- Articles of Incorporation and/or By-Laws
- Athletic Facilities Use Agreement
- Current List of Board of Directors
- Master Calendar of Events (Ex: All-Stars, Tournaments, Picture-Day)

Date Completed: _____

Required Paperwork To Be Submitted To Upland Recreation & Community Services (Groups 3&4):

- Athletic Facilities Use Request Form
- Valid Insurance Certificate (See Page 10)
- City of Upland Business License
- Special Event Permit (If Applicable)

Date Completed: _____