

CITY OF UPLAND

Sports Field Handbook



City of Upland
Recreation and Community Services Division
651 W. 15th Street
Upland, CA 91786
(909) 931-4280

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PURPOSE OF POLICY:

The City of Upland has experienced tremendous growth in sports, including new athletic organizations and emerging sports. This growth is anticipated to continue. The increased demand for the use of City amenities makes it necessary to establish an equitable and fair method for allocating field use among present and future sports organizations. The policy set forth in this handbook will outline the allocation and rental policies for the permitted use of sports fields in the City.

This policy has been established to ensure that the fields are used for recreational, educational and community service functions that meet the needs of the community, as well as to set clear policies, procedures, regulations, and rental rates for such uses. Furthermore, to ensure that the needs of community-based organizations and groups are being met, the criteria for establishing priorities for field use and the permitting process are outlined in this manual.

DEFINITIONS:

Organization/User Group: An organized entity or group that has been established to provide recreation or competitive sports programs, activities, practices or games for youth and/or adult participants.

UYNP: Upland-based Resident Youth Non-Profit Organization.

League: A youth non-profit organization consisting of at least four (4) teams. The league must have multiple teams in same age bracket.

New User: This is an organization which has not requested field use and/or been permitted fields in the twelve-month period preceding its submission of a Sports Field Use Request Form. New users must adhere to the deadlines established herein in order to be eligible for field allocations. An organization, which changes its name but otherwise remains the same, shall not be considered a “new user.” Splinter, spin-off or subsidiary organizations will be considered “new users” if they have less than fifty percent of the original organization’s participants.

A current organization that merges with another current organization shall not be considered a “new user,” provided the presidents of both merging organizations sign the allocation request form for the season in which the allocation is to take effect. New divisions of current organizations must indicate such on their Sports Field Use Request Form. The Upland Recreation and Community Services Division staff will dictate the maximum amount of teams or participants for all new users. Leagues anticipating a split to form a new league or individuals planning to organize a new sports program, must notify the City six (6) months prior to the estimated starting date. This will provide the time necessary to study the impact of a new program on existing fields.

Primary User: This is an Upland Recreation and Community Services Division qualified Group 1 or 2 organization and as such, has first priority for field use during the season in which they are classified as a primary user.

Secondary User: This is an Upland Recreation and Community Services Division qualified Group 3 - 5 organization. A Group 2 user may also be considered a secondary user if they are requesting field space in a season other than that in which they are designated as a primary user for the season. A secondary user may obtain field use allocations only if: a) a field is not used by a primary user; and, b) all primary users have received all field time requested and there is unused field time not allocated to primary users.

Resident: In determining 75% residency, any participant that lives in Upland, or attends a school in Upland, will be considered an Upland resident for priority status evaluation and allocation of athletic facilities. For the purpose of this document, “resident” shall be defined as an individual living within the incorporated boundaries of the City of Upland or who attends a school in the City of Upland. UYNP groups must have 75% or more of the participants living within the incorporated area of the City of Upland or attending school in Upland to receive priority field consideration and a discounted rate for applicable fees.

Non-Resident: For the purpose of this document, “non-resident” shall be defined as any individual living outside the incorporated boundaries of the City of Upland. Non-resident groups having less than 75% of the participants per team living within the incorporated area of the City of Upland shall be classified as “non-resident”. An organization or company located outside the incorporated boundaries of the City of Upland shall be classified as “non-resident”. Participants unable to furnish proof of residency shall be classified as “non-resident”.

Participant: In a youth league, “participant” shall include only those players up to and including seventeen (17) years old that are fully registered with a user organization. In an adult league, “participant” shall include only those players eighteen (18) years of age or older.

Recreational League: In a recreational league, rules require that everyone must play. Registration is open to everyone.

Competitive League: In a competitive league, there is no minimum play rule, and they have a selective registration process.

Code of Conduct: Approved classification Group 2 organizations must file a City approved Code of Conduct for participants, parents and coaches with the Upland Recreation and Community Services Division, as part of their permit requirements and application process. The Code of Conduct will outline the principles of sportsmanship, fair play and other ethical issues that relate to team sports.

PRIORITY GROUP CLASSIFICATIONS:

Priority use of fields will be allocated as follows:

GROUP 1:

- City-sponsored or co-sponsored events.
- Upland Unified School District.
- Organizations having a current joint use agreement with the City.

GROUP 2:

- Non-profit youth organizations comprised of at least 75% overall Upland residents conducting activities open to the general public and offered to **all youth** in the community (recreational leagues).
- Organization must submit team rosters to verify GROUP 2 eligibility and meet other criteria outlined in this policy prior to scheduled use.

GROUP 3:

- Upland based non-profit youth organizations comprised of less than 75% but at least 1% overall Upland residents holding activities not offered to all youth in the community with closed or invitation only sign-ups, who accept participants on their ability to play.
- Priority scheduling will be based on actual percentage of Upland residents playing in league. Must provide proof of residency (Example: utility bill) and complete team rosters including participant's name, address, city, zip code and phone number.

GROUP 4:

- Upland residents holding activities not open to the public. Priority scheduling will be based on actual percentage of Upland residents.

GROUP 5:

- Upland based commercial, industrial or professional groups.
- Non-City based persons, non-profits and business/professional organizations.
- Returning teams have priority over new teams.

GROUP 2 CRITERIA:

To qualify as an Upland Youth Non-Profit Organization (UYNP) - Group 2:

- Organization must have a Charter.
- Organization must have a Board of Directors.
- Organization must have a current Determination Letter of Exempt Status, U.S. Treasury 501c3 or certify affiliation with a national non-profit organization.
- Organization must have an active Determination Letter of Exempt Status, State Franchise Tax Board.
- Organization must have Articles of Incorporation and/or Bylaws. Must have an affiliation with a national governing body. The national body must have governance over the association.
- Organization must coordinate league within City limits, schedule games based on registration for play in Upland, and maintain a 75% overall residency of participants.
- Registration must be open to any Upland resident and not based on skill level. Every player must play.
- Organization must submit game schedules prior to the start of season. Schedules must match team rosters submitted.
- Organization must be managed by volunteers. All coaches must be background checked and have completed coaches training.

- Organization must uphold parents, coaches and participants to an approved “Code of Conduct,” as initiated in their Bylaws and rules and regulations. NOTE: Failure to submit and uphold all members of an organization to an approved “Code of Conduct” may result in an organization’s forfeiture of all field allocations.
- Organization must conduct all sport related activity on issued field space and within time allocated based on permits.

GROUP 2 PAPERWORK REQUIRED:

A complete UYNP Sports Fields Use Request filing packet will consist of:

- Complete team rosters including participant’s name, address, city, zip code and phone number. Included with the rosters should be a utility bill for each individual participant. Examples: gas, electric, phone, cable, and/or water bill. Not accepted: school I.D., driver’s licenses or birth certificates. **NOTE:** The City of Upland and its staff reserve the right to audit or verify any information submitted on rosters at any time to verify participation or residency. Incomplete rosters or rosters with less than the age division or minimum player rule per team will not be accepted.
- Complete Sports Field Organization Fact Sheet
- Articles of Incorporation and/or Bylaws
- Valid Certificate of Insurance and Endorsement
- Valid Determination Letter of Exempt Status, U.S. Treasury
- Valid Determination Letter of Exempt Status, State Franchise Tax Board
- Signed Field Usage Agreement
- Sample Code of Conduct
- Master Calendar of Events (Ex: Opening Day)

IMPORTANT NOTE: Failure to submit the above-mentioned information by the specified deadlines may result in loss of priority status and possible loss of some or all requested fields.

LEAGUE ALLOCATION PERIOD:

SPRING

February 1st - July 31st	UYNP Baseball and Softball Organizations
February 1st - May 30th	UYNP Soccer Organizations
May 1st - August 31st	UYNP Football Organizations

FALL

September 1st - November 30th	UYNP Baseball and Softball Organizations
September 1st - December 30th	UYNP Soccer Organizations

APPLICATION DEADLINES:

UYNP Organizations Athletic Fields Request Forms/Applications and required paperwork must be received on or before January 15th for spring sports and by August 15th for fall sports. Final rosters and master schedule must be submitted by February 15th for spring sports and by

September 15th for fall sports.

Adult Leagues Athletic Fields Request Forms/Applications, Upland Business License and proof of insurance must be received thirty (30) days prior to beginning of league play.

Travel Ball Teams Athletic Fields Request Forms/Applications, Upland Business License, and proof of insurance must be received at time of request. Fields available on a first come basis based on availability after Group 2 has been allocated.

Occasional or one time only user requests must be submitted on appropriate forms seven (7) days prior to requested facility use date.

Users requesting field space in the off-season or who do not meet the application deadline will be assigned field space after allocations have been made if space is available.

APPLICATION PROCESS:

The allocation process begins with the annual Sports Field Allocation Meeting. Typically held in December, this is where current primary users discuss policies, procedures, residency requirements, field application, permits, rentals, list of required documents and other pre-requisites. Organizations who do not send a representative may lose their priority rating for scheduled use of facilities.

Sports Field Request Forms to reserve the use of athletic fields are made through the Upland Recreation and Community Services Division. Priority will be given to qualified groups submitting an application prior to the deadline. Applications must be submitted a minimum of thirty (30) days prior to intended use.

All applications are subject to review by the Upland Recreation and Community Services Division and may be rejected based on date submitted, field availability and/or outstanding balance due on account.

Upon approval, applicant is financially responsible for any charges/fees applicable for use of facility. Fees must be paid in full a minimum of thirty (30) days prior to field rental date. User group may adjust permit to increase usage, but are not permitted to reduce use.

The Upland Recreation and Community Services Division reserves the right to cancel Sports Fields Use Permits without notice due to unforeseen circumstances and/or renovation schedules.

Each UYNP organization filing a Sports Field Use Request will be required to submit all documentation to the Upland Recreation and Community Services Division no later than thirty (30) days prior to start of season. Failure to submit the required documentation by the specified deadlines may result in the following penalties: 1. New users may be denied all use for the upcoming allocation period. 2. Returning users may not receive some or any fields requested.

FIELD ALLOCATION PROCESS:

Allocations will not be finalized until all required documentation has been submitted.

- Permits are created based on the following criteria: season, sport, number of teams per organization, group classification, age division and league seniority.
- Permit requests are reviewed with the UYNP Organizations.
- User group meetings are scheduled to review allocated field space with all assigned users on each field to resolve any schedule conflicts.
- Permits and user agreements are emailed/mailed to the Rental User Groups.
- Any UYNP organization that has been allocated space and does not intend to use it regularly, must notify the Upland Recreation and Community Services Division in writing at least two (2) weeks prior to their intent to release their allocation. Any applicable fees will be collected with less than two weeks notice. Released fields will be evaluated and re-allocated per the allocation guidelines. Any fields released by an organization will not be re-instated, but may be requested for the following allocation period.
- Permits will not be issued by the Upland Recreation and Community Services Division until all conditions are met and all necessary documentation has been completed and received by the Upland Recreation and Community Services Division.

Use of facilities will be limited to weekdays, 2:00 p.m. – 10:00 p.m., and Saturdays and Sundays, 8:00 a.m. – 10:00 p.m. Permits may be extended on a conditional use agreement. Park curfew is 10:00 p.m. – 7:00 a.m. Sports Fields are closed from time to time for maintenance and on all major holidays. Permits may be obtained on a rental basis or conditional use agreement. Groups failing to comply with scheduled field closures may have their permits revoked

First priority is to provide game facilities and to maintain the facility. Practice requirements are the second priority.

For the purposes of field scheduling, any league in Group 3 that has 65 - 75% Upland residents will have priority scheduling over leagues with 50 - 64% Upland residents. Leagues with 50 - 74% Upland residents will have priority over leagues with 1 - 49% Upland residents.

In allotting facilities, the City will also consider returning teams in each group, over new teams. New teams desiring field use will be placed on a one year wait list. This applies to leagues anticipating a split to form a new league/program or individuals planning to organize a new sports program. This will provide the time necessary to study the impact of the new program on existing facilities.

Every attempt will be made to meet schedule requests. However, youth organizations should not assume field availability for new/or expanding programs.

The City has the final say in which field(s) your organization is assigned. Priority does not guarantee that your organization will receive all the fields or times requested.

All conflicts will be resolved according to priority of usage.

FIELD USAGE AGREEMENT:

All Group 2 users will be required to sign a Field Usage Agreement annually. The agreement spells out specific usage requirements including, insurance requirements, maintenance responsibilities, and City contact information.

ATHLETIC FIELD LINING/MARKING:

The lining of natural grass fields shall be the responsibility of the primary user organizations (Group1 and Group 2 only) and the layout of each field shall be agreed upon by the user organization and the City of Upland. Burning of lines and lining the fields with chalk is not permitted on any field. Any user organization failing to comply with the guidelines listed above shall pay for all damages to soccer fields resulting in termination of field use permit.

USER FEE SCHEDULE:

The City charges fees to offset public expenses to operate, maintain, supervise and administer the use of park and athletic facilities. Fees for use of sports fields shall be in accordance with current Schedule of Fees, set by resolution and approved by City Council.

Sports Field Fees – Per Hour/Per Field:

Youth Group Field Use (Non-Tournament)	\$15
Adult Group Field Use (Non-Tournament)	\$15
Youth Group Field Use (Tournament)	\$30
Adult Group Field Use (Tournament)	\$30
Tournaments	\$30

Sports Field Light Fees – Per Hour/Per Field:

Cabrillo Park Soccer Complex	\$25
Memorial Park Baseball Fields	\$20
Softball and Little League Fields	\$20

Other Fees:

Maintenance Fee	\$15 per hour
Maintenance Worker	\$65 per hour
Park Monitor	\$45 per hour
Key Deposit (Refundable)	\$100
Competitive League Sports Field Usage Deposit (Refundable)	\$500
Cancellation Fee: At Least 3 Business Days Prior To Event	\$100

*All fees subject to change.

UPLAND YOUTH NON-PROFIT FEE SCHEDULE:

The City charges fees to offset public expenses to operate, maintain, supervise and administer the use of park and athletic facilities. Fees for use of sports fields shall be in accordance with current Schedule of Fees, set by resolution and approved by City Council. The Upland Youth Non-Profit Fee Schedule shall be a set percentage of the fees applied to non-Upland resident teams. Proof of Upland Residency will be in accordance to terms set in the Field Use Agreement signed by the non-profit organization and the City of Upland.

Sports Field Fees – Per Hour :

75% Upland Resident Teams	<u>July 1, 2018</u> (10%)	<u>January 1, 2020</u> (15%)	<u>July 1, 2021</u> (20%)
	\$1.50	\$2.25	\$3.00

Sports Field Light Fees – Per Field/Per Hour:

	<u>July 1, 2018</u>	<u>January 1, 2020</u>	<u>July 1, 2021</u>
Softball & Little League Fields	\$2.00	\$3.00	\$4.00
Cabrillo Soccer Complex – North	\$1.25	\$2.00	\$2.75
Cabrillo Soccer Complex – South	\$2.50	\$3.75	\$5.00

PAYMENT:

All user groups will pay for field use per the User Fee Schedule.

Outstanding balances may not be carried over into the next allocation period. Payments may be made to the City of Upland Recreation and Community Services Division.

Failure to pay the outstanding balance on or before the end of the allocation period will result in the group forfeiting priority on traditional fields and non-issuance of permits for upcoming allocation periods.

SPORTS FIELD DEPOSIT:

All Competitive Sports Leagues will be required to pay a \$500 refundable deposit. Provided there is no violation of the Sports Field Policy Handbook, rental hours are not exceeded, excessive cleaning is required, or damage to the facility, deposits made by cash or check will be mailed to the responsible person within 4 to 6 weeks after the completion of use of City fields. Deposits made by credit card will be refunded within 1 week after the completion of use of City fields.

REFUND/CREDIT POLICY:

A partial refund or credit will be given for cancellations or changes made at least three (3) business days prior to event. The applicant will forfeit all payments/deposits and will be held financially responsible for all outstanding fees associated with the permit for events cancelled within three (3) business days before an event. All changes must be requested three (3) business days in advance. Cancellations due to rain or inclement weather must be reported to the Upland Recreation and Community Services Division. Permits will be credited for weather-related cancellations. Please

contact the Upland Recreation and Community Services Division to report your field cancellation, Monday through Thursday, 7:00 a.m. - 6:00 p.m. via email at sguzman@ci.upland.ca.us AND dstory@ci.upland.ca.us.

EFFECTIVE USE OF FIELDS AND ACCOUNTABILITY:

The user organization's President, board members, or designees as listed on the application shall remain on the premises for the entire duration of the reservation. Failure to observe this condition shall be grounds for the immediate cancellation of the reservation.

User organization may not sublease, lend, share, or give away fields that have been reserved under their name. Any infractions found shall result in immediate loss of field use. This will jeopardize future use of fields and leagues opportunities to submit applications during future application periods.

THREE STRIKES POLICY:

The purpose of this policy is to implement a systematic method of enforcing the Municipal Code and the Sports Fields Policy Handbook. Strikes issued should serve as a warning sign to potential issues that may immediately jeopardize all permits held by the organization. The Upland Recreation and Community Services Division reserves the right to cancel or suspend approved outdoor field permits for games, practices and other usages based on user groups violating the City Municipal Code or established Sports Fields Policy Handbook.

The following are examples that may result in strikes being issued:

- Illegal use of fields without a permit.
- Illegal use of park space not designated for intended athletic sport related use.
- Vending on City premises without permit or written consent from the Sports Fields Division.
- Organizations found to be practicing or playing games prior to or outside of their permitted time and/or date.
- Organizations found to be practicing or playing games in locations other than those authorized by the City of Upland.
- Organizations found to be sub-letting or swapping field permits with any other organizations.
- Organizations found to be practicing or playing games on fields which have been previously closed due to inclement weather or any other purpose.
- Organizations failing to meet monthly financial obligations.
- Organizations conducting adult practice and/or games on fields allocated to youth.
- Organizations not utilizing permitted fields and leaving the lights on.
- League representative disrespecting a field monitor or organization representative.

Strike One:

- Consists of documented activity in direct violation of the City Municipal Code or Sports

Fields Policy. A letter will be written to the user group president and field allocation representative documenting the violation. The letter will be placed in the group's file. This may be appealed to the Upland Recreation and Community Services Division designee. Staff costs will be absorbed by the organization as stated by the City of Upland Schedule of Fees.

Strike Two:

- Occurs after a second documented violation within a current allocation period. The group will be informed in writing that a Community Services staff member will be assigned to their permitted activity at the respective park where the violation occurred. The staff member will monitor activity at the site and report any further violations to the City. This may be appealed to the Upland Recreation and Community Services Division designee. Staff costs will be absorbed by the organization as stated by the City of Upland Schedule of Fees.

Strike Three:

- The third documented violation within the current allocation period. All permits held by said organization/entity for the remainder of the allocation period and future allocation will be revoked. This may be appealed to the Upland Recreation and Community Services Division designee. Staff costs will be absorbed by the organization as stated by the City of Upland Schedule of Fees.

TOURNAMENTS:

- All UYNP, resident and non-resident youth organizations conducting tournaments must pay applicable fees determined by the City of Upland's User Fee Schedule.
- UYNP conducting non-league or charter-sanctioned games, practices, tournaments, or sport related activities must pay applicable fees determined by the City of Upland's User Fee Schedule.
- The organization is responsible for cleaning facility following the event. Under the permit, the organization assumes financial responsibility for any damages, and/or field repairs due to the misuse associated with the use of facilities.

RESERVABLE CITY OF UPLAND FIELDS:

<u>Name</u>	<u>Location</u>
Cabrillo Park Soccer Fields 1	11 th Street between Mountain and Benson Avenue
Cabrillo Park Soccer Field 2	11 th Street between Mountain and Benson Avenue
Cabrillo Park Soccer Field 3	11 th Street between Mountain and Benson Avenue
Cabrillo Park Soccer Field 4	11 th Street between Mountain and Benson Avenue
Cabrillo Park Soccer Field 5	11 th Street between Mountain and Benson Avenue
Cabrillo Park Soccer Field 6	11 th Street between Mountain and Benson Avenue
Citrus Park Major	8 th Street between San Antonio and Mountain Avenue
Citrus Park Minor	8 th Street between San Antonio and Mountain Avenue
Greenbelt Park North	15 th Street between Mountain and Benson Avenue
Greenbelt Park South	15 th Street between Mountain and Benson Avenue
Greenbelt Park West	15 th Street between Mountain and Benson Avenue
Memorial Park North	Foothill Boulevard between Grove and Campus Avenue
Memorial Park South	San Bernardino Road between Grove and Campus Avenue
Memorial Park Rotary	Foothill Boulevard between Grove and Campus Avenue
San Antonio Park Major	24 th Street and Mountain Avenue
San Antonio Park Minor	24 th Street and Mountain Avenue

City of Upland SPORTS FIELD USE RULES AND REGULATIONS

It is the responsibility of the person in charge and identified on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.

These rules include, but are not limited to:

- Use will begin no earlier than 8:00 a.m. Use will end at dusk on unlit fields and end by 10:00 p.m. on lit fields, except where noted on approved special permits.
- Permitted use begins and ends at the times stated on the permit, including set-up and clean up.
- Users may not make any alterations to facility without first obtaining the City's permission.
- Parking is allowed in designated areas only. Vehicles are not permitted on the grass.
- Applicant's copy of the use permit (Green Sheet) must be available during use and presented to any City Representative upon request.
- No team can transfer its field use privilege without City consent.
- Alcohol/tobacco is not allowed at any City of Upland facility.
- Selling of food or other items is permitted in City concession/snack bar facilities only. A Health Permit and City of Upland Business License is required for all concession and snack bar facilities. Primary user has priority use of snack bars.
- Sound amplification equipment will be allowed in City parks subject to conformance with the City's noise ordinance.
- Property boundary walls and fences are not to be used as backstops at any time.
- Balls and any other equipment thrown, batted, kicked or otherwise, landing on private property must not be retrieved without the property owner's permission.
- Portable goals and/or markers are allowed, but must be removed daily.
- Leagues must adhere to all rules and regulations limiting the number of teams per field. The field and adjoining areas affected by the group's use must be picked up and cleared of all trash and debris generated by the group.
- Equipment stored by the league is not the responsibility of the City.
- Wet Field Policy: Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to access field closure information by contacting the Upland Recreation and Community Services Division at (909) 931-4280.

Non-Adherence to any of these rules or City ordinances will result in the retention of a portion of or all of the deposit and/or result in the cancellation of current and/or future use.

Any user failing to comply with established guidelines and notifications is subject to invoicing for all damages incurred to facility and termination of the facility use permit.

Applicant Signature: _____ **Date:** _____



City of Upland
Recreation and Community Services Division
APPLICATION CHECK LIST

Organization Name: _____

Mailing Address: _____

Main Contact: _____

Phone Number: _____

Email Address: _____

UYNP Required Paperwork To Be Turned In To The Recreation and Community Services Division:

- Sports Field Use Request Form Rcvd: _____
- Valid Insurance Certificate Naming the City of Upland as additionally insured Rcvd: _____
- Determination Letter of Exempt Status, United States Treasury Rcvd: _____
- Determination Letter of Exempt Status, State Franchise Tax Board Rcvd: _____
- Articles of Incorporation and/or By-laws Rcvd: _____
- Sports Field Usage Agreement Rcvd: _____
- Sports Organization Fact Sheet Rcvd: _____
- Current List of Board of Directors Rcvd: _____
- League Worksheet Rcvd: _____
- Sports Group Team Roster Rcvd: _____
- Master Calendar of Events Rcvd: _____

Required Paperwork To Be Turned In To The Recreation and Community Services Division:

- Sports Field Use Request Form Rcvd: _____
- Valid Insurance Certificate Naming the City of Upland as additionally insured Rcvd: _____
- City of Upland Business License Rcvd: _____
- Special Events Application For Special Event Rcvd: _____

Date: _____
Initials: _____



City of Upland
Recreation and Community Services Division
ORGANIZATION FACT SHEET

APPENDIX C

Organization Name: _____
Contact Name: _____

Date: _____
Federal Tax ID#: _____

BOARD OF DIRECTORS

Name: _____	Title: _____
Phone: _____	Email Address: _____
Name: _____	Title: _____
Phone: _____	Email Address: _____
Name: _____	Title: _____
Phone: _____	Email Address: _____
Name: _____	Title: _____
Phone: _____	Email Address: _____
Name: _____	Title: _____
Phone: _____	Email Address: _____



City of Upland
Recreation and Community Services Division
SPORTS FIELD USE REQUEST FORM

APPENDIX D

Date: _____
 Initials: _____

- Group 1 Group 4
 Group 2 Group 5
 Group 3

Organization Name: _____
 Contact Name: _____

Date: _____
 Contact Phone: _____

REQUEST INFORMATION:

- Youth (Ages 17 & Under) Adult (Ages 18 Years & Older)

ADDITIONAL INFORMATION:

City of Upland must be additional insured in the amount of \$1,000,000.
 All city athletic field lights must be turned off no later than 10:00 p.m.
 All special events will require a Special Event Permit.

REQUESTED ATHLETIC FIELD(S)

- Baseball/Softball Fields**
- Citrus Park Major*
 - Citrus Park Minor*
 - Greenbelt Park North*
 - Greenbelt Park South*
 - Greenbelt Park West*
 - Gar Warner*
 - Memorial Park North*
 - Memorial Park South*
 - Memorial Park Rotary*
 - San Antonio Park Major*
 - San Antonio Park Minor*

- Soccer Fields**
- Cabrillo Park #1*
 - Cabrillo Park #2*
 - Cabrillo Park #3*
 - Cabrillo Park #4*
 - Cabrillo Park #5*
 - Cabrillo Park #6*
 - Sierra Vista Park E&W
 - Sierra Vista Park South
 - Sierra Vista Park North
 - *Lighted Fields

Dates Requested: _____

Days	Field Request	Time Requested	Total Hours
Monday		-	
Tuesday		-	
Wednesday		-	
Thursday		-	
Friday		-	
Saturday		-	
Sunday		-	

I, the undersigned, on behalf of the above mentioned organization or individuals do hereby certify that I have read and agree to abide by the policies governing the uses of the requested facility listed on the Sports Field Use Request Form. I will specifically accept responsibility for any damage to the sports field facility as a result of the occupancy of the organization or individuals. I hereby hold harmless the CITY OF UPLAND, its officers, employees, and agents from any and all liability from damage, loss, or injury either to person or property, which may be sustained while using said facility.

Signature: _____

Date: _____

Date: _____

Initials: _____



City of Upland
Recreation and Community Services Division
LEAGUE WORKSHEET

Organization Name: _____ Date: _____

Total Number of Youth Teams: _____

	DIVISION/AGE GROUP	NUMBER OF TEAMS
Team 1		
Team 2		
Team 3		
Team 4		
Team 5		
Team 6		
Team 7		
Team 8		
Team 9		
Team 10		
Team 11		
Team 12		
Team 13		
Team 14		
Team 15		
Team 16		
Team 17		
Team 18		
Team 19		
Team 20		

