



Woodland Baseball/Softball Facilities League/Club Reservation Agreement, Policies & Procedures



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Light Codes

GROUP will be issued new light codes CITY for the facility for each season. GROUP will ensure the coordination of obtaining light codes prior to season. Lost codes and the reissue of new codes be taken out of your deposit and are subject to reissue fees.

1. The codes will be in use for the current season.
2. I will neither loan nor have copies made light codes.
3. I understand that I am responsible for all light use with these light codes.
4. I will safeguard the light codes from loss, and may be responsible for any re-issuing costs.
5. I will immediately inform the CITY contact should the light codes become lost or stolen.

Keys to the Facility

GROUP will be issued a set of keys from CITY for the facility. GROUP will ensure the coordination of obtaining a key set prior to event. Lost keys will be taken out of your deposit and are subject to re-keying fees.

1. The key will be in use immediately.
2. I will neither loan nor have copies made of this key set.
3. I will safeguard the key from loss, and may be responsible for any re-keying costs.
4. I will immediately inform the CITY contact should the key become lost or stolen.

Cancellation Policy

Should GROUP choose to cancel an event prior to the deadline (minimum of 3 business days prior to each date), GROUP is forfeiting the date to the Parks & Recreation Department and releasing date(s) to be reserved by another group.

Should GROUP do significant and negligible damage to the facility, consistently breaks rules, or does not hold up to payment deadlines, CITY reserves the right to cancel any scheduled Permitted use at any time.

Facility Setup

Club/League set up may not impede any other scheduled events or programming. Any special set up performed for each Club/League is performed by GROUP representatives.

CITY staff is responsible to move its equipment and structures as needed, including portable fences, bases, portable mounds, and soccer goals. No GROUP representative shall move any CITY equipment without permission.

Terms and Conditions

CITY Agrees To:

- Be responsible to check and clean facilities and ball field area before the event.
- Ensure facility is set up to the request of GROUP, as provided prior to event date.
- Notify GROUP in a timely manner of any scheduling conflicts, field hazards, or field condition changes that may arise after contract has been signed.

GROUP and Authorized Representative Agree To:

- Be aware of the risks and injuries involved with sports on the sports field and of the potential hazards and dangerous areas within the facility.
- Be available for CITY staff for any questions, clarification, or assistance.
- Provide CITY personnel with schedule times, set-up requests, or any vendors present for event.
- Bring attention to CITY personnel of any hazardous or damaged area within the facility.
- Maintain control of participants and spectators and enforce CITY rules and regulations for the ball field's facility and meet policies.

TERMS OF AGREEMENT

This agreement shall commence on the date first written on page 1 of said Agreement, and will carry forward in full force and effect until the last date written, unless terminated by either party in accordance with the provisions set forth in the paragraph below.

TERMINATION OF AGREEMENT

The CITY may, in its sole discretion, terminate GROUP'S use of CITY facilities provided; the CITY shall first give GROUP 15 day's written notice. CITY shall refund unused fees, excluding the earnest money agreement. Similarly, GROUP may terminate the agreement by providing the CITY 15 day's written notice, provided that no termination by GROUP shall be effective prior to rendition of ball field's use. In the event GROUP has a remaining balance of paid facility fees, the CITY shall forward payment balance to GROUP.

DEFECTIVE CONDITIONS

CITY makes no warranty regarding the condition of the Woodland Baseball/Softball Facilities and adjacent facilities. CITY shall maintain the facilities consistent with the CITY policy and governing law. CITY will inspect the facilities prior to each season, and the GROUP must immediately notify CITY of any defective condition. CITY shall repair the defective condition as soon as reasonably possible to permit continued use. In the event negligent GROUP members cause the defective condition, meet participants or spectators, GROUP shall reimburse CITY for costs incurred in correcting or repairing the defective condition.

Fees

The ball field rental fee shall be based upon the use of each field. GROUP shall pay its fee as determined by the CITY based on the following:

League Fees	Club Fees
Deposit	Deposit
Light Use Fees	Light Use Fees
Practice Rental Fees	Game Rental Fees

Payment is only accepted by an organization check or credit card (*Visa or Master Card*), Club/League director check or credit card, bank check, money order, or cash. No third party payments will be allowed.

Season Deposit

The *deposit* is a non-refundable deposit that applies to GROUP's fees. These fees include initial field setup, garbage and restroom services, field lights and all administration charges. The earnest money deposit and damage deposit are required by the stated deadlines in order to secure a Club/League Season.

Other fees

The CITY reserves the right to charge GROUP additional fees for damages to facility or violating the terms and condition of the agreement. Fees are determined by damages or severity of violation. Additional fees may be charged to GROUP for cleaning and/or repairs as stated in "Defective Conditions."

Local Club/League Director

To receive Woodland Resident Fees A "local Club/League director" is a designated person representing a Woodland sports group, or is a resident of the City of Woodland (*not residing on a County road*); who is hosting a Club/League for a larger organization. This person must have a physical address within the Woodland city limits, **not a PO Box**. All contact for the Club/League MUST go through this person. This is a standard set as a priority to Woodland residents.

GROUP shall not take advantage of a resident's physical address in order to receive resident rates. GROUP must use the actual Club/League director that will be responsible for the event and in following the Club/League agreement.

Resident vs. Non-resident

Resident: Residency is determined by living within the City of Woodland city limits.

Non-Resident: Anyone outside of the City of Woodland city limits (P.O. Box considered Non-Resident).

Explanation of Fees

- ✚ Field Rental Fee apply to all Youth League/Club
- ✚ **Fees are subject to change/adjustment due to increased costs to P&R Department.**
- ✚ Everyone who uses lights is charged both the light usage fee and the light maintenance fee.
- ✚ All Light use will go up \$1 per year in order to get closer to the actual cost of the lights.

Fees

Description of fee	FY 13/14	FY 14/15
✚ Light Maintenance fee	\$9.00 per hour	\$9.00 per hour
✚ Buchignani Light Usage fee	\$11.00 per hour	\$12.00 per hour
✚ Camarena Light Usage fee	\$11.00 per hour	\$12.00 per hour
✚ Clark Field Light Usage fee	\$25.00 per hour	\$26.00 per hour
✚ Klenhard Field 1 & 2 Light Usage fee	\$11.00 per hour	\$12.00 per hour
✚ Lee Middle School Light Usage fee	\$28.00 per hour	\$29.00 per hour
✚ Harris Field Light Usage fee	\$11.00 per hour	\$12.00 per hour
✚ Woodland Sports Park Fields Light Usage fee	\$11.00 per hour	\$12.00 per hour
✚ Field Rental Rate	\$30.00 per hour	\$40.00 per hour
✚ Woodland Sports Park (<i>not reservable for Practices</i>)	\$30.00 per hour	\$40.00 per hour
✚ Key Deposit	\$10.00 per key	\$10.00 per key
✚ Password or Permit Change	\$10.00 first change	\$10.00 first change
✚ Each additional Password or Permit change	\$20.00 each additional change	\$20.00 each additional change

All fees for rentals must be paid for at the time of booking. Practices will be at the weekday rate that applies and must be tied to a game schedule. All Youth groups may have given 2 nights of practice a week at the weekday rate that applies. Additional practice dates will be at normal rental rate of \$30 per hour; this includes the practice before tournament play and any practice time not attached to a game schedule.

Youth/Senior local groups receive 50% discount on field rentals.

Adult Groups pay full rental rate for all play. They pay full rate for lights & maintenance.

Non-Resident Clubs pay full non-resident rental rate (\$60 per hour) and do not qualify for League rental rates or discounts. Will not be allowed to use Facilities for their scheduled games, may only use facilities for individual dates if space is available and all fees are paid.

As of 7/1/13 the City will no longer charge groups by player fees. All use of City Athletic Fields will be at the hourly rental rate.

Concession Stands

All concession stands require a contract with the City of Woodland

- ✦ Rent \$1 annually
- ✦ Utilities \$780.00 annually (actual costs to the City)
- ✦ Groups pay their own telephone costs
- ✦ If more than one group shows an interest in running the concession stand where their games are scheduled, each group could have the concession stand on alternate years (*example: Woodland Little League and Woodland Cal Ripken shared the concession stand at Buchignani Field*)
- ✦ Groups offered contract for concession stand
 - Woodland Babe Ruth: Clark Field
 - Woodland Cal Ripken: Klenhard Field
 - Woodland Little League: Camarena Field, Buchignani Field

When a group refuses to lease their offered concession stand and pay the fees, another group will be asked if they would like the option to run that concession stand.

Note: Woodland Little League pays for the exclusive use of Buchignani Field this does not include the Concession Stand nor cover the utility cost for the concession stand.

Merchandise Table & Other Vendors

All vendors onsite must have written CITY approval. Only permitted vendors will be allowed at the Woodland Baseball/Softball Facilities during each Permitted use. Any unauthorized vendor will be asked to leave the premises immediately and may not loiter outside the facility. All vendors must have a valid City of Woodland business license and show proof upon arriving to CITY personnel. To obtain a business license, contact Woodland Community Development Department – business license information, at (530) 661-5820. Failure to do so is subject to the \$100 penalty fee.

Should GROUP have a sponsor or organization that wishes to sell merchandise (*not food or drink*), the sponsor must obtain their own Seller's Permit and Business License separate from the GROUP.

Please contact the Woodland Police Department if you observe any push-cart vendors, as they are not allowed on City property.

SNACK BAR: The Woodland Baseball/Softball Facilities has a contracted vendor who has sole responsibility of organizing and operating the snack bar during each GROUP use as named above, if applicable.

RESTROOMS AND PORTABLE TOILETS: The Woodland Baseball/Softball Facilities complies with an industry-standard toilets per capita ratio. Should GROUP feel a need for additional toilets, CITY will coordinate the rental of portable restrooms. This will be billed at actual cost.

SCOREBOARDS: Scoreboard Controllers need to be turned in to the Parks & Recreation Office at the end of the Fall Season for annual maintenance. Controllers will be available for check out before the beginning of the Spring Season.

PARKING: Parking at the Woodland Baseball/Softball Facilities is limited, as the parking is used for the various activities within the neighborhoods. Parking is on a first come basis, for all activities, and participants. It is the responsibility of the GROUP to announce that all vehicles parking illegally on the city streets will be ticketed and/or towed at the owner's expense. For any vehicles parking illegally and causing damages to CITY property GROUP will be responsible for any damages. Parking is only allowed in designated paved parking areas. Parking on unpaved service areas is NOT allowed. Vehicles parked in these unpaved service areas will be cited.

OVERNIGHT PARKING: No overnight parking shall be permitted at the Woodland Baseball/Softball Facilities. Overnight camping will be sited by Woodland Police Department. It is the responsibility of GROUP to notify any participants that overnight parking will not be permitted.

PARKING FEES: GROUP shall not charge any participant a parking fee. Parking will remain free. GROUP may charge a *gate* or *admission* fee. This fee however, must only be collected on facility grounds.

Rain-outs

There are many factors that go into Parks & Recreation closing a field.

Water, Drainage, Weather forecast, Safety

- ✚ We need every scheduled game to be played.
- ✚ Rainouts cause us as many problems for rescheduling as they do you.
- ✚ Work together with the other clubs/leagues that you share fields with in rescheduling your make-up games.
- ✚ There will be times when the officials/umpires call the game.
- ✚ Park Supervisors in charge of Woodland Sports Park fields
 - Westley Schroeder is in charge of all Athletic Fields. He can be reached at 661.5905.
- ✚ For rainout information call Monday-Friday before 3 p.m.
 - Westley Schroeder 661.5905

Season

- ✚ Each season is defined by the game schedule
- ✚ Practice may begin no earlier than two weeks before the first scheduled game
- ✚ Practice permit ends at the first permitted game
- ✚ Season and permits ends on the same day, the last scheduled game
- ✚ Season includes one play off tournament at the end of the season
- ✚ Tournament schedule is required in order to extend the permit to cover tournament dates
- ✚ All-Stars and Regional tournaments pay Tournament Fees and are not included in "Season"

- ✚ If a season does not have a play off tournament, that tournament date can not be “saved” and used in another season.
- ✚ Season shall not be longer than double the teams (per each division) in weeks. **Example:**
 $\text{Number of Teams} \times 2 = \text{Number of weeks of season}$

Strict “seasons” will be enforced.

- ✚ Fall Season: August-December 31
- ✚ Winter Practice Season: January-February- practice only by rental rate for ALL users.
- ✚ Spring Season- March- Middle of June
- ✚ Summer Practice Season: June- August- practice only by rental rate for ALL users.

Reservation Timeline

The dates listed are deadlines, not scheduled dates. It is up to GROUP to complete all deadlines.

Fall/Winter

August 1,	Reservation Request Form for practice dates, deposits paid.
September 1	Game Reservation Request Form
September 15	All dates finalized for Season

Spring/Summer

February 1	Reservation Request Form for practice dates, deposits paid.
March 1	Game Reservation Request Form
March 15	All dates finalized for Season

Minimum of 3 weeks prior to first practice event

Reservation form turned in to CITY
 Board of Directors Contact Information (update CITY as changes occur)
 Insurance Updated (annually)

Minimum of 2 weeks prior to first scheduled Game Club/League

Provide GROUP information (cell phone for person on site) for Club/League.
 All required documentation

It is understood that Softball will start approximately two weeks after Baseball; all dates are moved back two weeks for softball.

Contact Information

Parks & Recreation:	(530) 661-2000	<i>for general information</i>
Yolo County Dispatch:	(530) 666-8920	<i>for event-day issues</i>
Woodland Police Department:	(530) 666-2411	<i>to report crimes or other issues</i>

Parks & Recreation Office Hours:
Monday-Friday 8:00 a.m.–4:00 p.m. Closed on all Federal Holidays.

League Definition

In order to be recognized by the City of Woodland as a League, all the following must apply

- + Belong to a “Parent” Organization
- + 51% of players must be residents
- + Leagues only have inter league play (*play only other players of their league*)
- + No travel outside of Woodland for games
- + All games are scheduled on Woodland Fields
- + Non-profit 501c3 on file with Parks & Recreation
- + Board of Directors
- + Insurance Certificate with endorsement naming the City of Woodland as additionally insured for a minimum of \$2,000,000.00
- + Pay for light use and maintenance at League rate

Club Definition

If all of the League items does not apply, the City of Woodland may recognize the group as a Club, all requirements below must be met to be considered a recognized Club

- + Not recognized as a League
- + Belong to a “Parent” Organization
- + 51% of players on Woodland Fields live outside the City of Woodland city limits.
- + Recreation in nature
- + Travel outside of Woodland to games.
- + Not all games played on Woodland Fields
- + Schedules (*official printed schedules only*)
- + Non-profit 501c3 on file with Parks & Recreation
- + Board of Directors
- + Insurance Certificate with endorsement naming the City of Woodland as additionally insured for a minimum of \$2,000,000.00.

Historic Users

Historic use will be honored whenever possible. Leagues are to coordinate use with each other when there are multiple users on a field. Parks & Recreation will only get involved when the groups can not come to a universal agreement with each other.

All decisions made by the Representative of the Parks & Recreation Department are FINAL.

Woodland Little League-Two Seasons

- ✚ Camarena Field-Home Field
- ✚ Camarena Field II (Pedroia Field)-Home Field
- ✚ Camarena T-Ball Field
- ✚ Buchignani Field-Monday-Saturday

Woodland Girls Fastpitch-Two Seasons

- ✚ Harris-Home Field (moved to Harris Spring 2012)

Cal Ripken-Two Seasons

- ✚ Klenhard Field II-Home Field
- ✚ Klenhard Field I (gave up use of Harris for Klenhard Spring 2012)

Woodland Senior Softball

- ✚ Woodland Sports Park Field C-Home Field-Thursday Morning
- ✚ Woodland Sports Park Field D-Home Field-Tuesday Evening

Woodland High School-One Season

- ✚ Clark Field-Home Field (groups arrange sharing)
- ✚ Monday-Friday
- ✚ Practice: 3-5 p.m.
- ✚ Games: 2-5:30 p.m.

Babe Ruth-Two Seasons

- ✚ Clark Field-Home Field (groups arrange sharing)
- ✚ Monday-Friday (After High School)
- ✚ Saturday-10 a.m.-4 p.m.

American Legion-One Season

- ✚ Clark Field-Home Field (groups arrange sharing)
- ✚ May-July
- ✚ Weekdays share with Babe Ruth
- ✚ Saturday-4-10 p.m.

Roy Hobbs-One Season

- ✚ Lee Field-Home Field (contract with WJUSD expires in 2018)
- ✚ Clark Field for Labor Day Tournament
- ✚ Clark Field Games (2012 season had 5 games at Clark Field, paid rental rate + light use)

Woodland Soccer Club-Two Seasons

- ✚ Spring -Woodland Healthcare Field
- ✚ Fall/Winter-Memorial Field, Woodland Healthcare Field

Davis Alliance Soccer Association (first season Fall/Winter 2010)

- ✚ Spring-Field E Soccer Only Field
- ✚ Fall/Winter-Yolo Federal Field (C), Field E Soccer Only Field

Y.M.C.A.-Two Soccer Seasons

- ✚ Southland
- ✚ Klenhard Soccer Field (Girls Fastpitch uses in Spring for T-Ball)
- ✚ Christiansen
- ✚ Field B (Fall/winter season games, practice Field E) Started Fall/Winter 2011 7/1/13 will pay same rate as all others, rental fees.

Priority of Use

1. Parks & Recreation Department programs and City of Woodland activities.
2. Regional & National Tournaments who bring economic stimulus to the City of Woodland. *(Leagues will be given a minimum of four months notice if their historical or priority use will be superseded, unless granted special permission by the Recreation Manager.)*
3. Non-Profit Resident Youth Teams/Leagues *(50% of members must be City of Woodland residents)*. Non fundraising activities only. The Woodland Joint Unified School District would be included in this category.
4. Non-Profit Resident Adult groups *(over 50% of members must be City of Woodland residents)* or Non-Profit Resident Youth groups conducting fundraising events.
5. Private Resident Individuals or Groups.
6. Resident Commercial for sports/social functions.
7. Non-Profit Non-Resident Youth Teams/Leagues *(less than 50% of members are City of Woodland residents)*. Non-Fundraising activities only. Other school district would be included in this category.
8. Non-Profit, Non-Resident Adult groups *(less than 50% of members are City of Woodland residents)* or Non-Profit Non-Resident Youth groups conducting fundraising events.
9. Non-Resident, Non-Profit Individuals or Groups.
10. Non-Resident Commercial for sports/social functions

Field Allocation Meetings

Numbers represent priority of field requests. If a historic user chooses not to attend a field allocation meeting, the Parks & Recreation Department cannot guarantee that their required use will be available. Attendance is required by all historic users

Spring Sports Meeting January/February

1. Baseball Spring Season field allocation
2. Soccer Spring Season field allocation
3. Any special field use for Fall Season

Clark Field Meeting January/February

1. Woodland High School
2. Woodland Babe Ruth
3. American Legion

Fall Sports Meeting July/August

1. Soccer Fall Season field allocation
2. Baseball Fall Season field allocation
3. Any special field use for Spring Season

Practice Permits

Before Practice Permits are issued (for each season)

- ✚ Security Deposit paid (*equal to one half of last year's total fees paid to City of Woodland*)
- ✚ Field Reservation Form filled out and approved by Parks & Recreation Department Representative
- ✚ Current Board of Directors Listing (*sends updates to Parks & Recreation yearly or whenever Board members change*)
- ✚ Contact information for person responsible for payments/reservations (*one person only*)
- ✚ Insurance Certificate with endorsement naming the City of Woodland as additionally insured for a minimum of \$2,000,000.00
- ✚ Minimum of 3 business days to process
- ✚ It is the responsibility of the group to return any reserved fields that they no longer need to the Parks & Recreation Department before the scheduled date
- ✚ No refund or credit of fees for rental will be processed after the reserved date has passed
- ✚ No subleasing or charging a third party for the use of reserved fields
- ✚ Parks & Recreation are the only ones allowed to process reservations for fields
- ✚ Change to permits
 - First change fee will be waived
 - Second change \$20
 - Fees not charged for inclement weather changes
 - No more that three changes allowed per season

Game Permits

Before Field Game Permits will be issued each Season

- ✚ Game Permits will not be issued until all of the requirements for Practice Permits are met
- ✚ Field Reservation Form filled out and approved by Parks & Recreation Department Representative
- ✚ Schedules (*official printed schedules only*)
- ✚ Minimum of 3 business days to process
- ✚ It is the responsibility of the group to return any reserved fields that they no longer need to the Parks & Recreation Department before the scheduled date
- ✚ No refund or credit of fees for rental will be processed after the reserved date has passed
- ✚ No subleasing or charging other for the use of reserved fields
- ✚ Parks & Recreation are the only ones allowed to process reservations for fields
- ✚ Change to permits
 - First change fee will be waived
 - Second change \$20
 - Fees not charged for inclement weather changes
 - No more than three changes allowed per season

Billing

- ✚ Meter Reading reports are generated and fees applied.
- ✚ Field Preps or any additional fees for services received.
- ✚ Tournament/non league field use Fees.
- ✚ Security Deposits credited
- ✚ Balance due or a credit owed is determined.
- ✚ Bill generated and sent to leagues.
- ✚ Payment is due within 30 days of date of generated bill.
- ✚ It could be possible, when a season is smaller than usual for a league to have a credit at the start of their next season.
- ✚ If there is a credit, the Security deposit will be adjusted accordingly for the next season.
- ✚ If payment is not received in full within 30 days, the bill will be put into the City's Collection process.

Woodland Baseball/Softball Facilities Rules

GROUP is responsible for the actions of its clients, vendors, team members, and all of those associated with the Club/League. It is expected that all organization members, coaches, participants and spectators will conduct themselves maturely and prudently. In order to maintain a quality experience, the Club/League director must adhere to and enforce the following rules for the Woodland Baseball/Softball Facilities. ***Any violation of these rules may result in cancellation of ball field rental and will face additional fees for violation of facility rules.***

All signage and décor must be pre-approved by the Parks & Recreation Department prior to event date.

GROUP may not leave or store equipment at WOODLAND BASEBALL/SOFTBALL FACILITIES without written permission from the Parks & Recreation Department.

Outside food or drink is not allowed on the grounds of WOODLAND BASEBALL/SOFTBALL FACILITIES during Permitted uses, except for bottled water.

Cigarettes and chewing tobacco is not allowed on the grounds of WOODLAND BASEBALL/SOFTBALL FACILITIES. All tobacco products must be kept off of park grounds, even in the parking lots. Please dispose of any waste in appropriate receptacles.

Alcohol is not permitted on the grounds of WOODLAND BASEBALL/SOFTBALL FACILITIES. A beer garden may be open during adult events only at designated sites. Alcohol will not be served at any youth event.

Eating of any shelled nuts is not permitted on the fields, in the dug outs, or in the spectator areas of the Woodland Baseball/Softball Facilities. This is to avoid difficult cleanup and unsightly litter.

Glass bottles are not allowed on the grounds of WOODLAND BASEBALL/SOFTBALL FACILITIES, or any parking lots.

No unauthorized vehicles are allowed on the grounds of WOODLAND BASEBALL/SOFTBALL FACILITIES. For special access, please contact instructions from CITY personnel.

Unauthorized vendors are not allowed on the grounds of WOODLAND BASEBALL/SOFTBALL FACILITIES. Vendors must be approved by the Parks & Recreation Department. Please report any push-cart vendors to the Woodland Police Department.

No camping at the Woodland Baseball/Softball Facilities. Vehicles may not be left overnight on City streets.

Parking is at the risk of the vehicle owner. Parks & Recreation is not responsible for vehicle damage from athletic equipment or game play. Vehicles parked in prohibited areas may be towed at the owner's expense.

Dogs are not permitted on the turf areas of the fields. Dogs must remain on a leash and the owner is responsible for picking up after them.

Strictly Prohibited at the Sports Park

- *Cleats of any kind (no plastic or metal cleats permitted)*
- *Sunflower seeds, peanuts, all shelled nuts*
- *Animals*
- *Soft drinks or sports drinks (Only water is permitted on turf)*
- *Chewing gum*
- *Bicycles, skates, skateboards, scooters, etc.*

Insurance

GROUP shall carry bodily injury liability insurance in the amount of \$1,000,000 and said insurance shall be endorsed as additionally insured. The CITY, its officers, agents, and employees shall be named as additionally insured.

GROUP understands and agrees that coaches, agents, or “employees” of GROUP are not agents or employees of the CITY and are not covered by workers compensation insurance or any other CITY insurance policy. GROUP property stored in CITY facilities are not covered under CITY property loss coverage, and shall be listed separately on the GROUP’S insurance policy under property loss.

The following must be included in the insurance information sent to CITY:

- ✓ GROUP’s name must be the same as the organization using WSP.
- ✓ The policy must cover all dates that GROUP is using WSP.
- ✓ The certificate must clearly state that “Participant Legal Liability” (or equivalent) is ***not*** a part of the Commercial General Liability section.
- ✓ The certificate must include the following as “additional insured”:
 - City of Woodland
 - 2001 East Street, Woodland, CA 95776
 - (530) 661-2000
- ✓ An “Additional Insured Endorsement Form – Designated Person or Organization” (or equivalent) must be attached to the certificate.
- ✓ Coverage must be equal to or better than:

General Aggregate:	\$2,000,000
Products Aggregate:	\$2,000,000
Each Occurrence:	\$2,000,000
Personal & Advertising Injury:	\$1,000,000
Damage to Rented Premises:	\$50,000
Medical Expenses:	\$5,000

Return Insurance Information to: Woodland Parks & Recreation Department
2001 East Street, Woodland, CA 95776.
Phone: (530)661-2000 FAX: (530) 666-7257

Forms



PARKS & RECREATION

Woodland Parks & Recreation Department
 2001 East Street • Woodland, CA 95776 • | 530.668.2000

BALL FIELD REQUEST

Renter Information

Organization Name: P&R Contact Person: Joe Smith
 Street Address/P.O. Box: 2001 East St Apartment/Unit #: _____
 City: Woodland State: CA Zip Code: 95776
 Phone 1: 530 111-1111 Phone 2: 530 000-0000 Email: JSmith@yahoo.com

Request Information

Field(s) Requested: Field B Anticipated Attendance: 20

FIELD REQUEST MADE FOR THE FOLLOWING

PRACTICES	GAMES	TOURNAMENTS
Start Date: <u>3-1-2010</u> End Date: <u>3-10-2010</u> Days (initials): <u>Su M T W Th (Sa)</u> M-F Start Time: <u>4pm</u> M-F End Time: <u>8pm</u> Sa-Su Start Time: <u>8am</u> Sa-Su End Time: <u>3pm</u> Schedule Attached: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Start Date: <u>3-11-2010</u> End Date: <u>7-31-2010</u> Days (initials): <u>Su M T W Th F Sa</u> M-F Start Time: <u>4pm</u> M-F End Time: <u>8pm</u> Sa-Su Start Time: _____ Sa-Su End Time: _____ Schedule Attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Start Date: <u>8/1/10</u> End Date: <u>8/2/10</u> Days (initials): <u>Su M T W Th (Sa)</u> M-F Start Time: <u>5pm</u> M-F End Time: <u>9pm</u> Sa-Su Start Time: <u>8am</u> Sa-Su End Time: <u>5pm</u> Schedule Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

List any breaks or vacations during the above scheduled time: 4m of July Week - No games/practices

Field/Facility Preparation

SPORT <input type="checkbox"/> Baseball <input checked="" type="checkbox"/> Softball <input type="checkbox"/> Soccer <input type="checkbox"/> Other _____				
Field <u>B</u>	Field _____	Field _____	Field _____	Field _____
Base length requested: <input checked="" type="checkbox"/> 65' <input type="checkbox"/> 70' <input type="checkbox"/> 80'	Base length requested: <input type="checkbox"/> 65' <input type="checkbox"/> 70' <input type="checkbox"/> 80'	Base length requested: <input type="checkbox"/> 65' <input type="checkbox"/> 70' <input type="checkbox"/> 80'	Base length requested: <input type="checkbox"/> 65' <input type="checkbox"/> 70' <input type="checkbox"/> 80'	Base length requested: <input type="checkbox"/> 65' <input type="checkbox"/> 70' <input type="checkbox"/> 80'
<input checked="" type="checkbox"/> Safety 1 st Base	<input type="checkbox"/> Safety 1 st Base	<input type="checkbox"/> Safety 1 st Base	<input type="checkbox"/> Safety 1 st Base	<input type="checkbox"/> Safety 1 st Base
Field Lighting Needed <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Please note all applicable dates for field lighting needs on printed schedule				
Snack Bar Needed <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes				

Ball Field Request
Rev: 1/7/2010
Page 1

Note that the end date of practice is before the game schedule begins.

The form above is an example of how to fill out the field request forms. Only put more than one request on one form if there is only one field involved and all requirements are the same. Otherwise fill out a separate request for each field.

Park Reservation Policies & Procedures

General Rules

- Parks are cleaned daily. The City parks are public places, the Parks & Recreation Department can not guarantee the reserved park will be clean upon arrival.
- Park must be returned to original condition before leaving. Representative/organization will be help responsible for all damage and/or additional custodial services required, and deposit may be subject to forfeiture.
- Refundable deposit is required for each reservation. **Deposit may be forfeited if area is not cleaned, has been damaged, or a violation in permit conditions. Using a credit card(Visa or MasterCard) for the deposit will aid in a quick return of the funds.**
- Enforcement of these rules and the rules concerning alcohol and amplification are the responsibility of the authorized representative/organization and he/she must be present for the duration of the permit. _____ **Renter's Initials**

Reservation Changes, Moves, or Cancellations

- Any refund, changes, or cancellations require the renter to bring the *original* reservation permit.
- A \$10 administrative fee will be applies for any reservation to be changed, moved, or cancelled. For any subsequent change or move, the fee is \$20.
- Refunds will only be granted a minimum of 72 hours prior to reservation date. _____ **Renter's Initials**

Not Permitted During Park Reservations

- Driving into the park or onto the lawn
- Devices that will destroy park lawn or grounds (slip-n-slides, water slides, water balloons, trampolines, stage platforms, etc.)
- Alcohol (without an alcohol permit.)
- Fires outside the barbecue grills provided.
- Bounce houses using City electricity or without special permit. _____ **Renter's Initials**

I agree to accept and abide by the rules and regulations of City of Woodland.

Renter/Group Representative Signature _____

Date _____

- For office use only -

Field Reservation Fees (for private hourly reservations or tournaments)

HOURLY RESERVATIONS

<input type="checkbox"/> 2 Hour Reservation <i>Non residents, add 20%</i>	\$60 <i>Fee per 2 hours</i>	x	_____ <i>Number Hours</i>	\$ _____
<input type="checkbox"/> 3 + Hours Reservation (daily) <i>Non residents, add 20%</i>	\$100 <i>Fee per day</i>	x	_____ <i>Number days</i>	\$ _____
<input type="checkbox"/> Lighting Fees <i>Lighting fees vary, refer to fee schedule.</i>	\$ _____	x	_____ <i>Number Hours</i>	\$ _____
				\$ TOTAL

TOURNAMENT RESERVATIONS

<input type="checkbox"/> Earnest Money Deposit <i>To hold fields, will be applied to fees upon billing</i>	\$ _____		_____	\$ _____
<input type="checkbox"/> Damage Deposit	\$1,000			\$1,000
<input type="checkbox"/> Daily Reservation <i>Non residents, add 20%</i>	\$ _____	x	_____ <i>No. fields, no. days</i>	\$ _____
<input type="checkbox"/> Holiday fee <i>Add 20% of base fee for tournaments over holidays</i>	\$ _____			\$ _____
				\$ TOTAL AMOUNT DUE

Insurance Certificate

BAGECIT-01 ARJA					
ACORD CERTIFICATE OF LIABILITY INSURANCE					
PRODUCER (530) 668-2777 Armstrong & Associates Insurance Services License # 0B50501 P.O. Box 1270 Woodland, CA 95776-1270	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED Company/ Organization Name Address	INSURERS AFFORDING COVERAGE INSURER A: National Fire Insurance Co. of Hartford INSURER B: Tower Select Insurance Company INSURER C: INSURER D: INSURER E:				
NAIC #					
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR ADDR / LTR / INSRID	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	2097674463	4/4/2009	4/4/2010	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	2097674463	4/4/2009	4/4/2010	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ GARAGE LIABILITY <input type="checkbox"/> ANY AUTO AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	<input type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER:	TSIWD7084256400	12/17/2008	12/17/2009	<input checked="" type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Certificate holder is named as additional insured per the attached endorsement					
CERTIFICATE HOLDER City of Woodland Parks & Recreation Department 2001 East Street Woodland, CA 95776-			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE: <i>Martin Armstrong</i>		
ACORD 25 (2001/08)			© ACORD CORPORATION 1988		

Endorsement

POLICY NUMBER: 2097674463 COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED—OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

City of Woodland
Parts & Recreation Department

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to their liability arising out of "your work" for that insured by or for you.

It is further agreed that such insurance as is afforded by the policy for the benefit of the additional insureds shall be primary insurance, but only as respects any claims, loss or liability arising out of the Named insured's operations and any insurance maintained by the additional insured shall be non-contributing.

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The City needs an Accord Form showing an additional insured endorsement adding the City of Woodland to your policy, in the amount of at least \$2,000,000. This is different than a Certificate of Liability Insurance, which merely shows that you have an insurance policy. This is important in order to protect your organization and the City against any possible future litigation.

