



City of Ojai Recreation Department

Sarzotti Park Athletic Field Request Form

510 Park Rd, Ojai, CA 93023 - (805) 646-5581 x 390 - ojairec@ojai.ca.gov



Name: _____ Organization: _____

501 (c)3: _____ Website: _____

Cell Phone Number: _____ E-Mail: _____

Address: _____ City: _____ Zip: _____

Purpose of Field Reservation: _____

Field(s) Requested: Athletic Field 1 Athletic Field 2 Ball Field 1 Ball Field 2
 Front Yard Back Yard T-Ball Field Picnic Yard

Dates

Times

Days

Mon Tues Wed Thur Fri Sat Sun

Field Prep?: Yes No

Field Lights?: Yes No

Equipment Rental?: Yes No

Prep/Lights/Equip Needed: _____

For Office Use Only:

Processing Fee: _____

14 or more days before 1st date (\$20)

Less than 14 days before 1st date (\$40)

Hourly Rate: _____

Group 2 (\$8)

Group 3 (\$12)

Group 4 (\$15)

Group 5 (\$15)

See page 3 for group info

Field Lights Rate (Hourly): _____

Field 1 & 2 (\$18)

Field 1 (\$10)

Field 2 (\$8)

Picnic Yard (\$5)

Field Hours _____ x _____ Number of Fields = _____ x _____ Field Rate = _____ (A)

Number of Lighted Field Hours _____ x _____ Field Lights Rate = _____ (B)

(A) + (B) + Processing Fee = Total Due: _____

Athletic Facility Use Regulations, Procedures and Fees

All applications will be reviewed; use will be categorized and fees will be set by Recreation Staff. Please refer to the following pages for application procedures, insurance requirements, facility rules, inclement weather policy, classifications, fee schedules and fee payment.

Application Procedures

Applications for use of Sarzotti Park athletic facilities may be obtained at the Ojai Recreation department at Sarzotti Park Monday through Friday from 8:00 a.m. to 5:30 p.m. or online by visiting Ojairec.com.

Applications for use of Sarzotti Park athletic facilities may be submitted in person to recreation department office Monday through Friday from 8:00 a.m. to 5:30 p.m., mailed to the recreation department at 510 Park Road, Ojai CA 93023, or emailed to ojairec@ojai.ca.gov.

All applications must be received at least 14 days prior to the requested use date and will be accepted as far as 3 months prior to the requested use date. Any application submitted less than 14 days prior to the requested use date will be charged a late permit processing fee.

A \$20 application processing fee is due at the time the application is submitted for all applications received at least 14 days prior to the requested use. If the permit is received less than 14 days prior to the requested use the permit processing late fee will be \$40. **All permit processing fees are non-refundable.** Rescheduling that takes place due to field closures and weather conditions are not subject to late fees.

Once the application has been processed, the applicant will be contacted by department staff to notify that the permit has been accepted or rejected.

Insurance Requirements

All renters shall possess and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages. This includes but is not limited to liability for injuries to any person(s), damage to property arising at any time during and/or arising out of or in any way connected with the renter's use, or occupancy of the City's facilities and adjoining property in the amount of \$1,000,000 (one million dollars) per occurrence, per person and per property.

Such insurance shall name the City of Ojai, its officers, employees and agents as additionally insured prior to the rental date of the facility. Renter shall include a copy of Certificate of Insurance with their application, which shall be endorsed to provide thirty days notice to the City of Ojai of cancellation or any change of coverage limits. If a copy of the insurance certificate is not on file prior to the first scheduled day of use the City of Ojai will deny access to the facility. Auto insurance may also be required for vehicle use on the park.

Facility Rules

The following rules include but are not limited to:

- Park hours are 7:00 a.m. to 10:00 p.m. Use will end at dusk on unlighted fields. Lights will turn off promptly at 10:00 p.m. on lighted fields.

- Alcoholic beverages are not allowed at the park, on the field or in the parking lot unless the proper permit is obtained through the city.
- Vehicles are prohibited on the fields and on the park. All vehicles shall remain in the parking lot unless permission is given by the City of Ojai Recreation Department.
- No person shall park a vehicle in such a manner that violates the City of Ojai's parking laws, and regulations. This includes blocking resident driveways and sidewalks.
- Applicant's copy of the use permit must be available during use and present to any City representative upon request.
- At the conclusion of the permitted event it is each group's responsibility to pick up trash and debris and deposit it into proper trash receptacles. In the event debris or trash is left after the permitted rental time, a fee to remove said debris will be charged to the renting party. Reimbursement for this clean up fee must be paid within 15 calendar days of receipt of invoice.
- All groups are responsible for the condition in which they leave the fields and adjacent neighborhoods.
- Amplified sound is not allowed in the park without the proper permit is obtained through the City.
- Renters are expected to be good neighbors by requiring participants to refrain from excessive noise, whistles or drums prior to 8:00 a.m. on weekdays and 9:00 a.m. on weekends.
- The City may revoke an issued rental permit or deny a reservation application, when it is determined that the proposed use is not consistent with the intended use of the facility, or the use would not be in the best interest of the City. A rental permit may be revoked or denied for violation of any rule or regulation contained in the City of Ojai Municipal Code, state or federal law, committed by the renter, renter's guests, attendees, employees, or vendors. Falsification or omission of information on this form may lead to the application being revoked or denied. If an application is revoked or denied, all fees paid will be forfeited.

Failure to abide by facility rules can result in loss of permitted field time and jeopardize future field usage.

Field Closures and Field Maintenance

In the event of inclement weather, fields may be closed at the discretion of the City of Ojai Recreation Department staff. Staff will notify permitted field user groups if the fields are closed due to inclement weather. **It is the responsibility of the user group to inform teams and coaches of field closures.**

Fields may be closed when the health and safety of participants are threatened due to wet fields, heavy rains, poor air quality and natural disasters. The City of Ojai reserves the right to close the fields for rest or renovation.

If possible, signs will be posted at the fields when the fields are closed. Any group that violates field closures will be subject to pay for field damages caused by their use and subject to termination of field use permits.

Burning lines is absolutely prohibited. Lining of fields with chalk or paint is not permitted without permission granted by the City of Ojai Recreation Department staff.

Classifications and Definitions

Group 1: City of Ojai activities or City of Ojai co-sponsored activities.

Group 2: Ojai based youth non-profit groups with open enrollment and Ojai based senior programming. All groups falling under this classification must provide 501©(3) documentation and submit game schedules to City of Ojai recreation department staff prior to opening day or the first day of league play.

Group 3: Ojai resident groups, Ojai club teams with 75% residents and senior programming with less than 75% Ojai city residents.

Group 4: Non-Ojai City resident groups, Non-Ojai City non-profit groups, club teams with less than 75% Ojai city residents.

Group 5: Businesses, profit making organizations, for profit sports leagues, adult tournaments and special events.

Fee Schedule

Sarzotti Field Rental:	Group 1:	\$0 per hour	Field Lights:	Field #1 and #2	\$18 per hour
	Group 2:	\$8 per hour		Field #1	\$10 per hour
	Group 3:	\$12 per hour		Field #2	\$8 per hour
	Group 4:	\$15 per hour		Picnic Yard	\$5 per hour
	Group 5:	\$15 per hour	Equipment Rental (per day):		Bases - \$15

Field Prep: **Ball Field Prep** – Non-Profit Fee \$40 per field; General Fee \$50 per field.

Athletic Field Prep – Non-Profit Fee \$60 per field; General Fee \$85 per field.

Fee Payment

All field rental fees must be paid in full 14 days prior to the first day of use. If field fees are not received at least 14 days before the first day of use permits will be revoked.

Emergency Staff Call Out

If Ojai Recreation Department Staff are called out to the field to resolve an issue with the lights that was not the Department's own fault then the field user will be charged an additional \$40 for their field use.

Refunds, Cancelations, Changes and Sub-Letting

Athletic field reservations may be canceled. Reservations that are canceled by the City due to inclement weather or other circumstances may be rescheduled as availability allows or a refund will be issued. Reservations canceled by the user at least 7 days prior to the scheduled use will be refunded minus the \$20 permit processing fee. No refunds will be issued if canceled with fewer than 7 days notice.

Once a permit is submitted dates can not be added to the permit. A new permit must be submitted and a new permit processing fee will be charged along with additional field fees.

User groups are not permitted to rent, loan or sub-let field space to any other group. Permitted field time is to be used by the permitted organization for official activities such as practices and games.

Applicant agrees to release, hold harmless, defend and indemnify the City of Ojai from any and all liability for any loss, injury, and/or damages to any third party arising out of the use of the facility by the third party pursuant to this application

Signature: _____ Date: _____

Date Received: _____ Staff Initials: _____ Insurance Received Date: _____

Approved By: _____ Approval Date: _____

Field Map

