



FACILITIES & COMMUNITY
SERVICES
DEPARTMENT

City of
REDLANDS

Incorporated 1888
City of Redlands
35 Cajon Street, Suite 222
Redlands, CA 92373
909-798-7624
www.cityofredlands.org

CHRISTOPHER BOATMAN
ASSISTANT CITY
MANAGER

TABITHA CROCKER
DIRECTOR

August 27, 2024

Dear Field Users,

Applications for Winter/Spring 2025 (January 12 – June 29, 2025) sport field use are now being accepted with a submission deadline of September 15, 2024

There are two different applications, Group 1 is for non-profit youth rec organizations and Group 2 is for all others. Group 1 may submit applications twice a year and Group 2 submittal is limited to once per year. Group 1 deadline submittals are September 15, 2025, for Winter/Spring season. Group 2 deadline submittals are September 15, 2025, for Winter/Spring season. See attached submission schedule for additional information.

For **GROUP 1**, the new policy provides priority to local “rec organizations’ based on the premise that those organizations provide non-exclusive, affordable opportunities for field use. Under the policy, rec organizations are allocated field space twice per year and may receive up to a combined total of 70% of all field use. They also receive significantly discounted use fees as compared to non-rec organizations. To qualify as a rec organization, organizations must be a registered non-profit, offer open registration, guaranteed playtime at every game, and not limit registration based on skill level. They must also offer priority registration for Redlands residents. Rec organizations will also be required to collect verification of residency from their registrants and are subject to random audits during the season.

For **GROUP 2 (or Non-rec organizations)** which include club teams, travel teams, adult leagues, and all other groups. These organizations may be allocated up to 30% of the overall field space. They are subject to standard fee and are allocated field space once per year, or whenever unused field space becomes available. After organizations are categorized as rec or non-rec, the policy provides organizations with the largest contingent of Redlands’ resident’s priority for field space.

Attached to this letter is the field use application packet. The first page includes a checklist of all necessary forms for a complete submittal. All forms, must be completed and/or signed.

Submission of an application does not constitute approval. Approval is given according to the allocation policy, field and facility availability, after fees are paid and when a permit is issued.

The deadline for submission is September 15, 2024 for Winter/Spring season. If you have any questions or need assistance with the application, please contact the Facilities and Community Services Department, Recreation Division located at 111 W. Lugonia Avenue, Redlands CA 92374, by phone at 909-798-7572 or by email at Redlandssports@cityofredlands.org additional information is available on the City’s website at www.cityofredlands.org/sports.





City of Redlands Facilities and Community Services Department

CHECKSHEET FOR GROUP 1 APPLICATION & RESERVATION PACKET

(GROUP 1 APPLICATIONS MAY BE SUBMITTED TWICE PER YEAR)

The following items are required in order for a packet to be deemed complete and acceptable:

- Completed Field Use Request Form (Page 1)
- Completed Field User Information Sheet (Page 2)
- Signed Athletic Field Use Rules and Regulations (Page 3)
- Public Liability and Property Damage Insurance in an amount no less than One Million Dollars (\$1,000,000) per occurrence, naming City of Redlands as Additionally Insured (Page 4)
- Signed Hold Harmless and Indemnity Agreement (Page 5)
- Current list of board members with current contact information (Page 6)
- Player rosters identifying local residents and non-residents. Non-resident fees will be applied for Group 1 applications (Page 7)
- Non-profit groups must supply an IRS 990 or 990EX form (Page 8)

For New leagues or organizations planning to petition for Group 1 status the following information is also required.

- Bylaws
- Names and addresses of Board of Directors (if applicable) with current contact information
- Letter of Determination or Letter of Affirmation from the IRS, including a copy of the league's current financial states on file (IRS Form 990 or 990EX) that demonstrate the organization's non-profit 501(c)(3) status, if asking for non-profit status

CHECKSHEET FOR GROUP 2 APPLICATION & RESERVATION PACKET

(GROUP 2 APPLICATIONS MAY BE SUBMITTED ONCE PER YEAR)

The following items are required in order for a packet to be deemed complete and acceptable:

- Completed Field Use Request Form (Page 1)
- Completed Field User Information Sheet (Page 2)
- Signed Athletic Field Use Rules and Regulations (Page 3)
- Public Liability and Property Damage Insurance in an amount no less than One Million Dollars (\$1,000,000) per occurrence, naming City of Redlands as Additionally Insured (Page 4)
- Signed Hold Harmless and Indemnity Agreement (Page 5)
- Current list of board members with current contact information, if applicable (Page 6)
- Player rosters identifying local residents and non-residents.

Submission Schedule:

Winter/Spring (January 12 - June 29, 2025)

- September 1 - September 15: Receive reservation packets and applications
- October 10, 2024: Parks and Recreation Commission reviews applications and draft schedule (attendance is optional)
- November 21, 2024: Reservations issued to field users



**City of Redlands Facilities and Community Services Department
ATHLETIC FIELD USE ALLOCATION APPLICATION**



Field Use Request Form

Submission of an Application does not constitute approval. Approval is given according to the decisions on scheduling of City and such decision shall be final. If you have any questions regarding this application please contact, City of Redlands Recreation Division located at 111 W. Lugonia Avenue, Redlands, CA 92374 or by phone at 909-798-7572 or by email Redlandssports@cityofredlands.org. The contact information you provide the City of Redlands on these field request forms could be made public if requested. The information written on these forms should be contact information you would like City staff to provide prospective players wishing to register for your organization.

The City will be the responsible agency for scheduling and permitting all City owned fields and athletic facilities. Redlands Unified School District fields such as Orangewood High School and Clement Middle School athletic fields may be considered upon the availability provided by RUSD through a Joint Use Agreement between the City of Redlands and RUSD.

Organization: _____

Name of Applicant: _____ Title: _____

Address: _____ City & Zip: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Email Address: _____

Field Requested: _____

Description of Activity: _____

Day of Week	Date (s)	Start time (including set-up)	End Time (including clean up)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I verify that the information on this Application and Agreement Request for Use of Athletic Fields form is correct as defined in the Athletic Field Use & Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy. I have read the Application and Agreement and agree to all provisions listed on this Application, the Athletic Field Use & Allocation Policy, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.

Signature of Applicant

Signature of Organization

Date

Date



**City of Redlands Facilities and Community Services Department
ATHLETIC FIELD USE AND ALLOCATION POLICY**



Field User Information Sheet

Organization: _____

Sport: _____ Season: _____

Total Program Registrations: _____ Total Redlands Residents: _____

The contact information you provide the City of Redlands on these field request forms could be made public if requested. The information written on these forms should be contact information you would like City staff to provide prospective players wishing to register for your organization.

FIELD ALLOCATION REPRESENTATIVE

ORGANIZATION PRESIDENT

Name: _____

Name: _____

Address: _____

Address: _____

City & Zip _____

City & Zip _____

Contact Phone _____

Contact Phone _____

Email Address _____

Email Address _____

YOUR ORGANIZATION'S IMPORTANT DATES

Practice Begins the Week of: _____

Opening Day: _____

League Games Begin the Week of: _____

and Ends: _____

Playoffs Begin the Week of: _____

and Ends: _____

List any Practice or Game holidays: _____

List Special Events (Picture Day, tournaments, trainings, etc.) Dates & Site:

I verify that the information on this form is correct as defined in the Athletic Field Use and Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy.

Signature of Applicant

Signature of Organization

Date

Date



City of Redlands Facilities and Community Services Department
ATHLETIC FIELD USE AND ALLOCATION POLICY



ATHLETIC FIELD USE RULES AND REGULATIONS

It is the responsibility of the person in charge 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:

- 1) Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean and be off the fields at the ending time indicated on the permit. Permitted times include field preparation and player "warm-up". Additional fees will be charged for unauthorized or extended field use beyond times listed on the permit. The City has exclusive discretion in decisions on scheduling of City and District Active Use Areas and such decision shall be final.
- 2) Field permits will not be issued for use on December 16th through January 12th & July 1st through August 11th
- 3) Field use permit must be available during use at each permitted site and presented to any City representative upon request.
- 4) No subleasing of fields is allowed under any circumstance. Subleasing of fields may result in revocation of all permits.
- 5) City or RUSD fields or facilities may not be modified without permission. Fields may not be resized without permission.
- 6) Parking is allowed in designated areas only. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the users' responsibility to alleviate traffic and parking issues.
- 7) Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas.
- 8) Amplified sound is not allowed on any field without City approval and notation on permit.
- 9) Banners may not be posted without City approval and notation on permit.
- 10) Balls and any other equipment thrown, batted, kicked, or otherwise propelled that land on private property must not be retrieved without the property owner's permission.
- 11) At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The field and any areas adjoining affected by a group's use must be picked up and cleared of all trash.
- 12) Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in our residential neighborhoods.
- 13) Portable goals and/or markers are allowed but must be removed daily
- 14) During inclement weather, the City's staff will assess the playability of fields to determine if use will occur. The Director or designated representative shall have the authority to close any / all fields.

Failure to follow these guidelines will result in cancellation of existing permit(s) and/or loss of rental/allocation privileges and/or a strike against the organization. Additionally, failure to comply with these established guidelines, organization is subject to pay for all damages or costs occurring to the field/facility.

Signature of Applicant

Title

Print Name of Applicant

Date

City Representative Signature

Date



City of Redlands Facilities and Community Services Department

**PLEASE INSERT PUBLIC LIABILITY AND PROPERTY DAMAGE
INSURANCE CERTIFICATE BEHIND THIS SHEET**



City of Redlands Facilities and Community Services Department
ATHLETIC FIELD USE AND ALLOCATION POLICY



Hold Harmless and Indemnity Agreement

I/WE, FIELD/FACILITY USER, have expressed the desire to utilize an athletic field or athletic facility owned by the City of Redlands and/or Redlands Unified School District as stated on this application.

We, the CITY OF Redlands, agree to provide access to a field or facility to meet the use requested on this application as availability and priority of use allow. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued.

NOW, THEREFORE, for and in consideration of the covenants herein contained, performed and to be performed, the parties here to agree as follows:

- 1. CITY shall schedule access to and make all provisions for FIELD/FACILITY USER to enter and use permitted public facility as required to fulfill the purpose of the Agreement.
2. Designate in writing an Administering Officer to act as the CITY representative with respect to the use of the facility contemplated hereunder. Such person shall have complete authority to transmit instructions, receive information and interpret and define the CITY requirements in connection with said use.
3. FIELD/FACILITY USER hereby agrees to defend at his own cost and to indemnify and hold harmless the CITY and REDLANDS UNIFIED SCHOOL DISTRICT - (RUSD), its elected and appointed boards, officers, agents and employees from and against any and all liability, damages, costs, losses, claims and expenses, howsoever caused, resulting directly or indirectly from or connected with the performance of the Agreement (including but not limited to such liability, costs, damage, loss, claim or expense, arising from the death or injury to an agent, member, invitee, or employee of FIELD/FACILITY USER or of CITY and RUSD or damage to the property of FIELD/FACILITY USER, or of CITY and RUSD or of any agent, member, invitee or employee of FACILITY USER, or of CITY or RUSD) except where such liability, damages, costs, losses, claims or expenses are caused solely by the negligent or wrongful acts of CITY and RUSD or any of its agents or employees other than negligent omission or commissions of CITY and RUSD its agents or employees, in connection with the general supervision or direction of the use of said facility. FIELD/FACILITY USER, in addition to the foregoing, specifically shall indemnify and save harmless CITY and RUSD, any and all of CITY officers, agents, and employees, from any liability by reason of California safe place statutes or similar provisions pertaining to the use of said public facility or safety of materials or equipment supplied by CITY and RUSD or others at the direction of CITY and RUSD and used in the performance of the purposed here under. Initial
4. It is further understood and agreed that FIELD/FACILITY USER shall be acting at all times as an independent contractor herein and not as an employee of CITY or RUSD. FIELD/FACILITY USER shall secure at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation and other payroll deductions for FACILITY USER and his officers, agents and employees and all business licenses, if any, in connection with the use of said facility. Initial
5. FIELD/FACILITY USER shall secure and maintain throughout the period of use contemplated under this Agreement general liability insurance with policy limits of not less than \$1,000,000 per occurrence, with CITY and RUSD named as additionally insured by endorsement. Such policy or policies of insurance shall further provide that said policies of FIELD/FACILITY USER shall be primary over any insurance held by CITY and RUSD that may be applicable.

This Agreement, the exhibits hereto and any special provisions to which the Agreement is subject may only be altered, amended or rescinded by a duly executed written Agreement. Executed in the City of Redlands, County of San Bernardino, State of California, and subject to laws thereof.

Signature of Applicant

Title

Print Name of Applicant

Date



City of Redlands Facilities and Community Services Department

LIST OF CURRENT BOARD MEMBERS
(Please initial each line for a complete application)

- ____ Attached is a current list of board members with current contact information.
- ____ The attached list indicates if Board Members are either volunteers or paid positions.

I verify that the information on this form is correct as defined in the Athletic Field Use and Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy.

Signature of Applicant

Date



City of Redlands Facilities and Community Services Department

PLAYER ROSTERS

(Please initial each line for a complete application)

- ____ Attached is a current player roster (if current roster is not available, please submit roster from previous season).

- ____ The attached roster identifies local and non-residents. (Per the Allocation Policy the City has the authority to conduct audits on player registrations and record keeping. Local residents shall be verified through the use of at least two forms of I.D. Forms that are accepted include Driver's license, copy of utility bills, or payment processing information).

Please provide the following summary for the attached rosters:

**The total of register players on the attached roster is _____, of this total
_____ are residents and _____ are non-residents.**

I verify that the information on this form is correct as defined in the Athletic Field Use and Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy.

Signature of Applicant

Date



City of Redlands Facilities and Community Services Department

PLEASE INSERT IRS FORM 990 OR 990EX BEHIND THIS SHEET



City of Redlands Facilities and Community Services Department

PLEASE INSERT ORGANIZATION BYLAWS BEHIND THIS SHEET IF ASKING FOR NON-PROFIT STATUS



City of Redlands Facilities and Community Services Department

**PLEASE INSERT IRS LETTER OF DETERMINATION BEHIND
THIS SHEET IF ASKING FOR NON-PROFIT STATUS**



**City of Redlands Facilities and Community Services Department
ATHLETIC FIELD USE AND ALLOCATION POLICY**



Tournament Permit Form

Tournament applicants must receive City approval to sell food, use food trucks or use a snack bar and/or barbeque. Tournament fees include **\$50/hour for field use** and a **\$200 deposit** for reserved dates. This approval must be noted on the use permit prior to use. Tournaments cancelled by the City or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Tournament permits cancelled by the user at least 10 working days prior to the event will be issued a 75% refund. No refunds will be issued if the tournament is cancelled with fewer than 10 days' notice. Game times and field use must follow all policies outlined in the Athletic Field Use and Allocation Policy and all Athletic Field Use Rules and Regulations.

The contact information you provide the City of Redlands on these field request forms could be made public if requested. The information written on these forms should be contact information you would like City staff to provide prospective players wishing to register for your organization.

Organization: _____

Name of Applicant: _____ Title: _____

Address: _____ City & Zip: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Email Address: _____

Field Requested: _____

Tournament Description: _____

Day of Week (clean up)	Date (s)	Start time (including set-up)	End Time (including)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I verify that the information on this Application for Tournament Permit form is correct as defined in the Athletic Field Use & Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy. I have read the Application and Agreement and agree to all provisions listed on this Application, the Athletic Field Use & Allocation Policy, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.

Signature of Applicant

Signature of Organization

Date

Date



**City of Redlands Facilities and Community Services Department
ATHLETIC FIELD USE AND ALLOCATION POLICY**



Application Request Form for On-Site Storage

Onsite storage for any one of the City of Redlands parks and ballfields are available, for a fee, to organizations whose submitted roster includes two-hundred (200) or more registrants or who have twenty (20) or more confirmed reservations. Submittal of a request for onsite storage is not a guarantee that the submitting organization will receive onsite storage space.

The contact information you provide the City of Redlands on these field request forms could be made public if requested. The information written on these forms should be contact information you would like City staff to provide prospective players wishing to register for your organization. This information will be considered public.

Organization: _____

Name of Applicant: _____ Title: _____

Address: _____ City & Zip: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email Address: _____

Field(s) Requested: _____

Description of Items Stored: _____

Description and measurements of storage container: _____

Day(s) of Week	Date (s)	Start Date	End Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I verify that the information on this Application and Agreement Request for Use of Athletic Fields form is correct as defined in the Athletic Field Use & Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy. I have read the Application and Agreement and agree to all provisions listed on this Application, the Athletic Field Use & Allocation Policy, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.

Signature of Applicant

Signature of Organization President

Date

Date



City of Redlands Facilities and Community Services Department

ALLOCATION REQUESTOR ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge that I have received a copy of the City of Redland's Field Allocation Policy.

I understand that the City can, at its sole discretion, modify, eliminate, revise, or deviate from the allocation and information in this Policy as circumstances or situations warrant.

I accept responsibility for familiarizing myself with the Allocation Policy and will seek verification or clarification of its terms or guidance where necessary.

I have read and fully understand all the guidelines of the allocation request process and rules.

Furthermore, I understand that the City may perform in audit and request additional documentation to verify the information submitted in this application, pursuant to the Allocation Policy.

Signature of Applicant _____ Date _____