

Community Recreation Division  
1527 4<sup>th</sup> STREET ROOM 106  
SANTA MONICA, CA  
310-458-8300 FAX 310-395-9683



City of  
Santa Monica

Sports Field Rental Application  
General Use

ORGANIZATION \_\_\_\_\_ Adult ( ) Youth ( )  
REPRESENTATIVE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_  
NO. OF TEAMS \_\_\_\_\_ NO. OF PLAYERS \_\_\_\_\_ TYPE OF SPORT \_\_\_\_\_  
PERCENTAGE OF SANTA MONICA RESIDENTS \_\_\_\_\_

FACILITIES REQUESTED

FACILITY: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE \_\_\_\_\_

DAYS: MONDAY ( ) TIME: \_\_\_\_\_

TUESDAY ( ) TIME: \_\_\_\_\_

WEDNESDAY ( ) TIME: \_\_\_\_\_

THURSDAY ( ) TIME: \_\_\_\_\_

FRIDAY ( ) TIME: \_\_\_\_\_

SATURDAY ( ) TIME: \_\_\_\_\_

SUNDAY ( ) TIME: \_\_\_\_\_

FACILITY: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE \_\_\_\_\_

DAYS: MONDAY ( ) TIME: \_\_\_\_\_

TUESDAY ( ) TIME: \_\_\_\_\_

WEDNESDAY ( ) TIME: \_\_\_\_\_

THURSDAY ( ) TIME: \_\_\_\_\_

FRIDAY ( ) TIME: \_\_\_\_\_

SATURDAY ( ) TIME: \_\_\_\_\_

SUNDAY ( ) TIME: \_\_\_\_\_

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SUNDAY ( ) TIME: \_\_\_\_\_

FACILITY: \_\_\_\_\_

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DAYS: MONDAY ( ) TIME: \_\_\_\_\_

TUESDAY ( ) TIME: \_\_\_\_\_

WEDNESDAY ( ) TIME: \_\_\_\_\_

THURSDAY ( ) TIME: \_\_\_\_\_

FRIDAY ( ) TIME: \_\_\_\_\_

SATURDAY ( ) TIME: \_\_\_\_\_

SUNDAY ( ) TIME: \_\_\_\_\_

\*\* Please include warm up time before games as part of your request.  
\*\* If possible schedule games AFTER 9:00 a.m. on weekends.



# PARK PLAYING FIELD RULES AND REGULATIONS

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1. Park playing fields are designated for Active Sports and Recreation and Organized Athletic Activity only. City programs and events and permitted filming/photography exempt.
2. Permit holders must abide by the City's Good Neighbor Policy which requires participants refrain from excessive noise or using whistles prior to 8am Monday – Saturday and 9am on Sundays, and avoid unnecessary noise during other times. Permission must be received in writing from the permit supervisor to utilize amplified sound, drums or other instruments.
3. A temporary banner permit is required to place banners/signs on field perimeter fences.
4. A storage permit is required to store athletic or other equipment on any park or school playground.
5. A concession permit is required for use of the City's concession buildings. Other vending is prohibited.
6. With the exception of City authorized photography of team/players participating in permitted sports leagues, a film permit is required for all filming and/or still photography.
7. Use of facilities is limited to those identified on the permit during the dates and times indicated and for the stated purpose. Permits are not transferable. Use of Airport Park field without a valid permit is strictly prohibited.
8. Permitted time should include warm-up time if use of the field is desired for warming up players. Cleats that cause damage to the turf are not allowed on open green space that is not designated as field space.
9. All permit groups must keep a copy of their permit on hand in case a conflict or inquiry occurs. Permits must be made available to City staff persons during permitted time if requested.
10. Permit groups that have seasonal permits or conduct tournaments/camps must provide \$1M liability insurance with the City of Santa Monica listed as additional insured.
11. Smoking and alcoholic beverages are prohibited in City parks and on school playgrounds.
12. For your safety and the enjoyment of all users, the following are prohibited on all playing fields:
  - Metal cleats (*EXCEPTION: baseball*)
  - Permanent marking materials
  - Animals
  - Bicycles, skateboards or unauthorized vehicles
13. In addition to the above, the following are prohibited on artificial turf fields:
  - Food or beverage (except water)
  - Sunflower seeds
  - Chewing gum
  - Tents or shade structures
  - Staked equipment (flags, goals, etc.)
14. Only existing marked athletic lines may be utilized by users. Any additional athletic lines/markings must be pre-approved by the permit supervisor. Approved markings must be made with easily removable materials. Permit groups must remove these markings daily at the conclusion of the event. A cleanup fee will be charged to permit group for any markings left after the conclusion of permitted time.
15. Any behavior or activity that is determined by the onsite City staff person as unsafe, a violation of park rules or unsportsmanship like conduct is prohibited. Examples of unsportsmanship like conduct include: aggressive,

intimidating, abusive or threatening actions, cursing or fighting. The Police may be called and violators may be required to vacate the premises or may be subject to arrest.

16. Permit requests may be denied if:

- The proposed use or activity is of a nature/size that is inappropriate to the playing field or will cause adverse impacts on health/safety of surrounding park users or adjacent residents and businesses that cannot be mitigated.
- Applicant fails to remit fees, charges or deposits as required.
- Applicant knowingly makes false, misleading or fraudulent statements in the application process.
- Applicant fails to agree to reimburse the City for damages/destroyed property.
- Time requested is designated in the field allocation plan for another type of use or user group.
- Field is closed for maintenance

17. Permits may be revoked by City staff if there is a conflict with City use. The Department will attempt to give timely notice of such conflict.

18. Issues or concerns with City rules and regulations, operation of the permit program or direction given by on-site City staff is to be discussed with the Permit Supervisor and not with on-site staff.

19. Permits may be revoked and/or denied in the future by City staff if there is any violation of these rules or any abuse of the privilege of using City facilities or equipment.

20. Permit holders are to share these rules and regulations with visiting teams.

#### **APPLICATIONS, RENTAL RATES, PAYMENTS AND REFUNDS**

1. Applications must be received at least 10 calendar days prior to the date of the event. Permits issued subject to availability of facility and staff.
2. Payment is required within 10 calendar days of approval notification. Payment must be made by check, money order (payable to the City of Santa Monica), or credit card. Cash will not be accepted.
3. Rates are per hour of use. All rentals must pay a minimum of 2 hours including warm-up and cool-down time.
4. Field will be closed and locked 30 minutes after permitted starting time if users do not show up.
5. Total hours requested must include warm-up and cool-down time.
6. Rental period begins when the field is opened for you. You may not enter the field until the time designated on the permit.
7. The clean-up and load-out of equipment and personal belongings must be completed and the field completely vacated by the time indicated on the permit.
8. Rental is for the designated field on permit only. The open green space and parking lots are public access ways and not part of the rental.
9. REFUNDS less a \$15 processing fee, will only be given when the cancelation request is received in writing at the reservation office at least 10 calendar days prior to the permit date. Written refund request must include a copy of receipt or receipt number. Allow 4 weeks for processing.

**Applicant certifies that he/she read and agrees to abide by the “Sports Facility Rules”.**

Please Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Santa Monica, Community and Cultural Services Department  
Sports Facilities Rental Fees**

**Fee Categories**

Fields, Gymnasium, Basketball and Volleyball Courts, Concession Stands and Storage

Field Rentals			Memorial Gym		Outdoor	Sand
Low Intensity *	High Intensity **	Lights	Half	Full	Basketball Court	Volleyball Court

**Resident Fees per Hour**

Youth Groups	\$ 1.25	\$ 2.50	\$ 2.50	\$ 28.00	\$ 56.00	\$ 10.00	\$ 5.00
Non-Profit Organizations	\$ 10.00	\$ 15.00	\$ 10.00	\$ 28.00	\$ 56.00	\$ 10.00	\$ 2.75
Private Schools	\$ 10.00	\$ 15.00	\$ 10.00	\$ 28.00	\$ 56.00	\$ 10.00	\$ 5.00
Community Groups/Individuals	\$ 10.00	\$ 15.00	\$ 10.00	\$ 28.00	\$ 56.00	\$ 10.00	\$ 5.00
Camps	\$ 20.00	\$ 25.00	\$ 25.00	n/a	n/a	\$ 30.00	\$ 30.00

**Non-Resident Fees per Hour**

Youth Groups - Proposed New Fee	\$ 2.50	\$ 5.00	\$ 5.00	\$ 40.00	\$ 75.00	\$ 12.50	\$ 6.25
Non-Profit Organizations	\$ 15.00	\$ 20.00	\$ 15.00	\$ 40.00	\$ 75.00	\$ 12.50	\$ 2.75
Private Schools/ Non Res Public Schools	\$ 15.00	\$ 20.00	\$ 15.00	\$ 40.00	\$ 75.00	\$ 12.50	\$ 6.25
Community Groups/Individuals	\$ 15.00	\$ 20.00	\$ 15.00	\$ 40.00	\$ 75.00	\$ 12.50	\$ 6.25
Camps	\$ 25.00	\$ 30.00	\$ 30.00	n/a	n/a	\$ 60.00	\$ 60.00

1. The Artificial Turf Staffing Fee at Airport Park will continue to be waived for SM Public Schools (K - 12). For FY 2009-10, the fee will be waived for organized youth sports groups meeting the Santa Monica residency requirement of 60% residents for the season where registration had already occurred as of July 1, 2009. For the next season's registration, the staffing fee will increase to \$22.80.

2. The current Artificial Turf Staffing Fee of \$20 at Airport Park will remain in effect in FY 2009/10 for the non-resident organized youth sports groups for the season where registration had already occurred as of July 1, 2009. For the next season's registration, the staffing fee will increase to \$22.80 + any applicable annual administrative increase.

3. The \$22.80 Artificial Turf Staffing Fee will be effective 7/1/09 at Airport Park for all other groups or individuals permitting the fields.

4. The \$22.80 Artificial Turf Staffing Fee at JAMS will be waived for all organized youth sports groups for the FY 2009-10 season where registration had already occurred as of July 1, 2009. For the next season's registration, the staffing fee will increase to \$22.80 + any applicable annual administrative increase.

5. Staffing fees are to be amended each July 1st by the annual consumer price index (CPI) adjustment except that any such administrative revision shall not be less than any annual cost of living adjustment provided to the employees of the City of Santa Monica through Memorandums of Understanding entered into between the City and the employees' bargaining representatives for the comparable fiscal year, but in no event shall the annual administrative revision be less than zero percent (0%).

\* Low Intensity sports include baseball, softball, kick-ball, frisbee

\*\* High Intensity sports include soccer, football, rugby, field hockey