EL SEGUNDO RECREATION AND PARKS DEPARTMENT
401 Sheldon Street
Phone: (310) 524-2700 Fax: (310) 662-4002
www.ESREC.org

Athletic Field & Court Reservation Form

❑ El Segundo Individual / Non-Profit ❑ El Segundo Business ❑ Non-Resident

Please check the athletic field or facility you are requesting:

Campus El Segundo East	_____	George Brett Field	_____
Campus El Segundo West	_____	Basketball Court	_____
Richmond Field	_____	Hockey Rink	_____
Softball Field	_____	Volleyball Court	_____
Stevenson Field	_____	Tennis Court #	_____

Day of Week	Date(s)	Start Time (w/setup)	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REPRESENTATIVE INFORMATION

TYPE OF EVENT: _____ **NUMBER OF PEOPLE ATTENDING:** _____

NAME: _____ **RECREATION ID CARD #:** _____

ADDRESS: _____

HOME PHONE: _____ **CELL PHONE:** _____

"By signing this form I agree to abide by ALL RULES AND REGULATIONS THE BACK OF THIS FORM. Furthermore, I understand that violations of said rules and regulations will result in loss of my Security Deposit."

_____ _____
Signature of Resident Representative Date

FOR DEPARTMENT USE ONLY

Employee Taking Reservation:

Staff: _____

Date & Time: _____

Cancellation:
$50 Cancellation Fee applies? ☐ YES ☐ NO

$10 Administrative Fee applies? ☐ YES ☐ NO

Staff/Date/Time: _____

Supervisor Approval:

Approved ❑ **Denied** ❑ **By** _____

_____ **@** _____ **per hour = $**_____

_____ **@** _____ **per hour = $**_____

_____ **@** _____ **per hour = $**_____

Total Amount Due = $_____

$200 Security Deposit:

Credit Card # _____ **Expiration Date:** _____ **Staff/date:** _____

Please carefully read and initial all rules and regulations

1. _____ You are responsible for enforcing the rules and regulations regarding conduct of your group while on permitted fields.

2. _____ You are required to clean any area that you are using and remove any items you bring into the field area or surrounding areas at the conclusion of your reservation. Please ask staff to check your area at the completion of your event.

3. _____ **Alcohol is not allowed in any city facility or park at any time. (E.S.M.C. 10-1-4)**

4. _____ Use begins and ends at 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, picked up and be off the field(s) at the ending time indicated on the permit.

5. _____ A $200 refundable security deposit is required for all reservations, made payable by credit card number only. Security deposit must be received at time of reservation request. A Cancellation Fee of $50 will be charged if cancelled 7 days or less before the scheduled event. A $10 Administration Fee will be charged for a cancellation otherwise if payments have already been processed. There is no fee for changing a reservation date.

6. _____ Payment for your reservation is due a minimum of 10 days prior to the date of your reservation.

7. _____ You must have a current Adult Recreation ID Card to reserve a field at the El Segundo Resident fee rate.

8. _____ You must be present for your reservation, beginning to end, as you accept responsibility for all users and activities on your reserved field area.

9. _____ Personal reservations may not exceed a maximum of 50 people. There are no exceptions to this rule and it will be monitored and enforced.

10. _____ Residents may not reserve for business sponsored events. Violations may result in loss of Security Deposit and/or reservation privileges.

11. _____ Parking is allowed in designated areas only. No vehicles may be driven in the park or on fields at any time.

12. _____ Electricity is not available. You may not run extension cords into any adjacent building for any reason.

13. _____ Amplified sound (including Bands) is not allowed in the Park. If you wish to use amplified sound for announcements, radios, etc…you must obtain a sound permit from Planning & Building Safety at City Hall.

14. _____ The City of El Segundo reserves the right to cancel a reservation at any time. Violation of any of the above rules or regulations may result in loss of Security Deposit.