

Cosumnes Community Services District

Department of Parks & Recreation

TOURNAMENT RENTAL GUIDEBOOK



The Cosumnes Community Services District has two facilities that are available to host tournament play at. The Bartholomew Sports Park Softball Complex (*does not include hardball field*) located at 10150 Franklin High Road and Laguna Community Park located at 9014 Bruceville Road in Elk Grove. On occasion, the Kloss Complex in Elk Grove Park located at 9950 Elk Grove-Florin Road may be available. The 2016 tournament season occurs on all weekends from February 27th through November 27th.

KEY DATES:

October 1-30, 2015: Field allocation applications will be accepted for 2016

November 25, 2015: Field allocation paperwork mailed out to all renters

February 5, 2016: Last day to submit contract and deposit total for all rental dates reserved

DEPOSITS:

There is a \$300 deposit for each rental date per complex reserved throughout the 2016 tournament season. This fee will be collected by the above date and will go towards that rental's total balance. Deposit may be forfeited if renter cancels a reserved date. The Cosumnes CSD reserves the right to cancel any activity due to weather, unsafe playing conditions, or other reasons that might endanger the health, safety, or welfare of the players and/or public.

CONTRACTS:

A tournament renter contract will need to be signed and submitted with your total deposit amount for all reserved dates. The contract lists all dates the renter has reserved that tournament season, the paperwork that must be filed in order to maintain the reserved dates and the total deposit amount for all of the reserved dates.

REPEAT RENTER PRIORITY DATES (for baseball/softball tournaments only):

A repeat renter priority date will be granted to the returning tournament director representing the same organization. The CSD reserves the right to forfeit this priority if the director or organization's name has changed. The date will only be considered repeat renter priority if the above applies and the organization used all fields reserved for each day reserved for full days. For holiday weekends, all 5 fields (3 at Bartholomew Sports Park and 2 at Laguna Community Park) must be booked together and the repeat renter policy will be in effect for all 5 fields. Please note that exact dates may change.

INSURANCE:

In order to conduct an organized tournament at a CSD facility, the renter must provide a certificate of insurance. The certificate must have the following information:

- The Certificate of Insurance and necessary permits are due no later than 14 days prior to rental. A Homeowner's or Tenant's insurance policy can usually provide insurance for your rental.

- The Certificate of Insurance must be in the name of the person/organization who signs the permit. It must also clearly show the liability limits and policy dates to be valid.
- Certificate of Insurance for comprehensive general or comprehensive personal liability coverage for a minimum of \$1,000,000 general liability coverage and \$2,000,000 aggregate liability. The following statement must appear on the certificate: “Additional Insured Endorsement names the Cosumnes Community Services District and Sacramento County, its directors, agents or employees as additional insured.” (Sacramento County added if ever using Elk Grove Park)

FEES:

A minimum of 2 fields will be required at the all day rate for any baseball or softball tournament rentals. A half day rate is up to 5 hours. Tournaments require CSD staff to be on site for the duration of the tournament. Lights will be an additional charge. Fees are approved by the CSD Board of Directors and are subject to change.

NATURAL

\$27-Hourly
 \$95- ½ Day (5 hrs or less)
 \$160-All Day

SYNTHETIC

\$50-Hourly (½ Field)
 \$100-Hourly (Full Field)
 \$400-All Day**
 \$50-Hourly (Weekday Non-Peak)
 \$250-All Day (Weekday Non-Peak)

EXTRA FEES

\$23-Hourly for Staff*
 \$20-Hourly for Lights
 \$30- All Day for Bases*

**Staff is required for tournament use. Base fee is for non tournament rentals only.*

***Staff included for tournaments using 2 or more synthetic fields at all day rate.*

Note: *Weekday Non-Peak synthetic turf hours include Monday – Friday 8am – 4pm*

SCHEDULES/PAYMENTS:

The renter must submit a tournament schedule including field preps along with the field setup by 5:00pm the Tuesday prior to the rental date. CSD staff will enter all information and send an updated balance due for that weekend. Full payment accepted as cash, check or credit card must be submitted by 5:00pm the Wednesday prior to the rental. There is an unpaid balance form that you can file with CSD which allows CSD to charge the credit card provided on the form 72 hours prior to your rental if the balance is not yet paid.

FIELDS AND AMENITIES:

Bartholomew Sports Park has three lighted softball fields available for tournament rentals. On occasion, the lighted hardball field will also be available, but do not assume it is available. Laguna Community Park has two lighted softball fields available for tournament rentals. All fields will include bases. If any other equipment is needed for the rental, the renter is responsible to bring the suitable equipment. Reservations are for fields as is. Even though fields are maintained routinely, the condition of any field at the time of reservation is dependent upon prior scheduled and unscheduled play. Renters will be prohibited to use the scoreboards at any of the facilities. The fields have the dimensions listed below and are subject to change:

Bartholomew Sports Park – Yellow Diamond

Base distance: 60', 65', 70', 80'
Mound distance: 35', 40', 43', 50'
Fence distance: 300'RF, 300'CF, 300'LF

Bartholomew Sports Park – Red Diamond

Base distance: 60', 65', 70', 80'
Mound distance: 35', 40', 43', 50'
Fence distance: 300'RF, 300'CF, 300'LF

Bartholomew Sports Park – Green Diamond

Base distance: 60', 65', 70', 80'
Mound distance: 35', 40', 43', 50'
Fence distance: 300'RF, 300'CF, 300'LF

Bartholomew Sports Park – Blue Diamond (Hardball – not included with softball complex)

Base distance: 90'
Mound distance: 60' 6"
Fence distance: 320'RF, 355'RCF, 355'LCF, 380'CF, 320'LF

Bartholomew Sports Park – Multi Purpose Fields

MP Field #1 Capable of full size soccer or men's lacrosse
MP Field #2 Capable of full size soccer or full size football or full size lacrosse
MP Field #3 Capable of full size soccer or (2) U10 youth soccer
MP Field #4 Capable of full size soccer or (2) U10 youth soccer

Laguna Community Park – East Diamond

Base distance: 60', 65', 70'
Mound distance: 35', 40', 43', 50'
Fence distance: 300'RF, 300'CF, 300'LF

Laguna Community Park - West Diamond

Base distance: 60', 65', 70'
Mound distance: 35', 40', 43', 50'
Fence distance: 300'RF, 300'CF, 300'LF

Please note that the 35' and 40' pitching mounds at Bartholomew Sports Park and Laguna Community Park are removable (portable) in ground mounds. All others are permanent.

Any field modifications including, but not limited to, removal of pitching mounds, altering bases, installing mounds or bases, without prior approval is not permitted and subject to additional fees. A review of future use may also occur.

FIELD LIGHT USE:

The lights will be scheduled fifteen minutes prior to sunset and allow 15 minutes of clean up time. If the tournament runs behind and lights are needed but were not scheduled, the tournament director needs to discuss this with the field supervisor. The field supervisor will be in touch with CSD recreation staff to receive approval for light usage. The renter will be charged on Monday for the unscheduled use that was used. **All field lights must be out by 10:00pm (no exceptions).** Failure to comply with the light policy may result in forfeiture of future dates and/or usage.

MERCHANDISE TABLE/OTHER VENDORS:

All renters who wish to sell, or have vendors sell, any food, equipment, photos, or other related items must obtain permission from the CSD and obtain the appropriate permit(s). These permits may include but are not limited to:

- Sellers Permit from the State of California Board of Equalization. Phone: 1-800-400-7115
- Temporary Food Facility Operators Permit from the Sacramento County Environmental Health Department. Phone: 916-875-8440

Renters will also be responsible for the payment of all appropriate sales taxes or fees associated with the sale of such goods.

RESTROOMS:

There are restroom facilities available at both Bartholomew Sports Park and Laguna Community Park. If the restroom is ever in need of attention during a rental, please contact the field supervisor who is on site.

ON-SITE EQUIPMENT AND STORAGE:

The field equipment and field prepping equipment is kept at both the Bartholomew Sports Park and Laguna Community Park. Tournament directors are not allowed to store any equipment at either facility. Equipment must be removed from facility when tournament has concluded or a fee may be charged and CSD reserves the right to remove equipment from facility. A review of future use may also occur.

CONCESSIONS:

There will be a concession stand available that the CSD runs at Bartholomew Sports Park. The concession stand will operate for all tournaments scheduled with the CSD. Normal operating hours are for 8 hours of operations with final decision of operating hours determined by the CSD. Operating Hours can include:

- A.) 9:30am – 6:30pm
- B.) 9:30am – 5:30pm

Please understand that these times will not adjust for tournaments that are running off schedule. Please submit requests for additional operating hours when completing your application for use to the CSD Sports Division for consideration.

TOURNAMENT DIRECTORS:

Each organization must designate a tournament director to every individual tournament. This director will be responsible for providing contact information to CSD as well as a CSD formatted tournament schedule by 5:00pm the Tuesday prior to the tournament. It is also required that a director be on site during the entire scheduled tournament. There will need to be one director per complex. The name and contact information of the on site director is due when the tournament schedule is submitted.

PARK DELIVERY PERMITS:

Tournament directors may request a delivery permit for temporary access to park grounds. To be granted a delivery permit requesting party must agree and abide by the following conditions:

- All delivery permits will be vehicle specific and are non-transferable.
- Permitted users must enter, exit, and drive within the park on concrete or blacktop surfaces only.
- Driving on the grass or landscape areas is prohibited. Any and all expenses related to repair of damages resulting from driving on turf areas will be the responsibility of the responsible member organization.
- All deliveries must be completed, with vehicles out of the park grounds ½ hour prior to the beginning of any scheduled activity.
- Delivery vehicles will not be allowed back into the park until ½ hour after the conclusion of the scheduled activity.
- Delivery vehicles will have a maximum of fifteen minutes to gather belongings and exit the facility.
- All delivery vehicles must have a “spotter” outside of the vehicle to guide vehicle into and out of the park.
- Delivery permits are for the purpose of delivering items only and vehicles will not be allowed to park inside the park grounds.

The issuance of a delivery permit is a privilege and not a requirement for use. Any renter that refuses to follow or fails to comply with the conditions listed above will immediately forfeit their Delivery Permit and must meet with the CSD recreation staff to discuss possible reinstatement.

AMPLIFIED SOUND

If the renter plans on using amplified sound, the renter must inform CSD recreation staff. CSD will determine if this is appropriate and file a sound permit. Once the permit is approved, a copy will be provided to the renter.

FIELD CLOSURE PROCEDURE DURING INCLEMENT WEATHER

The District's sports fields have been designed and are maintained for the enjoyment and use of Elk Grove residents and guests. An effective field maintenance program is essential to ensure that all residences of the District are able to enjoy aesthetically pleasing and safe park sites that are used for a variety of uses, both active and passive.

The purpose of these procedures is to guide the use of CSD athletic fields to prevent damage to the playing fields and injuries to the field users brought on by field use during inclement weather.

The Cosumnes Community Services District reserves the right to cancel or suspend field use permits for games, practices and other permitted uses when field conditions may result in damage to the fields or injury to players.

Permits may also be cancelled when the health and safety of participants are threatened due to unsafe conditions brought on by, but not limited to, lighting, excessive levels of smog, or pesticide applications.

Procedure

Cosumnes Community Service District Parks and Recreation Department employee(s) shall have the authority to close athletic fields when weather or field conditions may result in damage to the fields or injury to participants and spectators (beyond what is expected during use in normal conditions).

Field Assessment

During inclement weather, Cosumnes Community Services District representatives will assess the playability of selected athletic fields to determine if use will occur. Maintenance staff will check one (1) athletic field in each area of the District:

Area 1 - Rau Park

Area 2 - Laguna Community Park

Area 3 - Johnson Park

The parks may change based on the usage or non-use of parks during the season of play. Assessments will be made no later than 2:00 pm, Monday through Friday and 7:00 am, Saturday and Sunday. One reassessment of the fields will occur on the weekends (Saturday/Sunday) no later than 10:30am.

When two (2) of the three (3) fields assessed are deemed unplayable, a District wide closure will be put into effect.

Field Status Hotline

Field use status will be posted on the District's Field Status Hotline (916-405-5682) no later than 2:00 pm, Monday through Friday and no later than 7:00 am, Saturday and Sunday. Weekend reassessment information will be posted to the Field Status Hotline no later than 10:30 am, Saturday and Sunday. If field assessments determine that a field closure is in effect, the reason for such closures shall be stated on the Field Status Hotline.

It will be each permitted user's responsibility to check field availability through the Field Status Hotline.

Athletic Field Assessment Criteria

Field assessments will be performed when weather conditions, past or present, have saturated fields insomuch that use of fields may cause long-term damage to fields. Staff shall walk the fields looking for saturated areas or areas of pooling water. Staff shall assess the fields in pre-determined locations:

Soccer – Assessments will be taken at five different locations: one reading in front of each goal, one reading along each sideline, and one reading along the centerline of the field. If in any of these areas there is substantial standing or pooling water, enough to cause significant damage to the field if played upon, the field is deemed unplayable.

Baseball and Softball – Assessment of these fields will have readings taken in the areas of left field, center field and right field and areas directly behind the shortstop and second base positions. Staff will step onto the playing surface to determine moisture content. If staffs' foot sinks into the brick dust at least ½", the field will be deemed unplayable. If in any of these areas there is substantial standing or pooling water, enough to cause significant damage to the field if played upon, the field is deemed unplayable.

The District requests that individuals and groups refrain or limit their use of heavy traffic areas during practices, regardless of weather, to assist in providing the best field conditions possible.

Intentions

It is the intention of the District to make every effort to leave the sports fields open for use. Ultimately it will be the responsibility of the individual sports team coaches and/or game officials to suspend play on a field when one the following conditions exist:

1. Turf is being dislodged when running.
2. Heavy rains make the field muddy.
3. Moisture from foot traffic starts to 'pump' mud up from under the turf.

Should the athletic fields sustain damages due to inappropriate use by sports teams, scheduled use of the field will be suspended until the field can be renovated and returned to a playable condition. Costs associated with said renovations which include: labor, equipment, seed, sod etc. will be the responsibility of the group or sports league or club identified as creating damage to the field through its inappropriate use of the field or failure to abide by field closure announcements.

BARTHOLOMEW SPORTS PARK SOFTBALL COMPLEX

There are three lighted softball fields available at Bartholomew Sports Park. There is a concession stand that is run by CSD at this facility. Bartholomew Sports Park has three gates of entry into the softball complex. All three gates will be opened unless the renter specifies otherwise. If the renter is granted a park delivery permit, the renter will drive in the facility from the Red Diamond and concessions stand gate. A map of the park is available on our website at www.yourcsd.com. These fields are referred to as red, yellow and green diamonds.

BARTHOLOMEW SPORTS PARK MULTI PURPOSE FIELDS

There are four multi purpose fields at Bartholomew Sports Park. There is no concession stand for the multi purpose fields. The multi purpose field #1 and #2 are located on the Whitelock Parkway side of the park while field #3 and #4 are located on the Franklin High Road side of the park. Field #2 is enclosed by a fence that is four feet high. If the renter is granted a park delivery permit, the renter's entry will be determined prior to rental.

LAGUNA COMMUNITY PARK

There are two lighted softball fields available at Laguna Community Park. There is no concession stand or gate at this facility. If the renter is granted a park delivery permit, the renter will drive in the facility from the softball field side of the park. A map of the park is available on our website at www.yourcsd.com. These fields are referred to as east and west diamonds.

FIELD RENTAL TERMS & CONDITIONS

RESERVATIONS

- Applications will be taken Monday through Friday, 8:00 a.m. - 5:00 p.m. at the Parks & Recreation Administration Office and Monday through Sunday, 8:00a.m. – 8:00p.m at the Wackford Community and Aquatic Complex. You must submit an application in person to reserve a field. Submitted applications will not be considered confirmed reservations.
- Reservations for a specific date are accepted on a first come, first served basis through the end of the current calendar year. Applications for the following year will take place in the month of October and fields will be allocated through the field allocation process. Any remaining available dates will be accepted on a first come, first served basis.
- CSD athletic fields can be rented for sports related events only.
- CSD sponsored activities have scheduling priorities over all other field uses.
- Non tournament rentals at the Kloss Softball Complex and Bartholomew Sports Park will require a minimum of 2 hr staff charge.
- The CSD reserves the right to cancel a scheduled event. If a renter does not meet contractual terms, the renter's event can be cancelled without refund.

Reservations are for fields as is. Even though fields are maintained routinely, the condition of any field at the time of reservation is dependent upon prior scheduled and unscheduled play.

PAYMENTS/DEPOSITS

A deposit of \$300.00, applicable to the rental, is due when Field Use Application is approved. If rental costs are less than \$300.00, payment in full is required. Payment in full is due fourteen days before rental date.

- A damage deposit is also required with a Visa, Master Card, and Discover Card number. The card is not charged unless damages occur or fields are not returned in satisfactory condition. Checks or cash will not be accepted for damage deposits.
- Payments for reservations may be in the form of a check, cash or credit card. If reservation is made within fourteen days prior to the rental, payment must be made in the form of cash or credit card.

If any rented equipment is lost or damaged and must be replaced, the renter is responsible for the full cost of the item.

RULES/REGULATIONS

Rentals may begin as early as 8:00 a.m. and must end no later than 10:00pm. If the event exceeds the terms of the rental contract, the Renter will be charged the hourly rental rate and staff over time charges. Absolutely no rentals can go past 10:00pm. Set up/preparation and take down/cleaning must be done during the allotted rental time.

- The CSD staff reserves the right to book additional events before and after confirmed reservations.
- The CSD staff reserves the right to deny field rentals based on maintenance needs and/or field conditions.
- Sub-leasing to another individual or party is strictly prohibited.
- No alcohol, glass containers, or pets are permitted at any field rental.
- No food, drinks (other than water), sunflower seeds, chewing gum, animals, smoking, metal cleats, heaters, or driving stakes are allowed on any synthetic turf fields.
- Turf shoes, athletic shoes and rubber cleats are the only footwear permitted on synthetic turf fields.
- No staking of canopies on any synthetic turf fields.
- The CSD operates the snack bar at the Kloss Softball Complex and Bartholomew Sports Park Softball Complex during tournament rentals. For the Laguna Community Park Softball Complex and all other fields, CSD reserves first right for use of concessions.
- No food, beverage, or merchandise products can be sold or given away by the renter or an outside vendor at the event without permission of the CSD.
- Portable Concessions: Anyone selling any items must obtain the appropriate permit(s). These permits may include but are not limited to:
 - Sellers Permit from the State of California Board of Equalization. Phone: 1-800-400-7115

- Temporary Food Facility Operators Permit from the Sacramento County Environmental Health Department. Phone: 916-875-8440
- Before leaving, the facility must be cleaned up and all garbage put in trash cans. This includes the parking lot. If facility is not cleaned, damage deposit will be kept.
- Available parking is not guaranteed and may be limited. Parking is allowed in parking lots only. Vehicles and motorcycles are not allowed on grass, sidewalks etc.
- Amplified sound is prohibited without prior approval and a sound permit from CSD.
- Security may be required for events held at any CSD facility. The rental party will be notified of security charges upon contract signing.

Cosumnes Community Service District property is regulated under Ordinance No. 15. Copies are available on the CSD website at <http://www.yourcsd.com/parks/pdf/regulations.pdf>

During inclement weather, the CSD will follow the Field Closure Policy for inclement weather. Renters are required to call the CSD Field Use Hotline (916-405-5682) daily to verify fields can be used. This message will be updated by 2:00pm on weekdays and 7:00am on weekends by the maintenance department, or earlier as conditions warrant. If you wish to speak with a staff member regarding your confirmed event plans, please schedule an appointment by calling the main office at 405-5300.

TOURNAMENT USE

Saturday and Sunday use at the Laguna Community Park, the Bartholomew Sports Park Softball Complex, and, on occasion, the Kloss Complex in Elk Grove Park is reserved for tournament use only. A minimum of 2 fields will be required at the all day rate for any tournament rentals.

- All equipment used during the facility rental must be removed from the facility during the time allotted in the rental contract. The CSD is not responsible for damage or theft of items left by the rental party or services contracted by the rental party. Renter may also be subject to a fee for leaving equipment. A review of future use may also occur.
- CSD staff is required for tournament field rentals at the rate of \$23 per hour per staff. Staff will handle preps, turning on/off the lights and are your liaison during the event. If staff is waived, it will be at the discretion of the CSD. For tournament rentals, CSD staff will be on site one hour before scheduled event start time and remain until 30 minutes after scheduled end time. Fields will be in playing condition before the first scheduled game.
- The fields will be available for warm ups for teams participating in the tournament 1 hour prior to first scheduled game time. Gates to the complex at Bartholomew Sports Park will not be open prior to this.

- Baseball or softball tournament field preps include the field being dragged, watered, lines and bases in place. Any fields, other than tournament designated fields, which the Laguna Community Park, the Bartholomew Sports Park, and, on occasion, the Kloss Complex in Elk Grove Park, will be the renter's responsibility to prep. All chemicals and paint, as well as lawnmowers, quads or any other motorized equipment are not allowed on any CSD fields without prior CSD authorization. Preps are required after 3 fast pitch games, 4 slow pitch games or 2 hardball games. Tournament director is responsible for field preps to be prescheduled into the tournament brackets for a 30-45 minute break. These are not allowed to be scheduled at the same time on all fields. Field prep breaks must be staggered between fields. Tournament director is also responsible for insuring players are off the field during the preps.

Tournament schedules are due to CSD staff no later than 5pm the Tuesday prior to the event. Failure to do so will result in forfeiture of the rental permit.

SYNTHETIC FIELD USE

Participant has been informed and is aware that synthetic turf fields absorb heat from the sun and become hotter than natural grass fields. On warm, sunny days, synthetic turf fields may become extremely hot. In consideration of Participant's use of these fields, Participant accepts and assumes full responsibility for use of these fields by Participant and persons associated with Participant. Participant agrees to be solely responsible for informing users of these fields of the inherent dangers and risk associated with use of these fields. Users of these fields should take all necessary precautions, including ensuring they remain aware of any signs of heat-related illness and dehydration. Adults supervising children should be especially vigilant and are solely responsible for taking all necessary precautions to prevent heat-related illness and dehydration in children.

NON PROFIT REQUIREMENTS

If applicant is seeking a discount as a non-profit, they must comply with the following requirements:

Organization must operate, conduct regular meetings or have an office within the boundaries of the Cosumnes Community Services District.

Organization must present government issued documentation of non-profit tax-exempt status (i.e., State letter). (Separate form must be completed)

TOURNAMENT CANCELLATIONS

The CSD reserves the right to cancel any activity due to weather, unsafe playing conditions, or other reasons that might endanger the health, safety, or welfare of the players and/or public.

1. If CSD cancels the event before the start date, all rental fees are refunded.
2. If CSD cancels the event once in progress due to reasons not caused by the renter or participants, rental fees will be refunded minus direct costs of staff and services provided.

3. If CSD cancels the event once in progress due to reasons that are caused by renter or participants, no rental fees will be refunded.
4. If the field rental is cancelled by renter 91 days or more, before the event, the deposit will be refunded.
5. If the field rental is cancelled by renter 8-90 days before the event, 100 percent of the deposit will be forfeited.
6. If the field rental is cancelled 7 days or less before the event, 100 percent of the deposit will be forfeited along with a \$150 late cancellation fee. Non-payment of these fees will result in cancellation of any future rental dates or ability to reserve in the future.
7. The CSD reserves the right to cancel an event if false or incomplete information is submitted which will substantially affect the risks or circumstances of a rental. If this occurs, no rental fees will be refunded.
8. If the rental party wishes to cancel the event, the cancellation must be submitted in writing including the signature of the person appearing on the rental contract, the event date, facility reserved, and the date of the cancellation request.
9. Fees will not be refunded for reservation times not used. Refunds will not be issued for reservations not used due to undesirable weather.
10. If the renter pays by check or cash a refund will be processed within 4-6 weeks to the signee. If the renter pays by credit card a refund will be processed to the credit card holder.
11. Falsification of your application, of any kind will cause cancellation of the reservation and forfeiture of all fees and deposits.
12. Any tournament renter who cancels more than 50% of booked event dates within one calendar year will forfeit their repeat renter priority and will be excluded from future tournament rentals for one calendar year.

INSURANCE

**The Renter must comply with insurance by ONE of these three methods:
(Tournaments must select option #3)**

1. The Renter DECLINES OPTIONAL LIABILITY PROTECTION and ASSUMES DAMAGE RESPONSIBILITY.
 - a. The purchase of supplemental liability protection is optional and not required.

_____ DECLINES OPTIONAL LIABILITY PROTECTION
INITIAL

2. The Renter ACCEPTS OPTIONAL LIABILITY PROTECTION.
 - a. The Renter accepts optional liability protection at the daily fee of \$_____.

_____ ACCEPTS OPTIONAL LIABILITY PROTECTION
INITIAL

3. The Renter HAS OPTIONAL LIABILITY PROTECTION.

- a. The Certificate of Insurance and necessary Permits are due no later than 14 days prior to rental. A Homeowner’s or Tenant’s insurance policy can usually provide insurance for your rental.
- b. The Certificate of Insurance must be in the name of the person/organization who signs the permit. It must also clearly show the liability limits and policy dates to be valid.
- Certificate of Insurance for comprehensive general or comprehensive personal liability coverage for a minimum of \$1,000,000 general liability coverage and \$2,000,000 aggregate liability. The following statement must appear on the certificate: “Additional Insured Endorsement names the Cosumnes Community Services District and Sacramento County, its directors, agents or employees as additional insured.” (Sacramento County added if ever using Elk Grove Park)

_____ ACCEPTS OPTIONAL LIABILITY PROTECTION
INITIAL

PLEASE READ BEFORE SIGNING – INDEMNITY AND HOLD HARMLESS

The applicant and/or organization is solely responsible for the event conducted within the facility and/or park and shall bear financial responsibility for all damages to District’s property, or for any claims made as a result of any accidents or injuries to the permittee, guests, or invitees or any person providing services to the applicant and/or organization. Applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Permittee shall defend, indemnify and hold harmless the District, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of Renter’s operations under this Agreement, and all costs, demands, expenses, expert fees and costs, attorney’s fees, including by way of illustration and not limitation, the following: (a) any injury to or death of any person or damage to or destruction of any property occurring in or on Renter’s equipment, or any party therefore; (b) any default by Renter in the observance or performance of any of the terms, covenants, or conditions of this Rental; or (c) the use, occupancy, or condition of Renter’s equipment or activities therein. Acceptance by the District of the Insurance Certificate does not relieve the permittee from liability under the indemnity and Hold Harmless Clause.

I have read and understand the above Reservation Policies and Regulations and agree to abide by all of the conditions of this contract.

Signature _____ **Date** _____



Cosumnes Community Services District
 Enriching Community • Saving Lives
 www.yourcsd.com

Tournament Rental Application

Organization Name

Tournament Director's Name

Mailing Address

City

State

Zip Code

Email Address

Phone

What type of tournament is this?

- Youth Baseball
 Youth Softball
 Adult Softball
 Football
 Youth Soccer
 Adult Soccer
 Other: _____

Date(s) Requested(in priority order):

Field(s) Requested:

_____	<input type="checkbox"/> BSP SB	<input type="checkbox"/> BSP MP	<input type="checkbox"/> LCP	<input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> BSP SB	<input type="checkbox"/> BSP MP	<input type="checkbox"/> LCP	<input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> BSP SB	<input type="checkbox"/> BSP MP	<input type="checkbox"/> LCP	<input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> BSP SB	<input type="checkbox"/> BSP MP	<input type="checkbox"/> LCP	<input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> BSP SB	<input type="checkbox"/> BSP MP	<input type="checkbox"/> LCP	<input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> BSP SB	<input type="checkbox"/> BSP MP	<input type="checkbox"/> LCP	<input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> BSP SB	<input type="checkbox"/> BSP MP	<input type="checkbox"/> LCP	<input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> BSP SB	<input type="checkbox"/> BSP MP	<input type="checkbox"/> LCP	<input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> BSP SB	<input type="checkbox"/> BSP MP	<input type="checkbox"/> LCP	<input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> BSP SB	<input type="checkbox"/> BSP MP	<input type="checkbox"/> LCP	<input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> BSP SB	<input type="checkbox"/> BSP MP	<input type="checkbox"/> LCP	<input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> BSP SB	<input type="checkbox"/> BSP MP	<input type="checkbox"/> LCP	<input type="checkbox"/> Other: _____

KEY:

BSP SB – Bartholomew Sports Park (3 lighted softball fields inside complex; does not include hardball field)

BSP MP – Bartholomew Sports Park (4 synthetic multi-purpose fields)

LCP – Laguna Community Park (2 lighted softball fields)

PLEASE ANSWER THE FOLLOWING QUESTIONS

- Will food be sold? Yes No
- Will merchandise be sold? Yes No
- Are you requesting non-profit rate? Yes No
- Will there be an admission fee? Yes No
- Will you be renting an inflatable attraction? (i.e. jump house, slide, etc.) Yes No
- Will there be amplified sound? Yes No

By signing below, I acknowledge that I have read, understand and agree to and will adhere to the Tournament Rental Guidebook. I understand that I will be held responsible for all policies, deadlines, and rules. Failure to do so could result in financial penalties or the loss of reserved rental dates. I understand that the Cosumnes Community Services District has the right to change or cancel my reserved dates at any time with or without cause.

Tournament Director (Print Name)

Date

Tournament Director (Signature)

Date