



# Murrieta Athletic Facility Reservation Form

For Office Use Only	
Date received	Received by

City of Murrieta Community Services District  
41810 Juniper Street, Murrieta CA 92562

Phone: (951) 304-PARK (7275) e-mail: [JEckles@MurrietaCA.gov](mailto:JEckles@MurrietaCA.gov)

Please complete the following and return to the Murrieta Community Services Department. Completion of this form does not guarantee that your request will be granted. If the facility is available, the complete deposit must be submitted to reserve the date(s).

## Contact Information

Group:			
Host / Event Coordinator ( <b>MUST</b> be on site at opening and closing times)		Alternate Contact Person: ( <b>MUST</b> be on site during event)	
Address	Day Phone	Address	Day Phone
City, Zip	Evening Phone	City, Zip	Evening Phone
E-Mail		E-Mail	

## General Event Information

**Reservation hours must include set-up and clean-up.**

*All City parks are open from sunrise to sunrise unless otherwise authorized.*

**(Renters are not to exceed reservation times, must not arrive early or leave late)**

***Please check all applicable areas; not all parks have ALL the listed facilities. For a Parks Guide, visit MurrietaCA.gov***

Dates Requested:	Reservation Times: (set-up to clean-up)
Park Requested: <input type="checkbox"/> Alta Murrieta Sports Park <input type="checkbox"/> Mira Mosa Park <input type="checkbox"/> California Oaks Sports Park <input type="checkbox"/> Mtn. Pride Park <input type="checkbox"/> Mapleton Park <input type="checkbox"/> Valley Vista Park <input type="checkbox"/> Rancho Acacia Park <input type="checkbox"/> Los Alamos Hills Sports Park <input type="checkbox"/> Torrey Pines Park <input type="checkbox"/> Copper Canyon Park <input type="checkbox"/> Murrieta Elem. Park Other Park*: _____ *If park unknown, include cross-streets.	Type of Activity: <input type="checkbox"/> Birthday Party <input type="checkbox"/> Baby Shower <input type="checkbox"/> Wedding <input type="checkbox"/> Company Picnic <input type="checkbox"/> Family Picnic <input type="checkbox"/> School Function <input type="checkbox"/> League Practice <input type="checkbox"/> League Pictures <input type="checkbox"/> Neighborhood Party <input type="checkbox"/> Tournament <input type="checkbox"/> League Game <input type="checkbox"/> Team Practice  Other Activity: _____ _____

Area Requested: <input type="checkbox"/> Baseball Field* <input type="checkbox"/> Softball Field* <input type="checkbox"/> Football Field <input type="checkbox"/> Basketball Court <input type="checkbox"/> Volleyball Court <input type="checkbox"/> Soccer Field Other: _____ *Field Dimension Requirements: _____
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Ball Field Lighting Required? Yes    No If yes, please give times: _____ to _____	Estimated User Group Size: _____	Estimated # of Murrieta Residents in Group: _____
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For continuous use, complete information below:

Dates Requested: from \_\_\_\_\_ to \_\_\_\_\_ on  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Time Requested: Sunday \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
 Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

Other Requests: (e.g. special field prep, additional equipment, extra trash cans, storage of equipment, etc.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Fee Schedule

Description	Resident			Non-Resident		
	Youth League	Adult League	Clinics/Camps	Youth League	Adult League	Clinics/Camps
Fees	\$22-\$210/Season	\$22-\$210/Season	\$30 per hour	\$32-\$310/Season	\$32-\$310/Season	\$30 per hour
Deposit	\$100/Field	\$100/Field	\$100/Field	\$100/Field	\$100/Field	\$100/Field
Insurance	Required	Required	Required	Required	Required	Required
Non-Resident Player Fee	\$10/player/season	\$10/player/season	-----	\$10/player/season	\$10/player/season	-----
Lighting Fees	If requested, baseball field lighting for resident groups are \$15 per hour and \$30 per hour for non-resident groups. Basketball court lighting will be \$7.50 per hour for resident groups, and \$15 per hour for non-resident groups.					
Tournament Fee	Tournament fees require a \$100 deposit per field in addition to an hourly fee of \$25 per field or an all-day use fee of \$175 per field per day whichever is less. Insurance Required.					
Cleaning Fee	Facility must be returned to the same condition as it was received. If not, cleaning costs of \$100 per man-hour will be deducted from the facility deposit and the balance (if any) will be refunded.					
Insurance	Commercial General Liability (CGL) Insurance written on an occurrence basis to protect RENTER and CITY against liability or claims of liability which may arise out of this Agreement in the amount of one million dollars (\$1,000,000) per occurrence and subject to an annual aggregate of one million dollars (\$1,000,000). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. *All vendors must have the City of Murrieta listed as additional insured. For insurance requirements see insurance in fee schedule.					

### **RESERVATION REQUIREMENTS**

1. A resident user is one who resides within the city limits of Murrieta; areas NOT within the city limits include other Cities, La Cresta or any other unincorporated site. All businesses located within the City are resident user groups.
2. All fees, if any, are due at least 10 business days before the requested date and before final confirmation will be given.
3. If insurance is required, the organization must provide the Community Services District office with a copy of their insurance naming the City of Murrieta as additional insured as well as the letter of endorsement. The minimum amount of liability is \$1 million. Insurance riders must be received at least 10 business days before the requested date and before final confirmation will be given. (Address to be listed: 1 Town Square, Murrieta, CA 92562)
4. Ball field light fees, if requested, for resident groups are \$15 per hour and \$30 per hour for non-resident groups. Basketball Courts light fees, if requested, for resident groups are \$7.50 per hour and \$15 per hour for non-resident groups.
5. Requests for other activities such as caterers or party jumps require an additional \$100 refundable deposit as well as a copy of the insurance from the “rental” company of said activity naming the City of Murrieta as additional insured (address to be listed: 1 Town Square, Murrieta, CA 92562)
6. Except where the Deposit is forfeited pursuant to this policy, the City of Murrieta will issue a refund check for the deposits provided that the park reservation was found cleaned and undamaged after the event and that no unlawful activities took place during the event. Refund checks will be issued only to the group’s organization or individual who submitted the original payment. Should additional cleaning need to be done by Community Service District staff, it will be billed at \$100 per man-hour and deducted from the Deposit. Allow thirty (30) days for the check to be processed.
7. The Director of Community Services cannot confirm any function requesting use of park facilities for profit.
8. Any flier, invitation, or brochure to be posted at park sites must be submitted and approved by the Community Services District before being distributed.

### **GENERAL RULES AND REGULATIONS – PLEASE NO:**

- |                            |  |
|----------------------------|--|
| 1. Littering.              | 5. Parking in red zones or bike lanes.                           |
| 2. Glass containers.       | 6. Climbing of trees, slopes, backstops or soccer/football goals |
| 3. Unleashed pets/animals. | 7. Driving vehicles onto turf or sidewalks to unload items.      |
| 4. Alcohol.                | 8. Amplified music.  |

## ***GENERAL INFORMATION***

1. All reservation requests must be in writing with at least a 10 business day notice; reservations cannot be accepted over the telephone.
2. Should changes to a confirmed reservation be necessary, they must be made at least 7 days before the reserved date.
3. Reservations are not accepted on any holiday including Mother's Day and Father's Day; facilities are first come, first serve.
4. Even without reservations, a permit to have a party jump or catered event must be obtained from the Community Services District.
5. Petting zoos and pony rides are not permitted at any park or facility in Murrieta.
6. All parks close at sunset unless otherwise authorized.
7. Canopies are allowed only if the holding pegs DO NOT exceed 6" in length.
8. Electricity and water hook-ups are not available at any park site.
9. Additional barbecues are permitted, but please note that the facilities DO NOT have sites to dump hot coals.
10. Please ensure that the area is left clean for the next user.
11. Ball field lighting at Alta Murrieta Sports Park cannot extend beyond 10 p.m. and at Los Alamos/ California Oaks Sports Parks beyond 11 p.m.

## ***ADDITIONAL REGULATIONS & INFORMATION FOR LEAGUES, TOURNAMENTS AND SPORTING ORGANIZATIONS***

1. Use of park facilities during approved scheduled dates and times only. Violations may result in the loss of deposits.
2. Recognized league members only may make additional reservations for games or practices.
3. In order for the Maintenance Department to maintain the fields in the best possible condition, please rotate the more commonly used areas.
4. The Maintenance Department may close fields in the event of rain, maintenance liabilities or unexpected events. Staff will provide notification to the league representatives as soon as possible. Visit MurrietaCA.gov for field status or call (951) 461-6101.
5. Any dates for "All-Star" or tournament practices and games must be submitted in writing as soon as the league is aware of the respective dates to ensure that staff is able to handle everything as efficiently as possible.
6. League representatives are responsible for enforcing all General Rules as mentioned above.
7. Players, coaches, board members and spectators are to vacate the park after scheduled times. Please allow adequate time to vacate the facilities, especially if stadium lights are on timers.
8. The Director of Community Services must pre-approve items to be stored on site by sports organizations.
9. Organized practices, games, clinics and trainings are by permit only. This includes travel baseball, soccer, basketball and football teams.
10. So that Murrieta residents are the primary users of the recreational facilities, leagues must have at least 80% of each team's roster AND the Governing Board as Murrieta residents to be considered a resident group. In addition, no two "non-resident" teams may play against each other without the director's approval; at least one team must be a Murrieta resident.

## ***ADDITIONAL INFORMATION***

### **Health Permits:**

An event having foods for sale will need to obtain a Special Event Food Permit for the duration of your event. Please note the office accepts money orders, cashier's checks, or a debit/credit card with a 2.7% card-use fee.

Riverside County Department of Environmental Health  
Murrieta Office  
38740 Sky Canyon Drive, Murrieta, CA 92563

### **Vendor Permits:**

\*Any event where vendors will be offering items for sale will need to ensure all vendors have a Murrieta business license. If they do not have one, a one-day Temporary Event Special Event permit can be obtained for \$10 per day at City Hall. It is the event organizer's responsibility to ensure all vendors are compliant with the City ordinance. All vendors need to have these available the day of the event. If not they may be cited by Code Enforcement and shut down. Additionally, all vendors must provide proof of a California Reseller's Permit. All forms must be submitted to Murrieta City Hall not later than 10 days prior to the event. Effective July 1, 2014, a \$5 per day, per vendor late fee will be assessed. Forms from individual vendors will not be accepted. The event organizer must submit all paperwork.

Murrieta City Hall  
1 Town Square  
Murrieta, CA 92562  
951-304-CITY

**Insurance**

Any group utilizing a City of Murrieta Facility must provide a \$1,000,000 liability insurance policy naming the City as additionally insured as well as the letter of endorsement. Additionally, each and every vendor must also be listed on the policy or provide individual policies naming the City as insured too.

**"Waiver of Liability, Assumption of Risk, and Indemnity Agreement"**

**Waiver:** In consideration of being permitted to reserve (facility) on the above listed date(s) and time(s) , I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The City of Murrieta, its officers, employees, and agents from liability **from any/all claims including the negligence of the City of Murrieta, its officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in this event.

**Assumption of Risks:** Participation in this event carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks and concussions to 3) catastrophic injuries including paralysis and death.

**I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in this event and I hereby assert that my participation is voluntary and that I knowingly assume all such risks.**

**Indemnification and Hold Harmless:** I also agree to INDEMNIFY and HOLD the City of Murrieta HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in this activity and to reimburse them for any such expenses incurred. I hereby acknowledge that as a voluntary participant that I am not an employee of the City of Murrieta and that I am not covered under the City's workers' compensation plan. I intend to perform voluntary services for or in the City of Murrieta without compensation. As a condition of performing the above referenced volunteer activities, I hereby knowingly and unequivocally waive, release and discharge any and all rights that I, my heirs, assigns, agents or other representatives may have or which hereafter may accrue to me, to file any claim, lawsuit and/or any other cause of action against the City of Murrieta, its employees, officers, agencies, other volunteers and officials as a result of performing said volunteer services. In granting this full and complete release and waiver of liability on the part of the City of Murrieta, I specifically waive California Civil Code Section 1542, which states:

**A general release does not extend to claims, which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him, must have materially affected his settlement with the debtor.**

I expressly desire to release the City of Murrieta, its employees, officers, other volunteers, property owner, and officials from any financial responsibility to me for any personal injury and/or property damage I may incur as a result of my voluntary participation, even when it results from the negligence, both active and passive, of the City of Murrieta and/or its employees. I understand that accidents and injuries can arise out of my volunteer activities; knowing the risk, nevertheless, I hereby agree to assume those risks and to release and to hold harmless the City of Murrieta, its employees, officers, agencies, other volunteers and officials, who (through negligence or carelessness) might otherwise be liable to me (or my heirs, assigns, agents or other representatives) for damages. No promise, inducement, or agreement has been made to me to induce me to release the City of Murrieta from liability for any personal injury and/or property damage incurred by me as a result of my voluntary participation, nor has any promise, inducement, or agreement been made to me in return for the express waiver of rights referred to above.

**Initials:** \_\_\_\_\_

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgement of Understanding:** I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Title