

CITY OF SAN DIMAS
PARKS & RECREATION DEPARTMENT

SPORTS FIELD USAGE POLICIES AND PROCEDURES

We ask that all users abide by the following rules and regulations. Failure to do so can cause forfeiture of deposit and suspension of facility use privileges by an individual or group.

1. An application for permission to use the sports facilities must be submitted by all organizations, teams or individuals for all uses.
2. All applications for permission to use the sports facilities shall be issued by the Parks and Recreation Department, subject to availability of the facilities.
3. San Dimas High School activities, City recreation programs and City government functions shall have first priority on use of all facilities. Furthermore, previously scheduled use may be cancelled for City functions.
4. All applications for use of the facilities must be submitted at least ten working days for tournaments or leagues or five working days for practices and not more than ninety days prior to the time of use. (Does not apply to youth sports groups).
5. All persons, groups or organizations using public facility must abide by all Municipal, State and Federal laws.
6. The serving, selling and consumption of alcoholic beverages is forbidden on all park facilities.
7. The City will not be held responsible for loss, damage, theft of equipment or personal articles owned, leased or rented by people utilizing the facilities.
8. City of San Dimas reserves the right of full access to all activities at any time in order to insure that all rules, regulations, and City and State laws are being observed. User must obey City employees who may be on duty at the time of use.
9. All activities must cease by 10:00 p.m.
10. Rental time on application must include set-up and cleaning period.
11. Report any problems the first working day following facility use to the Parks and Recreation Department.
12. No equipment or furnishings shall be removed from the premises without permission from the Parks and Recreation Department.
13. Gambling, profane language, indecent conduct, unusually loud amplified music, or other activity that creates a disturbance will not be permitted.
14. If theft or damage to City premises or property occurs or a call-out of City staff is necessary as a result of or during the rental, the applicant shall be held responsible.
15. Applications shall be issued only to responsible adults who shall be in attendance at the function for which application is made.
16. Payment in full is required along with the facility request application for rental for practices.
17. A \$100.00 deposit is required along with the facility request application for league or tournament rentals.
18. Final approval granted upon payment. Facilities are subject to automatic cancellation if fees are not paid 5 working days prior to use.
19. Cancellation of reservations must be made 5 or more days prior to the scheduled use to receive full refund.