



# City of Corona-Community Services

## Sports Field/Outdoor Courts Application

**\*\*SUBMITTAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL\*\***

This Application must be submitted at least 30 days prior to your event.

Circle City Center-365 North Main Street, Corona, CA 92880

### Applicant's Information:

Applicant's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternative Contact Name: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Group/League: \_\_\_\_\_ Non-Profit Tax ID #: \_\_\_\_\_

### Reservation Details:

Park(s) Requested: \_\_\_\_\_ Field(s): \_\_\_\_\_

Function Type:(Birthday, Gathering, Game, etc.) \_\_\_\_\_

For updates on field closures please call our Mudline number: (951)-736-2244

#### **PLEASE INCLUDE TIME FOR SETUP AND CLEAN-UP**

For One-Time Reservations, Please fill out below

Date(s) of Event: \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

For Recurring Reservations, Please fill out below

Start Date: \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

End Date: \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Attendance: Adult(s) \_\_\_\_\_ Youth(s) \_\_\_\_\_ Total \_\_\_\_\_

### Amenities Requested:(Please answer accordingly)

Base Rental: ☐ OR ☐  
(One Time Users Only) Yes No

Field Prep: ☐ OR ☐  
(Watered and Dragged) Yes No

Field Lights: ☐ OR ☐  
Yes No

Time(s): \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

### Vending /Entertainment: (If more space is needed please attach a sheet)

Vendors:

Items or food to be sold:

### Additional: (Please answer accordingly)

*\*Please note due to the addition of reclaimed water in our Parks, water for equipment is not available\**

Are you advertising, If so, what methods are you using? Describe \_\_\_\_\_

Are any structures to be erected on the premises? (Props, Tents, Vendors, etc.) Describe \_\_\_\_\_



# City of Corona-Community Services

## Sports Fields/Outdoor Courts Policies & Guidelines

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### **Application & Reservation Requirements**

- The applicant must be at least 18 years of age or older.
- Reservations must be made at least 30 calendar days in advance.
- Reservations may begin no earlier than 8 AM and must end no later than 10 PM. Any exceptions must have written approval from the Department.
- Applicants must comply with all federal and state laws as well as the Corona Municipal Code.
- Reservations cannot be made more than 6 months in advance due to allocation periods.
- All applicable fees must be paid 15 calendar days before the reservation date. No individual or group may use a City facility unless all fees and deposits are paid in full.

### **Fees & Deposits**

- A Non-refundable application fee is due upon submission:
  - \$15 for Corona Non-Profits
  - \$30 for Residents & Non-Residents
- A refundable base deposit of \$200 is required for the use of Peg Bases. The deposit will be refunded upon return of the bases. The fee to utilize bases are \$25 per use.
- The hourly fee is based on our facility pricing sheet
- The facility user will be billed for any damages to the City premises.
- Facilities must be returned in the same condition as they were given.

### **Cancellations & Adjustments**

- Refunds depend on when the City of Corona is notified of the cancellation (unless due to City- determined field closures):
  - 10+ days before the reservation→ Full refund minus the non-refundable application fee
  - 9 days or less before the reservation→ 50% loss of total rental cost minus the non-refundable application fee
  - Any refund requests submitted on or after permitted date will be denied
- Requests to adjust, add, or remove reservations must be made via email. Voicemails will not be accepted.

### **Facility Use & Restrictions**

- No structures, electrical, mechanical, or vehicle equipment may be placed on-site without prior approval from the Community Services Department.
- No sales, promotions, or advertisements are allowed at City facilities unless proper licensing procedures are followed per the Corona Municipal Code.
- Vendor/Entertainment Permit is required for any sales at public parks or facilities.
- Any vendor on the premise of the reservation is required to provide a Certificate of Insurance during use, if utilizing one of the City's "Ready to Serve" vendors, please ensure to notify City Staff overseeing reservation

### **Reservation Reviews**

- The City may review and cancel reservations with notice if necessary.
- Users will be notified immediately if their reservation is canceled by the Department.
- copy of the approved application form and payment receipt should be brought to the facility on the day of the reservation.



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### **Non-Profit & Special Event Requirements**

- Non-profit organizations must provide proof of California non-profit status or an Entity Status Letter from the Franchise Tax Board (FTB) website with their application. The Entity Status Letter must have boxes 1 and 3 checked to be accepted.
- Group users are responsible for returning fields to a safe, playable condition.
- Special Event Permit (issued by the Police Department) is required for all outdoor events open to the public.
- Applications requiring a Special Event Permit or amplified sound must be submitted at least 30 days before the reservation date.
- An approved copy of the Special Event Permit must be submitted to the Community Services Department at least 15 days before the event.

### **Insurance Requirements**

- Upon the department's request, the applicant and/or all organizations that an Insurance Certificate of at least \$1,000,000 coverage, naming the City of Corona as an additional insured, must be provided at least 15 days before the reservation.
- The organization applying is responsible for providing the insurance certificate before the permit can be created and payment can be processed.

### **AGREEMENT**

I hereby certify that I am the authorized representative of the applicant organization, that the application statements are true to the best of my knowledge and that I agree to be bound by the regulations and policies listed above or attached to this application. I, through the signing of this agreement, indemnify, hold harmless and defend the City of Corona and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the City as a result of loss, damage or injury to any person or property by reason of any action or omission by the application organization.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### **\*City Staff Only\***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Name

\_\_\_\_\_  
Position



**City of Corona**

**ATHLETIC FIELD USE CODE OF CONDUCT & POLICY ACKNOWLEDGMENT**

**Purpose:**

All organizations granted permits to use City of Corona's facilities are expected to adhere to the City's Athletic Facility Allocation Policy. This Code of Conduct outlines expectations, prohibited behaviors and disciplinary procedures.

**DISCIPLINARY ACTION FOR POLICY VIOLATION**

**Types of Policy Violations**

Violations of the field allocation policy may include, but are not limited to:

- Submission of false documentation associated with the allocation process.
- Use of closed fields (due to inclement weather, safety concerns, or maintenance).
- Use of fields outside of permitted times.
- Subletting, loaning, or trading fields with other groups.
- Holding fields to block other groups or excessive cancellations.
- Failure to return unscheduled or unused fields, as verified by City staff, for reallocation.
- Failure to clean the facility following use.
- Driving vehicles on fields without prior written approval.
- Creating additional fields on site without written permission.
- Unauthorized use of lights including operating lights past the authorized permit time frame.
- Failure to pay permit fees.
- Unauthorized use of amplified sound or creating excessive noise.
- Any form of disrespectful, unprofessional or discourteous behavior towards members of the public, City personnel, or authorized representatives.
- Failure to supply documents that are outlined within the Athletic Facility Allocation Policy.
- Unauthorized tampering with City property, including duplication or removal of keys, alteration of lockbox codes, and damage to public facilities (e.g., field defacement, burning field lines).

**Major violations or repeated disregard for policy may result in immediate revocation of the permit and loss of future field allocation.**

## Disciplinary Procedures

The City maintains a progressive disciplinary policy, which may include one or more of the following actions:

1. Written warning sent to the organization and maintained in the organization's file.
2. Suspension of rental privileges for one week.
3. Suspension of rental privileges for one month.
4. Suspension of rental privileges for three months.
5. Loss of priority classification for the upcoming allocation period(s).
6. Loss of priority classification for the upcoming calendar year.
7. Removal of scheduled lighting and deactivation of Musco access.
8. Late fee of \$35 per week will be applied if fees are not paid on time.

Major violations and persistent disregard for policy may result in immediate revocation of a permit and loss of future field allocation.

## Section 8.3 – Grievances

An organization may appeal a disciplinary action by submitting a written request to the Director. Appeals must be submitted by an authorized agent of the organization within 10 business days following the disciplinary action.

## Section 8.4 – Reallocation of Released Fields Due to Policy Violation or Non-communication

Field allocations must be accepted or declined within 10 days of the allocation email being sent. If no response is received within this timeframe, the allocation may be subject to release. If fields are released due to violations or lack of communication, organizations will be notified by email. Released fields will then be made available on a first-come, first-served basis.

## Organizational Responsibility for Communication and Compliance

The undersigned individual acknowledges their responsibility to share this Code of Conduct and all related policy information with their organization's team coaches and representatives. The undersigned further agrees to ensure that all team coaches and staff understand, comply with, and uphold the standards and requirements outlined in this document. Failure by any coach, representative, or participant to adhere to these policies will be considered a violation by the organization and may result in disciplinary action as outlined above.

## Acknowledgment & Signature

I, the undersigned, have read, understand, and agree to abide by the City of Corona's Athletic Field Use Code of Conduct and the associated policies. I understand that failure to comply may result in disciplinary action, including suspension of field privileges, loss of priority classification, and other measures outlined above.

**Organization Name:** \_\_\_\_\_

**Authorized Representative Name:** \_\_\_\_\_

**Title/Role:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_