Woodland Community Services Department

2001 East Street • Woodland, CA 95776 • (530) 661-2000

BALL FIELD REQUEST

Renter Information

_____   _____   _____   _____
Organization Name   *Contact Person*   *First Name*   *Last Name*

_____   _____
Street Address/P.O. Box   *Apartment/Unit #*

_____   _____   _____
City   *State*   *Zip Code*

❑ Home   ❑ Home
❑ Work   ❑ Work   _____
_____ ❑ Cell   _____ ❑ Cell
Phone 1   *Phone 2*   *Email*

Request Information

_____   _____
Field(s) Requested   *Anticipated Attendance*

FIELD REQUEST MADE FOR THE FOLLOWING ACTIVITIES

PRACTICES	GAMES	TOURNAMENTS
_____ _____ *Start Date* *End Date* ❑ Su ❑M ❑T ❑W ❑Th ❑F ❑Sa *Days (check)* _____ _____ *M-F Start Time* *M-F End Time* _____ _____ *Sa-Su Start Time* *Sa-Su End Time* Schedule Attached ☐ Yes ☐ No	_____ _____ *Start Date* *End Date* ❑ Su ❑M ❑T ❑W ❑Th ❑F ❑Sa *Days (check)* _____ _____ *M-F Start Time* *M-F End Time* _____ _____ *Sa-Su Start Time* *Sa-Su End Time* Schedule Attached ☐ Yes ☐ No	_____ _____ *Start Date* *End Date* ❑ Su ❑M ❑T ❑W ❑Th ❑F ❑Sa *Days (check)* _____ _____ *M-F Start Time* *M-F End Time* _____ _____ *Sa-Su Start Time* *Sa-Su End Time* Schedule Attached ☐ Yes ☐ No

List any breaks or vacations
during the above scheduled time   _____

Field/Facility Preparation

                 SPORT   ☐ Other _____

Field _____	*Field* _____	*Field* _____	*Field* _____	*Field* _____
Base length requested	*Base length requested*	*Base length requested*	*Base length requested*	*Base length requested*
❑ 65'	❑ 65'	❑ 65'	❑ 65'	❑ 65'
❑ 70'	❑ 70'	❑ 70'	❑ 70'	❑ 70'
❑ 80'	❑ 80'	❑ 80'	❑ 80'	❑ 80'
❑ Safety 1st Base	❑ Safety 1st Base	❑ Safety 1st Base	❑ Safety 1st Base	❑ Safety 1st Base
❑ Other _____	❑ Other _____	❑ Other _____	❑ Other _____	❑ Other _____

Field Lighting Needed   ☐ No   ☐ Yes   *Please note all applicable dates for field lighting needs on printed schedule*
Field lighting is turned off at 10:30 p.m.

Snack Bar Needed   ☐ No   ☐ Yes

Park Reservation Policies & Procedures

Use of Fields by Permit Only.

Renter/Group/User shall ensure that all applicable State and County COVID-19 public health orders are followed at all times. Failure to do so may cause the immediate revocation of the/this permit.

General Rules
- Parks are cleaned daily. The City parks are public places, the Community Services Department cannot guarantee the reserved park will be clean upon arrival.
- Park must be returned to original condition before leaving. Representative/organization will be help responsible for all damage and/or additional custodial services required, and deposit may be subject to forfeiture.
- Deposit is required for each reservation. **Deposit may be forfeited if area is not cleaned, has been damaged, or a violation in permit conditions.**
- Enforcement of these rules and the rules concerning alcohol and amplification are the responsibility of the authorized representative/organization and he/she must be present for the duration of the permit.

<div align="right">

Renter's Initials_____

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Reservation Changes, Moves, or Cancellations
- Any refund, changes, or cancellations require the renter to bring the *original* reservation permit.
- A $20 administrative fee will be applies for any reservation to be changed, moved, or cancelled. For any subsequent change or move, the fee is $40.
- Refunds will only be granted a minimum of 72 hours prior to reservation date.

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Renter's Initials _____

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Not Permitted During Field Reservations
- Driving into the park or onto the lawn
- Devices that will destroy park lawn or grounds (slip-n-slides, water slides, water balloons, trampolines, stage platforms, etc.)
- Alcohol (without an alcohol permit.)
- Fires outside the barbecue grills provided.
- Bounce houses using City electricity or without special permit.
- Enforcement of these rules and the rules concerning alcohol and amplification are the responsibility of the authorized representative/organization and he/she must be present for the duration of the permit.

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Renter's Initials _____

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I agree to accept and abide by the rules and regulations of City of Woodland.

_____   _____
Renter/Group Representative Signature   *Date*

- For office use only -

Field Reservation Fees (for private hourly reservations or tournaments)

HOURLY RESERVATIONS

☐ **2 Hour Reservation** *Non residents, add 100%*	**$40** *Fee per hour*	**X** *Number Hours*	$
☐ **Lighting Fees** *Lighting fees vary, refer to fee schedule.*	$_____ *Fee per hour*	**X** _____ *Number Hours*	$_____
			$ **TOTAL**

TOURNAMENT RESERVATIONS

☐ **Earnest Money Deposit** *To hold fields, will be applied to fees upon billing*	$_____	_____	$
☐ **Damage Deposit**	**$1,000**		$1,000
☐ **Daily Reservation** *Non residents, add 100%*	$_____ *Per field, per day*	**X** _____ *No. fields, no. days*	$
☐ **Holiday fee** *Add 20% of base fee for tournaments over holidays*	$_____		$
			$ **TOTAL AMOUNT DUE**