

# R.J.R.S.P. User Group File Cover Sheet

*Please Note: All of the documents listed below must be on file with the Park District Office (annually) before the packet is considered complete. Only complete requests will be considered for allocation.*

Group Name \_\_\_\_\_

- Youth Sports League Application Form (if applicable) \_\_\_\_\_
- Facility Request Form \_\_\_\_\_
- Fees/Deposits \_\_\_\_\_
- Certificate of Insurance \_\_\_\_\_
- Insurance Endorsement Enclosure \_\_\_\_\_
- Board of Directors Contact List \_\_\_\_\_  
(Include Board Meetings Dates, Location & Times)
- Roster/Team Registration/Player Fees \_\_\_\_\_
- Master Calendar of Events \_\_\_\_\_
- Proof of Non-Profit Status (501c3) \_\_\_\_\_
- Field Improvements Request \_\_\_\_\_
- Annual Financial Statement \_\_\_\_\_
- Bylaws of Organization \_\_\_\_\_
- \*Snack Bar/Storage Request (if applicable) \_\_\_\_\_
- Health Permit (if applicable) \_\_\_\_\_
- Acknowledgement of Allocation Manual, Policies, Fee \_\_\_\_\_

\*Requires separate facility request form

## Facility Use Packet Distribution Key

**General Facilities Policies and Fee Schedule** – Provides the District’s General Policies and fees for facilities use. Contains rules and regulations governing the use of District facilities. **(Keep for your information)**

**File Cover Sheet** – this is your checklist for all documents required in order for request packet to be considered complete, turn in with application.

**Forms** – Facility Use Request Forms - ***Must be completed and returned to the District Office***

1. *Youth Sports League Application* – must be completed by all youth sports organizations. (Required paperwork check list provided on this form).
2. *Arena and Sports Facility Use Form* – use to request sports facilities. Individual days must be listed for entire term of request. Ball Fields request are limited to 6 months in time.
3. *Youth Team Registration Cover Sheet* – use with organization’s sports team rosters when submitting player fees.
4. *Friendly Tournament Worksheet* – For calculation of fees to be paid to JARPD when two non-resident teams compete head to head.
5. *Acknowledgement Form of Allocation Manuals, Policies and Fees*

**Forms– Sample Insurance Documents** –

Includes examples for a Certificate of Insurance and an Endorsement Enclosure. **Both** documents required to meet the proof of insurance naming the Park District as additionally insured requirement. **(Keep for your information)**

**Athletic Field Allocation & Procedures Manual**- For group using Ball Field **(Keep for your information)**.

**Fill out the appropriate forms and submit the file cover sheet when you submit your application.**



Jurupa Area Recreation & Park District

**YOUTH SPORTS LEAGUE APPLICATION**

League Organization Name: \_\_\_\_\_

Season Dates: \_\_\_\_\_ League Representative: \_\_\_\_\_

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

Home phone #: \_\_\_\_\_ Work phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Employer: \_\_\_\_\_

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

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp Date: \_\_\_\_\_

**Please check off and confirm all of the following which apply to your league**

- Youth Sports Organization has fingerprinted all persons in contact with minors participating in said league and has in place a screening process for volunteers.
- Youth Sports Organization has accepted Volunteer applications from all persons in contact with minors participating in said league.
- Youth Sports Organization has obtained the Volunteers permission to conduct a background check.
- The Youth Sports Organization has obtained in writing from the volunteer that he/she has not been convicted of any crime against children or violent crimes.
- The majority of its league participation and Board of Directors are residents of the Park District.
- Provides a training program for volunteer administrators, volunteer coaches and conducts a parent orientation using, but not limited to: Standards and Training programs developed by the National Alliance for Youth Sports.

**Required Paperwork (League must submit the following documents)**

- Sports Facility Use Form
- Certificate of Insurance and Endorsement Enclosure naming JARPD as additionally insured
- Board of Directors List
- 70% Residency verification (official team rosters)
- Master Calendar for League
- Proof of Non-Profit Status (Letter of Determination )
- Annual Financial Statement for League
- By-laws of Leagues
- Snack Bar Application and Health Permit (if applicable)

**I certify that all statements I have made on this application are true and correct. I hereby authorize J.A.R.P.D. to investigate the accuracy of this information from any person or organization and I release J.A.R.P.D. and all persons and organizations from all claims and liabilities arising from such investigations or the supplying of information for such investigations.**

**The information furnished on this form is subject to verification. I acknowledge that any false information or required paperwork not turned in will automatically forfeit its field, court or arena use privileges. In order to receive field, court and arena allocation all items must be checked and required paperwork must be turned in. I acknowledge that any false statements or misrepresentation on this application will be cause for refusal of allocation.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

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**JURUPA AREA RECREATION AND PARK DISTRICT**  
 8621 JURUPA RD., JURUPA VALLEY, CA 92509  
 (951) 361-2090 FAX (951) 361-2095  
**RANCHO JURUPA REGIONAL SPORTS PARK FACILITY USE FORM**

<b>Permit #:</b>
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Please complete the following and return to the Jurupa Area Recreation and Park District Office. 8621 Jurupa Rd., Jurupa Valley, CA 92509. **All reservations must be made at least two weeks prior to event date. Completion of this form does not guarantee that your request will be granted. Completion of this form does not guarantee reservation until approved by JARPD Staff and all required fees are paid.**

Sponsoring Group/Organization			
President		Alternate Contact	
Address	City, Zip	Address	City, Zip
Contact Number	Alternate Number	Contact Number	Alternate Number
Email Address		Email Address	

**General Information**

1. Facility Requested: <b>Rancho Jurupa Regional Sports Park</b> 5429 Crestmore road, Riverside, CA	5. Is the event open to the public?    Yes    No
2. Schedule of dates, times and light use (Please use attached form).	6. Purpose of the event?
3. Will you use the snack bar?    Yes    No	7. Will admission fees be charged?    Yes    No
4. Proof of Insurance    Yes    No	8. Will contributions be solicited?    Yes    No

**For Office Use Only**

Date Received	Received By	Date Approved	Approved By
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Description	Fee	Amount due	Amount paid	Receipt number	Date paid	Balance due
Processing Fee						
Facility Deposit						
Field Rental Fee						
Rental Fee						
Insurance						
Key Deposit						
Lights						
Roster						
Player Fees						
Other						
<b>Total</b>						

## CONDITIONS OF USE

### Initial

- \_\_\_\_\_ 1. Any group/organization or individual owing the District funds, cannot reserve District Facilities until the account has been satisfied.
- \_\_\_\_\_ 2. Curfew is 10:00pm.
- \_\_\_\_\_ 3. **All fees are to be paid not less than two weeks (11 business days) prior to the event. Any fees paid late will be assessed a \$100.00 late fee.**
- \_\_\_\_\_ 4. A certificate of Insurance naming JARPD as additionally insured for \$1 million is required.
- \_\_\_\_\_ 5. No alcohol is permitted.
- \_\_\_\_\_ 6. It shall be the responsibility of each Renter to leave the facility clean and orderly. Groups using the facility are held responsible for clean-up. A \$100 fee **per area** will be charged if a district employee must clean up, including snack bar debris.
- \_\_\_\_\_ 7. No person under twenty-one (21) years of age may file a Use Form.
- \_\_\_\_\_ 8. An hourly and/or flat rate shall be charged for the use of all facilities. A \$40.00 service charge will be assessed for the processing of all refunds and cancellations made up to eleven (11) working days prior to the scheduled event. If cancellation is made, within less than eleven (11) working days, the fee is non-refundable. All fees must be paid two weeks prior to the scheduled reservation. **All late payments will be assessed a \$100.00 late fee.** A \$25.00 service charge will be charged to all returned checks.
- \_\_\_\_\_ 9. Jurupa Area Recreation and Park District will issue a refund check for the deposit paid two to three weeks after use of the facility, provided that the facility was cleaned and undamaged after the event and that no unlawful activity took place during the event. A refund check will be issued only to the Renter group/organization or individual whose signature appears on this agreement.
- \_\_\_\_\_ 10. Any event violating the policies presented herein and/or within District's Facility Policy at any time during the use of buildings and/or facility will be closed down immediately by the security guard service and/or District Staff granting only time to clean the facility. All other guests and/or participants of said activity other than those cleaning will be instructed to leave the premises.
- \_\_\_\_\_ 11. Any Renter granted the use of any Park or Recreation Buildings and/or Facilities shall use them only for such purposes as specified by said group on the Facility User Form and shall limit the use to the building and/or facility requested.
- \_\_\_\_\_ 12. Applications for use by non-profit organizations must be submitted and signed by a member of said non-profit organization. Current rosters must be submitted with the application.
- \_\_\_\_\_ 13. It shall be the responsibility of the Renter to make accommodations for their guests with special needs.
- \_\_\_\_\_ 14. A Renter shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings. The Renter agrees to abide by all applicable local, federal and state accessibility standards and regulations. The Renter further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to , physical distancing, limits on the size of gatherings, use of appropriate sanitations practices, etc. District reserves the right to immediately revoke Renter's right to use of the facility under this agreement should Renter fail to comply with any provision of the section.

*(CONDITIONS OF USE continued on next page)*

## CONDITIONS OF USE (continued)

\_\_\_\_ 15. Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, the District shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For Purposes of this agreement, A “Force Majeure Event” includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The Renter waives any right of recovery against District and the Renter shall not charge results of “acts of God” to District, its officers, employees, or agents.

\_\_\_\_ 16. Insurance Requirements:

A. General liability insurance: The Renter shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability

- 1) Such insurance shall name Jurupa Area Recreation and Park District, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The Renter shall file certificates of such insurance with the Jurupa Area Recreation and Park District, which shall be endorsed to provide thirty (30) days’ notice to the Jurupa Area Recreation and Park District of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the Jurupa Area Recreation and Park District may deny access to the facility.
- 2) All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders’ Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best’s Key Rating Guide, unless otherwise approved by the Jurupa Area Recreation and Park District’s self-insurance pool.

Requirements of specific coverage features, or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Renter maintains higher limits than the minimums shown above, the Jurupa Area Recreation and Park District requires and shall be entitled to coverage for the higher limits maintained by the Renter. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Jurupa Area Recreation and Park District.

*(Conditions of User Continued on next page)*

CONDITIONS OF USE (continued)

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**INDEMNIFICATION**

I accept use for, as is, the building and/or facility listed on this form and accept full responsibility for its care. I agree to reimburse the Jurupa Area Recreation and Park District for any loss or damage of any kind, other than reasonable wear and tear, which results from use of the building and/or facility. I agree to be solely responsible for any and all liability, claims, loss, costs and expenses, including attorneys' fees, arising out of or result from any injury to persons or damage to the property which arises out of its use of the District's Facilities. The renter shall indemnify, defend, and hold harmless Jurupa Area Recreation and Park District, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time of or in any way related to the renter's use or occupancy of a facility or property, controlled by Jurupa Area Recreation and Park District, unless solely caused by the gross negligence or willful misconduct of Jurupa Area Recreation and Park District, its officers, employees, or agents. An authorized official of the group submitting this questionnaire has completed this questionnaire. The District's policy has been read by applicant and hereby accepts full and complete responsibility for adherence by group using facility.

I also have read, understand, and agree to abide by the Conditions of Use for the Jurupa Area Recreation and Park District Facilities.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## RANCHO JURUPA SPORTS PARK

5249 Crestmore Rd., Jurupa Valley, CA 92509

Hours 7am – 10pm

Effective 10/24/2020

<u>TYPE</u>	<u>ITEM</u>	<u>COST</u>
<b>All Applications and Classifications</b>	Processing Fee (Non-Refundable)	\$25.00
<b>Private</b>		
	Deposit	\$500.00
	Insurance	Provide proof of insurance with JARPD as additionally insured \$2,000,000.00
<b>Rental Fee Hourly</b>	Fields 1,2,3,4	\$60.00/hour per field
	Fields 5,6	\$45.00/hour per field
	Fields 7,8,9,10,11	\$30.00/hour per field
	Fields 12,13,14,15	\$25.00/hour per field
Lights (Available on Fields 1-6 only)	Field Lights	\$26.00 hour/field
<b>Community Group -Youth Sport Organizations</b>	6 month SEASON	
	Insurance	Provide proof of insurance with JARPD as additionally insured \$2,000,000.00
	Player Facility Use Fee	\$25.00/per Player/per Season Resident \$40.00/per Player/per Season Non-Resident

**Effective 10/24/2020.**

	Field Use Fee Fields 1,2,3,4	\$300.00 per Field/per month
	Field Use Fee Fields 5,6	\$250.00 per Field/per month
	Field Use Fee Fields 7,8,9,10,11	\$225.00 per Field/per month
	Field Use Fee Fields 12,13,14,15	\$200.00 per Field/per month
Field Lights (Community Group) Lights Available on Fields 1-6 only	Field Lights	\$13.00 hour/field
<b>Community Group Tournaments (Requires Separate Application and a minimum of 3 weeks advance notice. Field use fee must be paid when application is submitted.)</b>	Processing Fee (Non-refundable)	\$25.00
	Field Use	\$50.00/field/day
	Non-Resident Teams	\$20.00 per Team (Head to Head Games)
Field Lights (Available on Fields 1-6 only)	Field Lights	\$13.00 hour/field
<b>Tournament/Camp Field Pricing</b>		
	Deposit	40% Upon receiving a permit approval 30% payments will be due on the 1 <sup>st</sup> each month thereafter Complete payment must be paid 21 days prior to event
	Insurance	Provide proof of insurance with JARPD as additionally insured \$2,000,000.00
<b>Rental Fee</b>	Fields 1-4 Half Day 7 Hours Fields 1-4 Full Day 14 Hours	\$1,400, plus \$200 each additional hour \$2,800
	Fields 5-6 Half Day 7 Hours Fields 5-6 Full Day 14 Hours	\$560, plus \$80 each additional hour \$1,120
	Fields 1-6 Half Day 7 Hours Fields 1-6 Full Day 14 Hours	\$1,960, plus \$280 each additional hour \$3,920
	Fields 7-15 Half Day 7 Hours Fields 7-15 Full Day 14 Hours	\$1,400, plus \$200 each additional hour \$2,800
	Fields 5-15 Half Day 7 Hours Fields 5-15 Full Day 14 Hours	\$1,960, plus \$280 each additional hour \$3,920
	All Fields Half Day 7 Hours All Fields Full Day 14 Hours	\$3,360, plus \$480 each additional hour \$6,720
	Field Lights	\$20.00/hour/field

### RJRSP Facility Use Schedule Only

**Organization:** \_\_\_\_\_ **Field Numbers:** \_\_\_\_\_ (List only fields with same time schedule)

Date (0/0/00)	Day (M)	Time Start (7:00am)	Time End (10:00pm)	Lights (Y/N)	Date (0/0/00)	Day (Th)	Time Start (7:00am)	Time End (10:00pm)	Lights (Y/N)

**ADDITIONAL SPACE ON REVERSE** – Use separate sheet for fields with different time schedule.



## Jurupa Area Recreation and Park District Youth Team Registration Cover Sheet

Agency \_\_\_\_\_ League Director \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

\_\_\_\_ Payment enclosed

**Attach:**

A copy of your in-house registration list, contact list or schedule which contains the Team Name and Coach's Name, Player's Name and Address (include ZIP CODES) in order to meet residency requirement, along with this Cover Sheet.

Please provide the following information:

Pre-Season/Tryout Dates	League Start Date	League End Date
Practices Start	Games Start/Opening Day	Games End

**Check the appropriate information:**

<b>Sport</b> _____	<b>League</b> _____	<b>Fee Schedule</b> _____
___ Baseball (Due 3/25, 9/25)	___ Boys	_____ # Players Registered (\$5.00ea)
___ Softball (Due 3/25, 9/25)	___ Girls	_____ # Players Registered (5.00 ea)
___ Football (Due 9/25)		
___ Soccer (Due 3/25, 9/25)		
___ Basketball (Due with roster submittal)		

**# Teams by Division**

Boys Division Name	# of Teams	Girls Division Name	# of Teams

**Total # of Teams (All Divisions):** \_\_\_\_\_

**Note: All teams in all divisions who will be using District facilities must be listed.**

**Submit to: J.A.R.P.D., 8621 Jurupa Rd., Jurupa Valley, CA 92509. Remember to enclose payment.**

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## Friendly Tournament

**Organization** \_\_\_\_\_

**Event Date(s)** \_\_\_\_\_

**Facility Name** \_\_\_\_\_

**Fees**

1. # of Games between Non-Resident Teams			
(\$20.00 per team)	X	20.00	
Teams Fees Due			

2. # of Fields Used (\$20.00/field)			
3. # of Days Used			
Field Use Fees Due			

**Total Amount Due**

Organization Representative Name: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

*Hosting agency must submit fees and documents within five (5) business days after event  
 Payment may be mailed or dropped off along with this form to:  
 J.A.R.P.D., 8621 Jurupa Rd., Jurupa Valley, CA 92509  
 Make checks payable to J.A.R.P.D.*

For Office Use Only				
Receipt#	Cash/Check#	Date Received	Amount Paid	

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**ACKNOWLEDGMENT OF RECEIPT OF J.A.R.P. D.'S  
ATHLETIC FIELD ALLOCATION AND PROCEDURES MANUAL, FACILITIES GENERAL  
POLICIES AND SCHEDULE OF FEES**

I, \_\_\_\_\_, serving as \_\_\_\_\_ (Title)  
of the \_\_\_\_\_ (organization)

have received a copy of the Jurupa Area Recreation and Park District's Athletic Field Allocation and Procedures Manual, Facilities General Policies and Schedule of Fees on \_\_\_\_\_ (Month/Day/Year). I understand that the District has the right to amend or modify the contents of these documents and that all such modifications will be binding upon all user groups. I further understand that the Manual, Policies and Fees are applicable to my organization's use of Park District Facilities.

I understand that it is my responsibility to read and follow the policies and procedures contained in these documents and to keep them updated with the latest information that is distributed.

Name (please print): \_\_\_\_\_  
Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

League  
Name: \_\_\_\_\_

**Billing Information**

Please send Invoices to the following Email Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you still like to receive a hard copy of Invoices via U.S. Mail?      Yes\_\_\_\_      No\_\_\_\_  
If yes, please provide address:

\_\_\_\_\_  
\_\_\_\_\_

Name(s) of Liaisons to Park District (Limit 2):  
\_\_\_\_\_

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**INSTRUCTIONS FOR ISSUING A CERTIFICATE OF INSURANCE  
For Premises Leased or Rented from Park District by others**

**Give this to your (or your organization's) insurance agent**

Jurupa Area Recreation and Park District requires a "certificate of insurance" for your event naming J.A.R.P.D. as additionally insured. Your agent will prepare the required document, which must in into the Jurupa Community Center Office no later than 30 business days prior to the event. A copy of your current insurance certificate **will not** be accepted.

Along with the insurance certificate, an endorsement form must be provided naming J.A.R.P.D. as additionally insured. The Cancellation Clause must read as follows: "**Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days' written notice to the certificate holder name to the left.**"

**\$1,000,000 Per Occurrence, \$2,000,000 General Aggregate**

**THE INSURANCE CERTIFICATE SHOULD NOTE THE FOLLOWING INFORMATION:**

- Date of the event
- Location of event
- Name of your organization/business/group

The following information should be typed in the "**Certificate Holder**" section:

**Additionally, Insured:**

**Jurupa Area Recreation and Park District  
8621 Jurupa Rd.  
Jurupa Valley, CA 92509**

**And**

**Riverside County Regional Park and Open-Space District  
4600 Crestmore Road  
Jurupa Valley, CA 92509**

**Please Deliver to:**

Jurupa Area Recreation and Park District  
8621 Jurupa Rd.,  
Jurupa Valley, CA 92509  
Attn.: Facility Reservations  
Phone: (951) 361-2090/Fax: (951) 361-2095  
Email: Info@jarpd.org

**Certificates of Insurance and Endorsements**

Certificates of insurance without endorsements do not protect the additionally insured (in this case: Jurupa Area and Recreation and Park District). An endorsement is required because, as noted on an insurance Certificate: "This certificate is issued as a matter of information only and conflicts no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy"

Certificates of Insurance are prepared and signed by an insurance agent, not the insurance company. In most instances they have no authority to bind the insurance company and in the event of a loss the insurance company will fight any reimbursement stating they never agreed to add us as additionally insured.

**It is JARPD policy that an endorsement must accompany a certificate of insurance to meet insurance requirements.**

**Sample of “CG 20 11 11 85” form** (For premises leased or rented by others)

Policy Number: enter policy number here      Commercial General Liability

**This endorsement changes the policy. Please read it carefully.**

**ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES**

This endorsement modifies insurance provided under the following:  
Commercial General Liability Coverage Part

**SCHEDULE**

1. Designation of Premises (Part Leased to You):
2. Name of Person or Organization (additional Insured:  
**Jurupa Area Recreation and Park District, its elected and appointed officials, employees, and volunteers. As well as Riverside County.**
3. **Additional Premium:**

(If no entry appears above information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement)

WHO IS AN INSURED (section II) is amended to include as an insured the person or organization shown in the schedule, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any “occurrence” which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.