

Jurupa Area Recreation and Park District
8621 Jurupa Rd. Jurupa Valley, CA 92509
(951) 361-2090

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 _____
- Roster/Team Registration/Player Fees _____
- *Snack Bar/Storage Request (if applicable) _____
- Certificate of Insurance _____
- Insurance Endorsement Enclosure _____
- Acknowledgement of Allocation Manual, Policies, Fees _____
- COVID-19 informed consent & acknowledgement _____

Required Community Group Documents

- Board of Directors Contact List _____
(Include Board Meetings Dates, Location & Times)
- Master Calendar of Events _____
- Proof of Non-Profit Status (501c3) _____
- Field Improvements Request _____
- Annual Financial Statement _____
- Bylaws of Organization _____
- Health Permit (if applicable) _____

LEFT BLANK INTENTIONALLY

Jurupa Area Recreation and Park District

RJRSP Community Youth Group 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:

Sport	League	Fee Schedule
____ Baseball (Due 3/25, 9/25)	____ Boys	_____ # Resident Players Registered (\$25.00ea)
____ Softball (Due 3/25, 9/25)	____ Girls	_____ # Non-Resident Players Registered (\$40.00ea)
____ 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.

LEFT BLANK INTENTIONALLY



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)

- Arena and Sports Facility Use Form
- Certificate of Insurance and Endorsement Enclosure naming JARPD as additionally insured
- Board of Directors List
- 80% 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: _____

LEFT BLANK INTENTIONALLY



Permit #:

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

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: Rancho Jurupa Regional Sports Park 5429 Crestmore Rd., Jurupa Valley, 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
---------------	-------------	---------------	-------------

Description	Fee	Amount due	Amount paid	Receipt number	Date paid	Balance due
Processing Fee						
Facility Deposit						
Arena/Field Rental Fee						
Rental Fee						
Insurance						
Key Deposit						
Lights						
Roster						
Player Fees						
Other						
Total						

TURN OVER FOR ADDITIONAL INFORMATION AND REGULATIONS

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 11:00pm.
- _____ 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 and Endorsement Enclosure naming JARPD as additional insured for \$2 Million per occurrence, \$4 Million General Aggregate 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 by their due date. Fields and light use will be billed at the start of the month and will be given two weeks to pay. Ex. January will get billed on February 1st and will be due by February 15th. **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 \$2,000,000 per occurrence, \$4,000,000 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)

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: _____

LEFT BLANK INTENTIONALLY

RANCHO JURUPA REGIONAL SPORTS PARK

5249 Crestmore Rd., Jurupa Valley, CA 92509

Hours 7am – 10pm

<u>TYPE</u>	<u>ITEM</u>	<u>COST</u>
All Applications and Classifications	Processing Fee (Non-Refundable)	\$25.00
Private		
	Deposit	\$500.00
	Insurance	Provide proof of insurance with JARPD as additionally insured \$2,000,000.00
Rental Fee Hourly	Fields 1,2,3,4	\$70.00/hour per field (Security fee)
	Fields 5,6	\$55.00/hour per field (Security fee)
	Fields 7,8,9,10,11	\$40.00/hour per field (Security fee)
	Fields 12,13,14,15	\$35/hour per field (Security fee)
Lights (Available on Fields 1-6 only)	Field Lights	\$26.00 hour/field
Community Group - Youth Sport Organizations	Six Month SEASON	80% Residency (Effective 1/1/ 2022)
	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
	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
Community Group Tournaments (Requires Separate Application and a minimum of 3 weeks advance notice. Field use fee must be paid when application is submitted.)	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
Tournament/Camp Field Pricing		
	Deposit	40% Upon receiving a permit approval 30% payments will be due on the 1 st 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
Rental Fee	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
Tournament Cancellation Fees	Cancellations made less than 15 days before reservation	All fee's paid are nonrefundable.
	Cancellations made 29-15 days before reservation	100% of Deposit. (40% of total cost)
	Cancellations made 44-30 days before reservation	50% of Deposit. (20% of total cost)
	Cancellations made 59-45 days before reservation.	10% of Deposit. (10% of total cost)
	Cancellations made 60-89 days before reservation.	5% of deposit. (5% of total cost)
	Cancellations made 90 or more days before reservation.	\$50 Fee

Parking Spaces: 394 Regular, 16 Handicap

LEFT BLANK INTENTIONALLY

INSTRUCTIONS FOR ISSUING A CERTIFICATE OF INSURANCE
For SPORT FIELD 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 (JARPD) requires a "certificate of insurance" for your event naming JARPD as an additional insured. Your agent will prepare the required document, which must in the JARPD Office no later than 11 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 an additional 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.**"

\$2,000,000 Per Occurrence, \$4,000,000 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:

Additional 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

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
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.

LEFT BLANK INTENTIONALLY

**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 Park District Liaisons: _____

LEFT BLANK INTENTIONALLY



COVID-19 Informed Consent and Acknowledgement of Risk Compliance Statement

For All User Groups Requesting Use of Jurupa Area Recreation and Park District Facilities

The Jurupa Area Recreation and Park District, Facility Use Agreement form, provides that each user group agrees to comply with all Applicable Law, Rules, & Regulations. Thus, your user group has a contractual requirement to collect Informed Consent and Acknowledgement of Risk documentation consistent with the California Department of Public Health (CDPH) guidance issued on February 19, 2021.

Jurupa Area Recreation and Park District requires each user group to provide a written confirmation stating the user group obtains parent/guardian signed “Informed Consent and Acknowledgement of Risk” documents from its participants prior to use of Jurupa Area Recreation and Park District facilities.

User groups understand that it is a choice to use Jurupa Area Recreation and Park District facilities. By opting to use the facilities, the user group agrees to abide by any such health and safety protocols Jurupa Area Recreation and Park District may require. The user groups understand that promoting public health is a shared responsibility and that every member of the community must do their part to minimize risks.

By signing below, I am confirming my user group is complying with all relevant Public Health Guidance including, but not limited to, CDPH guidance regarding obtaining and retaining the informed written consent from all the parents/guardians of our participants prior to participation in any activity at Jurupa Area Recreation and Park District facilities.

I HAVE CAREFULLY READ AND UNDERSTAND THE NOTICE ABOVE AND HEREBY KNOWINGLY AND WILLING CONSENT TO THE COMPLY WITH ALL GUIDELINES AS OUTLINED.

Name of Organization/Team Season Date(s)

Name (Printed) Title

Signature Date