

**CITY OF BELLFLOWER
DEPARTMENT OF PARKS AND RECREATION**

BALLFIELD OR GYMNASIUM USE INQUIRY APPLICATION

Thank you for your interest in renting one of the City's ballfields or gymnasiums. This is a preliminary application only and in no way guarantees the issuance of a ballfield or gymnasium use permit. All applications will be processed in the order received and are subject to availability, fees, and Parks and Recreation Department field or gymnasium allocation policies and procedures. To assist in the process, please provide the requested information:

1. CONTACT INFORMATION

Organization: _____

Contact person: _____

Mailing address: _____

City: _____ Zip: _____

Phone: (____) _____ E-mail: _____

- ___ Individual Resident
- ___ Non-Profit Organization (Must provide a letter of determination from the IRS as verification)
- ___ Business/Commercial
- ___ Other : _____

2. INSURANCE REQUIREMENTS

No ballfield or gymnasium use permit will be issued without meeting the following insurance requirements:

Coverage shall be in the form of a Certificate of Insurance **and** an attached Endorsement, both naming the **City of Bellflower, its elected and appointed officials, employees, and volunteers as additional or co-insureds**. (Photo copies of insurance certificates or letters confirming insurance coverage will not be acceptable). Said coverage must include:

Limit: \$1,000,000 per occurrence
 \$1,000,000 per event aggregate

Insurance must be in effect for all facility rental dates requested. Certificate of Insurance must be in the same name as the individual or organization listed on the permit.

Will you be able to meet these insurance requirements? Yes No

3. USAGE INQUIRY INFORMATION

Date(s) Requested: _____

Time(s) of use:

(MON) _____ to _____	(FRI) _____ to _____
(TUE) _____ to _____	(SAT) _____ to _____
(WED) _____ to _____	(SUN) _____ to _____
(THU) _____ to _____	

4. REQUESTED LOCATION/FIELD (Check One):

Caruthers Park

- ___ Ballfield (60' Bases, Dirt Infield, Lights)
- ___ Ballfield (90' Bases, Grass Infield, Lights)

Simms Park

- ___ Ballfield (60' Bases, Dirt Infield, Lights)
- ___ Ballfield (60' Bases, Dirt Infield, Lights)
- ___ Gymnasium

Thompson Park

- ___ Ballfield #1 (60' Bases, Dirt Infield)
- ___ Ballfield #2 (60' Bases, Dirt Infield)
- ___ Ballfield #3 (60' Bases, Grass Infield)
- ___ Gymnasium

Type of Sports Activity: _____

Will lights be required for your usage? Yes No Maybe

<p>For official use only:</p> <p>Date Received: _____</p> <p>Time Received: _____</p> <p>Staff Initials: _____</p>
--

Updated 03/09/2023