



# **DeLaveaga Ball Park TOURNAMENT APPLICATION PACKET**

**Parks and Recreation  
323 Church Street  
Santa Cruz, CA 95060  
(831) 420-5267 – Nick Tanza  
[WWW.CITYOFSANTACRUZ.COM/SPORTS](http://WWW.CITYOFSANTACRUZ.COM/SPORTS)**



TO Softball Tournament Directors  
FROM Nick Tanza, Recreation Coordinator  
SUBJECT **2026 SOFTBALL TOURNAMENT DATE REQUEST**

October 30, 2025

It is time to request tournament dates for 2026 at DeLaveaga Park Ball Field. You have received this information because you have hosted tournaments at DeLaveaga Park in the past or have indicated an interest in doing so in the future. **Requests will be accepted from November 3, 2025 – January 4, 2026.** Requests received after January 4 will be awarded on a first come, first serve basis.

In an effort for Parks and Recreation to meet program demands and provide softball leagues in 2026, tournaments must follow the below schedule. Refer to the list below for 2026 Sunday field availability.

- **Sunday's only until 4pm:** 3/1 – 3/15, 3/29 – 4/19, 5/3 - 5/17 (indicated by a \* symbol on the request calendar in your packet).
  - **Sunday's available all day:** 5/24 – 10/25.
  - **Sunday's NOT available:** 3/22 and 4/26 (indicated by an X symbol on the request calendar in your packet).
  - **Review the guidelines – see next page**
1. Non-profit groups: provide **proof of current non-profit status** and submit Non-Profit Authorization form in your packet.
  2. Insurance & endorsement: Certificate of Insurance and endorsement must meet City of Santa Cruz requirements. Insurance information, requirements and samples are enclosed.
    - Certificate of insurance must **list the City of Santa Cruz as additionally named insured with an "endorsement"** listing **"City of Santa Cruz, its officials, officers, agents, employees and volunteers"** due in our office a minimum of *two weeks prior* to your first tournament.
  3. Submit deposit with your request packet. The deposit payment scale is as follows:

<b>1 - 2 tournaments</b>	<b>\$300</b>
<b>3 - 9+ tournaments</b>	<b>\$800</b>
  4. **Cancellation Policy:**
    - **14 days or less – full deposit is forfeited**
    - **30 days or less – 50% of deposit is forfeited**
    - **31 days or more – 0% of deposit is forfeited**
    - **Fees will be deducted from your deposit for extra clean-up or repairs to the ball field complex/park for any direct costs associated with providing law enforcement at your event.**
    - **ALCOHOL IS PROHIBITED IN THE PARK** without a picnic area rental agreement and alcohol permit. If tournament participants do not abide by park rules and negatively impact the park, the tournament director will be held responsible. Tournament is at risk of being terminated as well as future tournaments cancelled, and rental fees will be forfeited. FYI - Alcohol in park violation can be in excess of \$250.

Thank you,  
Nick Tanza, Recreation Coordinator  
(831) 420-5267

*Enclosures:*

- Reservation and Usage Guidelines
- Athletic Facility Application
- Tournament Reservation calendar (green)
- Insurance certificate guidelines & samples
- Sample tournament fee sheet (office use only)
- Athletic Facility Fee handout

## **Reservation and Usage Guidelines for Tournaments**

Tournament requests will be accepted **November 3, 2025 - January 4, 2026**. Requests will be processed according to the following guidelines:

1. Tournament directors with seniority, who have hosted successful tournaments, will be granted priority for duplicate date requests. For example, USA Softball tournament director SC Blues Breaker, Rose Martinez hosted a successful tournament on Sept. 13 & 14, 2025. If SC Blues Breakers and another tournament director request the same weekend in 2026, SC Blues Breakers will be assigned the date.
2. Dates requested must be **circled** on the enclosed calendar form (green paper) and you must submit an official Athletic Facility Application form (enclosed). Please indicate the times for each tournament, including setup and cleanup, for each date, also include the type of tournament (i.e. youth baseball U12, Girls, Women's, Men's E, Coed D/E, etc.). Tournament Directors will have access to the ballfields by 7:00 am (no earlier).
3. Deposits are due with 2026 request packets (Payable to: City of Santa Cruz).
4. SUNDAY AVAILABILITY:
  - **Sunday's only until 4pm:** 3/1 – 3/15, 3/29 – 4/19, 5/3 - 5/17 (indicated by a \* symbol on the request calendar in your packet).
  - **Sunday's available all day:** 5/24 – 10/25.
  - **Sunday's NOT available:** 3/22 and 4/26 (indicated by an X symbol on the request calendar in your packet).
5. **Tournament dates will be assigned the week of January 12, 2026. Written confirmation of the tournament dates you were awarded will be emailed by January 23, 2026.**
6. Failure to pay the required fees and to provide insurance will result in cancellation of your entire request and the dates will be made available to others.
7. The annual City of Santa Cruz DeLaveaga Ball Field Tournament Guide will be published by mid-February and posted on our website. Make sure we have the correct contact information for potential registrants.
8. Final tournament fees are due by 2pm the Thursday prior to each tournament. The fees are **\$297** per day (\$168 per day non-profit rate), per field. Lights are **\$25** per hour, **2-hour minimum, per field**. Finally, 10% of the **gross revenue** is due. If you wish to have a concession stand the fee is \$50 per day, BBQ'ing or cooking is not allowed unless you rent a designated picnic area with a BBQ. 5% admissions tax of gross taken at gate due 10 days after event
9. Equipment provided in score booth #1 includes: rake, tamp, 2 hoses and 2 sets of bases, 1 chalker and 1 bag of chalk per weekend. Extra chalk, softballs, score sheets, string, shovels, drag mat, hammer, and any other items are not provided. *City staff will drag the fields on Friday night after City league for Saturday games. For two-day tournaments, City staff will drag the fields Saturday night for Sunday games. A \$45/day dragging fee is charged if requested by tournament directors. **Tournament personnel cannot use vehicles to drag the field themselves they must hand drag.***
10. **\$50 fee will be charged for each lost or stolen padlock or key! Lock all padlocks to something stationary at all times, even when you need something to remain unlocked.**
11. Tournaments do not have access to the score booth on Field #2 or the tractor shed. These sheds are secured for City equipment and supplies.
12. Tournament directors are responsible for cleaning up trash & debris in the ball field complex: score booth #1, bleachers and dugouts. Tournament directors who do not leave the facility clean will be charged from your deposit for the time taken by Parks staff to clean.
  - **Fees will be deducted from deposit for extra clean-up or repairs to the ball field complex/park for any direct costs associated with providing ranger/law enforcement at your event.**
  - **ALCOHOL IS PROHIBITED IN THE PARK** without a picnic area rental agreement and alcohol permit. If tournament participants do not abide by park rules and negatively impact the park, the tournament director will be held responsible. Tournament is at risk of being terminated as well as future tournaments cancelled, and rental fees will be forfeited. FYI - Minimum fine for alcohol in park can be in excess of \$250.
  - **Failure to comply with policies and ordinances may require tournament director to provide private security arranged by the Parks & Recreation Dept. at \$57/hr./guard.**
13. **Tournament directors or assigned staff must be on-site during the tournament at all times.**
14. **Tournament directors MUST provide their own portable bathrooms – an ADA unit and a standard unit.**

## **DELAVEAGA PARK TOURNAMENT DIRECTOR NOTICE!**

**REMINDERS!** The following list will be added to the conditions of use to your reservation contracts.

- 1. Park all vehicles in a designated parking place after unloading at the ball fields.**
- 2. Concessions stand - Cooking or BBQ'ing in the ball field complex is not allowed (pre-cooked food only). To cook or BBQ, rent a designated picnic area and pay the \$50 concession fee (in-lieu of 5% Ad Tax).**
- 3. Disposal of oil/grease down any storm drains/drain/sinks etc... is prohibited and tournament permits will be revoked and fees forfeited.**
- 4. Pack your trash - extra trashcan liners are provided in score booth #1. Tie up full trash bags, place them next to the port-a-potties outside the field #1 fence, and re-line trashcan. Park staff will dispose extra garbage bags.**
- 5. Checkout keys to score booth #1 & field lights a week prior to your tournament from the sports supervisor. Only the 3204 key is used.**
- 6. Score booth #1 tournament supplies: 2 hoses (wound & hung up), 2 sets of bases, 1 tamp, 1 H2O key, 1 rake, 1 batter's box template, 1 chalker and 1 bag of chalk. Replace all equipment and leave score booth in order.**
- 7. Lock up all equipment when not in use. Lock all padlocks to something stationary at all times, even when you need an area to remain unlocked. \$50 fee will be charged for each lost or stolen padlocks.**
- 8. Lock all buildings before leaving the facility.**
- 9. Dump food and trash into trashcans. Use blue recycle cans for recyclable items only.**
- 10. ALCOHOL IS PROHIBITED IN THE PARK without a picnic area rental agreement and alcohol permit. If tournament participants do not abide by park rules and negatively impact the park, the tournament director will be held responsible. Tournament will be shut down and rental fees will be forfeited.**



PARKS & RECREATION

# CITY ORDINANCES FOR DELAVEAGA TOURNAMENTS

- 
- **No** alcohol anywhere in the park  
(Municipal Code 13.08.030)
  - **No** dogs in the softball complex  
(Municipal Code 8.14.200)
  - **No** smoking anywhere in the park  
(including E- cigarettes)  
(Municipal Code 6.04.060 (1)(s))
  - Everyone must abide by park rules and laws.
  - **Participants & fans who negatively impact the park or other park users may cause the tournament to forfeit their permit.**

[www.cityofsantacruz.com](http://www.cityofsantacruz.com)  
Parks & Recreation, 831-420-5270



**Parks and Recreation Department**  
 323 Church Street  
 Santa Cruz, CA 95060  
 Ph: 831-420-5270 Fax 831-420-5271  
[www.santacruzparksandrec.com](http://www.santacruzparksandrec.com)

**USE APPLICATION FOR CITY  
 ATHLETIC FACILITIES**

Park/Beach: \_\_\_\_\_

Field(s) /Court: \_\_\_\_\_

Date(s): \_\_\_\_\_

Times: *start* \_\_\_\_\_ *end* \_\_\_\_\_

Purpose of Use (e.g. *games, practice, tournament, etc*): \_\_\_\_\_

Number of people expected: \_\_\_\_\_

-----

Company/Organization (if applicable): \_\_\_\_\_

Non-Profit # \_\_\_\_\_

Applicant/Coach: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work/Cell phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

Please indicate the following:

	YES	NO		YES	NO
Have you reserved with us before?	<input type="checkbox"/>	<input type="checkbox"/>	Will other equipment be used?	<input type="checkbox"/>	<input type="checkbox"/>
Will field lights be used?(\$20/ hour charge) <i>(Beach facilities excluded)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please explain</i> _____		
Will amplified sound be used?	<input type="checkbox"/>	<input type="checkbox"/>			

I declare under penalty of perjury that I am the authorized representative of the organization (activity) listed on this application and that the information I supplied here in is true and correct. I have carefully read, considered, and agreed to abide by all rules and regulations shown on the reverse.

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

\_\_\_\_\_ date

\_\_\_ I agree to the above term and conditions.



**2026 DELAVEAGA TOURNAMENT REQUEST**

Name of Organization/Group: \_\_\_\_\_

Facility/Field Requested: \_\_\_\_\_ Approximate Number: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**2026 DELAVEAGA TOURNAMENT REQUEST**  
(circle dates you wish to reserve and enter times below)

**JANUARY 2026 – DECEMBER 2026**

\* = Available only until 4pm! - No Exceptions!  
X = Not available.

<u>JANUARY 2026</u>							<u>FEBRUARY 2026</u>							<u>MARCH 2026</u>							<u>APRIL 2026</u>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	1	2	3	4	5	6	7	1*	2	3	4	5	6	7				1	2	3	4		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8*	9	10	11	12	13	14	5*	6	7	8	9	10	11		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15*	16	17	18	19	20	21	12*	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	<del>22</del>	23	24	25	26	27	28	19*	20	21	22	23	24	25		
25	26	27	28	29	30	31								29*	30	31					<del>26</del>	27	28	29	30				
<u>MAY 2026</u>							<u>JUNE 2026</u>							<u>JULY 2026</u>							<u>AUGUST 2026</u>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2			1	2	3	4	5	6				1	2	3	4							1	
3*	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10*	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17*	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29			
31														30	31						30	31							
<u>SEPTEMBER 2026</u>							<u>OCTOBER 2026</u>							<u>NOVEMBER 2026</u>							<u>DECEMBER 2026</u>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4	5					1	2	3	X	2	3	4	5	6	X				1	2	3	4	X
6	7	8	9	10	11	12	4	5	6	7	8	9	10	X	9	10	11	12	13	14	X	X	7	8	9	10	11	12	X
13	14	15	16	17	18	19	11	12	13	14	15	16	17	X	16	17	18	19	20	21	X	X	14	15	16	17	18	19	X
20	21	22	23	24	25	26	18	19	20	21	22	23	24	X	23	24	25	26	27	28	X	X	21	22	23	24	25	26	X
27	28	29	30				25	26	27	28	29	30	31	X	30						X	X	28	29	30	31			

Completed by Applicant <i>Specify months and/or days if times vary</i>		Office Use Only	
Start Time	End Time	Request Unavailable	
SUN.			
MON.			
TUE.			
WED.			
THU.			
FRI.			
SAT.			

**OFFICIAL USE ONLY**

**APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **CONFIRMATION SENT:** \_\_\_\_\_



## INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

WHEREAS, the \_\_\_\_\_ hereinafter referred to as the Permittees,  
 \_\_\_\_\_ Event Sponsor(s)  
 have been afforded the privilege of the use of Santa Cruz City \_\_\_\_\_  
 \_\_\_\_\_ Facility  
 during the \_\_\_\_\_ to be held on \_\_\_\_\_  
 \_\_\_\_\_ Event \_\_\_\_\_ Date(s)

NOW, THEREFORE, in consideration of the granting and exercise of the above-mentioned license and privilege, the Permittees do hereby promise, agree and covenant:

1) To indemnify, save harmless and defend the City of Santa Cruz, its officers, agents and employees from any and all claims, demands, actions, judgments, costs, attorney's fees and damages of any kind for liability which the City may incur for injury to or the death of any persons or damage to property arising out of or in any manner related to the above-described Permittee's use or occupancy of \_\_\_\_\_  
 \_\_\_\_\_ List Specific Facility

Said obligation to indemnify, defend and hold the City harmless extends to active negligence by the City.

2) That the Permittees will not make any claim, institute any suit, or otherwise resort to any legal processes, either legal or equitable, against the City of Santa Cruz, or any of its affiliated departments, agencies, bureaus or boards for any loss or damage, financial or otherwise to their personnel, property, reputation, or business arising out of the Permittees' presence and activities connected with the use of said Santa Cruz City property or arising out of any arrangements to or from area used and property for which the City of Santa Cruz might otherwise be responsible;

3) That should it become necessary to enforce the terms of this agreement by legal or equitable action, or should the Permittees breach this agreement, the Permittees will pay legal costs and attorney's fees incurred by the City of Santa Cruz either in defense of a suit by the Permittees or in the prosecution of a suit against the Permittees.

4) To provide suitable supervision of individuals of their organization who use any City of Santa Cruz property or \_\_\_\_\_  
 \_\_\_\_\_ Special area to be used

5) No non-appropriated or appropriated funds of the City of Santa Cruz are obligated by this agreement;

6) The City of Santa Cruz reserves the right to terminate this agreement at any time without prior notice to the Permittees.

For: \_\_\_\_\_  
 \_\_\_\_\_ Organization Name \_\_\_\_\_ Organization Representative  
 \_\_\_\_\_  
 \_\_\_\_\_ Date



## Certificate of Insurance Requirements

### Certificates of Insurance must be current and include the following:

1. Required liability limits (minimum of \$2,000,000 per occurrence, based on scope of work, degree of risk or other circumstance)
2. Name and address of insured
3. Location of event or operation
4. Description of class, event or operation
5. Date issued
6. Policy effective date and policy expiration date – expiration date must be effective through class, event or operation date(s)
7. The City of Santa Cruz must be listed as additional insured on liability insurance policy as follows: "The City of Santa Cruz, its officers, officials, employees, agents and volunteers" Additional Insured Endorsement required: Certificate of insurance alone will not be accepted.
8. The certificate holder must be the City of Santa Cruz. The address should be:

The City of Santa Cruz  
1200 Pacific Street Suite #290  
Santa Cruz, CA 95060
9. Primary coverage – Any contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers.
10. Advance written notice must be provided to the City of Santa Cruz of any modification, change or cancellation of any component of the insurance coverage.
11. Certifications of Insurance and Endorsements are due in advance of class, event or operation.
12. If contractor has employees, Worker's Compensation Insurance meeting statutory limits and a Waiver of Subrogation Endorsement are required. (If no employees, contractor must fill out a Waiver Form stating there are no employees in order to be exempt from the Worker's Compensation Insurance Requirement.)
13. The liability insurance must be on an "occurrence" basis, including products-completed operations, covering the participants in the event or operation, as well as spectators (if applicable).

City reserves the right to modify any of insurance limits (higher or lower coverage amounts) or require additional specialized insurance coverages for specific risk exposures depending on the scope or work or other circumstances. In addition to meeting the insurance requirements, contractors will be required to indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any potential liability relating to the event or operation.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURED	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES                      CERTIFICATE NUMBER:                      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY BEG (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL, GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea. Occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea. accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below.						<input type="checkbox"/> WC STATL. TOBY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES: (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Santa Cruz, its officers, officials, employees, agents and volunteers are named as additional insured.

<b>CERTIFICATE HOLDER</b> City of Santa Cruz Risk Management 1200 Pacific Ave. Suite 290 Santa Cruz, CA 95060	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
WHERE REQUIRED BY WRITTEN CONTRACT.	WHERE REQUIRED BY WRITTEN CONTRACT.
Information required to complete this schedule, if not shown above, will be shown in the Declarations.	

**EXAMPLE**

**A. Section II – Who is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;  
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

# EXAMPLE





PARKS & RECREATION DEPARTMENT  
323 Church Street ▪ Santa Cruz, CA 95060  
[p] (831) 420-5270 ▪ [f] (831) 420-5271

## Nonprofit Authorization Form

**Non-profit organization** (to be completed by authorized personnel or board representative)

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

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Non-Profit Tax ID #** \_\_\_\_\_ **Phone:** \_\_\_\_\_

This document certifies that the Board of Directors or authorized personnel of our non-profit agency **has approved the following individual(s)** to use this agency's non-profit status to make reservations at City of Santa Cruz facilities.

Authorized User: \_\_\_\_\_ Phone \_\_\_\_\_

*List any additional names on back or an attachment.*

The authorization of use of this non-profit organization's Tax ID recognizes that:

- allows the aforementioned individuals to sign contracts and make reservations at Parks & Recreation facilities and that;
- the non-profit assumes full liability and responsibility for these reservations as stated within the period of authorization.

This authorization extends until \_\_\_\_\_ (Not greater than 1 year from today's date)

It is understood and agreed that the applicant assumes all risks for the loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use of the facilities of the City of Santa Cruz; the applicant further agrees that in consideration of being permitted to use said facilities the applicant will save and hold the said City of Santa Cruz and/or their employees free and harmless from any loss, claim and liability or damages, and/or injuries to persons or property that in any way may be caused by applicant's use or occupancy of said facilities. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damage sustained by the grounds, building, furniture, or equipment occurring through the occupancy of said facilities by the applicant.

As the representative of this event, I agree that while I/we use this facility, I/we will not discriminate on the basis of disability. I, the undersigned, have read, and agree to abide by the rules and regulations for the facility use as listed on supplemental materials. The terms of this agreement may not be altered or amended unless the undersigned and the City of Santa Cruz agree in writing to such an alteration or amendment. This agreement may not be orally amended or altered.

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

Title \_\_\_\_\_



**PARKS AND RECREATION  
Facility Rental Checklist**

**Rental Group:** \_\_\_\_\_

**Facility:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

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

**Opening Checklist**

- Turn off alarm (if necessary depending on facility)
- Open facility – unlock doors/gates, etc...
- Lights on
- Restrooms checked
- Inspect facility - document any issues on “notes” section below

**Notes:**

**Closing Checklist**

- Equipment/supplies cleaned up
- Trash picked up
- Sweep floors/walkways - dispose debris in outside trash receptacles
- Renters “Lost and Found” items picked up and taken away
- Restrooms picked up and locked (if necessary depending on facility)
- Inspect facility and document any issues on “notes” section below
- Doors secured and properly locked
- Alarm set (if necessary depending on facility)
- Lights off
- Doors double-checked

**Notes:**



## **FIELD LIGHT USE POLICY**

### **Light Charge Schedule**

**March-May: 6pm start time**

**June - September: 7pm start time**

**October: 6pm start time**

**November: 5pm start time**

**Rate = \$25.00/hour – 2 hr. minimum, per field**



**PARKS AND RECREATION**

# SOFTBALL TOURNAMENT FEES

Tournament Name \_\_\_\_\_  
 Tournament Director \_\_\_\_\_ Dates \_\_\_\_\_  
 Deposit \_\_\_\_\_ # Of Fields \_\_\_\_\_ Rate \_\_\_\_\_ Total \_\_\_\_\_

## RENTAL FEES

**Day 1 Date** \_\_\_\_\_  
 Fld. # \_\_\_\_\_ #hrs./day \_\_\_\_\_ Rate \_\_\_\_\_ Total \_\_\_\_\_  
 Lights: #hrs. \_\_\_\_\_ Rate \_\_\_\_\_ Total \_\_\_\_\_  
 Fld. # \_\_\_\_\_ #hrs./day \_\_\_\_\_ Rate \_\_\_\_\_ Total \_\_\_\_\_  
 Lights: #hrs. \_\_\_\_\_ Rate \_\_\_\_\_ Total \_\_\_\_\_

**Day 2 Date** \_\_\_\_\_  
 Fld. # \_\_\_\_\_ #hrs./day \_\_\_\_\_ Rate \_\_\_\_\_ Total \_\_\_\_\_  
 Lights: #hrs. \_\_\_\_\_ Rate \_\_\_\_\_ Total \_\_\_\_\_  
 Fld. # \_\_\_\_\_ #hrs./day \_\_\_\_\_ Rate \_\_\_\_\_ Total \_\_\_\_\_  
 Lights: #hrs. \_\_\_\_\_ Rate \_\_\_\_\_ Total \_\_\_\_\_

## BRACKET FEES

# Of Teams \_\_\_\_\_ Team Admission Fee \_\_\_\_\_ Total \_\_\_\_\_ 10% \_\_\_\_\_

**FIELD PREP FEE:** # Of Days \_\_\_\_\_ @ \$45.00/day Total \_\_\_\_\_  
**CONCESSION FEE:** \$50.00 Fee Total \_\_\_\_\_

**TOTAL FEES DUE:** \_\_\_\_\_

Date Paid \_\_\_\_\_ Int. \_\_\_\_\_

\*\* See the back of this sheet for Deposit Refund Information

**DEPOSIT REFUND**

DEPOSIT AMOUNT PAID (see other side at the top) \_\_\_\_\_

PARK CLEAN UP FEES: Rate/Hr. \_\_\_\_\_ # Of Hrs. \_\_\_\_\_ Total \_\_\_\_\_

OTHER FEES: \_\_\_\_\_ Total \_\_\_\_\_

REFUND AMOUNT \_\_\_\_\_

Date Refunded \_\_\_\_\_ Int. \_\_\_\_\_

Office Use Only