



WEST COVINA SPORTSPLEX ACCEPTANCE OF FACILITY USE REQUEST AND REQUIREMENTS INSTRUCTIONS

The West Covina Sportsplex will be accepting Facility Use Request Applications for the West Covina Sportsplex beginning **Monday, June 17, 2024.**

Dates the West Covina Sportsplex is available for booking are between **July 1, 2024 through December 16, 2024** at this time.

- If you have an existing DASH (DaySmart) account with us, please review your existing DASH (DaySmart) account to verify that you do not have any outstanding fees still due under your account.
- If you or your organization have any outstanding fees that are due to the City of West Covina, your Facility Use Request Applications will not be accepted until all outstanding fees are paid in full.
- Facility Use Request Applications will only be accepted via email beginning on the above listed acceptance date and not before and will be processed on a first come first serve basis.
- Updated West Covina Sportsplex information will be posted on the West Covina Sportsplex webpage as well as an email will be sent out to users of the DASH (DaySmart) program (see below*).

Below is the process for submitting Facility Use Request Applications beginning Monday, June 17, 2024:

- 1. Submit a completed Field Usage Request Application so we can verify the availability of request dates.
 - 1) Include dates & times (not after 9PM) and field size needed that you are requesting (can place in application or submit an additional page to your application).
 - 2) Insurance Information to include additional insured page (see attached, pg. 4). This isn't required at initial application submittal but highly suggested to be submitted together to make the booking process smoother.
 2. Staff will verify dates available and if not submitted with your application request, they will request your insurance information. NOTE: Insurance must cover all time periods for the dates you requested.
 3. Once all documentation required is received, staff will tentatively book dates available.
 4. Staff will route your application for review to the Deputy Director.
 5. The Deputy Director will give findings. If approval is granted for use, staff will begin solidifying the booking process.
 - 1) Facility Use Request Application approval document will be added to your DASH (DaySmart) account.
 - 2) Staff will email the contract to you for verification that the information is correct.
 - 3) You will return a signed contract. Security deposit is due at signing.
 - 4) Staff will sign contracts and upload that into your online profile.
 - 5) Staff will issue invoices.
 - 6) Booking will be completed and awaiting your date(s) of use. Note: Payment is due based on fee schedule. Payment is due 2 weeks prior to the event. Failure to submit payment can result in future use requests being denied. It is important to make sure you read the contract completely.

Application Submittal Email:
WCovinaSportsplex@westcovina.org

Again, Facility Use Request Applications are processed on a first come first serve basis so the sooner we receive the Facility Usage Request Application Form and required documentation the better. Submittal of application doesn't guarantee availability and is not a contract, but a request for facility usage.

*In addition to the attached application, if you don't already have an existing profile in our online booking program called DASH (DaySmart), please create a profile by clicking on the below link, so we can complete the booking process once the Field Usage Application and insurance requirements are received and approved.

Registration can be done by clicking [here](#).

If you have any questions or to submit your Facility, Use Application, please email WCovinaSportsplex@westcovina.org and we will be glad to answer any questions you might have and assist with your requests.

We look forward to working with you for your future booking needs.

SPORTSPLEX FIELD USE REQUESTS APPLICATION

Today's Date: _____
 Rental Date(s): _____ Reservation Time: _____ to _____
 Renters (Responsible Party) Name: _____
 Organization: (if applicable) _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____
 E-mail: _____ Expected Attendance: _____
 Purpose of Use: _____
 Bases (60ft,65ft,70ft, 80ft, 90ft): _____ Pitching Mound: _____

FEES

Total

Practice Rental Fee: \$50 Per One Hour Per Field
 Soccer Pavilion Fee: \$65 Per Hour
 City Staff Fee \$20 each - Minimum 2 Staff per Field or Soccer
 Pavilion fee applies to all rentals.

Tournament Games: \$45 per game per field + Security Deposit of \$305.
 Tournament City Staff Fee: Fee is dependent upon game schedule.

Fencing Fee (softball tournaments) \$100 per field set up

City Staff Use Only

Wrigley Field Fenway Field Yankee Field
 Tiger Field Dodger Field Angels Field Soccer Pavilion

TOTAL FEES:

\$

INSURANCE REQUIRMENTS

<p style="text-align: center;"><input type="checkbox"/> Insurance</p> <p>Valid insurance required for all dates applicable to the permit. Such policies shall be signed by a person thorized by that insurer to bind coverage on its behalf and must be filed with the City prior to exercising any right pursuant to this agreement. Said policies shall add as insured the City, its elected officials, officers, agents, employees, and volunteers for all liability arising from the permit applicant's use of athletic fields, rks, or facilities as described herein and shall be primary to any insurance held by the City. The City of West Covina requires user groups to provide General Liability Insurance in an amount no less than one million dollars (\$1,000,000.00) per occurrence.</p> <p style="text-align: center;">The coverage shall include bodily injury, personal injury, and property damage.</p>	<p style="text-align: center;">City Staff Use Only</p> <p>Date Received:</p> <p>_____</p>
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LIABILITY DISCLAIMER

<p><i>I agree that all the information provided above is correct. I have read the rules and regulations pertaining to the reserved use of park sites and will be present and responsible for their enforcement. User group assumes financial responsibility for any vandalism, damage, repairs associated with use of facilities/permit. User groups are held accountable for the team, spectators, and public. Organizations must provide supervision and monitor facilities during use. Organization under permit assumes liability. I hereby agree that I, and the organization I represent, shall hold the City of West Covina and all its agents/and or employees free and harmless from, and against, any liability or damage which may arise from the use of City property. Signature: _____</i></p> <p>Please Print Name: _____ Driver's License #: _____</p>	<p>Date Signed:</p> <p>_____</p>
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APPROVAL

<p>_____ Community Services Coordinator Date</p>	<p>_____ Deputy Director of Community Services Date</p>
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City of West Covina West Covina Sportsplex Fee Schedule



RATES:

Admission to the Park

3 & Under and Uniformed Players 13 & Under.....	Free
Youth (4-13)	\$1.00
Seniors (65+)	\$1.00
Adults (Residents).....	\$3.00
Adults (Non-Residents).....	\$5.00
Adults (weekdays).....	\$3.00

Facilities

*Security Deposit.....	\$305
Softball Fields.....	\$50 per/hr.
Indoor Soccer Field.....	\$65 per/hr.
Staff Fee (minimum 2 staff per field or Soccer Pavilion fee applies to all rentals)	\$20 per/hr.
Fencing Fee (softball tournaments).....	\$100 per field
Vendor Fee	\$200 weekend

Please Contact for Tournament, League Fees, Corporate Events, Private Events or Special Event Info.

*Security Deposit fees per field are applied to all Tournaments, League Fees, Corporate Events, Private Events or Special Events.

Rental Guidelines:

- Final payment for all rentals must be received 14 days prior to rental date.
- Refundable security deposit at time of contract signing.
- Security deposit will be held if rental goes past agreed time.
- Parties are responsible for all decorations including table linen and centerpieces.
- 3% administrative fee is added to all transactions regardless of the form of payment.
- All cancellations must be made at least 14 days in advance to receive a full refund.
- Cancellations between 7-14 days will receive 50% of rental fees returned. Rentals canceled within 7 days of rental will not be refunded. Cancellations must be made during facility hours.
- Rentals that cannot happen due to inclement weather will be rescheduled based on availability or a credit will be provided.
- An organization cannot forfeit or exchange its allocation or any part thereof, with another organization/team without the written approval of the City prior to usage. Any such modification must be filed with the City and verified in writing by all parties wishing to exchange allocation.”

**West Covina Sportsplex
2100 S. Azusa Ave West Covina 91792
(626)939-8835**

Please email WCovinaSportsplex@westcovina.org for more information.

Please include any questions, what field/facility rentals desired, dates and times of desired rentals, and a phone number.

Please leave a voicemail if you call the facility at 626-939-8835

Fees Subject to Change

SAMPLE OF REQUIRED INSURANCE INFORMATION

POLICY NUMBER: GL 23456789

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

The City of West Covina, its officers, agents, employees, volunteers and representatives.

(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 as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.