



# Woodland Community Services Department

2001 East Street • Woodland, CA 95776 • (530) 661-2000

## BALL FIELD REQUEST

### Renter Information

Organization Name \_\_\_\_\_ Contact Person *First Name* \_\_\_\_\_ Last Name \_\_\_\_\_  
 Street Address/P.O. Box \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home  Home  
 Work  Work  
 Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_ Email \_\_\_\_\_  
 Cell  Cell

### Request Information

Field(s) Requested \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

FIELD REQUEST MADE FOR THE FOLLOWING ACTIVITIES

PRACTICES		GAMES		TOURNAMENTS	
PRACTICES	Start Date _____ End Date _____	GAMES	Start Date _____ End Date _____	TOURNAMENTS	Start Date _____ End Date _____
	<input type="checkbox"/> Su <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa		<input type="checkbox"/> Su <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa		<input type="checkbox"/> Su <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa
	Days (check) _____		Days (check) _____		Days (check) _____
	M-F Start Time _____ M-F End Time _____		M-F Start Time _____ M-F End Time _____		M-F Start Time _____ M-F End Time _____
Sa-Su Start Time _____ Sa-Su End Time _____	Sa-Su Start Time _____ Sa-Su End Time _____	Sa-Su Start Time _____ Sa-Su End Time _____			
Schedule Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Schedule Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Schedule Attached <input type="checkbox"/> Yes <input type="checkbox"/> No			

List any breaks or vacations during the above scheduled time \_\_\_\_\_

### Field/Facility Preparation

SPORT \_\_\_\_\_  Other \_\_\_\_\_

Field _____	Field _____	Field _____	Field _____	Field _____
Base length requested	Base length requested	Base length requested	Base length requested	Base length requested
<input type="checkbox"/> 65'	<input type="checkbox"/> 65'	<input type="checkbox"/> 65'	<input type="checkbox"/> 65'	<input type="checkbox"/> 65'
<input type="checkbox"/> 70'	<input type="checkbox"/> 70'	<input type="checkbox"/> 70'	<input type="checkbox"/> 70'	<input type="checkbox"/> 70'
<input type="checkbox"/> 80'	<input type="checkbox"/> 80'	<input type="checkbox"/> 80'	<input type="checkbox"/> 80'	<input type="checkbox"/> 80'
<input type="checkbox"/> Safety 1 <sup>st</sup> Base	<input type="checkbox"/> Safety 1 <sup>st</sup> Base	<input type="checkbox"/> Safety 1 <sup>st</sup> Base	<input type="checkbox"/> Safety 1 <sup>st</sup> Base	<input type="checkbox"/> Safety 1 <sup>st</sup> Base
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

**Field Lighting Needed**  No  Yes *Please note all applicable dates for field lighting needs on printed schedule*  
 Field lighting is turned off at 10:30 p.m.

**Snack Bar Needed**  No  Yes

## Park Reservation Policies & Procedures

### General Rules

- Parks are cleaned daily. The City parks are public places, the Parks & Recreation Department can not guarantee the reserved park will be clean upon arrival.
- Park must be returned to original condition before leaving. Representative/organization will be help responsible for all damage and/or additional custodial services required, and deposit may be subject to forfeiture.
- Refundable deposit is required for each reservation. **Deposit may be forfeited if area is not cleaned, has been damaged, or a violation in permit conditions.** Using a credit card(Visa or MasterCard) for the deposit will aid in a quick return of the funds.
- Enforcement of these rules and the rules concerning alcohol and amplification are the responsibility of the authorized representative/organization and he/she must be present for the duration of the permit.

Renter's Initials \_\_\_\_\_

### Reservation Changes, Moves, or Cancellations

- Any refund, changes, or cancellations require the renter to bring the *original* reservation permit.
- A \$10 administrative fee will be applies for any reservation to be changed, moved, or cancelled. For any subsequent change or move, the fee is \$20.
- Refunds will only be granted a minimum of 72 hours prior to reservation date.

Renter's Initials \_\_\_\_\_

### Not Permitted During Park Reservations

- Driving into the park or onto the lawn
- Devices that will destroy park lawn or grounds (slip-n-slides, water slides, water balloons, trampolines, stage platforms, etc.)
- Alcohol (without an alcohol permit.)
- Fires outside the barbecue grills provided.
- Bounce houses using City electricity or without special permit.

Renter's Initials \_\_\_\_\_

**I agree to accept and abide by the rules and regulations of City of Woodland.**

Renter/Group Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

- For office use only -

## Field Reservation Fees (for private hourly reservations or tournaments)

### HOURLY RESERVATIONS

<input type="checkbox"/> <b>2 Hour Reservation</b> <i>Non residents, add 100%</i>	\$60 <i>Fee per 2 hours</i>	X	_____ <i>Number Hours</i>	\$
<input type="checkbox"/> <b>3 + Hours Reservation (daily)</b> <i>Non residents, add 100%</i>	\$500 <i>Fee per day</i>	X	_____ <i>Number days</i>	\$
<input type="checkbox"/> <b>Lighting Fees</b> <i>Lighting fees vary, refer to fee schedule.</i>	\$ _____ <i>Fee per hour</i>	X	_____ <i>Number Hours</i>	\$
<b>\$</b>				<b>TOTAL</b>

### TOURNAMENT RESERVATIONS

<input type="checkbox"/> <b>Earnest Money Deposit</b> <i>To hold fields, will be applied to fees upon billing</i>	\$ _____			\$
<input type="checkbox"/> <b>Damage Deposit</b>	\$1,000			\$1,000
<input type="checkbox"/> <b>Daily Reservation</b> <i>Non residents, add 100%</i>	\$ _____ <i>Per field, per day</i>	X	_____ <i>No. fields, no. days</i>	\$
<input type="checkbox"/> <b>Holiday fee</b> <i>Add 100% of base fee for tournaments over holidays</i>	\$ _____			\$
<b>\$</b>				<b>TOTAL AMOUNT DUE</b>