



## City of Torrance - Community Services Department

Facility Booking Office: 3031 Torrance Blvd., Torrance, CA 90503

Phone: (310) 618-5982 • Fax: (310) 781-7598

E-Mail: [FacilityBooking@TorranceCA.Gov](mailto:FacilityBooking@TorranceCA.Gov)

### SPORTS FIELD RENTAL POLICY

FIELD RENTALS				
Park	Address	Number of Fields	Online Reservations	Lights Available
De Portola Park	25615 Lazy Meadow Drive	1	Yes	No
El Nido Park	18301 Kingsdale Avenue	2	Yes	Yes
Guenser Park	17800 Gramercy Place	2	Yes	No
La Romeria Park	19501 Inglewood Avenue	1	Yes	No
McMaster Park	3624 Artesia Boulevard	1	Yes	Yes
Walteria Park	3855 242 <sup>nd</sup> Street	1	Yes	Yes
Wilson Park	2200 Crenshaw Boulevard	4	No	Yes

All organized groups/teams/leagues/organizations are required to obtain a field permit. All groups exceeding 25 people are required to make a reservation. The deadline for field reservations is five (5) business days in advance. If you are requesting any add-ons (chalk and bases, dragging, lights) at Wilson Park, the deadline for reservations and/or changes must be made within a minimum of five (5) business days in advance.

#### MAKING A RENTAL RESERVATION

Booking priority is given in the following order:

1. Walk-In: City Hall-West Annex Building, 3031 Torrance Blvd. Torrance, CA 90503.
2. E-Mail and Fax: Forms can be found at [TorranceCA.Gov/FacilityBooking](http://TorranceCA.Gov/FacilityBooking)
3. Mail: City of Torrance, Attn. Facility Booking Office, 3031 Torrance Blvd., Torrance, CA 90503.

#### FIELD ALLOCATION

Fields will be allocated to groups as follows:

- Group A: City of Torrance sponsored special events and activities.
- Group B: Torrance-based non-profit Youth organizations, and Torrance-based private schools in which the majority of participants (51%+) are Torrance residents.
- Group C: Torrance based non-profit Adult organizations and service clubs in which the majority of participants (51%+) are Torrance residents.
- Group D: Torrance residents and Torrance for-profit businesses.
- Group E: Non-Torrance residents, commercial groups and/or filming fees.

FEE SCHEDULE		
	Groups B and C	Groups D and E
Field Rental	\$10.00/hour	\$20.00/hour
Field Lights	\$18.00/hour	\$18.00/hour
Staff Fee for Lights	\$36.00/hour	\$36.00/hour
Chalk and Bases ( <i>Wilson Park Only</i> )	\$35.00/field	\$35.00/field
Water and Dragging ( <i>Wilson Park Only</i> )	\$60.00/field	\$60.00/field

All sports field users will be charged an hourly rental fee for sports field use, including practices, leagues, and tournaments. The hourly rental must include warm-up time for games. There is a two-hour minimum for field reservations. Customers requesting more than two (2) fields must comply with the Tournament Policy.

## PERMIT APPROVAL

All applications will be evaluated based on the type of activity, impact on the turf/grass, and safety of park users. The Turf Management Program includes a formula that limits usage to control wear and provide adequate recovery time. Certain sports are not allowed as the impact to the turf/grass exceeds the wear factor identified in the Turf Management Program. These sports include but are not limited to Tackle Football, Rugby, and Australian Rules Football. Other applications may be denied if deemed unsafe for the requested location (i.e. Baseball, Lacrosse, and Cricket). Certain exceptions may apply, and will be made at the discretion of the Community Services Director.

## CANCELLATIONS/CHANGES

All requests for refunds must be made at least five (5) business days before the event. A 20% administrative fee will be withheld from the total paid. Any cancellations after that time will not be refunded or credited. All changes (date, locations, etc.) to the reservation must be made at least five (5) business days in advance, by 9:00 a.m. and will incur a 10% administrative fee for each change.

## FIELD LIGHTS

Field light fees will be charged to all groups requesting use of the field lighting systems. Lights are available as indicated on the Field Rentals chart. A light key may be issued at the Facility Booking Office for McMaster and Walteria parks and will be determined by the Facility Booking staff. It is the customer's responsibility to pick up the light key during office hours and return the key on the next business day. A \$25 key deposit will be required and will be refunded upon key return. Lights at Wilson are controlled by staff, no light key will be issued. Field lights scheduled after the Sports Center is closed will incur an additional fee of \$18 per hour for staff. This fee will apply to Saturdays from 7:00 - 10:00 p.m. and Sundays from 8:00 - 10:00 p.m.

## FIELD PREPARATION

Field preparation (field prep) is only available at Wilson Park for softball games. All field prep requests are subject to the availability of staff and must be requested in writing at least five (5) business days prior to reservation. As field prep is completed in the morning the permit start times must be between 9:00 a.m. and 12:00 p.m.

## LONG-TERM CUSTOMERS

Long-term reservations for Torrance based youth non-profit organizations' regular season and playoff games will be charged the Group B fee rate. All other fees, including lights, will be charged and must be paid prior to use. To apply for this fee waiver, proof of non-profit status and insurance must be submitted along with all dates for the season. Groups that do not qualify for the fee waiver may still apply for long-term reservations. Insurance and season dates are required and fees will be billed on a monthly basis. Preference is given to returning groups and then to new Torrance based youth non-profit organizations.

## TOURNAMENTS

Please see the Tournament Policy: [www.TorranceCA.Gov/services/parks/sports-fields](http://www.TorranceCA.Gov/services/parks/sports-fields).

## GENERAL PARK POLICIES

- All parks shall be open to the public between the hours of 6:00 a.m. and 10:00 p.m. No person shall enter or remain in any park between the hours of 10:00 p.m. and 6:00 a.m., except when engaged in an activity scheduled or permitted by the City (TMC 49.2.1).
- No alcoholic beverages of any type are allowed on City parks or fields, or in any park facility (TMC 49.2.6). Sports fields will be permitted for appropriate use only, per the Community Services Director (TMC 49.2.7).
- Amplified sound is not allowed on City parks and fields without a Sound Permit. This includes music, musical instruments, and loudspeakers.
- Groups hosting activities with picnics with greater than 25 people in attendance must make a picnic reservation (available at certain parks only).
- For all field reservations, the City of Torrance reserves the right to close the fields due to inclement weather or for the purpose of maintenance. Please call the Mud Line at (310) 781-7529 or (310) 972-7760 or the Facility Booking Office (310) 618-5982 for updates on field conditions. Fields will be closed on days that have rain, or on days where there is standing water on the fields and may also be closed due to poor air quality.

## PROHIBITED ACTIVITIES IN OR ON PARKS/PARK FACILITIES

- Consumption of alcoholic beverages (TMC 49.2.6)
- Smoking (TMC 49.2.11)
- Use of tacks, nails, screws, etc.
- Model airplanes, cars, and boats (TMC 49.2.7)
- Golf (TMC 49.2.7)
- Overnight camping (TMC 61.6.31).
- Fireworks (TMC 45.6.27)
- No feeding of birds/ animals (TMC 41.13.1)
- Ponies, petting zoos and uncaged animals (TMC 49.2.7)
- Dogs without leashes (TMC 41.1.5)

## GENERAL INFORMATION

- Facility use agreements are issued in accordance with the policies established by the City Council and the Parks and Recreation Commission. All reservation forms must be completed and signed and all fees and deposits paid before reservation requests can be considered for approval.
- Permits may be revoked if there is a conflict with Department use. The Department will attempt to give timely notice of such a conflict. Permits may be revoked and/or denied in the future if there is any abuse to City buildings, facilities, or equipment, or if there is any violation of the Torrance Municipal Code. City personnel are entitled to enter any facility at any time.

## LIABILITY INSURANCE

Commercial Liability Insurance is required for all tournaments. The City of Torrance must be listed as the additionally insured. Do not insure the actual park but rather: City of Torrance, 3031 Torrance Boulevard, Torrance, CA 90503.

The following language must be included on said policies:

"THE CITY OF TORRANCE, THE CITY COUNCIL AND EACH MEMBER THEREOF AND EVERY OFFICER AND EMPLOYEE OF THE CITY, AND EVERY MEMBER OF BOARDS AND COMMISSIONS."

## RENTAL AGREEMENT

As a condition of this rental, all individuals and groups agree to:

- Be responsible for care and protection of equipment and property, leaving them in a clean, undamaged condition. The renter agrees to reimburse the Department for any equipment or supplies damaged or lost.
- Be responsible for the behavior of all group members.
- Provide one (1) responsible adult for each ten (10) children as supervision for any activity involving minors.
- Use the facilities at their own risk and not hold the City of Torrance responsible in the event of loss, damage or injury.
- Observe all Department rules and regulations in addition to those listed on this rental policy.
- Vacate the field at the close of the reservation period.



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### ADDITIONAL AGREEMENT REGARDING RENTAL OF THE CITY OF TORRANCE SPORTS FIELDS

#### CHECK THE FOLLOWING BOXES

- Provide the requisite insurance required by the City.
- Review and agree to the Sports Field Rental Policy.
- All requests for refunds must be made at least five (5) business days before the event. A 20% administrative fee will be withheld from the total paid. Any cancellations after that time will not be refunded or credited. All changes to the reservation must be made at least five (5) business days prior to the event. You may make one major change (date, locations) without penalty, however any additional changes will incur a 10% administrative fee.
- Comply with all federal, state, local laws, ordinances, rules and regulations applicable to its event and rental of the City of Torrance Sports Field.
- Provide proof of Comprehensive General Liability Insurance in the minimum amount of One Million Dollars (\$1,000,000) single limit coverage with a \$2,000,000 aggregate and an Additional Insured Endorsement. Additional insured language must be included and read as follows:  
THE CITY OF TORRANCE, THE CITY COUNCIL AND EACH MEMBER THEREOF AND EVERY OFFICER AND EMPLOYEE OF THE CITY, AND EVERY MEMBER OF BOARDS AND COMMISSIONS.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## SPORTS FIELD RENTAL APPLICATION

### APPLICATION INFORMATION

*Applicant is responsible for the entire event.*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number(s): Cell \_\_\_\_\_ Home \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_ Non-Profit ID#: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this an organized group, such as a club, school, business, league or large sporting event?  Yes  No

### EVENT INFORMATION

Park Name: \_\_\_\_\_ Field Number (if applicable): \_\_\_\_\_

Sport: \_\_\_\_\_ Anticipated Headcount: \_\_\_\_\_ Is this a Picnic Rental? Yes No Picnic Code: \_\_\_\_\_

Type of Event:  Practice  League  Company/Group Game  Tournament  Special Event  Other: \_\_\_\_\_

### FOR ONE-TIME USE:

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Hours: \_\_\_\_\_

### FOR CONTINUOUS DATES:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Days of Week (circle) SUN MON TUES WED THU FRI SAT

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Any Skip Dates: \_\_\_\_\_

### ADD-ONS REQUESTED

- Will you need lights? (*El Nido, McMaster, Walteria and Wilson ONLY*)  Yes  No Hours: \_\_\_\_\_
- Will you need chalk and bases? (*Wilson ONLY, five (5) days notice required*)  Yes  No

### USERS MUST AGREE TO THE FOLLOWING TERMS (CHECK BOXES)

- I have included full payment for this reservation. The picnic fees can be found on the Picnic Price Sheet.
- \*Torrance Residents Only:* I have included proof of residency. There is no field discount for residents, but we require proof of residency to set up your account.
- I certify that I have read and understand all the rules and regulations governing the use of the facility.
- I have provided a Certificate of Insurance.
- I certify and agree that if any information provided is found to be false such as: purpose of event, name(s) and addresses of event holder(s), number of persons in attendance, etc, the event may be canceled prior or during the event at the discretion of the City staff and will result in forfeiture of fees and deposits and/or denial of current and future applications for us of City parks and facilities and may incur additional City fees.

I, the undersigned, agree to comply with all facility Rules and Regulations and have submitted the Sports Field Rental Policy Agreement with this application will maintain an acceptable standard of behavior.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Field Hours	_____ x \$20	\$		Proof of Residency (DL, Car Registration, etc.): _____
Light Hours	_____ x \$18	\$		Payment Method: CC Cash Check # _____
Staff Fee	_____ x \$18	\$		Insurance Submitted: Yes No Date Submitted: _____
C&B Fields	_____ x \$35	\$		Receipt # _____ Date: _____
D&W Fields	_____ x \$60	\$		Payment Receipt # _____ Date: _____
Refundable Deposit		\$		NOTES: _____
<b>TOTAL FEES:</b>		\$		

Approved  Pending: \_\_\_\_\_  Denied: \_\_\_\_\_



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### REQUEST TO PAY BY CREDIT CARD

#### PERMIT DELIVERY

Please choose one (1) option.

I would like my permit and receipt:

E-Mailed: \_\_\_\_\_

Mailed – Reservation date must be at least two (2) weeks in the future.  
*Please indicate address if different on reservation/application form:*

\_\_\_\_\_

#### CREDIT CARD INFORMATION

I hereby authorize use of my:  Visa  MasterCard  
 Discover  American Express

Print Name As It Appears on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date Month: \_\_\_\_\_ Year: \_\_\_\_\_ CVV#: \_\_\_\_\_ Amount Authorized \$ \_\_\_\_\_

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

***A surcharge will be added to all credit and debit card transactions.***

#### DAMAGES, OVERAGE AND IMPROPERLY INCURRED EXPENSES

In the case of any damage to the facilities being rented or if the facilities are not left in the same condition that they were in before the start of this contract, damages or expenses (cleaning, repair, replacement, and otherwise) will be billed directly to the credit card provided for this purpose. For building, gym, pool and rink reservations, the hourly fee will be charged for each portion of an hour that you stay past your scheduled end time. In addition to the amount incurred in damages, the credit card on file may be charged up to \$500.00 for any breach of contract.

I have read and understand Damages, Overage and Improperly Incurred Expenses and authorize my credit card to be charged.

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

**Please include with a completed application to:**

Facility Booking

[FacilityBooking@TorranceCA.Gov](mailto:FacilityBooking@TorranceCA.Gov)

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F: (310) 781-7598