



## 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)

### TOURNAMENT POLICY

The City of Torrance Community Services Department has implemented a Tournament Policy for park usage for organizations, groups and/or leagues that use our park facilities. A tournament is defined as any games and/or sporting event taking place on multiple fields and/or field reservations exceeding 3 hours unless special approval has been made. Please read the Sports Field Rental Policy at [www.TorranceCA.Gov/services/parks/sports-fields](http://www.TorranceCA.Gov/services/parks/sports-fields). For softball tournaments at Wilson Park, see information below.

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.

RENTAL RATES					
Tournament Fee	Field Rental Fee	Dragging and Watering Fee	Chalk and Bases Fee	Light Fee	Staff Fee For Lights
\$200.00	\$20.00/hour	\$60.00/field <i>Wilson Park Only</i>	\$35.00 <i>Wilson Park Only</i>	\$18.00/hour	\$36.00/hour <i>McMaster and Walteria Parks Only</i>

#### WILSON PARK SOFTBALL TOURNAMENT INFORMATION

- Chalk, bases, dragging and watering is done by staff once in the morning. Fields will be ready by 9:00 a.m.
- Customers requesting dragging/watering must request a minimum of two (2) fields.
- Staff is required for two (2) or more fields at \$18 per hour.

## GENERAL INFORMATION

- Completed applications must be submitted a minimum of ten (10) business days in advance with a maximum of nine (9) months in advance. A \$100 refundable deposit is required with the application. A detailed event proposal which should include activities, donations, and vendors who are providing goods or service must be submitted with application.
- Organizations, groups and/or leagues are prohibited from selling merchandise on City of Torrance parks and facilities.
- Applications will be reviewed and approved or denied within five (5) business days. Applications may be denied based on availability, group size, and/or at the discretion of the Facility Booking Office. The Facility Booking Office may dictate which area(s) of the park a group may use. Upon approval, full payment must be submitted within 24 hours of receiving the tournament invoice via email.
- Rental time requested includes set-up, clean-up, warm-ups and time for players/spectators to exit fields. Lights are turned off 15 minutes after the reservation end time.
- An application is required for each separate booking.
- A maximum of three (3) reservation dates allowed at a time.
- If any organizations, groups and/or leagues are found to be using a park without a reservation, a citation will be issued.
- Amplified sound is not permitted in parks. This includes DJ's, speakers and microphones. Small radios/Bluetooth speakers will be permitted at a low volume.
- Organizations, groups and/or leagues must provide their own first aid supplies.
- Parking and driving of cars on park grounds other than parking lots is strictly prohibited. Parking is allowed in designated areas only. Rental users must inform their participants to park in facility parking lots and public parking areas. It is the Renters responsibility to alleviate traffic and parking issues as a result of their use of the park. For Wilson Park on Saturdays, all players and spectators must park in the east lots (Lot D, E or F). It is the responsibility of the renter to notify all participant due to the Farmer's Market.
- The delivery and use of event tents, banquet seating (tables and chairs) are strictly prohibited and not approved inside any City of Torrance parks and facilities. A limited number of single 10 x 10 EZ-UP canopies are permitted.
- Consumption of alcoholic beverages, smoking and/or drug use not allowed in City parks, fields, facilities, or adjacent areas at any time (TMC 49.2.6), (TMC 49.2.11).
- The deposit will be refunded upon conclusion of the permit (allow 6-8 weeks for check refunds).
- Park Services staff will evaluate the condition of the fields, and Park Rangers/Park staff will report if there was any breach of contract (overage, improperly incurred expenses, damages, alcohol/smoking, etc.). Resulting fees will be deducted from the deposit.
- 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.

## **CANCELLATIONS/CHANGES**

All requests to cancel a reservation must be made in writing to the Facility Booking office at least five (5) business days prior to the event. A twenty percent (20%) administrative fee will be withheld from the total payment. Any cancellations after that time will not be refunded or credited. All changes to the reservation must be submitted in writing a minimum of five (5) business days prior to the event. Any reductions to time or services are considered cancellations and will result in a twenty percent (10%) administrative fee. Charges, additions, or any other request cannot be made onsite.

## **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."

## **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)

## **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 Tournament Policy.
- Vacate the field at the close of the reservation period.

## **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.

### **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 Rental Rates chart. Lights are controlled by staff, a \$36 staff fee for lights is required for McMaster and Walteria. See Wilson Park Softball Tournament, for Wilson Park only.

### **FIELD PREPARATION AT WILSON PARK ONLY**

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.

### **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).
- 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 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.



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## TOURNAMENT APPLICATION

### APPLICATION INFORMATION

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

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

Contact Number(s) During the Day: Cell \_\_\_\_\_ Home \_\_\_\_\_

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

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

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

### EVENT INFORMATION

Dates: \_\_\_\_\_ Day of Week (Circle): SAT SUN MON TUE WED THU FRI

Sport: \_\_\_\_\_ Anticipated Headcount (incl. spectators): \_\_\_\_\_

Field:	Start Time:	End Time:	Total Hours:	Lights Start Time:	Total Hours Lights:	Chalk and Bases?	Drag and Water?
Field 1						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field 2						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field 3						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field 4						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

- I have included a deposit for this reservation. The field fees can be found on the Tournament Policy.
- I will remit full payment 24 hours of receiving invoice or my event will be cancelled.
- For Saturday tournaments at Wilson: I will notify all players and spectators to park in the east lots (lots D, E & F).
- I will provide an insurance certificate no later than 2 weeks prior to the event.
- I have read and understand the Tournament Policy and General Policy.

I, the undersigned, agree to comply with the Tournament Policy and all facility rules and regulations (see reverse side of this form) and will maintain an acceptable standard of behavior.

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

### FOR OFFICE USE ONLY

Tournament _____ x \$200	\$ _____	Payment Method: CC Cash Check # _____
Field Hours _____ x \$20	\$ _____	Receipt # _____ Date: _____
Light Hours _____ x \$18	\$ _____	Invoice Date: _____ Payment Due: _____
Light Hours OT _____ x \$36	\$ _____	Invoice #: _____
C&B Fields _____ x \$35	\$ _____	Payment Receipt # _____ Date: _____
D&W Fields _____ x \$60	\$ _____	Insurance Submitted: Yes No Date Submitted: _____
Staff Fee _____ x \$18	\$ _____	Event Proposal Submitted: Yes No
Refundable Deposit:	\$ _____	NOTES: _____
Other:	\$ _____	
<b>TOTAL FEES:</b>	<b>\$ _____</b>	

The above application is:  Approved  Pending: \_\_\_\_\_  Denied: \_\_\_\_\_

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



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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 Tournament Policy and 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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### 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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