



City of Torrance - Community Services Department
Use of Dee Hardison Sports Center at Wilson Park Application



Facility Booking Office: 3031 Torrance Blvd., Torrance, CA 90503
 Phone: 310-618-5982 • Fax: 310-781-7598 • E-Mail: FacilityBooking@TorranceCA.Gov

APPLICANT INFORMATION

NOTE TO APPLICANT: Any person applying for the use of City property on behalf of any society, group or organization must present satisfactory credentials to the Community Services Department representative in charge of permits, prior to the filing of such applications.

Date of Application: _____ E-Mail Address: _____

Name of Representative: _____ Hm. Phone: _____ Cell Phone: _____

Address: _____ City: _____ Zip Code: _____

Name of Organization: _____ Phone: _____

Address: _____ City: _____ Zip Code: _____

Name of Alternate Representative: _____ Phone: _____

Type of Organization: Private Commercial Non-Profit 501(c) 3 # _____

ACTIVITY INFORMATION

Will you be selling merchandise? No Yes If yes, copy of Business License must be submitted with application.

Specify Facility: Court 1 Court 2 Lobby Main Court Multi-Purpose Room Plaza

Day/Date Requested: _____, _____, _____

(1st Choice)

(2nd Choice)

(3rd Choice)

OR continuous dates from: _____ to: _____ inclusive.

Time Requested: _____ AM/PM to _____ AM/PM Total Number of Hours: _____

Type of Activity: _____

Estimated Attendance: _____. For large events please attach plans/proposal with application.

USERS MUST AGREE TO THE FOLLOWING TERMS

Group is responsible for set-up and clean-up, for observing all facility Rules and Regulations, and for maintaining an acceptable standard of behavior. Failure to do so may result in PARTIAL/FULL loss of security deposit.

Please initial here: _____

Signature of Person Requesting Reservation: _____

FOR OFFICE USE ONLY

FEES				OTHER
Courts/Multi-Purpose Room		Date Paid:	_____	
____Hrs @ _____	\$ _____	Check # _____	_____	_____
Refundable Deposit	\$ _____	Receipt # _____	_____	_____
Insurance Fee	\$ _____			_____
Permit Fee	\$ _____			_____
Staff Fees	\$ _____			_____
Other _____	\$ _____	Fee Rate:		Refund Process Started
		<input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Non-Profit		Date: _____
TOTAL FEES	\$ _____			<input type="checkbox"/> Refund Denied: See attached

The above application IS IS NOT granted.

By: _____ Date: _____



City of Torrance - Community Services Department

Wilson Park Sports Complex and Roller Hockey Rink



The rules and regulations as identified in this document are agreed to by the facility renter hence referred to as the "facility user", and the City of Torrance Community Services Department, henceforth referred to as the "City". These rules and regulations include but are not limited to:

1. It is the responsibility of the person in charge and identified on the facility use permit to enforce the rules and regulations regarding the conduct of the group while on the permitted facilities.
2. The facility user will assign one person to be responsible for all on-site activities taking place in the facility. This person will be at the facility for the entire time the facility is reserved for use. This person is who the City facility supervision staff will communicate with during the facility user's rental use. It will be this person's responsibility to ensure enforcement of all City rules and regulations and/or City facility supervision staff's directives. The name of this person must be provided in writing to the City prior to facility use. This person must provide an acceptable form of I.D. (Drivers License, State I.D. card, or Passport) to City supervision staff upon every facility use.
3. The facility user's person-in-charge will tour the facility with City facility supervision staff *directly before* and *directly after* the facility use to ensure the facility is left in the same condition after use ends as before use began. Anything not left in clean and in appropriate condition will be noted in writing by City supervision staff.
4. All reservations for the Sports Center which requires special needs, such as the use of the scoreboard, bleachers, curtain, tables and chairs, or the need of additional staff, must be made at least 7 days in advance, or obtain an official approval from the Program Supervisor. Such use will require additional fees.
5. Appropriate codes of conduct of all users of the facility will be required at all times. Profane or abusive language, taunting, verbal or physical quarreling or fighting will not be permitted and will be grounds for immediate termination of rental use. Abuse of this regulation will not be tolerated.
6. Selling food or other items is not allowed without City approval and notation on permit. If selling food or merchandise the group must have a current City of Torrance Business license.
7. The entire facility is a non-smoking facility. Smoking cannot take place within or at any entrance/entry to the facility.
8. Alcoholic beverages and/or drug use are not allowed in City parks, fields, facilities, or adjacent areas at any time (TMC 49.2.6).
9. A copy of the use permit must be available during all use and presented to any City representative upon request.
10. No subleasing of facility is allowed under any circumstance without written authorization of the Community Services Director. Any unauthorized subleasing of the facility will result in revocation of all permits.
11. The facility user will immediately notify the City facility supervision staff of any damage incurred to the facility during their use of the facility.
12. The facility user will immediately notify City facility supervision staff of any injuries to facility user patrons and will assist City facility supervision staff with completion of a mandatory City *Accident Report* form.
13. Facility user activities will not unreasonably interfere with or detract from the general public enjoyment / use of the facility and/or Wilson Park.
14. Parking is allowed in designated areas only. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the users' responsibility to alleviate traffic and parking issues as a result of their use of the facility.
15. Amplified sound is not allowed without City approval and notation on permit.
16. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
17. Food, drinks, hard-soled, and black soled shoes are absolutely prohibited in the Gymnasium and Multi-purpose Rooms.

18. Children must be supervised by facility user at a rate of at minimum 1 adult per 10 children.
19. Banners may not be posted without City approval and notation on permit.
20. No objects are to be suspended, attached or affixed to ceilings, walls, window blinds, floor, drapes, dance floor or folding doors. No tape, tacks or pins are to be used on facility property or furnishings. No candles, confetti, glitter, rice or birdseed are allowed in or around the facility. Prior approval must be obtained for use of helium balloons.
21. At the conclusion of games or practice the user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The gym and any adjoining areas affected by the group's use must be picked up and cleared of all trash.
22. The facility users proposed activity and use will not unreasonably interfere with or be detrimental to the public health, welfare, safety, and recreation.
23. The facility users proposed activity or use is not reasonably anticipated to incite violence, crime, or disorderly conduct.
24. The proposed activity or use will not entail unusual, extraordinary or burdensome expense or police operation by the City.
25. The facility user's use of the Dee Hardison Sports Complex and Roller Hockey Rink must be protected from damage and mistreatment and ordinary precautions for cleanliness must be maintained. The facility user shall be responsible for the condition in which they leave the facility. In cases where property has been damaged or abused beyond normal wear, the City shall be paid for damages by the organization(s) and person(s) involved.
26. **SECURITY:** Security Guards *may* be required at the discretion of the City. Security guards are required to be on premises during event time. Security is not required during preparation or clean-up times. *If required* it is the facility user's responsibility to contract independently with a licensed, bonded and unarmed security company, that is approved by the City. Written proof of service, copy of license and bond insurance paperwork must be provided prior to event or your event may be cancelled and rental deposit retained. If required, at minimum, one security guard per 100 persons is required.
27. Facility bookings may be cancelled by the City for the following reasons: weather, unforeseen facility problems, required maintenance or upgrade of the facility, double booking or required City use of the facility. In the event of scheduled maintenance, double booking or required City use of the facility, 30 days' notice of cancellation will be given. When a cancellation by the City occurs for any reason, fees paid will be refunded.

I, the undersigned, on behalf my organization; do hereby agree that we will abide by the policies governing the use of the facility as set forth on the back of the application, which includes no alcoholic beverages. I will specifically accept responsibility for any damage to the facility as a result of the occupancy of said premises by our organization. Said premises will be left clean as when organization arrives.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS the City of Torrance, it officers, agents, employees, boards and commissions from any and all claims, liability, damages, loss, or injury to persons or property arising out of or in connection with my use of the facility.

Signature: _____ Date: _____

Name (Print): _____

* Please copy for your own records.



City of Torrance - Community Services Department



Request to Pay by Credit Card

PERMIT DELIVERY

Please choose **one** option.

I would like my permit & receipt:

E-Mailed: _____

Mailed – Reservation date must be at least 2 weeks in future:
Please indicate address if different on reservation 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 & 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 & 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 & 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

P: 310-618-5982 F: 310-781-7598