



**Parks & Recreation Department  
18750 Clarkdale Ave., Artesia, CA 90701  
562-860-3361**

## **ATHLETIC FIELD FACILITY RESERVATIONS**

The City of Artesia is allowing for Youth Sports Teams to reserve the athletic facility for Youth Sports conditioning practices that follow the LA County Reopening for Youth Sports Protocol.

### **Permit Fees:**

Artesia Residents (Non-Profit 501.C3 certified): \$30 per hour\*

Artesia Resident : \$50 per hour\*

Non-Resident : \$80 per hour\*

*\*Please note that an additional \$10 per hour will be charged when lights are required*

### **Permit Regulations Checklist**

- Facility Use Packet Completed with Payment**
- Insurance Policy with Additional Insured Endorsement**
- Signed Waivers for all Players and Coaches**
- Signed LA County Youth Sports Protocol Form**

- **Please note that your Application will not be considered complete until all forms are completed and signed, along with the above listed information.**
- **Athletic Field rentals may only be used for YOUTH sports.**
- **Please allow up to 1-2 weeks for approval. Scheduling dependent on staff and field availability.**
- **Groups/Organizations must adhere to all County Protocol or may risk losing their permit.**

**Office Use:**

**Date Submitted:** \_\_\_\_\_

**Staff Receiving:** \_\_\_\_\_



## **CITY OF ARTESIA PARKS & RECREATION COVID-19 PROTOCOL FOR SPORTS FIELD PERMITS**

On August 3, 2020, the California Department of Public Health released the Covid-19 Interim Guidance for Youth Sports. On August 4, 2020, the Los Angeles County Department of Public Health released the Reopening Protocol for Youth Sports Leagues. Those protocols were updated on August 20, 2020. Below are the City of Artesia protocols for sports fields permitting. The City's protocols are consistent with the Los Angeles County Health Officer orders and the Centers For Disease Control (CDC) Considerations for Youth Sports and the State of California DPH Covid-19 Interim Guidance for Youth Sports.

### **Restrictions:**

- Use of sports fields is by permit only.
- Guardians, parents, visitors and spectators must observe physical distancing of six (6) feet at all times (except for members of their household unit).
- Physical distancing of six (6) feet between each player, spectator, and between players and coaches is recommended at all times.
- All players, coaches, family members and visitors are required to wear an appropriate face covering that covers the nose and the mouth at all times, except while eating/drinking, when engaging in heavy physical exertion (while maintaining a distance of 8 feet or greater from others), or engaging in solo physical exertion (such as jogging by one's self).
- Whenever possible, it is ideal that players use their own equipment. Shared equipment should be sanitized in between use
- Shaking hands, high-fives, fist-bumps or other celebratory touching is discouraged.
- Volunteers with the responsibility of cleaning and disinfecting the site during use must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. Cleaning materials must be brought by organization/users, and will not be provided by the City.
- All volunteers/Coaches must be told not to come to the park if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable.

### **Maintenance Protocols**

- Water fountains will not be available for use.
- Routine cleaning of common areas must be implemented by the organization.
- Restrooms will only be open during permit times and will be sanitized daily.
- Any shared equipment should be sanitized between uses.
- Information and instructional signage will be posted throughout parks.

### **Monitoring Protocols**

- Coaches and program volunteers must monitor compliance.
- City staff will also be monitoring user groups for compliance.
- Those not adhering to the guidelines will be asked to leave the facility. Permits WILL be revoked for non-compliance. Continued non-compliance will result in future permit privileges being discontinued.
- Participants are expected to leave the facility immediately after use.

## Permit Process

- Permits are required for the use of sports fields. Field usage is not permitted without a permit.
- An application for a permit must be submitted in person along with full payment of permit fees. The submission of an application does not guarantee that a permit be issued to the organization- fees will be refunded if organization does not qualify for a permit.
- Valid commercial general liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage.

City of Artesia should be listed as Certificate Holder:

City of Artesia  
18747 Clarkdale Ave.  
Artesia, CA 90701

City of Artesia, its officials, officers, employees, agents, and volunteers will be listed as additional insured.

- All activities need to adhere to the Los Angeles County Health Order and Youth Sports Reopening Protocol. Organizations will need to sign off on the County Health Protocols as part of the permit agreement and need to be approved by the Parks & Recreation Management prior to permit being approved.
- All participants will need to sign the City of Artesia Waiver and it must be turned in along with permit application. No users will be permitted to use the fields if they do not have a signed waiver.
- Upon being informed that one or more employees, coaches, or players test positive for, or has symptoms consistent with COVID-19, the team has a plan or protocol in place to have the individual isolate themselves at home and require the immediate self-quarantine of all coaches/volunteers/employees that had a workplace exposure to the case(s). The team or league's plan should consider a protocol for all quarantined individuals to have access to or be tested for COVID19 in order to determine whether there have been additional exposures, which may require additional COVID-19 control measures.
  - In the event that 3 or more cases are identified among the members of the youth sports team within a span of 14 days, the coach or league should report this outbreak to the Department of Public Health at (888) 397-3993 or (213) 240-7821.
- Please allow up to two (2) weeks processing time.

For more information, please contact the Parks and Recreation Department at (562) 860-3361, visit our website at [www.cityofartesia.us](http://www.cityofartesia.us), or send an email to [recreation@cityofartesia.us](mailto:recreation@cityofartesia.us)



# CITY OF ARTESIA

## FACILITY USE APPLICATION AND PERMIT

Parks and Recreation Department-18750 Clarkdale Avenue, Artesia, California 90701  
 (562) 860-3361 Fax (562) 860-0750  
[www.cityofartesia.us](http://www.cityofartesia.us)

Name of Applicant: _____ Mailing Address: _____ Telephone: _____  <input type="checkbox"/> Resident <input type="checkbox"/> Non Resident	Name of Organization: _____ Mailing Address: _____ Telephone: _____  <input type="checkbox"/> Resident <input type="checkbox"/> Non Resident <input type="checkbox"/> Non Profit
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<b>Albert O. Little Community Center Artesia Park</b> <b>18750 Clarkdale Avenue</b> <b>(562) 860-3361</b>  <input type="checkbox"/> Entire Hall (300) <input type="checkbox"/> East Auditorium (150) <input type="checkbox"/> Southeast Auditorium (75) <input type="checkbox"/> West Auditorium with stage (150) <input type="checkbox"/> Meeting Room (Circle One: A or B) (40) <input type="checkbox"/> Outdoor Field Area — Sports <input type="checkbox"/> Outdoor Field Area — Non-Sports <input type="checkbox"/> Sports Courts (Circle One: Basketball/ Tennis/ Soccer) <input type="checkbox"/> Picnic Shelter <input type="checkbox"/> Unsheltered picnic area <input type="checkbox"/> Baseball Diamond (Circle one or more: 1/ 2/ 3/ 4/ 5/ 6) <input type="checkbox"/> Batting Cage	<b>N. Artesia Community Center A.J. Padelford Park</b> <b>11870 169 Street, Artesia</b> <b>(562) 407-1723</b>  <input type="checkbox"/> All Purpose Room (120) <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom (Circle one or more: A/ B/ C) (20) <input type="checkbox"/> Field - Sports <input type="checkbox"/> Field - Non-Sports <input type="checkbox"/> Basketball Court <input type="checkbox"/> Picnic Shelter <input type="checkbox"/> Outdoor Field Area
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<b>Equipment/Services:</b> <input type="checkbox"/> Table No. _____ Round _____ Rectangular <input type="checkbox"/> Chairs No. _____ <input type="checkbox"/> Bases <input type="checkbox"/> Lights for fields or courts <input type="checkbox"/> Staff for field preparation	<b>Other Facilities</b> <i>Note: closures require separate City Council approval (see Condition 12).</i> <input type="checkbox"/> Streets _____ <input type="checkbox"/> Sidewalks _____ <input type="checkbox"/> Public Right of Way _____
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<b>Nature of Event:</b> <small>(Events of 300+participants are subject to special permits and additional fees)</small>  _____ _____ _____ _____ _____	<b>Date(s) Required:</b> _____  <b>Time (include Set Up/Clean Up):</b> Set Up: _____ a.m./pm to _____ a.m./p/m Event: _____ a.m./pm to _____ a.m./p/m Clean Up: _____ a.m./pm to _____ a.m./p/m
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Estimated Attendance: \_\_\_\_\_ Adults \_\_\_\_\_ Youth (12-18 years) \_\_\_\_\_ Children.  
 Open to the Public  Yes  No  
 Fundraising Event  Yes  No If yes, how will proceeds be used?

Entertainment  Yes  No  Band  DJ  Radio/CD Player  Other: \_\_\_\_\_  
 Catering  Yes  No  
 Caterer information: Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 City Business Number: \_\_\_\_\_

I, the undersigned, on behalf of the above organization, do hereby agree to indemnify and hold harmless the City of Artesia, any other officers, agents, or employees from any liability, claim, or action for damages resulting from, or in any way arising out of the use of the facility or equipment, and will agree to abide by and enforce all rules, regulations, and policies governing the facility as set forth by the City of Artesia. Said applicant will accept all responsibility for any damages to premises, furniture, equipment, grounds resulting from use of the facility. I have read and agree to comply with the Facility Use Regulations, the Conditions of Facility Use and the Cancellation Policy. Any false or misleading information or failure to comply with the Facility Use Regulations and the Conditions of Facility Use shall be grounds for denying this application, cancelling the reservation or revoking the permit in accordance with the terms of the Facility Use Regulations.

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

**OFFICE USE ONLY**

**APPROVED**     **DENIED**    **SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Resident *	Non Resident *			
Security Deposit				\$ _____
Insurance Fee				\$ _____
Hourly Fee	\$ _____	x	_____ Hour(s)	\$ _____
Recreation Staff	\$ _____	x	_____ Staff x _____ Hours	\$ _____
Maintenance Staff	\$ _____	x	_____ Staff x _____ Hours	\$ _____
Sheriff/Security	\$ _____	x	_____ Officer(s) x _____ Hours	\$ _____
			<b>TOTAL</b>	<b>\$ _____</b>
SECURITY DEPOSIT	Date _____	Receipt _____	Payment \$ _____	Balance \$ _____
PAYMENT	Date _____	Receipt _____	Payment \$ _____	Balance \$ _____
				Balance Due by _____

Calendar  Public Safety \_\_\_\_\_  Letter \_\_\_\_\_  Permit \_\_\_\_\_  Cancelled \_\_\_\_\_  Refund Initiated \_\_\_\_\_

*Additional City Obligations and Duties for Event:*  
 \_\_\_\_\_  
 \_\_\_\_\_



## COVID-19 ADULT WAIVER, RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE

I, \_\_\_\_\_ (FULL NAME), fully understand that my participation in the \_\_\_\_\_ (hereinafter "event/class") exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue City of Artesia, its officers, and employees for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of the City of Artesia, its officers, and employees or any other participants in the event/class. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision.

I authorize the City of Artesia personnel, any hospital or emergency medical facility and the registered physicians licensed under the provisions of the medical staff of the facility, to perform any diagnosis or treatment necessary during my care. I will accept responsibility for the payment of any and all treatment provided therein including emergency rescue services.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of Artesia, its officers, and employees from any and all claims, demands actions or suits arising out of or in connection with my participation in the event/class held at the City of Artesia.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## COVID-19 YOUTH WAIVER, RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE

I, \_\_\_\_\_ (FULL NAME), fully understand that my participation in the \_\_\_\_\_ (hereinafter "event/class") exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue City of Artesia, its officers, employees, and instructor/coach \_\_\_\_\_ for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of the City of Artesia, its officers, employees, and instructor/coach \_\_\_\_\_ or any other participants in the event/class. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision.

I authorize the City of Artesia personnel, any hospital or emergency medical facility and the registered physicians licensed under the provisions of the medical staff of the facility, to perform any diagnosis or treatment necessary during my care. I will accept responsibility for the payment of any and all treatment provided therein including emergency rescue services. In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of Artesia, its officers, employees, and instructor/coach \_\_\_\_\_ from any and all claims, demands actions or suits arising out of or in connection with my participation in the event/class held at the City of Artesia.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/ Parent or Guardian  
(If under age 18)

### DECLARATION

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California that I am the parent or legal guardian of Minor. I further declare that I shall indemnify and hold harmless the City of Artesia, its officers, employees, and instructor/coach \_\_\_\_\_ from and against any and all Claims resulting from, incident to, or arising out of Minor's participation in the event/class, any and all risks assumed by Minor and me above, and/or the breach of any promises, covenants, and/or representations made by me herein and/or in the above Release.

By: \_\_\_\_\_  
Signature of Parent/Legal Guardian

Name: \_\_\_\_\_  
Printed Name of Parent/Legal Guardian