

# Athletic Facility Rental Application



Please use this application to submit your request to rent space at the City of Huntington Park's Department of Parks and Recreation. In order to reserve a facility, facility rental applications and rental fees MUST be submitted and paid in full a minimum of 2 weeks prior to event date(s). For permits longer than 1 month in duration, fees MUST be paid in full by the 15<sup>th</sup> of the previous month.

*Submission of this application does not guarantee rental of facility.*

## CONTACT INFORMATION

NAME OF GROUP/ORGANIZATION \_\_\_\_\_ TAX ID # (Non-profit only) \_\_\_\_\_

APPLICANT NAME/PERSON RESPONSIBLE \_\_\_\_\_ TITLE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

## FACILITY USE INFORMATION

SET UP DAY(S) / DATE(S) REQUESTED \_\_\_\_\_ EVENT DAY(S) / DATE(S) REQUESTED\* \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

FACILITY REQUESTED, IF KNOWN \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_

*\*If more than three (3) dates are requested, please indicate all dates and times on the Allocation Schedule Located on the back*

## FACILITY USE DETAILS

- |   |                                    |                                |                               |
|---|------------------------------------|--------------------------------|-------------------------------|
| 1. Is your organization an official non-profit organization 501(c)3?          | <input type="checkbox"/> Yes       | <input type="checkbox"/> No    |                               |
| 2. Is your organization for youth (ages 17 & under) or adults?                | <input type="checkbox"/> Youth     | <input type="checkbox"/> Adult | <input type="checkbox"/> Both |
| 3. Does your organization cater to children with special needs?               | <input type="checkbox"/> Yes       | <input type="checkbox"/> No    |                               |
| 4. Does your organization cater to both males and females?                    | <input type="checkbox"/> Yes       | <input type="checkbox"/> No    |                               |
| 5. Is your organization sanctioned by LAUSD?                                  | <input type="checkbox"/> Yes       | <input type="checkbox"/> No    |                               |
| 6. Is your organization sanctioned by a national governing body?              | <input type="checkbox"/> Yes       | <input type="checkbox"/> No    |                               |
| • If yes, list the name of the governing body?                                | _____                              |                                |                               |
| 7. Do 51% of your participants reside in Huntington Park?                     | <input type="checkbox"/> Yes       | <input type="checkbox"/> No    |                               |
| • If yes, rosters will be required (must list player addresses)               | _____                              |                                |                               |
| 8. Is your organization considered or comprised of travel ball or club teams? | <input type="checkbox"/> Yes       | <input type="checkbox"/> No    |                               |
| • If yes, list what is the name of the League?                                | _____                              |                                |                               |
| 9. Is the use of facility for a tournament?                                   | <input type="checkbox"/> Yes       | <input type="checkbox"/> No    |                               |
| 10. Will you be hosting practices and games?                                  | <input type="checkbox"/> Practices | <input type="checkbox"/> Games | <input type="checkbox"/> Both |
| 11. Is there a membership fee required to join your organization?             | <input type="checkbox"/> Yes       | <input type="checkbox"/> No    |                               |
| • If yes, how much? (Indicate cost per player/team)                           | \$ _____                           |                                |                               |

Please sign below to confirm that the information contained on this application is accurate

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

—STAFF USE ONLY—			
APPLICATION RECEIVED BY _____		DATE RECEIVED _____	APPLICATION APPROVED BY _____
APPLICATION PROCESSED/LOGGED BY _____			
DEPOSIT DUE _____	FACILITY FEES DUE _____	LIGHT FEES DUE _____	
STAFF FEES DUE _____	CHALKING FEES DUE _____	TOTAL DUE _____	RECEIPT NO. _____
PAYMENT TYPE	CHECK	MONEY ORDER	VISA/MASTERCARD
CONFIRMATION DATE _____			

Questions? 323.584.6218 • Fax 323.584.6310 • 3401 E. Florence Ave. • Huntington Park, CA 90255 • www.huntingtonpark.org

# Allocation Schedule

SLP: Salt Lake Park  
 PP: Raul R. Perez Memorial Park

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Example – Field #3</i>	8 a.m. to 12 p.m.				5 p.m. to 10 p.m.	5 p.m. to 10 p.m.	8 a.m. to 4 p.m.
<i>Example – Field #2</i>	8 a.m. to 12 p.m.					7 p.m. to 10 p.m.	
Freedom Park Athletic Field							
SLP Ball Field #1							
SLP Ball Field #2							
SLP Ball Field #3							
SLP Ball Field #4							
SLP Batting Cages							
SLP Gymnasium							
Kevin De Leon Soccer Field A (West) (5 v 5) or (7 v7)							
Kevin De Leon Soccer Field B (West) (5 v 5) or (7 v7)							
Kevin De Leon Soccer Field A + B (11 v 11)							
SLP Soccer Square							
SLP Tennis Courts							
SLP Outdoor Basketball Courts							
PP Athletic Field							
PP Outdoor Basketball Courts							