



ORGANIZED SPORT/FITNESS APPLICATION

City of San Diego - Permit Center Office

prpermitcenter@sandiego.gov

ADMIN USE ONLY:

Permit #: _____

Fees: _____

Date Permit Created: _____

Event Name _____ Attendees _____

Customer Name/Payee _____ Phone () _____

Address _____ City, State _____ Zip _____

SDRecConnect.com Account: ☐ Yes ☐ No* Account Email _____

*If no account, please fill out the information below:

Email _____ Date of Birth _____ Gender _____

Other contact _____ Relation _____ Phone () _____

Company Name (if applicable) _____

501c3, bona fide tax-exempt non-profit entities must provide (IRS) tax exempt letter to receive the non-profit rate.

Non-Profit Status: ☐ Yes ☐ No

Address _____ City, State _____ Zip _____

Venue/Park/Location (Ocean Beach, Mission Beach, or Mission Bay): _____

Type of Organized Sport (volleyball, soccer etc.): _____

Does your event consist of 75% or more of Youth, Adult or Senior? _____

Total Number of Teams: _____

Total Number of Courts setup or Court #s: _____

Is this a tournament, league, or hourly practice? _____

All applications **must** be submitted **10 days** or more prior to the event date.

Day of the week: ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☐ Sat

Event Start Date: _____ Set-up time: from _____:_____ to _____:_____ ()

Event End Date: _____ Event time: from _____:_____ to _____:_____ ()

Clean-up time: from _____:_____ to _____:_____ ()

TOTAL
HOURS:

Vendor Sales: ☐ Yes ☐ No

Alcohol Sales: ☐ Yes ☐ No

Charging Admission: ☐ Yes ☐ No Please explain (ex: league fees): _____

Copy of Event Layout Provided: ☐ Yes ☐ No

Copy of Event Timeline/Schedule Provided: ☐ Yes ☐ No

Copy of Insurance Provided (required): ☐ Yes ☐ No

\$1 million per occurrence/\$2 million general aggregate for events under 9,999 attendees

\$2 million per occurrence/\$4 million general aggregate for events over 10,000 attendees

In addition to the certificates of insurance, the City of San Diego requires proof of the following policy endorsements: The policy must be endorsed to name "The City of San Diego, its elected officials, representatives, employees and agents" as additionally insured. A copy of the endorsement must be provided.

Please list the quantity of each item below:

_____ Tables _____ Chairs _____ PA System _____ Megaphone _____ Air Horn

_____ 10'x10' Canopy _____ 10'x20 Canopy _____ 20'x20' Canopy

Other equipment: _____

Customers Please Note:

- This application is not a valid permit. All applications are approved based on availability/ timeframe/logistics of each event and processed the order they are received.
- All organizations are required to provide a Certificate of Liability that lists the City of San Diego, its Officers, Employees and Agents as additional insured. Liability insurance requirements are one (1) million occurrences and two (2) million general aggregates. The City of San Diego also requires an additional endorsement accompany each certificate of insurance also naming the City of San Diego as an additional insured. **Park Use Permit is invalid without proper insurance.** _____
- (Customer Signature, if applicable)**
- Permittee holders must not impede any emergency access points during their reservations. City of San Diego Personnel have the authority to move event layouts at any given time.
- All equipment brought on City property must be indicated on the permit. Structures of any kind are prohibited. No staking anything into the ground. Lawn areas must be protected from any heavy equipment.
- Shade structures larger than 20'x20' require a fire permit and Park and Recreation District Manger approval.
- Amplification by battery operated units only; use is limited by time of day and park sites. All permittee holders must abide by the City of San Diego Noise Ordinance (SD Muni Code §59.5.04)
- Please follow all other City of San Diego Park Use Rules and Regulations.
- No permits can be issued on mow days. Please see below the mow days per locations:
 - Balboa Park: Wednesdays morning
 - Mission Bay: Tuesday & Wednesday morning
- Fitness permits are not offered during the weekend of major City holidays, which include Memorial Day, 4th of July, and Labor Day and during scheduled City-Wide Special Events. (SD Muni Code §63.0103)

Additional Information (briefly describe activities/event): _____

Please notify this office in writing if your event is cancelled. Refunds are granted for grounds use cancellations made no less than 60 calendar days prior to event/setup date, less a \$50 processing fee. For Team Fees and Outdoor Courts, a refund is based on the date that the written cancellation/refund application is submitted. 97% refund will be granted if a refund is requested 14 or more calendar days prior to the first scheduled use. No refund is granted for requests received less than 14 calendar days prior to the first scheduled use. City Transactions fees and credit card fees are non-refundable. All applications must be received 10 or more business days prior to event.

No refunds or cancellations less than 48 hours prior to event.

(Print Name)

(Signature)

(Date)