



Public Park Sport Fields Permit Application

Introduction

The Port of San Diego maintains over 250 acres of beautiful public recreational and open space areas along San Diego Bay. One of the Port's key objectives is to attract people to the bayfront to recreate and enjoy all that it has to offer. To that end, we welcome special events in our parks. Additionally, we are proud of the outstanding condition in which we maintain our parks, and sensitive to the needs of the communities surrounding them. This permit application contains important planning information for you, and requests information from you, that will help you and the Port of San Diego to ensure a successful event that minimizes

Permit Process

The permit process begins when you request availability via our website <http://portofsandiego.org/recreation/apply-for-a-park-permit.html>. After you submit your request, you will be contacted within three business days by a park permit staff member, who will request some basic information and, if appropriate, reserve an agreed upon park and date(s). Please note that this reservation does not constitute approval of your request. Once you have a reservation, you may complete the appropriate permit application.

A completed application may be sent to the Port of San Diego as early as eighteen (18) months prior to the event date, but must be received no later than sixty (60) days beforehand. Upon receiving your application, our park permitting staff will route it among applicable departments for review. If appropriate, we will schedule a site walk at the park to review your setup and other arrangements as well as our guidelines for conducting your event.

On certain occasions, organizations may be asked to relocate or reschedule their ball field event due to a Port-sanctioned event. We anticipate that these instances will be minimal. If this occurs, we will try our best to give as much advance notice as possible.

Ensure that your permit application is approved before you promote your event. Review the dates requested compared to those approved.

Please complete each item on the following pages, attaching additional sheets as necessary, and return to:

Port of San Diego
Waterfront Arts and Activation
Attention Park Permits
P. O. Box 120488, San Diego, CA 92112-048
(619)-725-6001

Faxed or e-mailed applications are not accepted

Event Date _____

Received _____

Issued _____

Public Park Sport Fields Permit Application

Applicant Information

| | |
|--|--|
| Applicant Name | Email address |
| Main Phone () _____ - _____ Mobile Phone () _____ - _____ | Mailing Address (street #, city, state, & zip code) |
| Organization Name: _____ | |
| Organization Type : <input type="checkbox"/> Community League <input type="checkbox"/> Government <input type="checkbox"/> Private/Family <input type="checkbox"/> Charitable <input type="checkbox"/> School <input type="checkbox"/> Corporate <input type="checkbox"/> Other: _____ | |

On-Site Contact Information

A contact person representing the applicant must be immediately available, at the site during setup, event and dismantle. This person must have authority over all elements of the event.

| | | |
|-------------|--------------|---------------------|
| Name | Email | Mobile Phone |
|-------------|--------------|---------------------|

Event Information

| | |
|--|---|
| Event Name | |
| Location and Field(s) Selection: *See attached diagram and check all requested below. Coronado Tidelands Park: <input type="checkbox"/> Soccer Field 1 <input type="checkbox"/> Baseball Field A <input type="checkbox"/> Soccer Field 2 <input type="checkbox"/> Baseball Field B <input type="checkbox"/> Soccer Field 3 <input type="checkbox"/> Baseball Field C <input type="checkbox"/> Soccer Field 4 <input type="checkbox"/> Baseball Field D Cesar Chavez Park: <input type="checkbox"/> Soccer Field 1 | Usage Type: <input type="checkbox"/> League Play <input type="checkbox"/> Tournament <input type="checkbox"/> Practice <input type="checkbox"/> Private Event *Use of adjacent parks requires a park permit *Sport fields are not to be used for picnics or private events |

| Desired Date(s) | Start Time / End Time | Attendance | |
|-----------------|-----------------------|------------|---|
| | | | Note: A Certificate of Insurance (COI) is <u>required</u> of all businesses that provide services on site at your event. All COIs must be attached to your completed application, per the attached Terms and Conditions. |
| | | | |
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Port of San Diego Use Only

| | | | | |
|---|-------------------|---------------|-------------------|-------------------|
| For SDUPD use only: | BP # _____ | Tran # _____ | DM # _____ | D2 # _____ |
| Fees: | Permit \$\$ _____ | Cash _____ | Credit Card _____ | Check# _____ |
| <input type="checkbox"/> Parking | \$\$ _____ | Spaces: _____ | Cash _____ | Credit Card _____ |
| Security Deposit | \$\$ _____ | Cash _____ | Credit Card _____ | Check # _____ |

**Public Park
Terms and Conditions for Sport Fields Permit Applicants**

Use of a San Diego Unified Port District (District) park is subject to the following terms and conditions:

1. Applicant shall comply with all applicable laws, rules, regulations and requirements of the District and other government entities.
2. All or any portion of the refundable security deposit (if applicable) shall be available unconditionally to the District for the purpose of cleaning or repairing damages to the property post the permitted event. The refund process does not start until 10 days after the event. The refund process may take up to 30 days depending on your form of payment.
3. Either party may cancel this permit by giving twenty-four (24) hours' notice to the other party. In the event of an emergency, such cancellation shall be without liability of any nature. Applicant is subject to a processing fee of \$35.00 if Applicant provides less than sixty days written notice to the District of cancellation of a scheduled event.
4. This permit shall not be transferred or assigned.
5. **Certificate of Insurance** -Applicant shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless San Diego Unified Port District ("District") and its officers, employees, and agents for any and all liability, claims, judgments, damages, proceedings, orders, directives, costs, including reasonable attorneys' fees, or demands arising directly or indirectly out of the obligations undertaken in connection with this Permit, or Applicant's use, occupancy, possession or activities on the Premises, except claims or litigation arising through the sole negligence or willful misconduct of District. It is the intent of this Paragraph that Applicant indemnifies and holds harmless District for any actions of Applicant or District, including duties that may be legally delegated by Applicant to third parties, except for those arising out of the sole negligence or willful misconduct of District. This indemnity obligation shall apply for the entire time that any third party can make a claim against or sue District for liabilities arising out of Applicant's use, occupancy, possession, or activities on the Premises, or arising from any defect in any part of the Premises. A certificate of insurance naming the "San Diego Unified Port District" as an additional insured is required if acquiring any outside services.
6. Applicant must provide certificate of insurance coverage naming the "San Diego Unified Port District" as an additional insured with a minimum limit of \$1,000,000 per occurrence for bodily injury and property damage. See the attached Guidelines.
7. The rights and privileges extended by this permit are non-exclusive.
8. Applicant shall not engage in any activity on Port District property other than the activity for which this permit is expressly issued. This permit may be terminated immediately by the Port District for misrepresentation of permit information, violation of the law or activities causing an unreasonable risk to public safety (as determined by any public safety agency).

I certify that the information contained my permit application is true and correct to the best of my knowledge. I understand and agree to abide by the rules and regulations governing the proposed special event under the San Diego Unified Port District Code

Applicant Name (Print)

Applicant Signature

Date

Submit application, attachments and fees to: SDUPD, P.O Box 120488, San Diego, CA 92112-0488

Port of San Diego Approval

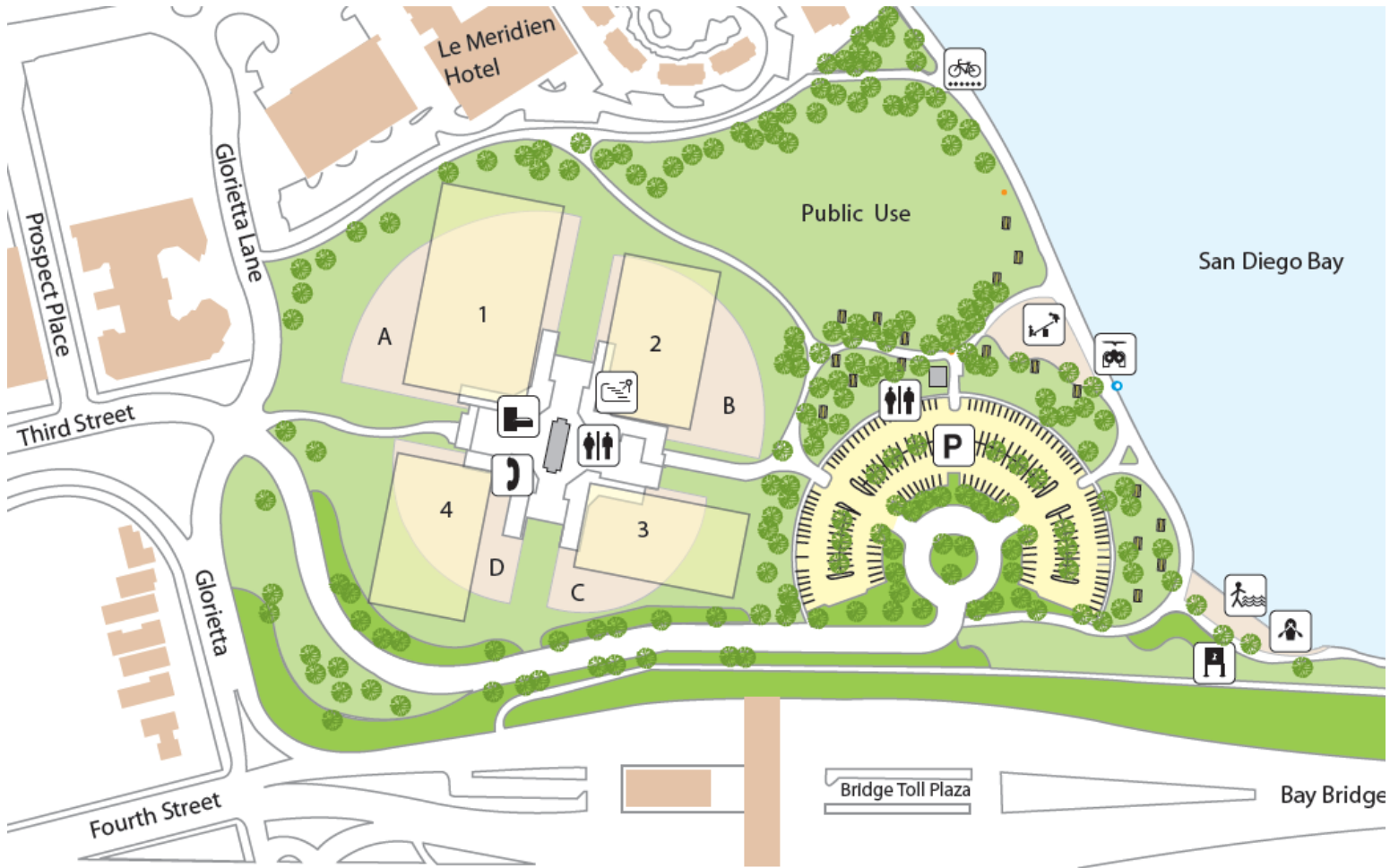
Special Events Associate Signature

Date

Department Manager Signature

Date

Coronado Tideland Park



- | | | | | | |
|--|--|---|---|----------------|------------------|
|  Bench |  Tree |  Bleachers |  Shoreline Access | Soccer Field 1 | Baseball Field A |
|  Picnic Table |  Bicycle Route |  Concession Stand |  Vehicle Parking | Soccer Field 2 | Baseball Field B |
|  Trash Receptacle |  Restrooms |  Telephone |  Interpretive Sign | Soccer Field 3 | Baseball Field C |
|  Drinking Fountain |  Dinghy Landing |  Exercise Station/Course |  Play Equipment | Soccer Field 4 | Baseball Field D |