

# Athletic Field Tournament Application

Organization Name: \_\_\_\_\_ Sport: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Tournament Name: \_\_\_\_\_

Date(s)	Times	Field(s)		Fee
Lights on Fields				
Damage Deposit Fee	\$500 per day of use			
Damage Deposit small tournament/friendly	\$250			
Camping Fee	# of campers	\$25 per camper Regular Stay up to 3 nights	\$25 per camper/night Extended Stay beginning 4 <sup>th</sup> night	
			Total	

Anticipated number of participants: \_\_\_\_\_

**Youth /Adult Tournament Fees**

Main Soccer Fields \$750/day  
 Pony Baseball Complex #1 \$750/day  
 Adult Softball Complex (2 fields) \$250/day per field  
 Girls Softball Fields (5 fields) \$750/day  
 Each additional field \$100/day per field  
 (additional fields are rented in conjunction with a complex at \$750/day)

**Reservations**

To make a reservation for a tournament, the organization must pay a damage deposit and complete the Tournament Application. Rental groups conducting tournaments or friendlies must be paid in full 15 days prior to use. (Friendlies defined as games played with another team outside of the

organization, not part of rec season. Tournaments would be multiple competitive games between various groups played on one or more days.)

**Cancellations and Refunds**

Cancellations made more than 30 days prior to the tournament are subject to a \$50 cancellation fee. No refunds will be issued for cancellations less than 30 days prior to the tournament. After the conclusion of the tournament, damage deposit refunds are made at the discretion of RMWD. All fees associated with the tournament must be paid prior to issuance of any refunds. (Ex. Parking fees, camping fees, light fees etc.)

**Field Prep and Clean Up**

Organization is responsible for game-time field preparation and cleaning facility following the event. The organization under permit assumes financial responsibility for any damages, maintenance and/or field repairs associated with the use of the facilities. The facilities reserved shall be free of trash at the end of the tournament. Tournament will be allowed to use the closest restroom.

**Insurance Requirements**

Organizations are required to obtain commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. Organizations agree to provide a certificate of liability insurance 15 days prior to the event.

RMWD must be named as Certificate Holder and Additional Insured Ramona Municipal Water District, it's agents, officers and employees as additional insured.

**Sanitation Requirements**

Additional sanitation requirements are the financial responsibility of tournament organizers. To ensure proper sanitation for the event, use the table below to order sufficient dumpsters/receptacles and portable toilets with handwashing stations.

Expected # Attendees	Portable Toilets	Portable Handwashing Stations	Dumpsters/Receptacles
	1 per 150 people At least 1 ADA	1 per group of 4 toilets	3 C.Y per 500 attendees Additional Receptacles

**Parking**

A detailed parking plan is required 10 days prior to the tournament. If an organization is charging a parking fee, RMWD will charge Organizer 10% of collected parking fees. Parking fees will be due within 15 days after the tournament.

**Camping**

Tournament camping may be available during your event. Please contact RMWD to coordinate liability release forms and fee schedule. RMWD does not allow campers to use any electrical outlets during the event. If campers use electrical outlets, they will be asked to leave, and the event organizer will be assessed a fine.

As your event approaches, the following requirements must be met to allow overnight RV parking in Ramona Community Park.

- A site diagram showing RV parking must be approved in advance by RMWD.
- All access roads shall maintain a 24-foot width per RMWD Ordinance 07-338 and San Diego County Consolidated Fire Code.
- Parking shall not be allowed along fence lines, in front of access gates, or within 20 feet of intersections.
- All RVs shall maintain a minimum clearance of 10 feet between each other and from any structure.
- No bonfires or open burning allowed. BBQs shall be propane or charcoal; if charcoal is used, coals are not permitted to be disposed of in any trash receptacle and must not be buried.
- All RV owners are to sign a Risk Transfer/Waiver form.
- An organized check in/permit procedure must be implemented for all RVs & occupants which shall include:
  - License number of RV and any accompanying vehicle
  - Name and address of occupants (including names of children staying in RV)
  - Telephone numbers that can be used during event in case fire or RMWD staff needs to address any safety or enforcement concerns, etc.

A copy of the check-in list with phone numbers must be provided to RMWD, and updated frequently as RVs arrive throughout the event. (An email photo of updated list each day would be acceptable). All release forms should be placed on file in the RMWD office after the conclusion of your event.

Outside vendors are required to provide proof of insurance.

If there is any injury, accident, or incident that results in calling for emergency medical assistance, or law enforcement, RMWD is to be notified immediately.

\*I certify that the information on this form is correct as defined in the Athletic Field Use and Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy.

\_\_\_\_\_  
Signature of Organization

\_\_\_\_\_  
RMWD representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_