APPLICATION TO USE TOURNAMENT PARK (PLEASE PRINT CLEARLY)

1.	Organization:				
2.	Name of Applicant:				
3.	Address:				
4.	Phone Number:				
5.	EMAIL (Please Print Clearly):				
6.	Date of Event:				
7.	Facilities Required (Check One):	BBQ Area	Playground Area	Center Picnic Area	Entire Park
8.	Purpose:				
9.	Move-in time:	Vacate time:			
10.	Number of Participants:				

Charges: BBQ Area \$175.00/Playground Area \$100.00/Center Picnic Area \$100.00/Entire Park \$550.00 (All Picnic Areas may not exceed 4 hours). Groups that bring outside contractors are required to have on file proof of liability insurance. A minimum of \$1,000,000 is required and Caltech's name must appear as "an additional Insured" in the insurance certificate.

Be aware that Tournament Park is open to the public during the hours of 8:00 a.m.-7:30 p.m., and there may be other persons using the park concurrently with your event, except when you reserve the entire park, (ask for terms and fees).

The emergency phone located next to the restrooms is to be used only for an emergency. For general information call Security at (626) 395-4701 via a public telephone or a cell phone.

In reserving the park, the applicant agrees to the following:

- Provide proper supervision during the use of these facilities.
- Cancellation notices must be received (2) weeks in advance prior to event date and a \$50.00 service charge will be accessed.
- In case of rain, no re-imbursements are made, but events may be re-scheduled
- Food, beverages and decorations are permitted in the park, provided that at the end of the event all trash be collected in large bags, firmly secured and placed in the dumpsters near the restrooms, decorations removed and the park remains clean and unharmed.
- Those hosting large events, parking of catering trucks, buses, or large vehicles need to make parking arrangements prior to the event with Security by calling the above mentioned number.
- Petting zoo, alcohol, loud music, amplifiers, or bullhorns are **not** permitted.
- Bouncers, volleyball or other ball games are **not** allowed **unless Entire Park is reserved**.
- Checks should be made payable to Caltech, and submitted with the application to guarantee reservation.

Mail application to: Caltech, 1200 East California Blvd., Pasadena, CA 91125
Facilities Management Dept.
Attention: Belita Lovely, Mail Code 2-83

Applicant agrees to indemnify, defend and hold harmless Caltech, its trustees, officers, employees and agents from any and all loss, claims, damage or liability of whatsoever kind or nature and however incurred, arising out of applicants' use of Tournament Park.

Applicant's Signature

Caltach's PTA

Caltech S F 1A #:				
Office Use Only: Special conditions under which this permit is granted				
Approved:	D	ate:		
Check#	Fee Paid:			

About the use of Caltech's Tournament Park Please read carefully!

Caltech's Tournament Park is an Institute facility, available for a variety of Caltech and private functions. The Facilities Management Department coordinates the scheduling of Tournament Park. However, each user is responsible for making all necessary arrangements in connection with his/her use of Tournament Park and must leave the Park free from damage. Every event will be assessed a permit fee.

Please Note

- In case of rain, **no re-imbursements are made**, but events may be re-scheduled.
- Cancellation notices must be received (2) weeks in advance prior to event date and a \$50.00 service charge will be accessed.
- Events requiring private use of the park, due to special conditions, may do so by making special arrangements well in advance through the Facilities Management Department.
- Groups that bring outside contractors are required to have on file, in the Facilities Management Department, proof of liability insurance. A minimum of \$1,000,000 is required and Caltech's name must appear as "an additional Insured" in the insurance certificate.
- The emergency phone located next to the restrooms is to be used <u>only for an emergency</u>. For general information please call Security at (626) 395-4701 via a public telephone or a cell phone.
- Petting zoo, alcohol, loud music, amplifiers, or bullhorns are **not** permitted.
- Bouncers, volleyball or other ball games are **not** allowed **unless Entire Park is reserved.**
- The park opens at 8:00 a.m. and closes at dusk (7:30 p.m. during summer).
- There is an electrical outlet in the BBQ area, only 15 amps, to heat coffee.
- Food, beverages and decorations are permitted, provided that they are removed immediately
 after the event.
- Those hosting large events, parking of catering trucks, buses or large vehicles need to make parking arrangements prior to the event with Security at (626) 395-4701.

Applicant agrees to indemnify, defend and hold harmless Caltech, its trustees, officers, employees and agents from any and all loss, claims, damage or liability of whatsoever kind or nature and however incurred, arising out of applicants' use of Tournament Park.

Please make your event arrangements well in advance, so that you will not be disappointed at the last minute. Do not order any service to be performed before or after your event's "move-in" and "vacate" times as listed on your copy of the approved Tournament Park application.

General questions about Tournament Park should be addressed to Belita Lovely, CALTECH, 1200 East California Blvd., Facilities Management Department (MC 2-83), and Attn. Tournament Park, Pasadena, CA 91125 or call (626) 395-4481. To report security concerns, contact the Security Office, at (626) 395-4701.