

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 only for an emergency. 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.