

# TOURNAMENT PARK RESERVATION REQUEST

(PLEASE PRINT CLEARLY)

1.	Organization:
2.	Name of Applicant:
3.	Address:
4.	Phone Number:
5.	EMAIL (Please Print Clearly):
6.	Date of Event:
7.	<b>Facility Required: Circle One:</b> BBQ Area / Playground Area / Center Picnic Area / Entire Park
8.	Purpose:
9.	Move-in time: <span style="float: right;">Vacate time:</span>
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 submit 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.

To request a reservation and receive a confirmation, please complete this application and mail, along with a **check made payable to Caltech**, to:

Caltech Facilities, 1200 E California Blvd, MC 2-83, Pasadena CA 91125  
 Attention: Tournament Park

Or hand-deliver completed application with your **check made payable to Caltech** to Building 83, Room 116, between 8am and 1pm Monday–Friday. **Please note: Neither cash nor credit cards will be accepted.**

**Be aware that Tournament Park is open to the public 8:00 a.m. to 7:30 p.m., and there may be other persons using the park during your event, unless 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 two (2) weeks prior to event date; a \$25.00 service charge will be assessed for all cancellations.
- In case of rain, no reimbursements are made, but events may be rescheduled
- Food, beverages, and decorations are permitted in the park, provided that at the end of the event all trash is collected in large bags that are firmly secured and placed in the dumpsters near the restrooms, decorations removed, and the park left in clean and unharmed condition.
- Those hosting large events, including parking of catering trucks, buses, or large vehicles, need to make parking arrangements prior to the event with Security by calling (626) 395-4701.
- Petting zoos, alcohol, loud music, amplifiers, or bullhorns are **not** permitted.
- Bouncers, volleyball, or other ball games are **not** allowed **unless entire park is reserved.**

**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 applicant's use of Tournament Park.**

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

Caltech PTA #:

<b>Office Use Only: Special conditions under which this permit is granted</b>	
<b>Approved:</b>	<b>Date:</b>
<b>Check#</b>	<b>Fee Paid:</b>

## **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 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 reimbursements are made**, but events may be rescheduled.
- Cancellation notices must be received (2) weeks prior to event date; a \$25.00 service charge will be assessed for all cancellations.
- Reservations for events requiring private use of the park [due to special conditions] may be made well in advance by special arrangement with the Facilities Department.
- Groups that bring outside contractors are required to have proof of liability insurance on file in the Facilities Department. A minimum of \$1,000,000 is required and Caltech's name must appear as an additional insured on 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 zoos, 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, that carries only 15 amps.
- Food, beverages, and decorations are permitted, provided that they are removed immediately after the event.
- Those hosting large events, including 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 applicant's 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 CALTECH, 1200 East California Blvd., Facilities Department (MC 2-83), Attn. Tournament Park, Pasadena, CA 91125 or call (626) 395-4738. To report security concerns, contact the Security Office at (626) 395-4701.