

## **About the use of Caltech's Tournament Park**

### **Please read Thoroughly!**

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-imbursments are made**, but events may be re-scheduled.
- Cancellations notices must be received (2) weeks in advance prior to event date and a \$25.00 service charge will be assessed.
- 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 (7:00 p.m. during summer).
- There is an electrical outlet in the BBQ area, load capacity, 15 amps.
- **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 Caltech Security by calling (626) 395-4701.

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.

For general questions regarding Tournament Park, please contact Delmy Emerson at (626) 395-4738. To report security concerns, contact the Security Office, at (626) 395-4701.

**APPLICATION TO USE TOURNAMENT PARK  
(PLEASE PRINT CLEARLY)**

1.	Organization:
2.	Name of Applicant:
3.	Address:
4.	Phone Number:
5.	EMAIL:
6.	Date of Event:
7.	Facilities Required ( <b>Check One</b> ): <input type="checkbox"/> BBQ Area <input type="checkbox"/> Playground Area <input type="checkbox"/> Center Picnic Area <input type="checkbox"/> Entire Park
8.	Purpose:
9.	Move-in time: <span style="float: right;">Vacate time:</span>
10.	Number of Participants:

**Fees: BBQ Area, \$175.00/Playground Area, \$100.00/Center Picnic Area, \$100.00/Entire Park, \$550.00.** Picnic Areas reserved **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.-7:00 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 two (2) weeks in advance prior to event date and a \$25.00 service charge will be accessed.
- In case of rain, **no re-imburements 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, **626-395-4701**.
- Petting zoo, alcohol, loud music, amplifiers, or bullhorns are **not permitted**.
- Bouncers, volleyball or other ball games are **not allowed unless the Entire Park is reserved**.
- Please make checks payable to Caltech, and submit with the application to guarantee reservation.

Mail application with check to: **Caltech, Facilities Management, Attention: Delmy Emerson  
1200 E. California Blvd., Mail Code 2-83  
Pasadena, CA 91125**

**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

\_\_\_\_\_  
Date

Caltech PTA#:

<b>OFFICE USE ONLY: Special conditions under which this permit is granted</b>	
Approved:	Date:
Check#	Fee Paid: