

City of Inglewood  
Parks, Recreation and Community Services Department



### Reopening Plan Checklist for Baseball Fields

In order to better serve the community, we have put together a checklist of specific documents that are required when submitting an application for use of outdoor baseball fields.

User groups wishing to reserve a space on baseball fields at Darby, Edward Vincent and Rogers Park, must complete and submit the documents listed below. Please be advised that we will only accept documents via email. No in-person applications will be accepted. Please note that only applicants who complete and submit **ALL** of the requested documents will be considered.

#### Documents Required

1. **Facility Reservation Request Form** – Must be complete and include all dates and times requesting.
2. **Master Roster** – In order to qualify for the Inglewood Resident rate, the organization or group must be composed of over fifty-one percent Inglewood residents. Proof of residency is required and the organization/applicant must document all individuals playing with the group or organization on the official “City of Inglewood - Master Roster.” Individual team or organization rosters will NOT be accepted. Please note that we do conduct roster checks, so please advise your parents/participants. Players not listed on the roster are not allowed on the field. Please make sure your rosters are accurate, complete and signed. Non-resident groups are not required to complete the Master Roster form and will automatically be charged the non-resident rental rate.
3. **Reopening Protocol for Youth Sports Leagues** – Group Leaders must complete and sign the County of Los Angeles Public Health Order Checklist.
4. **City of Inglewood Reopening Plan** – Group Leaders must complete, sign and date the City of Inglewood Reopening Plan for Outdoor Sports Facilities.
5. **Adopted COVID-19 Plan** – Organization must provide an adopted COVID-19 Practice and Procedure Plan that adheres to the Los Angeles County Public Health Orders.
6. **Proof of Insurance** – Organization must provide a Certificate of Insurance naming the City of Inglewood as the additional insured with General Liability, minimum of \$1M. The certificate must also include an endorsement to the policy.
7. **City’s Athletic Field Use Policy** – Organization must read and acknowledge policy.
8. **General Rules Regarding City Facilities** – Organization must read and acknowledge rules.

Attached is a copy of all the documents associated with the reservation of a baseball field. For your convenience you can also download a complete application packet at <https://www.cityofinglewood.org/DocumentCenter/View/15495/Baseball-Fields> Completed application packets must be submitted via email. See below for specific details.

Location	Contact Information	Submission Via Email
Darby Park	310.412.5391	darbypark@cityofinglewood.org
Edward Vincent, Jr. Park	310.412.5370	edvincentpark@cityofinglewood.org
Rogers Park	310.412.5504	rogerspark@cityofinglewood.org