

City of Inglewood  
Parks, Recreation and Community Services Department



## Champions Field Checklist

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 Champions Field.

User groups wishing to reserve a space on Champions Field located at Edward Vincent Park, must complete and submit the documents listed below. Please be advised that we will only accept documents via email or by fax. 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 for quarter.
2. **Master Roster** – All individuals playing with your group or organization must be documented on the “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. Anyone’s name not listed on the roster will not be allowed on the field. Please make sure your rosters are accurate, complete and signed.
3. **Health and Safety** – Organization must adhere to all applicable health orders and/or guidelines set forth by the County of Los Angeles Department of Public Health.
4. **Insurance** – Organization must provide insurance coverage as follows:
  - a. **Commercial General Liability** – Certificate of Insurance with a minimum of \$2M. The “City of Inglewood” must be the Certificate Holder.
  - b. **Additional Insured Endorsement** – The “City of Inglewood, its officials, employees and agents” must also be separately endorsed to the policy as additional insureds.
  - c. **Primary and Non-Contributory Endorsement** – Policy must be separately endorsed to provide that each policy shall apply on a primary and noncontributing basis.
  - d. **Insurance Certificates** – All insurance certificates must be no older than two months from the date of submission (date in the upper right hand corner of certificate); certificates must include policy endorsements. Certificates only will not be accepted.
5. **City’s Athletic Field Use Policy** – Organization must read and acknowledge policy.
6. **General Rules Regarding City Facilities** – Organization must read and acknowledge rules.

Attached is a copy of all the documents associated with the reservation of Champions Field. For your convenience you can also download a complete application packet at

[https://www.cityofinglewood.org/DocumentCenter/View/15386/Champions\\_Field](https://www.cityofinglewood.org/DocumentCenter/View/15386/Champions_Field)

Completed application packets must be submitted to [EdwardVincentPark@cityofinglewood.org](mailto:EdwardVincentPark@cityofinglewood.org). If you have any questions, feel free to contact the Parks, Recreation and Community Services Department at (310) 412-8750.