

City of Inglewood
Parks, Recreation and Community Services Department



Baseball 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 outdoor baseball fields.

User groups wishing to reserve a space on the 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 for quarter.
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. 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. **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 a baseball field. For your convenience you can also download a complete application packet at https://www.cityofinglewood.org/DocumentCenter/View/15386/Baseball_Field 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	EdwardVincentPark@cityofinglewood.org
Rogers Park	310.412.5504	rogerspark@cityofinglewood.org