

# How to Permit an Ontario Athletic Field, Gymnasium or Picnic Shelter

Community Groups and individuals are invited to apply for seasonal or one-time/occasional use athletic field, gymnasium or picnic shelter permits. Limited permit hours are available.

## **ONE TIME/OCCASIONAL USE PERMITS**

Community Groups and individuals are invited to apply for one time or occasional use of park playing fields. Adult high intensity sport (i.e. soccer, football, rugby, flag football, baseball, ultimate frisbee) is limited.

Applications will be processed on a first come first served basis throughout each season with exception to City of Ontario Authorized License Agreement Organizations.

1. Complete an Athletic Field, Gymnasium or Picnic Shelter Rental Application Form available at the Armstrong office.
2. Submit the completed Application Form to the Armstrong Center Office, at 1265 S. Palmetto Ave, Ontario, CA 91762.
3. Submit Certificate of Insurance (\$2 million per occurrence and \$4 million aggregate) and provide additional insured endorsements and waivers of subrogation, Good Neighbor Guidelines, Hold Harmless, and Indemnification.
4. Allow up to 10 days for processing the permit applications. During this time staff will review the application and verify there are no programmatic, operational or maintenance conflicts with the requested day and time. Staff will also determine the availability of a Field Attendant to work during the requested time.
5. Once approved, an official Field Permit will be generated. All field rental and Field Attendant fees must be paid before a Field Permit will be issued to the applicant. The applicant must be an Ontario resident to receive resident rates. Proof of City of Ontario residency is required.

*Prime time hours are usually allocated to Youth Sports Groups and City programs. Prime time hours are generally: Monday – Friday from 5pm – 9pm; and Saturday and Sundays from 9am-5pm, plus 3pm – 5pm weekdays during the school year. For an increased chance of field availability, request field use during non- prime time hours.*

## **SEASONAL PERMITS**

1. Seasonal permits for recreational play will be issued based on space availability. (Fall: 9/1 – 2/14, Spring: 2/15 – 6/30, Summer: 7/1 – 8/31. Dates subject to change)
2. Resident teams must have a minimum of 80% City of Ontario residents to qualify for the resident Community Group rate. Resident teams must submit proof of residency for resident players.
3. Available permit hours will be distributed among the interested Community Groups according to the number of participating City of Ontario residents on their team. (Application deadlines: Fall: 2<sup>nd</sup> week in July, Spring: 2<sup>nd</sup> week in January, Summer: 2<sup>nd</sup> week in May) Processing of seasonal permit applications takes 6 – 8 weeks depending on the season and number of applications received.



**City of Ontario  
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