

# HEBER PUBLIC UTILITY DISTRICT REPORT TO BOARD OF DIRECTORS

**MEETING DATE:** February 19, 2026

**FROM:** Madeline Dessert, General Manager

**SUBJECT:** Resolution 2026-01 Facility Use Policy Number 3750 – Insurance Requirements

## **BACKGROUND**

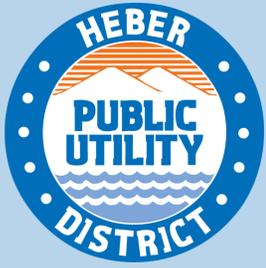
On January 16, 2025, HPUD staff presented Facility Use Policy No. 3750, which outlined the insurance requirements for the rental and use of HPUD facilities. During the review process, staff identified that certain insurance provisions within the policy contradicted one another, creating potential confusion for renters and administrators. To evaluate best practices and support policy clarification, staff compiled and reviewed insurance requirements from nearby cities and local jurisdictions to compare standards, ensure consistency, and inform recommended updates to the policy.

## **RECOMMENDATION**

1. Approved Resolution Number 2026-01 with the proposed changes.
2. Do not approve Resolution Number 2026-01 provide direction to staff.

Respectfully,  
Madeline Dessert  
General Manager

Attachment: Facility Use Policy Number 3750



# Insurance Requirement Comparison

JURISDICTION	PER OCCURRENCE	AGGREGATE
City of Calexico	\$0	\$2,000,000
Heber Public Utility District	\$1,000,000	\$2,000,000
City of El Centro	\$0	\$1,000,000 - \$2,000,000
City of Imperial	\$0	\$1,000,000
City of Brawley	\$1,000,000	\$2,000,000

**RESOLUTION NO. 2026-01**  
**A RESOLUTION OF THE HEBER**  
**PUBLIC UTILITY DISTRICT BOARD**  
**OF DIRECTORS ADOPTING THE**  
**FACILITY USE POLICY NUMBER 3750**

**WHEREAS**, the Heber Public Utility District (“District”) owns and operates public parks and a recreation center that are made available for community use; and

**WHEREAS**, the District maintains policies governing the use of and rental of the facilities to ensure safe operations and accountability; and

**WHEREAS**, Policy No. 3750, Facility Use Policy, establishes procedures, requirements, and conditions for the use of District facilities; and

**WHEREAS**, on January 16, 2025, District staff presented Policy No. 3750 to the Board of Directors for review, including insurance requirements applicable to facility rentals and use; and

**WHEREAS**, upon review, staff identified inconsistencies within the existing insurance requirements and conducted a comparative analysis of insurance standards utilized by neighboring jurisdictions; and

**WHEREAS**, staff updated the insurance requirements to ensure clarity, consistency, and alignment with industry best practices and regional public agency standards; and

**WHEREAS**, adoption of this resolution will supersede any prior version of Policy Number 3750

**WHEREAS**, the Board of Directors finds that adopting the updated Facility Use Policy is in the best interest of the District and promotes responsible use of public facilities while reducing liability exposure.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Heber Public Utility District as follows:

1. Approval of the Facility Use Policy Number 3750: The updated Facility Use policy and fee schedule for the use of HPUD Facilities, as detailed in Exhibit A.
2. Effective Date: The new fee schedule shall take effect on thirty (30) after its approval.

**PASSED AND ADOPTED** by the Board of Director of the Heber Public utility District on this 19<sup>th</sup> day of February of 2026:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**RESOLUTION NO. 2026-01**  
**A RESOLUTION OF THE HEBER**  
**PUBLIC UTILITY DISTRICT BOARD**  
**OF DIRECTORS ADOPTING THE**  
**FACILITY USE POLICY NUMBER 3750**

By: \_\_\_\_\_  
Pompeyo Tabarez,  
President of the Board

ATTEST:

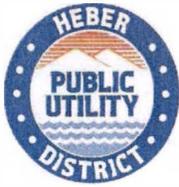
By: \_\_\_\_\_  
Jacob Bermudez,  
Clerk of the Board

By: \_\_\_\_\_  
Mitchell A, Driskill,  
General Counsel

STATE OF CALIFORNIA )  
COUNTY OF IMPERIAL )  
HEBER PUBLIC UTILITY )  
DISTRICT )

I, Jacob Bermudez, Clerk of the Board of the Heber Public Utility District, County of Imperial, State of California, DO HEREBY CERTIFY that the foregoing resolution was dully passed, approved and adopted by the Board of Directors of the Heber Public Utility District at its regular meeting held on the 19th day of February, 2026.

By: \_\_\_\_\_  
Jacob Bermudez,  
Clerk of the Board



## HEBER PUBLIC UTILITY DISTRICT FACILITY USE POLICY

SUBJECT: FACILITY USE POLICY

POLICY NO: 3750

EFFECTIVE DATE: **JANUARY 16, 2025** FEBRUARY 19, 2026

MODIFIED AND APPROVED: **JANUARY 16, 2025** FEBRUARY 19, 2026

### 3750. PURPOSE:

The intent of this policy is for the fair allocation of access to, and use of, Heber Public Utility District's limited athletic fields. For this reason, the Heber Public Utility District has developed this policy to ensure the orderly administration and control of the parks and buildings within the District and to establish rules and regulations to provide a safe and enjoyable environment for those using these facilities.

### 3750.1 DEFINITIONS:

1. Alcoholic Beverage: Alcohol, spirits, liquor, wine, beer and every liquid or solid containing one-half of one (0.5) per cent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.
2. Board: The Board of Directors of the Heber Public Utility District.
3. District: Means the Heber Public Utility District of HPUD.
4. District Property: Every park and mini-park, building, facility, retention basin, or vehicle parking area owned, managed or controlled by the District.
5. Eviction: Revocation of any permit or permission to use a park and expulsion from such park or facility.
6. General Manager: The General Manager of the District.
7. Group: "Group" means all persons subject to the same permit.
8. Person: Person means every individual, corporation, partnership, limited liability company, joint venture, association, social club, fraternal organization or any other group or combination of individuals including spectators.
9. Facility Use Permit: The permit issued by the HPUD to set conditions for use and to authorize use of park areas excluding athletic fields and recreation center.
10. Athletic Field Use Permit: The permit issued by the HPUD to set conditions for use and to authorize use of Athletic Fields.

11.

3751. MANAGEMENT OF DISTRICT FACILITIES: The General Manager shall administer this policy or other related policies in such a way as to achieve the maximum benefit to the residents of Heber and visitors. This policy shall be enforced by the General Manager and such of his/her agents as he/she may designate to perform said duty, as well as by any peace officer(s) having jurisdiction of any area in which a violation of any provision of this policy or other related policies may take place.

3751.1 Compliance: The privilege of any Person to use District parks and facilities is expressly conditioned upon compliance by that Person with the provisions of this policy as they apply to such use. Violation of any provision of this policy shall subject the Person violating to eviction from the park or facility in which the violation occurs and other parks or facilities, if deemed necessary.

3751.2 Hours of Operation: All parks shall be open to the public during the hours of 5:00 a.m. to 10:00 p.m to include the splash pad. No Person shall enter or remain in any of the parks at any time other than during such hours as the park is open to the public except for emergency maintenance or by the District, its contractors, or for law enforcement officers.

3751.3 Vending and Commercial Solicitation; Authorization Required: No Person shall solicit primarily for commercial purposes in any manner, or sell or offer for sale any goods, wares, merchandise or food products, or offer services for compensation, or distribute or pass out any primarily commercial handbill or advertising material within any park without a written authorization from the General Manager. This section does not apply to any concession operated under authority granted by the Board.

3752 Eviction:

HPUD POLICIES AND ORDINANCES All relative Heber Public Utility District Resolutions, Policies & Ordinances will be in effect and enforced at all HPUD facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc... per the Parks and Recreation Facilities Use Policy.

During the rental of HPUD facilities, renter agrees to comply with all local, state and federal nondiscrimination laws, regulations and policies. The HPUD reserves the right to terminate your event if district staff, in good faith, perceives that you or your guests pose a risk to the safety of persons or property on the premises or that you or your guests are violating local, state, or federal laws.

Upon verbal notice from HPUD staff or the Sheriff that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event. Noise volume must be contained within the boundaries of the park/building.

This rule will be strictly enforced by the HPUD Rental Monitor. If you fail to comply with this rule, the Sheriff may be called, and you may be issued a Civil Infraction (punishable by a fine of \$250.00 or prosecuted as a misdemeanor). Items not included will be determined on a case-by-case scenario.

3752.1 Person Subject to Eviction: A Person is subject to eviction from a park when all of the following conditions occur:

- The Person is in violation of a park rule or regulation.
- The Person has been warned in a manner that is reasonably calculated to reach said Person that eviction may result from any further violation.
- After receiving such warning, a further violation occurs.
- Imposition of a lesser sanction will not reasonably suffice to cure the existing or ongoing violation of this policy.
- Where a violation of this policy is of such magnitude or seriousness as to pose an immediate threat of violence or other disruption of the public health, safety or welfare, no warning will be necessary prior to eviction.

3752.2 Person or Group Subject to Eviction: A Person or Group is subject to eviction from a park when any one of the following conditions occur and no lesser sanction reasonably appears to suffice:

- There is probable cause to believe that an unlawful assembly\* exists pursuant to California Penal Code Section 407, as determined by an officer of the law.

\* An unlawful assembly is defined as follows: Whenever two or more person assemble and acting together to do an unlawful act, or to do a lawful act in a violent, boisterous or tumultuous manner, such assembly is an unlawful assembly.

- There is a clear and present danger of imminent violence which cannot reasonably be forestalled without eviction.
- There exists a Group sponsored or organized activity which violates one or more park rules and regulations and such Group sponsored organized activity has not ceased as a result of one or more warnings given to the group as a whole.
- There are multiple individual violations of park rules and regulations which have not stopped following the eviction of one or more such individual violators and violations continue after the Group has had a reasonable opportunity to cure them.

3752.3 Group Picnics or Public Gatherings-User Permit Required: No Person shall cause any picnic or public gathering involving the attendance of more than fifty (50) individuals to be held in any park without first obtaining a User Permit and signing the District's Indemnification form. User Permits will be issued on a first come, first served basis. Permits will continue to be issued until previously issued permits have exhausted the capacity of the park sought to be used.

3752.4 Group Picnics or Public Gatherings-District Certificate of Insurance Required: Picnics or public gatherings numbering 150 attendees or more must also secure a User Permit

from the District on a first come, first served basis. Such groups must also obtain a certificate of insurance policy of at least \$1,000,000 naming the District as an additional insured.

3752.5 Reserving Park Spaces and Recreation Center: Any user groups desiring to reserve a designated space in a park or the Recreation Center for a picnic or public gathering may do so by obtaining a User Permit, paying the fees called out in the District's Fee Schedule and signing the District's indemnification form. Groups of 150 or more persons must also meet the insurance requirements indicated above. Reservations may be made no more than six (6) months in advance for residents and no more than (3) months in advance for non-residents.

3752.6 Reserving Athletic Fields or Recreation Center: Any user groups desiring to reserve a designated athletic field including the baseball field and soccer fields at Tito Park, which have lights for night use, may do so by obtaining an Athletic Field Use Permit, paying the fees called out in the District's Fee Schedule and meeting the insurance requirements.

3752.6(a) Required Procedures: All groups, including any HPUD sponsored leagues, must adhere to the following procedures before they will be assigned a field location(s) for their league, team or event. Groups with Permits have priority on field usage.

3752.6.1 Reservations for Athletic Fields and Recreation Center Required Timeline: No later than two (2) weeks prior to the start of the season or scheduled event (i.e., weekend softball tournament), the sponsoring group must submit: (1) an Athletic Field/Recreation Center Permit Request (attached); (2) proof of non-profit status (if applicable) and; (3) a copy of the group's Liability Insurance Certificate. (sample attached).

3752.6.2 Issuance of Athletic Field and Recreation Center Use Permit: Upon receipt of the Request, the HPUD will calculate the permit fees, if any, and determine the availability of the requested field/center location(s) based on the priority criteria defined in Section 3752.6.4 below. HPUD will then issue an Athletic Field Recreation Center Permit (attached). Field Permits will be issued for a maximum of four (4) consecutive months. Recreation Center permits are issued by event not to exceed one month. If league play will extend beyond four (4) months, the league must apply for an extension. If the event or activity being held in the Recreation Center exceeds one month, an extension must be obtained. The extension must be received two (2) weeks prior to the end date of the original Permit.

3752.6.3 For all youth leagues and recreation activities, after the Athletic Field and Recreation Center Use Permit is issued, and no later than 7 calendar days after the start of league play, copies of (1) practice schedules; and (3) player rosters (name, HPUD of residence, phone number) must be submitted or on file with HPUD.

3752.6.4 Prioritizing Use of Athletic Fields and Recreation Center: HPUD issues Permits and makes field reservations in the following order of priority:

1. HPUD sponsored leagues and events.

2. Heber Elementary School District then other Districts working in cooperation with HPUD events.
3. Existing youth leagues or indoor youth activities based in Heber. Leagues must be in good standing with their organization and provide proof of insurance and compliance with their league rules and regulations to the HPUD. If more than one group requests use of the same field or recreation center, priority will be given to the league with the greatest number of participants who are residents of Heber. For example, if a baseball league requests use of Tito Huerta Field and has 28 players from Heber and a football league with 228 Heber players also requests Tito Huerta Field for the same time period, the Permit will be issued to the football league.
4. Travel youth teams (in good standing as stated above) based in Heber. A team will be considered based in Heber if one or more of the adult sponsors of the team and a minimum of 20% of the players are residents of Heber. In the event of a tie, and if the coaches of the youth teams are unable to agree to sharing the field times, the tie breaker will be determined by the number of years the youth teams have been in good standing with their organization and the HPUD.
5. Youth indoor activities from any where in the County. A youth activity that requests use of the recreation center will be given priority based on the number of participants who live in Heber. A monthly meeting or activity schedule must be provided to HPUD and a permit must be renewed monthly.
6. Adult leagues, tournaments and private use field and Recreation Center rentals. Tournaments and other private events must be approved by the HPUD and fees paid pursuant to criteria set forth in the Fee Policy at least (2) weeks prior to the scheduled event.'

3753. Denial of a User Permit: The General Manager may decline to issue a permit when he/she determines that the Person or Group applying, has within the preceding twelve (12) months conducted previous similar events in parks operated by the District and such events have resulted in noise or other activities which disturbed other users of the parks or residents adjacent to the park, or where the applicant has, or members of his/her Group have, been evicted from a park, or where there was substantial damage to the park. If the General Manager declines to issue a permit he/she shall so notify the applicant in writing and set forth the reasons why a permit was not issued.

3753.1 Appeal to the Board: An applicant or other interested Person who disputes the decision of the General Manager regarding a User Permit Application may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting.

3754. GENERAL CONDITIONS FOR USER PERMITS: Following are general conditions pertaining to the use of District Buildings and Facilities. These conditions are not all inclusive and the General Manager may use his or her professional and reasonable discretion, within his/her authority, concerning the safe and proper utilization of such buildings and facilities. Special conditions imposed by the General Manager shall be noted on the User Permit and are binding.

3754.1 Minors: All individuals under eighteen (18) years of age shall be deemed to be minors. Events where the majority of attendees are minors must be chaperoned with a ratio of one adult for every ten minors.

3754.2 Designated Areas: Groups are confined to the area(s) designated in the permit such as the Recreation Center, ball diamonds, soccer fields and reserves park spaces, as determined by the General Manager. A map of the designated areas in each park that are subject to a User Permit is available at the HPUD office and attached to this Policy.

3754.4 Temporary Modification to a Park or Facility: Routine upkeep and maintenance of fields and facilities will be provided by the District. The General Manager, at his/her discretion, may authorize a user to perform specialized temporary treatment of a District park or facility with the user responsible for all costs associated with the specialized treatment. The user shall provide written information to the General Manager describing the desired temporary treatment, the reason for the treatment and the expected outcome from the treatment. Upon expiration of the authorized date of use, the General Manager may require the user to reimburse the District for the cost of restoring the District's park or facility to its original state or require the user to conduct such restoration. If a park or facility is allowed to be modified for any reason, the user and all contractors retained by the user for such modifications will be responsible to provide a Certificate of Insurance naming the District as additional insured for any and all additions, changes, and shall indemnify the District should any harm or suits be filed naming the District, the District's staff or Directors. If District parks or facilities are damaged beyond normal wear and tear, the user will be billed for the additional cost required to make repairs or replacement.

30754.4.1 Decorations. You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. Please be advised of the following:

- The use of staples, nails, tacks or duct tape is prohibited when affixing decorations to walls.
- The use of masking/painters tape is acceptable.
- All tape must be removed when taking down decorations.
- Hanging decorations from light fixtures is prohibited.
- Push pins may only be used to attach decorations to bulletin boards and portable partitions.
- Fog/smoke machines, dry ice, rice, birdseed, confetti, dance wax, etc. is not allowed.
- Helium balloons are allowed.

3754.4.2 Flammable Materials and Barbeques. The use of flammable materials is regulated by the County of Imperial's Fire Department. In compliance with the HPUD policy flaming food is not permitted at indoor facilities. Self-contained, gas barbecues may be used at facilities and parks only in outdoor areas. Please indicate on the Facility Use Form that you will bring a barbeque so that we may assist you with appropriate placement outside the facility. Barbecues are not permitted indoors. Please dispose of grease away from HPUD facilities.

3754.4.3 Food and beverages are welcome at all District facilities. HPUD does not own or operate any facilities with a full commercial kitchen. Renters are responsible for the care and condition of any equipment being used and must clean all equipment used. Renters may bring in their own food (potluck), have food delivered to the facility, or have the event catered.

Catering The District allows renters to bring in the caterer of their choice. Food must be prepared and brought to the event ready to serve. Caterers are responsible for cleaning any areas used. If your caterer will serve food on site, individually or buffet-style, the following must be submitted a minimum of ten (10) business days prior to your event:

- Catering Application, submitted with Catering Fee to the Imperial County.

Public Health Department. You must have an approved event and food permit prior to the event date. Please note that all licenses and or permits are required, including County of Imperial Business License, and HPUD facility use permit. Information is available at 760-482-2440 or online <http://www.heber.ca.gov>

- HPUD does not allow beverages in the form of glass containers Glass container are strictly prohibited.

3754.5 Donations: Any donation and/or installation of a building, structure, equipment or other item shall require approval by the Board and upon approval shall become property of the District. The District is responsible for the maintenance and upkeep of such item following acceptance.

3754.6 Vehicles: No vehicles, motor-driven cycles, motorcycles, trucks or other vehicles are permitted within a park or on the sidewalk adjacent to any park without the prior authorization of the General Manager.

3754.7 Clean-up Following Use: Cleanup of indoor and outdoor park facilities and replacing tables and/or chairs is the responsibility of the user. Users are required to clean up park and facility used, wipe counters and equipment, clean up any spillage and remove all supplies not provided by the District. Users should report any malfunctioning equipment to the District Office for repair/replacement. If cleanup is not accomplished at an acceptable standard and the use of District employees is required to meet an acceptable standard, an appropriate amount will be withheld from the deposit at the discretion of the General Manager to cover the additional labor and material costs. See Policy No. 3756 Establishment of Fees and Charges for Use of District Buildings and Facilities.

3754.8 Skateboards, Roller Skates: No person shall ride a skateboard, roller skates or other conveyance whether propelled by motorized or human power or cause or permit same to roll or coast within any park area where the District has posted signs to prohibit such activity.

3754.9 Alcoholic Beverages: No Person shall consume any alcoholic beverage within the limits of any park, facility, or building according to HPUD. Beverages Alcohol (beer, wine, and champagne) are NOT allowed at indoor facilities inside the room and on an adjoining patio or parking lot. If you would like to serve and/or sell alcohol at your event, you must make a formal request to the General Manager. Copies of these permits must

be submitted a minimum of five (5) business days prior to your event. Should approval be granted, a copy of the Department of Alcoholic Beverage Control must be secured and presented to the HPUD five days prior to the event. All State and local government requirements must be followed and observed by HPUD. The original copies of these permits must be posted in a conspicuous location near the serving area during your event. You must submit copies of the permits to the facility staff a minimum of five (5) business days prior to your event.

3754.9.1 Appealing to Board: Applicant must submit to the General Manager. The General Manager will schedule the request on the next Board meeting agenda for action.

3754.10 Firearms, Weapons, Fireworks: No person shall have any fireworks, rockets, explosives, firearms, air gun, BB gun, slingshot, bow, hunting arrow or any weapon in his/her possession while within any park, or in any vehicle other than in a closed trunk or storage compartment while such vehicle is within the jurisdiction of the District. Nor shall any person discharge any fireworks, rockets, explosives, or weapons in any park or building.

3754.11 Domestic Animals: No person having custody of a cat, dog, or other domestic animal shall allow such animal in any park area unless the animal is restrained by a substantial leash not to exceed six (6) feet in length and is in the charge of a person competent to restrain such animal. All persons having charge of such animals shall immediately remove and dispose of in a sanitary manner, by placing in a closed or sealed container and depositing in a trash receptacle, any feces deposited by such animal upon any park property. The provisions of the section shall not apply to unsighted persons being accompanied by a guide dog.

This section shall not prevent the District from holding supervised public events in its parks in which domestic animals participate, nor shall this section prohibit the General Manager from issuing User Permits for group activities wherein dogs or cats will be under the responsible care of a person while not restrained by a leash while participating in a permitted event. Approvals for events in which animals other than dogs and cats participate are subject to specific approvals and conditions as determined by the General Manager.

3754.12 Golfing: No person shall use a golf club or similar device to strike, hit, or similarly propel a golf ball within the boundaries of any park.

3754.13 Unsafe Activity: No person shall engage in any activity in any park which may endanger the health, safety or welfare of any other person in a park.

3754.14 Rental Fees and Charges: See Policy No. 3756 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities. The Board of Directors shall establish, modify and amend fees and charges by resolution from time to time, according to the needs of the District.

3754.15 Amplified Sound: The use of amplification of sound is not permitted except as authorized by the General Manager.

3754.16 Smoking: Smoking of any substance by any means, including cigarettes, cigars, pipes or other devices is not permitted in any park, building or facility. All Heber Public Utility District indoor facilities are smoke and tobacco free. If you or your guests wish to smoke, please do so at least 25 feet away from building entrances/exits and windows/vents that open to the inside of a building. The HPUD reserves the right to enforce state law, and in its sole discretion may call the police, terminate your event, or take other steps to ensure compliance with the law. You are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event, and a failure to do so may result in a deduction from your security deposit. Smoking is not permitted anywhere on site at the Heber Recreation Center.

3754.17 Gambling: No gambling activity is permitted in any District facility or park. This includes any activity whether organized or not which is defined by the State of California as gambling.

3754.18 Inflatable Devices: Devices which require inflation by mechanical means or compressed gas containers, commonly called “bouncers” or “jumpers” are not permitted in any District park or facility unless the Group has provided to the District a certificate of insurance for at least \$1,000,000, naming the District as an additional insured.

3754.19 Overnight Camping: Overnight camping is not permitted in any HPUD parks.

3754.20 Off Season Storage: Off season storage of supplies, equipment, records, uniforms, etc. within any HPUD parks or concession area is prohibited without advance written approval from HPUD.

3754.21 Concession Sales: Concession sales are allowed once a Temporary Concession Authorization form has been issued by HPUD.

3754.21.1 Concession Areas: Concession Areas are shared public space and should not be considered the exclusive property of any league or community organization. If two leagues or groups are assigned the use of a field during the same time period, the leagues or groups are expected to accommodate the joint use of the concession area. For example, if a football league has a Permit for Tito Huerta Park and an adult softball group is issued a Permit for a weekend tournament, the football league and the softball group are expected to work together to accommodate use of the concession area. This may involve a league or group renting a HPUD owned snack bar or installing locking cabinets to store their concession items or the temporary removal of all items from the concession area. HPUD has the discretion to require leagues empty out a concession area if a compromise cannot be reached. Installation of any cabinets must be preapproved by the Manager of HPUD.

3754.22 Inventory of Equipment: The HPUD will be conducting an inventory of equipment (i.e., coffee pots, microwave ovens, crock pots) in use at HPUD owned concession stands. Each league will be required to verify the list of equipment and to seek approval from HPUD before any additional equipment is added.

3754.23 No Sublet Fields or Recreation Center: Fields and the Recreation Center may not be sublet to any outside leagues or users without the prior written approval of the HPUD Manager. Violation of this rule will result in cancellation of the league or group's Permit.

3754.24 Charge for Public Entry: No renter or user of parks or recreation center may charge the public or other leagues for admission into any park or recreational area (i.e. games, playoffs, etc.), unless they are holding a fundraising event which will require an Athletic Field Recreation Center Use Permit and a Snack Bar Permit to be on file as well as written approval from the HPUD Manager. Tournaments or private events require the advance written approval of the HPUD.

3754.25. Renter's Responsibility. The Primary Contact must be in attendance and assumes responsibility for all activities conducted, including, but not limited to:

- Provide supervision and control to prevent injury or damage.
- Minors must have adequate adult supervision.
- Ensure everyone attending is following District **Codes**, Policies and Ordinances.
- The room and facility (including outside) are left in a clean and orderly condition.
- Use of the area does not exceed the scheduled time and no additional facility staff time is required.
- The area and its contents, including equipment are accounted for and undamaged.
- All rules and procedures governing alcohol consumption and smoking are met.
- All rules and procedures governing HPUD facility use are met.

3754.26 On Site Staff. The HPUD staff is responsible to assist you for the following:

- **Unlock the building/room at your scheduled time.**
- **Work closely with the primary contact to answer questions and provide assistance.**
- **Ensure that noise is at an acceptable level.**
- **Ensure that the event ends promptly as scheduled on the Rental Confirmation.**
- **Ensure the facility and equipment is clean and ready for the next scheduled use.**
- **Ensure the building/room is locked and secured.**
- **When necessary, call appropriate security to enforce control.**
- **Activate 911 Emergency Services, if necessary.**

The on-site staff is not expected to do the following:

- Act as guardian or security for any personal belongings.
- Assist with set-up, clean-up, or take-down.
- Supervise minors.

3755. INDEMNIFICATION AND INSURANCE REQUIREMENTS: Permittees shall indemnify, defend, and hold harmless the HPUD, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Permittees' use or occupancy of the HPUD parks, facilities, buildings, athletic fields, vehicle parking facilities, and adjoining property, unless solely caused by the gross negligence or willful misconduct of the HPUD, its officers, employees, or agents.

3755.1 Required Certificate of Insurance: The Heber Public Utility District must be named on the Certificate of Insurance as an additional insured. Leagues that not affiliated with the Heber Public Utility District or a school district must provide a Certificate of Insurance, in a form satisfactory to the Heber Public utility District, with the following limit: **\$1,000,000 for General Liability, \$2,000,000 per occurrence for Bodily Injury, and \$2,000,000 for property damage.** \$1,000,000 per occurrence and \$2,000,000 aggregate. This is especially true when one or more of the following is present:

- Food vendors are present at the event
- Public gathering involving the attendance of more than fifty (50) individuals.
- Alcohol will be present at the event

*NOTE: It is important to note that the Heber Public Utility District is not responsible for any special permitting required by and for any outside organization regarding the use and consumption of alcohol and/or the assignment of permitting for any food and non-food vendors.*

3755.2 Report Incidents: Permittees shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Permittees' use or occupancy of the HPUD's park facilities and adjoining property to the HPUD Manager or his/her designee, in writing and as soon as practical.



# ATHLETIC FIELD USE PERMIT APPLICATION

User (League or Activity) Name: \_\_\_\_\_ Sport/Event: \_\_\_\_\_

**Primary Contact:** (Must be over 18 years of age) \_\_\_\_\_

Name:		Title:	
Address:			
City:		State:	
Home Phone:		Work Phone:	Fax:
Public Phone:		Email:	
Zip:			

**Secondary Contact:**

Name:	Phone:	Email:
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**League – Event Activity Information:**

Anticipated Number of People:	Number of Minors:
Age Groups:	
What you charge per event: \$	Cost p/ Person: \$

**Requested Usage:      *Is this an Extension Request?***

Season	Winter	Spring	Summer	Fall			
First Date of Play or Event:		Last Date of Play or Event:					
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:		End Time:					
Special Times:							
First Date of Playoffs or Special Event:				Last Date of Playoffs or Special Event:			
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:		End Time:					

**Requested Parks or Recreation Center:**

Tito Huerta Baseball Field with Lights	Tito Huerta Soccer Field 1 with lights – Adult size	Tito Huerta Soccer Field 2 – Youth size
Tito Huerta Soccer Field 3 – Practice Area	Jiggs Johnson Park – Youth Soccer or Youth Baseball Practice Area	Estancia Park – Youth Soccer or Youth Baseball Practice Area
Recreation Center		

Is a Snack Bar Being Requested? **Yes**      **No** (If yes, see snack bar request form)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



# Athletic Field and Recreation Center Use Permit

**FIELD or RECREATION CENTER USE FOR**

League/Team OR Event Activity:	
Name:	Number:

**IS THIS AN EXTENSION PERMIT:**

**FIELDS or RECREATION CENTER:**

Tito Huerta Baseball Field with Lights	Tito Huerta Soccer Field 1 with Lights	Tito Huerta Soccer Field 2
Tito Huerta Soccer Field 3	Jiggs Johnson Park	Estancia Park
Recreation Center		

**TIMES:**

<b>Field or Recreation Center:</b>		<b>Start Date:</b>			<b>End Date:</b>		
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			
Special Times:							

<b>Field:</b>		<b>Start Date:</b>			<b>End Date:</b>		
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			
Special Times:							

<b>Field:</b>		<b>Start Date:</b>			<b>End Date:</b>		
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			
Special Times:							

**WAS A SNACK BAR REQUESTED?** Yes No  
**WAS CATERING AT RECREATION CENTER REQUESTED?** Yes No  
**WAS AN EVENT THAT CHARGES ADMISSION REQUESTED?** Yes No  
*(If yes, a copy of the Snack Bar AND Catering Authorization Form and a Health Permit must be on file.)*

*For Office Use Only:*

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## Concession Stand (Snack Bar) OR Recreation Center Catering Request

League/Person Name: \_\_\_\_\_ Sport: \_\_\_\_\_

**Primary Contact: (League President)**

Name:		Title:	
Address:			
City:		State:	
		Zip:	
Home Phone:		Work Phone:	Email:

**Requested Usage: *Is this an Extension Request***

First Date of Use:		Last Date of Use:					
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			
Special Times:							

**Requested Facility:**

Tito Huerta Park		Mobile Snack Bar
Recreation Center		

Prior to issuing a Concession Stand Authorization Permit, a copy of a health permit from the Health Department must be turned in to the HPUS office.

Is a copy of the Health Department Permit attached? Yes      No



## Concession Stand and Recreation Center Authorization Permit

### SNACK BAR AND/OR RECREATION CENTER EVENT

League/Team/Event:	
Name:	Number:

#### **Requested Facility:**

Tito Huerta Snack Bar		
Recreation Center		
Other		

First Date of Use:				Last Date of Use:			
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			
Special Times:							

Forms on File:	Athletic Field and Rec Center Permit:	Health Permit:
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NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# HEBER PUBLIC UTILITY DISTRICT FACILITY USE PERMIT APPLICATION

**HPUD FACILITY REQUESTED**

Heber Children's Park (39 Crane Lane) – Splash Pad
Margarito "Tito" Huerta Park (1165 N. Palm Ave.) – Athletic Fields Only – No Picnic Areas or BBQ
Edward "Jiggs" Johnson Park ( 1171 Bloomfield Way) – Picnic Areas, BBQ, Play Equipment
Estancia Park (84 W. Correll Road) Half Basketball Court, Walking Path, Play Equipment
Recreation Center (156 Littlefield Way) 1200 sq. ft. open room with two restrooms and patio

**Primary Contact: (Person Responsible)** \_\_\_\_\_

Name:		Title:	
Address:			
City:		State:	Zip:
Home Phone:	Work Phone:		Fax:
Public Phone:		Email:	

**Secondary Contact:**

Name:	Phone:	Email:
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**Event Information:**

Type of Event	Number Expected to Attend
Specific Conditions Must Be Met Including Insurance Requirements – See Facility Use Policy	
NO	YES

**Requested Usage:**

Date of Event:		If More Than One Day – Last Date of Event:					
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			
Special Times:							

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**HPUD OFFICE USE ONLY:**

Use Permit Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

HPUD STAFF SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

CONDITIONS OR COMMENTS: \_\_\_\_\_

**HEBER PUBLIC UTILITY DISTRICT ATHLETIC FIELDS  
AVAILABLE TO RESERVE WITH  
FACILITY USE PERMIT APPLICATION**

**TITO HUERTA PARK**

**Field 1 With Lights**

Use: Adult Soccer Practice/Game – Flag Football Practice/Game – Baseball/Softball Practice

Size: 150' X 320' – Soccer Adult Size Game or Practice Field

Field: Marked for Adult Soccer Games

Goals: 2 Adult Size Soccer Goals

Lights: None for night practice or games only area lighting for security

Notes: Rent for Adult Games or split for 2 Youth Teams for practice

**Field 2**

Use: Adult Youth Practice/Game – Flag Football Practice/Game – Baseball/Softball Practice

Size: 180' X 220' – Soccer Under 10 or Under 12 Game or Practice Field

Field: Not Marked, but HPUD will mark if League Requests.

Goals: 2 Adult Size Soccer Goals Available

Lights: None

Notes: Rent for Youth Teams U10 or U12 for practice or games. Also rent with Field 3 for U14, U16 or Adult practice or games.

**Field 3**

Use: Youth Soccer Practice/Game – Flag Football Practice/Game – Baseball/Softball Practice

Size: 180' X 220' – Soccer Under 10 or Under 12 Game or Practice Field

Field: Not Marked, but HPUD will mark if League Requests

Goals: 2 Adult Size Soccer Goals Available

Lights: None

Notes: Rent for Youth Teams U10 or U12 for practice or games. Also available to rent with Field 2 for U14, U16 or Adult practice or games.

**Field 4**

Use: Youth Soccer Practice/Game – Flag Football Practice/Game – Baseball/Softball Practice

Size: 60' X 90' – Soccer Under 6 or Under 8 Game or Practice Field

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth Teams for practice

**Field 5**

Use: Youth Soccer Practice/Game – Flag Football Practice/Game – Baseball/Softball Practice

Size: 180' X 220' – Soccer Under 10 or Under 12 Game or Practice Field

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth Teams U10 or U12 for practice or games.

**Soccer Field 6**

Use: Youth Soccer Practice/Game – Flag Football Practice/Game – Baseball/Softball Practice

Size: 60' X 90' – Under 6 or Under 8 Game or Practice Field

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth Teams for practice

**Baseball Field With Lights**

Use: Baseball/Softball Practice and Game

Size: Little League Approved Size

Bases: Available

Field: Maintained by HPUD – Marked/Chalked by Little League

Lights: Yes

Notes: Reserve for Youth Teams according to Facility Use Policy

## **JIGGS JOHNSON PARK**

**Field 1**

Size: 60' X 90' – Under 6 or Under 8 Game or Practice Field

Goals: Adult Size Goals Available

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth U6 or U8 Teams for practice. Also available to reserve both fields for practice or games for U10 and/or U12 youth teams.

**Field 2**

Size: 60' X 90' – Under 6 or Under 8 Game or Practice Field

Goals: Adult Size Goals Available

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth U6 or U8 Teams for practice. Also available to reserve both fields for practice or games for U10 and/or U12 youth teams.

## **ESTANCIA PARK**

**Field 1**

Size: 60' X 90' – Under 6 or Under 8 Game or Practice Field

Goals: Adult Size Goals Available

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth U6 or U8 Teams for practice. Also available to reserve both fields for practice or games for U10 and/or U12 youth teams.

**Field 2**

Size: 60' X 90' – Under 6 or Under 8 Game or Practice Field

Goals: Adult Size Goals Available

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth U6 or U8 Teams for practice. Also available to reserve both fields for

practice or games for U10 and/or U12 youth teams.

**HEBER CHILDREN'S  
PARK 39 CRANE LANE**

**Coming Soon**

**Amenities**

Splash Pad

Playground

Restrooms

**HEBER RECREATION CENTER  
156 Littlefield Way**

**Center**

Size: 40'X40' Indoor facility with two restrooms. Outdoor patio also available.

Notes: Rental is available for private events; activities and organized events.