



Lake Forest Sports Park Scoreboard Controller Policies and Procedures Information

- 1) Deposit check of \$825.00 shall be payable to: City of Lake Forest and will be kept on file with the Community Services Department for the complete allocation period. The check will be returned to the group user at the end of their allocation, as long as the controller(s) have not been damaged, lost, or stolen.
- 2) Please submit the deposit check and this form to Community Services Supervisor, Bill Barry at the Lake Forest Sports Park. The park is located at: 28000 Rancho Parkway Lake Forest, CA 92630.
- 3) Once step 1 and 2 have been completed, you may check out a controller during your allocated field time. You may check out the controller(s) at the Baseball Field Clubhouse located between the baseball fields.
- 4) The Field Ambassador will require a check out/check in signature from all user groups. Controllers must be returned on a daily basis.
- 5) The Field Ambassador (City Staff) will verify with the group user that the controller and scoreboard are functioning properly.
- 6) ALL controllers must be turned in on a daily basis to the Field Ambassador.

I, _____ understand that if the scoreboard controller is lost, damaged or stolen, our organization will automatically forfeit our deposit of \$825.00 to the City of Lake Forest. If more than one controller is being used, I understand that each individual controller will be an additional \$825.00 payable to the City of Lake Forest.

X _____
Signature Date