



City of Brea Athletic Facility Rental Application Form

Applicants must submit a completed form to the Brea Community Services Department **at least 30 days in advance** of the rental date requested. If a request is not submitted at least 30 days in advance, it may be subject to immediate denial. All rental requests are subject to facility and staffing availability. The Brea Community Center basketball gymnasium is available to rent only on Saturdays after 6:30pm from May through December. The Brea Municipal Plunge is available to rent during our summer swim lesson season on Saturdays and Sundays between 4pm-9pm. Any facility rental may not charge admission on site for their event.

Primary Contact Name:		Organization:
Mailing Address:		Org. Address:
Email:		Org. Phone:
Phone:	Date of Birth:	Org. Email:

Event Title:		Rental Date(s) Requested:
Lights Needed: Yes / No	Time Needed:	Field/Facility Requested:
Expected Attendance:		Rental Time Frame Requested:
Description of Facility Use:		

Office Use Only	Date/Time Received: _____
Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved w/ limitations
Notes:	
Approved by: _____	Date: _____

General Park and Facility Rules and Requirements:

1. The use of the City park picnic areas is on a first-come, first-served basis.
2. Amplified sound is not permitted in City Parks, including the Arovista Amphitheater and City Hall Park Gazebo.
3. Bounce houses and generators are not allowed in City Parks.
4. Conducting any business is prohibited.
5. Alcoholic beverages are not allowed in City Parks.
6. Ballfields will not be prepared for rentals (i.e. brick dust dragged, fields watered, grass mowed, lines painted, etc.).
7. The City of Brea may close park facilities for any of the following reasons:
 - a. When the City is engaged in repair, maintenance and restoration of the facilities; or
 - b. When usage would otherwise be damaging; and
 - c. When deemed necessary to protect the public health or safety.

Brea Municipal Plunge Rules and Requirements:

The Brea Municipal Plunge is located at 440 South Walnut Street. The facility consists of a 25-meter pool, a 1-meter diving board, a small pool for non-swimming children, shower facilities and a patio area with tables and seating.

1. The City requires a four (4) hour minimum payment for Plunge rentals. Additional costs may be added for City lifeguards and/or staff. The cost of lifeguards is based on current salaries and the number of lifeguards required for each rental.
2. No flotation devices of any kind are permitted inside the pool (this includes life jackets)
3. No goggles that cover the nose or mouth are permitted inside the pool
4. No alcoholic beverages are allowed in the pool area.
5. No glass bottles or containers are permitted in the pool area.

Brea Community Center Gymnasium Rules and Requirements:

1. The Brea Community Center basketball gymnasium is available to rent only on Saturdays 6:30pm – 10pm from May through December. There is no availability Sunday through Friday.
2. There is a 2-hour minimum rental fee.
3. Food or drinks (other than water) are not allowed in the gymnasium. For an additional rental fee, the café area outside the gymnasium may be utilized for eating and drinking.
4. Alcoholic beverages are not allowed for consumption during a gymnasium rental.
5. Basketball hoops will not be lowered below 10' for gymnasium rentals.

Rental Fees

Fees for the period of July 1st, 2025 – June 30th, 2026

City of Brea Ballfield Rental Rates

Rates are charged per hour of rental. Minimum charge of 2 hours.

	Resident		Non-Resident	
	Non-Prime Time	Prime Time	Non-Prime Time	Prime
Non-Profit	\$72	\$103	\$88	\$129
Individuals	\$82	\$113	\$98	\$134
Businesses	\$93	\$124	\$108	\$139

Non-Prime Time = Weekdays

Prime Time = Saturdays and Sundays

Light fees: \$36 / hour

Drop-Down bases for ballfield rentals may be used with an \$80 refundable deposit

City of Brea Municipal Plunge Rental Rates

Rates are charged per hour of rental. Rentals less than 4 hours will automatically be charged \$310 per hour.

Plunge Rental (under 150 people)	\$240
Plunge Rental (150-250 people)	\$255
Plunge Rental (250-300 people)	\$290
Plunge Rental (less than 4 hr minimum)	\$315

Brea Basketball Court Rental Rates

Rates are charged per hour of rental. There is a 2-hour minimum rental fee.

BCC Gymnasium - General 1/2 Court Rental / hour	\$62
BCC Gymnasium - Basketball Full Court Rental / hour	\$103
BCC Gymnasium - Volleyball Full Court Rental / hour	\$113
BCC Gymnasium - Special Event Use / hour	\$165
Brea Junior High Court Rentals / hour	\$26

Insurance

Insurance coverage is required for all sports facility rentals. Applicants may provide their own insurance, but it must meet our coverage requirements. Applicants may purchase one-time rental insurance coverage through our approved third-party vendor. See below for more information.

Insurance Requirements

If the applicant plans to provide their own insurance, see below a summary of the Facility Rental Insurance Requirements:

Type of Insurance Coverage	General Liability
Minimum Limits of Coverage	\$1,000,000 per occurrence; \$2,000,000 general aggregate
Participant Accident Insurance	\$1,000,000 per occurrence; \$2,000,000 general aggregate
Sexual Abuse/Molestation (if minors are being instructed)	\$1,000,000 per occurrence; \$2,000,000 general aggregate
Minimum A.M Best's Guide Rating	A-/VII
Additional Insured Endorsement Required?	Yes
Waiver of Subrogation Endorsement Required?	Yes
Primary and Non-Contributory Endorsement Required?	Yes
Additional Insureds	City of Brea, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent contractors in the role of City officials.
Certificate Holder	City of Brea 1 Civic Center Circle Brea, California 92821
Permit Number must be listed on the Certificate of Liability Insurance	

How to Purchase Rental Insurance Coverage through Bene-Marc Special Event Insurance

Obtain a Quick Quote here: <https://bmispecialevents.com/quote/>

To officially purchase the insurance, follow the steps below:

1. LOGIN: <https://bmispecialevents.com>
2. REGISTER: Choose the blue button in middle of page
3. COMPLETE: Fill out form
4. SELECT: Event type from pull down list
5. PAY: Pay online via credit card or check
6. CERTIFICATE: A certificate of insurance will be sent to you and the facility within 24 hours
7. RELAX: Enjoy your event knowing you are covered

Information needed to purchase insurance:

Name of City Contact: Billy Hutchinson
E-mail of City Contact: BillyH@cityofbrea.net
Address of City: 1 Civic Center Circle, Brea, CA 92821