



## ACTIVITIES CENTER - FACILITY REQUEST APPLICATION

**Event Date:** \_\_\_\_\_ 20 \_\_\_\_  
**Event Type:** \_\_\_\_\_  
**Facility Coordinator:** \_\_\_\_\_

**Instructions:**

- ◆ Submit at least 14 days prior to event.
- ◆ I have read and acknowledged each section of the attached agreement. \_\_\_\_\_ (Initials) \_\_\_\_\_ (Date)

Name of Applicant/Organization: _____ Address: _____ City: _____ Zip: _____ Contact (Name): _____ Contact's Relation to Applicant/Organization: _____ Day Phone: ( ) _____ Evening Phone: ( ) _____ FAX: ( ) _____ E-Mail: _____ If applicable, Alternate Contact Name: _____ Day Phone: ( ) _____ Evening Phone: ( ) _____	Event Type: _____ Set-up time from: _____ am/pm to _____ am/pm Event time from: _____ am/pm to _____ am/pm Clean-up time from: _____ am/pm to _____ am/pm Total Attendance: _____ (# of adults _____ # of minors _____) Approximate # of cars: _____ Is event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No Will admission fee be charged/donation accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No Will any goods or services be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No Estimated event revenue: \$ _____ Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> Professionally Catered <input type="checkbox"/> Self Proof of Liability Insurance: Purchase from City <input type="checkbox"/> Yes <input type="checkbox"/> No Providing own insurance coverage <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Please Indicate Which Category Applies to You/Your Organization:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> City Sponsored                        | <input type="checkbox"/> Non-Profit Organization* (Non-residents) | <input type="checkbox"/> Private Function (Non-Resident) |
| <input type="checkbox"/> Non-Profit Organization* (Resident**) | <input type="checkbox"/> Private Function (Resident**)            | <input type="checkbox"/> Commercial/Businesses           |

\* Proof of Non-Profit Status 501©3 Required      Non-Profit 501©3 I.D. # \_\_\_\_\_  
 \*\* 75% members must be City of Santa Clarita residents.

**Alcohol Permit Application (Security personnel and additional insurance are required):**

Will alcohol be served?     Yes     No      Alcohol serving time: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
 Type of alcohol served?     Beer/Wine     Hard Liquor      ABC License #: \_\_\_\_\_  
 Will alcohol be sold?     Yes     No      Other (please specify): \_\_\_\_\_

**Equipment/Furniture Request (Quantities limited):**

Activities Center  
 27" Television/VCR & DVD (1)       Floor Podium (1)  
 Dry Erase Board/Markers (2)       U.S. Flag (2)  
 Easel – Flip Chart Stand/Renter Provides Paper (2)     CA Flag (2)  
 Chairs: \_\_\_\_\_ Adult (89 total) \_\_\_\_\_ Child (42 total)  
           Banquet Chairs \_\_\_\_\_ (192 total)  
 Tables: Banquet Rounds \_\_\_\_\_ (72" diameter - 18 total)  
           Rectangle \_\_\_\_\_ (6' x 3' - 16 total) \_\_\_\_\_ (5' x 2 ½' - 20 total)  
 Conference \_\_\_\_\_ (5' x 1 ½' - 21 total)

All banquet tables used **must** be covered.

**Room Selection & Setup Request:**

Santa Clarita Room:  A  B  Both  Kitchen (Warming)\*  
 Canyon Room:  A  B  Both  
 Classroom(s)  #1  #3  #4  
 Dance Room  Arena  
 Director's approval required if renter is requesting to utilize the entire Activities Center and shut down the facility to the public.

Room Setup Request  
 Theatre  Classroom  Banquet  Conference  
 Please attach diagram for special room setup request.

\* **Additional charge.**

**Description of Event (Attach additional pages if necessary)**

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## **City of Santa Clarita - Facility Rentals Agreement for Use**

### **A. GENERAL INFORMATION:**

*I have read and acknowledge the Section A pertaining to general information \_\_\_\_\_ (Initials)*

1. "Agreements for Use" forms and other required documents for facility rentals must be filed and all fees paid at time of application. All fees, including damage deposit, must be paid by check, money order, or credit card. No cash will be accepted for payment of fees.
2. Approved "Agreements for Use" forms may not be transferred, assigned, or sublet.
3. The applicant must be the individual in charge of the event, and must be in attendance throughout the duration of the event. In addition, the applicant must verify all conditions are met and acceptable on the "Agreement for Use" form at the conclusion of the event, including cleanup.
4. All motor vehicles must be parked in designated parking areas. Only vehicles with handicapped parking permits may park in handicapped parking spaces. Violators will be cited and/or towed at the owner's expense. All applicants must submit a parking plan for their event with their application.
5. City facilities are closed and no reservations will be accepted for the following City observed holidays. New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, half (½) Day for Christmas Eve, Christmas Day, and half (½) Day for New Year's Eve.
6. Allocation of facilities will be the sole responsibility of the Parks, Recreation, and Community Services Department. All City facility reservations must be made a minimum of two (2) weeks and a maximum of six (6) months in advance of event with payment, and will be reserved on a first-come, first-served basis.
7. In the case that two or more parties request the same date/time and location, priority will be given in the order as noted below. In the event of a tie, City staff will hold a drawing. A) Group #1 – City Sponsored or co-sponsored organizations, activities, and/or events, B) Group #2 – All agencies with reciprocal agreements with the City, C) Group #3 – Non-Profit Organizations (75% of members must be City of Santa Clarita Residents), D) Group #4 – City of Santa Clarita Residents (Private function), E) Group #5 - Non-Profit Organizations (Non-Residents) and F) Group #6 – Non-Residents (Private function); and/or all Commercial/Businesses.
8. Ongoing reservations are on an "as available" basis and limited to a three (3) month period.
9. Groups of minors shall be supervised minimally by one adult for every 25 minors at all times when using any City facility.
10. An "Agreements for Use" for events where no alcohol will be present may be issued to applicant's 18 years of age or older. An "Agreement for Use" for events involving alcohol beverage service will only be issued to applicant's 21 years of age or older.
11. Denial of "Agreement for Use" may be made by the Department on the basis of the following reasons:
  - a) The facility is incapable of accommodating the proposed activity for the number of people involved.
  - b) The applicant has failed to comply with all the conditions required for the event, or with the facility usage policies, procedures, and/or regulations.
  - c) The nature of the activity may endanger the participants, facility, equipment, or staff.
  - d) Or based on any substantive reason(s), as deemed by the City.
12. All groups and individuals using City facilities must comply with City, County, State, and Federal laws. Failure to abide by these laws or established Parks, Recreation, and Community Services Department policies and regulations shall result in the loss of an "Agreement for Use" and forfeiture of all fees and deposits.
13. Maximum occupancy for event is stated on the agreement and must be adhered to at all times. Exceeding occupancy limits will result in termination of the event.
14. Changes, alterations, or defacement of property to any facility, its furnishings, or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair, including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City shall have the right to deny future applications without any stated cause.
15. Approved, bonded, licensed, uniformed security guards, and/or off-duty Los Angeles County Sheriffs shall be required at all events and/or activities with guest count over 100 persons; when alcohol beverages are being served; and/or at the discretion of the Director of Parks, Recreation, and Community Services Department. (Section F)
  - a) If the attendance is between 100 - 150, one (1) security personnel is required. If the attendance is between 151 - 300, two (2) security personnel are required. Additional security personnel may be required as deemed necessary by the City.
  - b) It shall be the sole responsibility of the applicant to make the required security arrangements and payments directly to the security provider. Written proof of security contract is required two (2) weeks prior to the event.
16. All requests to conduct commercial profit venture and/or promotional activities are subject to City approval and must be submitted at least ninety (90) days prior to the event. Ten percent (10%) of all said gross revenues are payable and due to the City at the conclusion of the event.
17. For events open to the public that offer food or items for sale, a current Peddler and Solicitor Permit and/or Los Angeles County Health Permit is required. Proof of permit(s) are required two (2) weeks prior to the event.
18. Advertising materials, flyers, or other promotional material are limited to restricted areas, i.e., information kiosks, facilities, etc., or City sponsored events only. All items posted or left without the Department's approval will be removed and discarded.
19. All exhibits, shows, and public gatherings must comply with the minimum safety requirements established by the Los Angeles County Fire Department. Proof of compliance must be provided two (2) weeks prior to event.
20. Storage of property is not permitted.
21. Smoking or tobacco use is prohibited at all City facilities
22. Sleeping or lodging accommodations will only be permitted at the City's discretion.
23. Animals are not permitted in the facility except for those that are used in aiding a person with a disability.
24. Possession of firearms and/or weapons is strictly prohibited.

### **B. FEES/DEPOSITS/CHANGES/CANCELLATIONS/REFUNDS:**

*I have read and acknowledge Section B pertaining to fees/deposits/changes/cancellations/refunds \_\_\_\_\_ (Initials)*

1. Fees and damage deposits will be assessed for all events and/or rentals as set forth by the City Council in the current City of Santa Clarita Schedule of Fees and Charges.

2. A damage deposit is required for all events and/or rentals, and must be paid when submitting the signed application in order to reserve a facility. The deposit is refundable only after the event is complete, and no outstanding fees are due, or repairs are required.
3. Incomplete or inaccurate information provided by the applicant on the contract may result in cancellation of the event and forfeiture of all fees, including damage deposit.
4. Cancellation of an "Agreement for Use" must be received in writing. Cancellation fees are assessed as follows:
  - a) If written cancellation is received 120 days or more prior to, but not including the event date, twenty-five percent (25%) of rental fees are forfeited.
  - b) If written cancellation is received 90 - 119 days prior to, but not including the event date, fifty-percent (50%) of rental fees are forfeited.
  - c) If written cancellation is received 31 - 89 days prior to, but not including the event date, seventy-five percent (75%) of rental fees are forfeited.
  - d) If written cancellation is received 30 days prior to the event date, all fees, including damage deposit are forfeited.
5. Forfeiture of all fees including damage deposit, will result if any of the following occurs:
  - a) Facility damage beyond normal use.
  - b) Excessive maintenance is required following use.
  - c) Any act by the applicant and/or applicant's group requiring police action.
  - d) Cancellation of an event in progress due to violation of City policies, rules, or regulations governing such usage.

**C. INSURANCE / LIABILITY:**

*I have read and acknowledge Section C pertaining to insurance/liability \_\_\_\_\_ (Initials)*

1. Applicants are required to have purchased Insurance Certificates and endorsements from the City of Santa Clarita or from a private insurance agent, and must list the City of Santa Clarita, its officers, employees, and volunteers as additionally insured. Policy limits shall be a minimum of \$1,000,000 combined single limits unless otherwise required by the City. Certificate of Insurance is due two (2) weeks prior to the event.
2. All individuals, groups, and organizations shall agree to hold the City of Santa Clarita, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from any liability for damages and claims for personal injury including death, as well as from claims for property damage which might arise from the use of City facilities and/or furnishings.
3. The City is not responsible for lost or stolen items.
4. The City is not responsible for any items delivered before, or left after an event.

**D. ROOM SETUP / CLEANUP:**

*I have read and acknowledge Section D pertaining to room Setup/Cleanup \_\_\_\_\_ (Initials)*

1. All setup and cleanup is the responsibility of the applicant. Applicant must return facility to its original condition, including cleaning up, removing all decorations, and properly disposing of all trash into trash receptacle.
2. Setup and cleanup time must be included in the rental time. If available, a maximum of an additional three (3) hours setup time may be purchased prior to the event and must run consecutively with the event time.
3. Chairs and tables are available at some City facilities on a limited basis. Tablecloths are required and must be furnished at the applicant's expense.
4. Furniture specified and designated for specific rooms and/or facilities may not be removed and relocated to another room or facility.
5. Moving, rearranging, altering, or removing any City equipment is strictly prohibited.
6. Facility user's property, supplies, trash, and equipment including dance floors must be removed from the Facility within one hour following activity.

**E. FOOD SERVICE / CATERERS / USE OF KITCHEN:**

*I have read and acknowledge Section E pertaining to food service/caterers/use of kitchen \_\_\_\_\_ (Initials)*

1. Applicants desiring to have any food service at their event must read and sign a Caterer/Kitchen Cleaning Requirements Form, agree to abide by all regulations listed, and obtain and pay for General Liability Insurance.
2. Applicant desiring to have food catered at their event must have their choice of caterer pre-approved by the Parks, Recreation, and Community Services Department two (2) weeks prior to the event. In addition, the applicant's caterer must show proof of their current City of Santa Clarita Business License, Peddler and Solicitor's Permit, and/or a Los Angeles County Health Permit as required by the City.
3. If applicant is not contracting with a caterer, a kitchen facility fee will be assessed.
4. Foods or beverages containing red food coloring, saffron, and/or curry are prohibited in carpeted areas.

**F. ALCOHOL:**

*I have read and acknowledge Section F pertaining to alcohol \_\_\_\_\_ (Initials)*

1. Alcohol is prohibited at any outdoor City facility.
2. Alcohol may only be served and consumed within the confines of a "reserved" indoor facility, room, or enclosed/gated space. Consumption of alcoholic beverages cannot take place in a lobby, parking lot, restroom, or surrounding park area. Patios may not be used unless previously contracted. Applicants desiring to serve alcoholic beverages must read and sign an Alcohol Regulations Form, agree to abide by all regulations listed, and obtain and pay for General Liability Insurance.
3. Renters that charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary sales permit from the Alcohol Beverage Control Board and a copy of the permit must be provided to the City of Santa Clarita two (2) weeks prior to the event. Security personnel, and/or additional insurance may also be required by the Parks, Recreation, and Community Services Department, and is the sole responsibility of the renter.
4. Approved, bonded, licensed, uniformed security guards and/or off-duty Los Angeles County Sheriffs are required at all events and/or activities with guest count over 100 persons; and/or when alcohol beverages are being served; and/or at the discretion of the Parks, Recreation, and Community Services Department. Please see Section A.15 for additional information and requirements.
5. No self-service of alcohol will be allowed. When serving alcohol, applicant must provide a caterer who provides a bar and professional bartender. A "bar" must be set up and staffed during the entire event. The bartender must serve and monitor alcohol sales and consumption during the entire event.
6. Service of alcoholic beverages is prohibited at any youth related event, event benefiting a youth organization, motor vehicle related event, and/or in celebration of a minor (i.e., birthday, graduation, baptism, quinceñera, etc.).
7. Service of alcoholic beverages to minors is strictly prohibited. Service of alcoholic beverages will not be permitted at any event where 50% or more of the attendees are minors.
8. Alcohol service is limited to five (5) hours, and must cease an hour prior to end of event. At the contracted conclusion of alcohol serving time, all alcohol is to be removed from the facility.

9. Individual consumption of any beverage from glass bottles is prohibited, i.e., no glass soda bottles, beer bottles, etc.
10. Red wine and any beverages containing red food coloring are prohibited.
11. The Parks, Recreation, and Community Services Department reserves the right to terminate alcoholic beverage services or to terminate any event at any time if the welfare and safety of participants and/or staff is endangered, or if the facility is not used as contracted.

**G. DECORATIONS:**

*I have read and acknowledge Section G pertaining to decorations \_\_\_\_\_ (Initials)*

1. Decorations are allowed provided they are made of flame resistant materials and must be approved prior to event date.
2. No decorations and/or objects are to be suspended, attached, or affixed to ceilings, walls, window blinds, draperies, room dividers, or doors. No tacks, pins, or staples are to be used on facility property or furnishings.
3. Helium balloons must be secured and not released. Forfeiture of damage deposit will be assessed if any balloons are released.
4. Open flames of any kind are prohibited, (i.e., candles, barbecues, fireworks, etc).
5. The use of fog/smoke machines, bubbles, rice, confetti, birdseed, or other granular substances is also strictly prohibited.
6. All decorations must be removed from the facility within one hour following the activity. Applicant is responsible for any damage resulting in use or removal of decorations.

I hereby certify that I have read and will abide by all rules and regulations of the City of Santa Clarita. As a duly authorized representative of the sponsoring organization or individual, and on behalf of sponsoring organization or individual, I agree to defend and to hold harmless the City of Santa Clarita, together with its officers and employees against any and all liability or claim thereof, for any injury, death, or property damage allegedly suffered by any person including sponsoring organization or individual, its agents or employees, due to or caused by, or arising out of the acts or omissions of sponsoring organization or individual, its agents or employees, or the negligent acts or omissions of the City of Santa Clarita, its officers or employees, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted for the use of City Facilities and applicable equipment to sponsoring organization or individual, its agents and employees. I hereby give permission to the City of Santa Clarita Parks, Recreation, and Community Services Department to use me, or my guests photographs as they see fit in their seasonal recreational brochure. I understand the photograph belongs to the City of Santa Clarita, and I/we will not receive payment of any kind. I understand that any violations of the alcohol policy nullify this agreement.

I have read and understood the above rules and regulations and agree that my group and I will comply with the aforementioned conditions.

\_\_\_\_\_  
Applicant's/Organization Contact's Signature

\_\_\_\_\_  
Date

**Form of Payment (Deposit):**

Cash    Check/Money Order   Check #: \_\_\_\_\_  
 Visa    M/C    AMEX    Discover   Exp. Date: \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_  
 Cardholder's Name (Print): \_\_\_\_\_  
 Cardholder's Signature: \_\_\_\_\_

**Form of Payment (Balance):**

Cash    Check/Money Order   Check #: \_\_\_\_\_  
 Visa    MC    AMEX    Discover   Exp. Date: \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_  
 Cardholder's Name (Print): \_\_\_\_\_  
 Cardholder's Signature: \_\_\_\_\_

**Please make checks payable to: City of Santa Clarita**  
**Please return application to: George A. Carvalho –Santa Clarita Sports Complex – Activities Center**  
**Attn:**  
**20880 Centre Pointe Parkway**  
**Santa Clarita, Ca 91350**

**OFFICE USE ONLY**

**Application:**    Approved    Denied

Department Authorized Signature (If Necessary): \_\_\_\_\_ Date: \_\_\_\_\_

Reason, if Denied: \_\_\_\_\_

<b>Rec. Coordinator:</b>	_____	<b>Date:</b>	_____
	Hours	Fee/Rate	Total
Santa Clarita Room(s):	_____ @	\$ _____ =	\$ _____
Canyon Room (s):	_____ @	\$ _____ =	\$ _____
Arena:	_____ @	\$ _____ =	\$ _____
Classroom(s):	_____ @	\$ _____ =	\$ _____
Park Comm. Room:	_____ @	\$ _____ =	\$ _____
Other	_____ @	\$ _____ =	\$ _____
Kitchen:		\$ _____ =	\$ _____
Staff: # of _____ @ \$ _____ # of hrs. _____		\$ _____ =	\$ _____
		SUB-TOTAL: =	\$ _____
Refundable Security Deposit:		=	\$ _____
		TOTAL: =	\$ _____
<b>Payment Information:</b>			
Security Deposit	\$ _____ on _____	Receipt # _____	
Rental Fee's:	\$ _____ on _____	Receipt # _____	

<b>Rec. Supervisor:</b>	_____	<b>Date:</b>	_____
		<u>NEEDED</u>	<u>COMPLETED</u>
Proof of Non-Profit Status	<input type="checkbox"/>		Date _____
Proof of Residency	<input type="checkbox"/>		Date _____
Agreement for Use Form	<input type="checkbox"/>		Date _____
Caterer/Kitchen Form:	<input type="checkbox"/>		Date _____
City Staff (# of _____)	<input type="checkbox"/>		Date _____
Security Personnel (# of _____)	<input type="checkbox"/>		Date _____
Parking Plan	<input type="checkbox"/>		Date _____
<b>Alcohol License:</b> City Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No		Date _____
Reason, if Denied	_____		
Verification of ABC License		Date _____	
<b>Liability Insurance:</b> Received	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date _____	
Purchased from City	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date _____	
<b>Deposit:</b> Refund Amt. \$ _____ on _____		Receipt # _____	
Explanation of Amount Withheld:	_____		