



THE CENTRE - FACILITY REQUEST APPLICATION

Event Date: _____ 20 ____
Event Type: _____
Facility Coordinator: _____

Instructions:

- ◆ All fees must be paid at time of applying for reservation – no exceptions.
- ◆ 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? Yes No Will admission fee be charged/donation accepted? Yes No Will any goods or services be sold? Yes No Estimated event revenue: \$ _____ Will food be served? Yes No If yes, Professionally Catered Self
Proof of Liability Insurance Required	

Please Indicate Which Category Applies to You/Your Organization:

City Sponsored	Non-Profit Organization* (Non-residents)	Private Function (Non-Resident)
Non-Profit Organization* (Resident**)	Private Function (Resident**)	Commercial/Businesses

* Proof of Non-Profit Status 501©3 Required I.D. # _____

Alcohol Permit Application:

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	Floor Podium
Dry Erase Board/Markers	U.S. Flag
Easel – Flip Chart Stand/Renter Provides Paper	CA Flag
Dance Floor	LCD Projector
Stage	Screen
Sound System	

Chairs: _____ Adult _____ Child
 Banquet Chairs _____
 Tables: Banquet Rounds _____
 Rectangle _____ (6') _____ (5')
 Conference _____ (5' x 1 ½')

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

Room Selection & Setup Request:

Sycamore Room: A B Both Kitchen (Warming)*
 Oak Room:
 Classroom(s) #3 #4
 Dance Room Cedar Hall

Approval required if renter is requesting to utilize the entire Centre 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)

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 security deposit, can be paid by check, money order, credit card, or cash.
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.
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, Easter, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, 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 14 days 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 attempt to facilitate equitable distribution of the request among the requesting parties. In the event that this cannot be accomplished, City staff will split the available space proportionately among the requesting parties.
 - 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 – Commercial/For-Profit Organizations (75% of members must be City of Santa Clarita Residents)*
 - F) Group #6 – Non-Profit Organizations (Non-Residents)
 - G) Group #7 – Non-Residents (Private function) or Non-Resident Commercial/For Profit organizations*

* Applies to City developed properties only
** Proof of Non-Profit status – 501c3 required
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, regulations, and use procedures 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 can result in termination of issued permit and or security deposit.
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 when alcohol beverages are being served; and/or when it is deemed appropriate by the Recreation Supervisor.
 - a) Based on the nature of the event and the expected number of participants, the city will determine the amount of security personal for the event.
 - 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. For events open to the public that offer food or items for sale, a current Sellers Permit and/or Los Angeles County Health Permit is required. Proof of permit(s) are required two (2) weeks prior to the event.
17. Advertising materials, flyers, or other promotional material is prohibited unless prior approval is given from the Parks, Recreation and Community Services Department.
18. 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.
19. Storage of property is not permitted.
20. Smoking or tobacco use is prohibited at all City locations.
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.
25. No park or open space area may be used for any commercial use or enterprise in any form unless the city is directly involved as a co-sponsor of an event or project or the Director has authorized such commercial enterprise in writing with a permit. (14.06.160)

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

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

1. Fees and security 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. City staff will be assigned to work, and fees charged, for reservations that require supervision, such as inflatables, opening and closing park buildings, and events serving alcohol. Porters may also be required as deemed necessary by City Staff.
3. A security deposit and fees are 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.
4. Incomplete or inaccurate information provided by the applicant on the contract may result in cancellation of the event and forfeiture of all fees, including security deposit.
5. Cancellation of an "Agreement for Use" must be received in writing. Cancellation fees are assessed as follows:
 - a) If cancellation is received 15 days or more prior to event date, a full refund will be issued.
 - b) Cancellations made 7 days or less prior to event date will forfeit all rental fees.
6. Forfeiture of all fees including security 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.
 - e) Deviation from the parameters listed in the issued permit.
7. The City reserves the right to cancel or suspend at any time a FACILITY PERMIT for emergency situations or when deemed necessary for the safety and best interest of the customers, the City of Santa Clarita, and all concerned.

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 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 Holder address must read as follows; City of Santa Clarita, 23920 Valencia Blvd, Attn: Reservations, Santa Clarita, CA 91355. 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 liable for lost or stolen items.
4. The City is not liable 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.
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. The applicant's caterer must provide proof of their current Business License, and a Los Angeles County Health Permit as required by the City two weeks prior to scheduled event.

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 an approved "reserved" indoor facility. Applicants desiring to serve alcoholic beverages must provide required liquor 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 law enforcement are required at all events when alcohol beverages are being served. A copy of the contract or letter of commitment is required two weeks prior to the event.
5. No self-service of alcohol will be allowed. A designated area 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. 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. Renters are required to use earthquake putty or blue painters' tape.
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.

H. BANDS:

I have read and acknowledge Section H pertaining to bands _____ (Initials)

1. Bands and Disc Jockeys may require approval by the Director of Parks, Recreation, and Community Services.
2. Bands, Disc Jockeys, and/or renter must provide equipment, extension cords (secured with duct tape), etc.

I. ELECTRICITY:

I have read and acknowledge Section I pertaining to electricity _____ (Initials)

1. Renters must supply a list of items that will need electricity for indoor and outdoor areas.
2. Renters must supply any needed electrical cords. Electrical cords must be of high quality and free of defects.
3. All exposed cords must be covered with a mat or duct tape.
4. No electrical cords may be run through areas where puddles or wet grass exist. Electricity must be shut off if it rains or drizzles for outdoor events.

J. BARBECUES:

I have read and acknowledge Section J pertaining to barbecues _____ (Initials)

1. Fire and personal portable barbecues prohibited. (12.06.210)

K. ANIMALS:

I have read and acknowledge Section K pertaining to barbecues _____ (Initials)

1. Animals are not permitted in any indoor amenity, swimming pool, or skate park. This does not apply to guide dogs for the visually impaired or disabled persons. (14.06.090)

L. WAIVERS AND GUARANTEES:

I have read and acknowledged the section L pertaining to waivers and guarantees _____ (Initials)

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		
<input type="checkbox"/> Cash	<input type="checkbox"/> Check/Money Order	Check #: _____
<input type="checkbox"/> Visa	<input type="checkbox"/> M/C	<input type="checkbox"/> AMEX <input type="checkbox"/> Discover
Exp. Date: _____ Security code: _____		
Credit Card #: _____		
Cardholder's Name (Print): _____		
Cardholder's Signature: _____		
Please make checks payable to: City of Santa Clarita		