



## Recreation and Community Services FACILITY USE APPLICATION

Name of Applicant: \_\_\_\_\_

Other Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Type:  City  Commercial  Government  Resident  Non-Resident  
 Non-Profit # \_\_\_\_\_

Type of Event: \_\_\_\_\_ Total Guest Attending: \_\_\_\_\_ Youths \_\_\_\_\_ Adults

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Park Location:  Recreation  Las Palms  Rudy Ortega Sr.  Lopes Adobe  Pioneer  Layne

Facility:  Multipurpose Room  Banquet Room  Gym  Tea House  Ball Diamondds  
 Other: \_\_\_\_\_

Will alcohol be served at the event?  Yes  No Will alcohol be sold?  Yes  No

If yes, provide the alcohol beverage service provider name: \_\_\_\_\_

Will there be any political campaigning?  Yes  No

If yes, please describe: \_\_\_\_\_

Is there a charge of any kind (dues, fees, rental, donation, etc.)?  Yes  No

If yes, please check one:  Donation  Admission Charge  Other: \_\_\_\_\_

Please describe: \_\_\_\_\_

Number of Items:  Chairs  Round Tables  6-8 Ft. tables  Diagram attached

Other Instructions: \_\_\_\_\_

*I, the undersigned, understand the rules and regulations stated on the back of this form, and will insure that the group complies with them.*

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

Signature of Other Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

**Initialing each statement indicates that you have read and understand the statement.**

1. \_\_\_\_/\_\_\_\_ No application will be process more than six months prior to the use date. Permits are issued on a first come first serve basis. The person requesting use of a public facility certifies that all information herein is complete and factual to the best of his/her knowledge and belief.
2. \_\_\_\_/\_\_\_\_ I understand that fees charged MUST BE PAID IN FULL 2 WEEKS (10 business days) PRIOR to the requested date of use. A \$5 application fee and a \$150 refundable security deposit is due at time of payment. All payments must be made at the San Fernando Recreation and Community Services Department office during business hours: Monday to Thursday 9:00 am to 1:00 pm and 3:00 pm to 6:00 pm and Friday 9:00 am to 12:00 pm. The office is closed Saturday and Sunday. The security deposit will be mailed or credited to CC account between one and three weeks from use date.
3. \_\_\_\_/\_\_\_\_ I/we understand and hereby agree that I/we shall be personally and financially responsible for all destruction of, damage to, or unnecessary abuse of City property, grounds or equipment in any way arising out of the use of occupancy thereof by me (the agent) or by our organization.
4. \_\_\_\_/\_\_\_\_ The undersigned further states that, to the best of his/her knowledge, the City property, for use of which application is hereby made, will not be use for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence or other unlawful means.
5. \_\_\_\_/\_\_\_\_ The undersigned agrees to provide a Licensed Bar and Beverage Service Concessioner approved by the City if an alcohol permit has been issued for this event. Furthermore, the undersigned agrees to provide a licensed security guard service approved by the City when alcohol is served and consumed during the time of use. Advertising of drugs, alcohol or tobacco products are NOT ALLOWED AT ANY TIME on or in City facilities. SMOKING is not allowed on or in City facilities. Betting and/or other forms of gambling is NOT ALLOWED.
6. \_\_\_\_/\_\_\_\_ Responsible adults (21 years or older) must be present AT ALL TIMES when a group of minors are using the facilities. Persons in attendance shall restrict their activities to those facilities, or portions thereof, their application entitles them. Failure to comply may result in the termination of the event.
7. \_\_\_\_/\_\_\_\_ Only the number of tables and chairs stated on the application will be setup. All final changes to the contract MUST BE MADE 2 WEEKS (10 business days) PRIOR to the requested date of use. Supplies or equipment such as tables, chairs, dishes, silverware, cooking utensils, etc. shall not be removed from the facility to which assigned.
8. \_\_\_\_/\_\_\_\_ Arrival of set party shall not be earlier or later than the set time on contract. Departure of set party shall not exceed the set time on contract. Set-up/Clean-up time MUST be accounted for in the set time of the contract. A late fee will be assessed if departure is later than set time. The City reserve the right to assess the Security Deposit for such fees.
9. \_\_\_\_/\_\_\_\_ There will be no storage provided. Items/articles CAN NOT BE LEFT PRIOR to the event nor AFTER the event (e.g. food, decorations, etc...) The City of San Fernando is not responsible for any personal items/articles lost, stolen, or misplaced.
10. \_\_\_\_/\_\_\_\_ I understand, that no cooking is allowed inside nor outside the facility. Use of any propane or charcoal burning grills, as well as "Taqueros" is not allowed. All food must be prepared off site. Use of chaffing dishes is allowed to keep food items warm.
11. \_\_\_\_/\_\_\_\_ Mylar balloons are not acceptable to use as decorations. No materials will be attached to ceilings, doors or curtains. Any approved decorations attached to walls must be placed with blue PAINTERS TAPE. All regular balloons must be taken down during clean-up of event. Failure to comply will result in forfeiture of security deposit.
12. \_\_\_\_/\_\_\_\_ Upon conclusion of the event, the agent and/or the organization must leave the facility in the same condition as found. CLEANING OF THE FACILITY IS REQUIRED AND MUST BE INCLUDED IN THE SET CONTRACT TIME. This includes sweeping and mopping of the facility. Such condition to be determined by an authorized representative. Failure to comply will result in forfeiture of security deposit and may result in a penalty fee if time exceeds contract time.
13. \_\_\_\_/\_\_\_\_ Staff has the authority to stop the event if rules are not followed as agreed on said contract.
14. \_\_\_\_/\_\_\_\_ Prior to the approval of the application, all promotional materials intended to be used must be approved by the Department. Exceptions to any of the terms and conditions stated above must have the approval of the Director of Recreation and Community Services.

***I have read, understood and hereby agree to all items and conditions listed above.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Other Responsible Party

\_\_\_\_\_  
Date