



FACILITY RENTAL REQUEST

Please print legibly in ink.



This Facility Reservation Request should be submitted to the Community Services Department 14 calendar days prior to the date requested in order to insure adequate approval time. **This is a reservation request only and is not an approved contract for facility rental.** If this request is approved a Facility Rental Contract outlining the rules, regulations and fees will be forwarded to the applicant. Pending staff review, Security and Liability Insurance may be required. **Do not advertise your event until a signed contract has been approved.** The rules on the back of this form must also be reviewed and acknowledged prior to approval. Please initial that you have read and understand the information above.

(Please initial)

PART 1: CONTACT INFORMATION

Organization _____ Non-Profit # _____
 Applicant Name _____ Street Address _____
 Primary Phone (_____) _____ City _____ Zip _____
 Secondary Phone (_____) _____ Fax (_____) _____ E-Mail _____
 Alternate Contact Name: _____ Alternate's Phone (_____) _____

PART 2: FACILITY, DATES & TIME REQUESTED

Facility: _____ Room(s): _____

Single Use	Recurring Use
Day of Week _____ Month _____ Date _____ Yr _____	Day of Week _____ Time _____ am / pm To _____ am / pm
Set up Time: _____ am / pm Clean up Time: _____ am / pm	Beginning Date: Month _____ Date _____ Yr _____
Start Time: _____ am / pm End Time: _____ am / pm	Ending Date: Month _____ Date _____ Yr _____
	Check One: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other

Comments: _____

Kitchen (Lions West & Central Park Only): Time: _____ am / pm to _____ am / pm (Additional Fee Applies)

PART 3: EVENT INFORMATION

Event Type: _____ **Attendance:** How many guest (Over 21yrs. old) _____
 (16 – 20 yrs. old) _____
 (under 15 yrs. old) _____
Total _____

1. Is this event for a minor? Yes No
 2. Is event open to the public? Yes No
 3. Admission charge? Yes No
 4. Will anything be delivered? Yes No
 5. How will you be advertising: Flyers Invitations Word of Mouth Internet Other _____

6. Will there be dancing? Yes No
 7. Is this a catered event? Yes No
 8. Will there be entertainment? (DJ/Band) Yes No

If you answered yes to any of the above questions please explain: _____

Alcohol Permit Request? (Central Park and Cultural Center Only - Additional fees & form required) Yes No

Acknowledgement: I hereby state that the information above is correct to the best of my knowledge.

Applicant Signature: _____

COMMUNITY SERVICES DEPARTMENT USE ONLY

Rental Deposit Fee Received: \$ _____ Cash Check Credit Card Other _____
 Residency Verified Yes No Over Age 25 Verified Yes No **Group** 1 2 3 4
 Staff Signature: _____ Date: ____/____/____ Time: _____ am / pm
 (Staff signature only acknowledges that request and deposit were received – it does not guarantee approval)

INTERNAL APPROVAL ROUTING: S.R. - Security Required I.R. - Insurance Required

Coordinator: _____ S.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No I.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: ____/____/____	Supervisor: _____ S.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No I.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: ____/____/____	Superintendent: _____ S.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No I.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: ____/____/____	P.D.: _____ S.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No Type: Deputies: <input type="checkbox"/> Private <input type="checkbox"/> # Required: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: ____/____/____
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CONTRACT # : _____

Final Approval: _____ / _____ / _____
(Signature) (Print Name/Title) (Date)

City of Rancho Cucamonga - Community Services Department
FACILITY RESERVATION RULES & REGULATIONS

REQUIREMENTS AND PAYMENT INFORMATION

- 1) Authorization for use will be issued to persons over 25 years of age only. The person signing the reservation request and contract must be present at the event. Department staff will be assigned to work during all reservations. The number of staff needed to supervise the event will be determined by the Department, taking into consideration expected attendance and the type of event. Applicant will be responsible for all staff costs incurred.
- 2) A Rental Deposit is required at the time the rental request is submitted and is not applied to the balance due. The City reserves the right to cancel the group's facility rental request. The City holds the right to cancel reservations if it is determined that the applicant has withheld information pertaining to the reservation details. If the facility is left in good condition the client will receive their refundable Rental Deposit. If additional staff, damage, or service costs are incurred, the costs will be deducted from the deposit or billed to the applicant. The Rental Deposit will be issued to the name and address on the original request by mail. Please allow (4) weeks for the refund to be received in the mail. If the deposit was issued on a credit card the rental deposit will be returned to that card within (7) business days of the event.
- 3) All fees must be paid (30) days in advance; (60) days in advance for rentals at the Lewis Family Playhouse. If all required fees are not received by the given deadline, then the reservation will be canceled. No personal checks will be accepted within (30) days of the rental. Any fees paid prior to cancellation may be forfeited. Recurring rentals are subject to payment schedules if approved.
- 4) Insurance may be required depending on the type of activity and the amount of attendees.
- 5) Sheriffs or other City of Rancho Cucamonga approved security may be required depending on the type of activity and the amount of attendees.
- 6) Cancellation or rescheduling of any approved reservation must be made at least (30) working days prior to the scheduled event; (60) Days for the Lewis Family Playhouse. The following are the cancellation/ rescheduling guidelines:

Cancellation/ rescheduling policy for all Facility Rentals, except the Lewis Family Playhouse

- 30 or more calendar day notice – full refund of all fees
- 15-29 days notice – 100% refund of all fees; 0% of deposit
- 2 to 14 days notice – 50% refund of all fees; 0% of deposit
- Less than 2 days notice – No Refund.

Lewis Family Playhouse Cancellation/ Rescheduling Policy

- 60 calendar days notice – full refund of all fees
- 30 to 59 days notice – 100% refund of all fees; 0% of deposit
- 14 to 29 days notice – 50% refund of fees; 0% of deposit
- Less than 14 days notice – No Refund

SET UP PRIOR TO THE EVENT

- 7) Applicant will not be allowed into the site prior to the indicated time on the contract. Applicant will not be refunded for any time not used.
- 8) The applicant is responsible for a "pre-walk through" of the facility, with the staff person on duty, upon arrival at the site. The same individual is responsible for a "post-walk through" of the facility with staff upon departure. The applicant and staff are responsible to complete the pre and post walk-through and a corresponding Facility Rental Checklist to ensure proper care and use of the facility and equipment.
- 9) Tables and chairs are included in the rental fee and subject to availability. Applicant may bring in additional tables and chairs at their own expense. The applicant is required to provide their own tables and chairs when renting the Mesa Courtyard.
- 10) Decorations and visual aids must be freestanding and may not be nailed, stapled or tacked to the walls, ceilings or fixtures. Removal of facility decorations or furniture is not allowed.
- 11) Candles, any type of fire devices, or smoke/fog machines are not allowed at any City facility. This includes barbecues, deep fryers and outdoor ovens. Floating candles are allowed with preauthorization.

RESPONSIBILITIES DURING THE EVENT

- 12) ***Alcoholic beverages are not permitted on City property** including buildings, parks and parking lots. The following are the exceptions and require a permit, additional fees and security: *Central Park and the Victoria Garden Cultural Center.
- 13) The use of Expanded Polystyrene (Styrofoam) products is banned from all City facilities.
- 14) Smoking is prohibited and unlawful at any city facility, parking lot and trail.
- 15) The maximum number of patrons allowed in the facility must be strictly adhered to. The staff on duty will limit additional attendance into the event once that maximum number is reached. If the renter is not compliant on limiting the attendance the Rental Coordinator reserves the right to end the rental.
- 16) All children must be adequately supervised by one or more adults in all areas of the facility. Children may not play in lobby area(s). 1 adult to every 6 (1-5 year olds): 1 adult to every 14 (6-12 yr. olds): and 1 adult to every 20 (12-17 yr. olds) is required. Chaperones must be 25 years of age or older. The applicant is responsible for supervising all actions of event attendees.
- 17) Signs may not be placed outside the facility. Interior signage is permitted but must be pre-approved by Rental Coordinator.
- 18) No foreign substances (oil, powder, etc.) may be spread on the floor or any surface for dancing or any other activity.
- 19) The City reserves the right to cancel a function at any time if the people involved in the function are not conducting themselves in an appropriate and lawful manner and/or damaging any City equipment or property. The applicant is responsible for the supervision and actions of those in attendance.

CLEAN UP AFTER THE EVENT

- 20) Storage of personal property or deliveries before contract time will not be allowed at any facility. The City of Rancho Cucamonga is not responsible or liable for rental equipment.
- 21) Applicant is responsible for all clean up of the facility. Applicant will be supplied with cleaning supplies by Department staff. Clean-up will consist of the following, (except for Celebration Hall):
 - a) All trash must be placed in the trash receptacles; staff will provide additional trash bags if needed.
 - b) All decorations and personal property must be removed at the time the contract concludes.
 - c) Floors must be swept and all spillage mopped. (Supplies provided)
 - d) Counter tops cleaned.
 - e) The kitchen must be left in the condition it was given.
- 22) Applicant is responsible for notifying staff upon departure from the premises. Facility must be completely cleaned up and applicant must be vacated from the premises by the completion time as stated on the contract

Each City Facility may have rules and regulations that pertain only to that facility.

Applicants shall be bound by all rules and regulations and all applicable ordinances of the City of Rancho Cucamonga. The violation of any of the above Rules and Regulations or falsifying any of the provisions of the application shall constitute grounds for immediate revocation of permission to use City facilities and shall constitute grounds for refusal of future permits to use City facilities. The applicant shall be liable for loss; damage or injury sustained by the City or any person whatsoever by reason of negligence of the persons to who such permit is issued. Applicant agrees to hold harmless and indemnify the City of Rancho Cucamonga or agents and employees from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said persons shall be liable to the City for any and all damage to parks, facilities and buildings owned by the City which results from the activity of applicant or is caused by any participant in said activity or spectator at said activity.

Applicant Signature _____

Date _____

Printed Name: _____