

City of Yucaipa

Facility Use Agreement Application

Name of Applicant/Organization: _____

Name of Contact Person: _____

Mailing Address: _____

Email Address (optional): _____

Phone: Work: _____ Home: _____ Cell: _____

Name of Alternate Contact Person: _____

Phone: Work: _____ Home: _____ Cell: _____

Date(s) of Use: _____ Time of Use (inc set up) From: _____ to _____

Time Requested for: Set-Up (1 hr min): _____ Guest Arrival: _____ Clean-Up (1 hr min): _____

Nature of Activity: _____

Estimated Number of Attendees (including performers, staff, etc.): *Youth (17 & Under): _____ Adults: _____

* 1 Chaperone (21 years of age or older) required per 10 youth. Please provide list of Chaperones.

Is applicant/organization a City of Yucaipa Resident? (Proof of residency required) Yes No

Is applicant/organization a non-profit organization? (Proof of non-profit required) Yes No

Is the event open to the public? Yes No

Is there an admission/registration fee for the event? Yes No

Is the event a fundraiser? Yes No

Will event be catered? (see caterer requirements re: business license, etc.) Yes No

If so, by whom? (name, address, phone number:) _____

Will food/beverage be served? Yes No

Will you have food/beverages or merchandise for sale? (Beverages with Red Dye are not allowed) Yes No

Will alcohol be served? (\$200 deposit required) Yes No

If so, please list type of alcohol to be served: _____

If yes to above, will alcohol be sold? (Alcoholic Beverage Control Dept. license required) Yes No

Will you require the use of City-owned sound equipment? Yes No

Will you set up equipment, decorations, etc? Yes No

If so, please give a brief description: _____

Room(s) requested: Please review attached information to determine which room(s) will best meet your needs

Please check all applicable areas:

- Banquet Room
- Community Meeting Room
- Kitchen
- Dance & Fitness Room
- Kid's Club/Activity Room
- Gymnasium (for gym sports only)
- Racquetball Court #1
- Racquetball Court #2
- Other _____

Room Set Up: Please indicate how you would like to have room set-up. Attach drawing on forms provided by the Center: The Community Center has up to 27-5' diameter round tables, 7-2 1/2'x8' rectangular tables and 224 chairs available. Please indicate your table style preference, quantity of tables and quantity of chairs below:

Round _____ Quantity _____ Rectangular _____ Quantity _____ Chairs _____ Quantity _____

Do you have any requirements for person with special needs? If so, please list below in space provided for additional information, requests, or instructions. _____

Additional items available upon request (additional fees may apply):

- Tabletop Lectern w/microphone
- Scoreboards w/Consoles (\$25 each/4 hr. minimum)
- Outdoor Space Heaters (\$15 each/per hour, 4 hr. minimum)
- Other: _____
- Security Required (please sign Security Guard Form)

Insurance Requirements

The City of Yucaipa requires the organization or group utilizing the Yucaipa Community Center to be covered by insurance. A Certificate of Insurance must be filed with the City of Yucaipa prior to the use the facility. The Facility User shall provide a Certificate of Insurance evidencing general liability insurance is currently in force with limits not less than \$1 million per occurrence. An additional liquor insurance policy must be obtained and presented for the use of alcohol. The Certificate of Insurance must provide that the City of Yucaipa will be given at least ten (10) days advance written notice in the event of cancellation or material change in coverage. Additionally, facility user shall provide an endorsement naming owner, its officers, officials, employees, and volunteers as additional insured. The insurance company must have an AM Best Rating of 7 or better. The City of Yucaipa requires that original certificates and endorsements be presented before the approval of the Facility Use Agreement.

Please Read Carefully Before Signing

Facility user hereby agrees to indemnify, defend and hold harmless City of Yucaipa, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses that may arise during or be caused in any way by such occupancy or use of facilities, but the facility user shall not be liable for any claims, damages, losses and expenses caused by the sole negligence or willful misconduct of the City of Yucaipa. Permittee shall have received any and all permission or license(s) as may be required to perform or use any protected materials in its use of the Premises. Permittee agrees to protect and save harmless the City, its elected officials, employees and agents from and against any and all claims, penalties, and/or damages which may accrue as a result of Permittee's failure to comply with this requirement.

Applicant Signature: _____ Date: _____

- Cancellation of a rental or changing a confirmed date will result in loss of deposit. If the facility can be rebooked with a comparable rental then 75% of the applicant's deposit will be returned. Cancellation fourteen (14) days or less prior to an event will result in the loss of any rental fees paid in addition to the deposit.
- Decorations require **prior approval** by Facility Reservation personnel. No signs or decorations will be nailed or permanently affixed to the City of Yucaipa Community Center walls, ceilings, windows or drapes. Decorations must be fireproof. No glitter, rice, birdseed or other similar items will be allowed to be thrown in or around the facility.
- No smoke or bubble machines are allowed. If smoke alarms are activated due to the use of such items, which result in the call out of the City of Yucaipa Fire Department, applicant will be responsible for all charges incurred by the Fire Department and the City of Yucaipa. No open flame candles are allowed inside the Community Center. DJ's or bands are permitted at the event; however, all music must conclude at least **sixty-(60) minutes** prior to the end of the event.
- The rental ending time means the facility must be empty of all guests. The rental ending time may not occur later than 12:00 midnight. The clean up time means all decorations, food, etc. must be removed and the facility cleaned. The clean up time must start no later than 1 hour prior to the rental ending time. Trash must be put in the proper receptacles and the **room must be returned to an "as found" condition**. The facility, parking lot, grounds and equipment shall be left in the same condition, as they were prior to use.
- City staff will not sign for any items that have been rented. All rented items (dance floors, lights, etc.) will need to be delivered during the set up time and picked up during the clean up time. If items are delivered before the set up time or picked up after the rental times, the applicant will be charged the regular hourly rate.
- Beverages that contain red, orange, or purple dye, etc. (example: fruit punches) may not be served at the centers. This includes any liqueurs that include the before mentioned dyes. Only those beverages with fresh fruit juice or sodas as their base can be used. (Beverages with dyes in them permanently stain the carpeting).
- **All fees and permits (including verification of insurance and room set-up) are due no later than fifteen (15) days prior to event date.**

Initial