SHELTER RESERVATION APPLICATION

City of Yucaipa Community Services Department

Step One- Information

Name of Rental Applicant (please print clearly) Phone Number

Address: Street (Proof of residency required) City Zip

Organization Name (if applicable) Address Phone Number

Primary email of Rental Applicant: _____

Designated Event Representative (if Applicant will not be present): _____
Name Phone Number

Step Two- Event

Type of Event: ☐Meeting ☐Birthday ☐Family Gathering ☐ Reception/Banquet ☐ Shower- Baby or ☐ Bridal

☐Wedding - Names of Couple: _____ ☐Other: _____

# of Attendees: _____ Date(s) of Use: _____ Day: ☐M ☐Tu ☐W ☐Th ☐F ☐Sa ☐Su

Set-up Time: _____to _____ Guest Arrival: _____ Clean-up Time: _____to_____

*Hours requested include the time it takes to set-up and clean-up the event. Total Number of Hours: _____

Step Three- Details

Is applicant a non-profit? ☐Yes ☐No Is the event a fundraiser? ☐Yes ☐No
If yes, non-profit #_____

Will there be a bounce house? ☐Yes ☐No Will you have any of the following: ☐ DJ ☐ Band

Step Four – Facility

Yucaipa Community Park:

☐Amphitheater ☐Large Shelter 2 ☐Medium Shelter 3 & 4 ☐Medium Shelter 5 & 6
☐Small Shelter 1 ☐Small Shelter 3 ☐Small Shelter 4 ☐Small Shelter 5 ☐Small Shelter 6
☐Small Shelter 7 ☐Small Shelter 8

Wildwood Park:

☐Small Shelter 1

Ave I Park:

☐Small Shelter 1 ☐Small Shelter 2 ☐Medium Shelter 3 ☐Small Shelter 4 ☐Small Shelter 5

7th Street Park

☐Small Shelter 1 ☐Medium Shelter 2 ☐Medium Shelter 3 ☐Large Shelter 4

Step Five – Review City Policies

Park Shelters

- **A.** City organized activities shall have priority use over all requests. When possible, neither user shall interfere with the other's use. Sufficient prior notification of canceled requests will be given by the City when possible.
- **B.** Permit Holder/Requestor(s) and event attendees must adhere to the rules and regulations governed by the City (reference City Park Ordinance No. 127). Failure of adherence to such rules and regulations may result in suspension of use or dismissal from the facility.
- **C.** No amplified sound permitted.
- **D.** Due to the unavoidable seasonal and recreational circumstances/activities, there is no guarantee concerning the condition of the shelter and the surrounding area. The City will maintain the shelter to the best of their ability prior to the event.
- **E.** Smoking is prohibited in all City parks and facilities (reference City Park Ordinance No. 256).
- **F.** Alcoholic beverages prohibited unless prior approval as a condition of a Special Event Permit.

G. Motor vehicle use is prohibited on surfaces other than those maintained and specifically designated (reference City Park Ordinance No. 127). NOTE: If motor vehicles are found on prohibited surfaces, $50 will be deducted from the deposit.

H. Bounce houses are allowed by permit only.

I. Cancellations/Refunds

1. Cancellation of a rental more than thirty-(30) days prior to the event date will result in a loss of the deposit. Cancellation request between twenty-nine (29) and sixteen-(16) days prior to the event will result in a loss of 50% of rental fees paid and loss of the deposit. Cancellation of a rental less than fifteen-(15) days will result in loss of 100% of the rental fees and deposit. All refund requests are subject to a $11.00 processing fee.

Transfer of shelter reservations will result in a 20% surcharge if changed within fifteen-(15) days prior to event date.

Bounce Houses/Jumpers

A. Permit Holder/Requestor must first obtain a Facility Use Agreement for the use of the park and indicate on the Agreement that a bounce house will be used as part of the event (Yucaipa Municipal Code 12.04.281).
Permit Holder/Requestor and bounce house company must execute a written agreement (between the two parties) and agree to indemnify and defend the City from any liability related to the use of a bounce house. A Certificate of Insurance and Endorsement is required for all bouncers in City parks. The Certificate of Insurance and Endorsement must list the City as additionally insured (per Section VIII of this document). The Bounce House Rules and Regulations form and Insurance documents must be received by the Community Services Department fourteen (14) days prior to the event date.

B. The City reserves the right to limit the number and size of bounce houses being used. Only small bounce houses are permitted (18'x18'x18' max). Larger sized bounce houses are permitted only with a Special Event Permit and with Director approval.

C. Bounce houses are to be set up only by the bounce house company in compliance with manufacturer specifications.

D. Bounce house companies will be responsible for providing a generator for the inflation of the bounce house. The City does not provide electricity. The generator must be quiet rated at 60dB or less and not generate noise in excess of City standards. The generator shall be placed a safe distance from the bounce house and electrical cords covered to prevent tripping hazards. Additional gasoline cans MUST NOT be stored next to the generator.

E. The bounce house company must provide a fire extinguisher that is equipped to extinguish any fire that may occur.

F. Bounce houses and generators will be placed at locations designated on the Facility Use Agreement application: Community Park: (Shelters 2, 3, 4, & 7); Ave I Park: (Shelters 1, 2, 3, 4); 7th Street Park: (Shelters 1, 2, 3); and Wildwood Park: (Shelter 1).

G. Bounce houses must be under supervision by an adult at all times. Permit Holder/Requestor must provide adequate supervision so that the use is in compliance with manufacturer recommendations and reflects safe levels of operation.

H. Bounce houses are not allowed in City parks overnight unless approved as part of a Special Event Permit.

I. Bounce houses must be free standing and weighted. Stakes are prohibited in City parks unless approved as a special condition of a Special Use Permit. Bounce houses must not be tied or tethered to trees, tables or other park amenities.

J. Permit Holder/Requestor is responsible for all damage caused by their use of the park or bounce house. Damage to City property or turf may result in loss of deposit.

K. NO VEHICLES ARE ALLOWED IN CITY PARKS, ON TURF, OR ON WALKWAYS UNLESS APPROVED AS PART OF A SPECIAL USE PERMIT.

L. The City is not responsible for any damage to the bounce house.

M. Failure by the Permit Holder/Requestor or vendor to adhere to these policies will result in the immediate removal of bounce house from the park and may result in the denial of future use of City parks and facilities. Damages to the park resulting from use of a bounce house are the financial responsibility of the Permit Holder/Requestor.

N. **Authorized Jumper Companies:**
Jump N Jump Rentals | Phone Number:
Jump N Party Rentals | Phone Number:

Step Five- Signature, 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. I have read and agree to abide by all of the City of Yucaipa Community Center policies stated above and in the Community Center Rental Policies.

Applicant Signature: _____ Date: _____