

City of Yucaipa

Facility Use Agreement Application



Name of Applicant/Organization: _____
Name of Contact Person: _____
Mailing Address: _____
Email Address: _____
Phone: Work: _____ Home: _____ Cell: _____

Name of Alternate Contact Person: _____
Phone: Work: _____ Home: _____ Cell: _____

Date(s) of Use: _____ Time of Use (incl 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: _____

Please review the following information to determine which room(s) will best meet your needs

City Hall Room(s) requested:

Executive Meeting Room Community Meeting Room (30)

Police Department Room requested:

Community Meeting Room (41)

Community Center Room(s) requested:

Banquet Room/Meeting Room/Kitchen (180) Community Meeting Room Kitchen Dance & Fitness Room (60)
 Kid's Club/Activity Room Gymnasium

Senior Center Room(s) requested:

Banquet Room A Banquet Room B Banquet Room C Banquet Room A/B
 Banquet Room A/B/C Arts/Crafts Room Computer Lab Kitchen

Room Set Up: Please indicate your table style preference, quantity of tables and quantity of chairs below. Please indicate how you would like to have room set-up (Attach drawing to form(s)).

City Hall has up to (1) 2'x4 ½' rectangular table, (1) 2 ½'x6 ½' rectangular table, (6) 1 ½'x6' rectangular tables, and 40 chairs available

The **Police Department** has up to (10) 1 ½'x6' rectangular tables available

The **Community Center** has up to (27) 5' diameter round tables, (18) 2 ½'x8' rectangular tables, (5) 4'x4' card tables, and 200 chairs available.

The **Senior Center** has up to (20) 2 ½'x8' rectangular tables and 120 chairs available.

Round (Comm Center Only) _____ 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: Lectern w/microphone Projection Screen Overhead Projector (Comm Center Only)
 Scoreboards w/Consoles (Comm Center Gym Only) Security Required (please sign Security Guard Form) Sound System (Senior Center \$50 addtl)

Insurance Requirements

The City of Yucaipa requires the organization or group utilizing any City facility to be covered by insurance. A Certificate of Insurance with the appropriate endorsement must be filed with the City of Yucaipa prior to the use the facility. The facility user/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, user shall provide the proper endorsement naming owner, its officers, officials, employees, and volunteers as additional insured. The insurance company must have an AM Best Rating of A:VII 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

User hereby agrees to indemnify, defend and hold harmless City of Yucaipa, its officers, officials, employees and volunteers from and against any and 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 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. User 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. User agrees to indemnify, defend, and hold 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 user's failure to comply with this requirement.

- 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/Senior 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. Applicant is responsible for all clean up of the facility. Staff will provide applicant with necessary cleaning supplies.
- 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.
- Applicant or Alternate Applicant must be present at event for the duration of the event. The facility will not be opened unless Applicant/Alternate Applicant is present to sign in. Applicant/Alternate Applicant must be present at end of event to sign out.
- All fees and permits (including verification of insurance and room set-up) are due no later than fifteen (15) days prior to event date.
- **Smoking is prohibited in all City parks and facilities (reference City Park Ordinance No. 256).**

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:** _____

Office Use Only:			
Rental Fee:	\$	x	hrs = _____ Insurance: <input type="checkbox"/> City Insurance: <input type="checkbox"/> Fee: \$ _____
Deposit:	\$		
Facility Credit:	\$		
Additional Fee(s):	\$		
Total Fees Due:	\$	Due Date:	_____ Terms of Payment: <input type="checkbox"/> Pre-Paid <input type="checkbox"/> Invoice
Comments:	_____		
Approved By:	_____	Date of Approval:	_____
cc:	<input type="checkbox"/> Maintenance Dept. <input type="checkbox"/> Other		