

City of Yucaipa

Parks/Shelters Reservation Application



General Use Governing Use of Facilities

- Facility Use Applications will be approved by the Community Services Department and confirmation returned to you as soon as possible. In accordance with City Ordinance No. 118, a Special Event Permit application may be required. A separate Facility Reservation Request must be used for each request.
- When the use of facilities will not conflict with the City's operations, programs, activities, maintenance schedules, or projects, facilities may be available for use by individuals or groups; exceptions may include City observed legal holidays.
- It is the general policy of the Community Services Department that facilities be used primarily by non-profit groups and individuals for community recreation activities, regardless of race, color, creed, national origin, religion, sex, economic status, or are of residence in the City of Yucaipa of said group(s) and/or individual(s).
- The Community Services Department reserves the right of full access to activities at all times to see that rules, regulations and City and State laws are being followed.
- Fees may be required to rent any portion of a facility and to offset utility costs incurred. All charges will be based on the dates and times indicated on your request and are due upon application approval or invoice. Cancellations or deletions must be submitted in writing within one week. Approved refund requests for prepaid fees, where applicable, will be processed within thirty (30) days of receipt of written request. **All fees are due 2 weeks prior to the event.**
- A separate payment for refundable clean up and/or key deposit may be required, where applicable. Penalties will be assessed for the duplication of issued keys.
- 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.
- If you have equipment stored at the facility, it is your sole responsibility to obtain insurance coverage to protect yourself from theft or damage. This is not covered by the City of Yucaipa.
- Applicant(s) and party members must adhere to rules and regulations governed by the City (reference City Park Ordinance No. 127). Failure of adherence to such rules may result in suspension of use or ejection from the facility.
- No amplified sound permitted.
- **Smoking is prohibited in all City parks and facilities (reference City Park Ordinance No. 256).**

- **Alcoholic beverages prohibited unless prior approval as a condition of a Special Event Permit.**
- **Motor vehicle use is prohibited on surfaces other than those maintained and specifically designated for that purpose (reference City Park Ordinance No. 127). NOTE: If motor vehicles are found on prohibited surfaces, \$50 will be deducted from the Permit Deposit.**
- **Bounce Houses are allowed by permit only in the Yucaipa Community Park. The Permittee is required to provide the City with a copy of the signed agreement with the City-authorized Bounce House Company along with a facility use application and all necessary fees before the bounce house permit is approved.**

Initial

Date Submitted: _____

Organization Name: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Alternate Contact _____

Phone: _____

Date(s) Facility Requested: From: _____ To: _____

Will be Used: One Time Monthly Other _____

Day(s) of the Week (Check): Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Hours of Use: From: _____ To: _____

Facility Requested:
Yucaipa Community Park:

- Shelter 1 Shelter 2 Shelter 3 Shelter 4 Shelter 5
 Shelter 6 Shelter 7 Shelter 8 Shelter 9
 Shelter 3&4 Shelter 5&6 Yucaipa Community Park Amphitheater

Purpose/Type of Use: _____ Number of Attendees: _____
NOTE: 50 and over requires a Special Event Permit.

Special Arrangements Requested: (i.e., Electricity-#2 Only)

- Special Equipment/
Information: Bounce House (**Must Sign Bounce Rules & Regulations Form**)
 Special Event Form
 Other _____
 Other _____

Hold Harmless Agreement:	Insurance Requirements:
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.	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. Additionally, facility user shall provide an endorsement naming City of Yucaipa, its officers, officials, employees, and volunteers as additional insured. The insurance company must have an AM Best Rating of 7 or better.

I have read the rules and regulations relating to use of facilities and accept responsibility for meeting the requirements stated herein.

AUTHORIZED SIGNATURE OF APPLICANT: _____ **DATE:** _____

Office Use Only:	
Rental Fee:	\$ x hrs =
Deposit:	\$ _____
Special Event Fee:	\$ _____
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: _____
Receipt No.:	_____ By: _____
cc: o	Maintenance Dept. o Other