

# 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

### Yucaipa Performing Arts Center Room(s) requested:

Indoor Theater  Black Box  Mountain View Room

**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.

|   |                                      |                                 |
|---|--------------------------------------|---------------------------------|
| <input type="checkbox"/> Round<br><small>(Comm Center Only)</small> | <input type="checkbox"/> Rectangular | <input type="checkbox"/> Chairs |
| Quantity _____  | Quantity _____                       | Quantity _____                  |

Do you have any requirements for persons with special needs? If so, please list below in space provided for additional information, requests, or instructions: \_\_\_\_\_

**Additional items available upon request:**

|  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Scoreboards w/Consoles<br><small>(Comm Center Gym Only)</small> | <input type="checkbox"/> Lectern w/microphone                                | <input type="checkbox"/> Projection Screen | <input type="checkbox"/> Overhead Projector<br><small>(Comm Center Only)</small>   |
|  | <input type="checkbox"/> Security Required (please sign Security Guard Form) |  | <input type="checkbox"/> Sound System<br><small>(Senior Center \$50 addtl)</small> |

**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 of 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:** \_\_\_\_\_

|                         |   |           |  |
|-------------------------|---|-----------|--|
| <b>Office Use Only:</b> |   |           |  |
| 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 |           |  |