

PARK / SPORTS FACILITY RENTAL APPLICATION AND AGREEMENT

Permit #: _____

City of Rosemead • Parks and Recreation Department
 8838 East Valley Boulevard • Rosemead, CA 91770
 (626) 569-2160 - Phone • (626) 569-2303 - Fax
 www.cityofrosemead.org



Name:	Organization:	
Address:	City:	Zip:
Telephone Number: Day	Evening:	
Cell Number:	E-Mail Address:	

ROSEMEAD PARK 4343 Encinita Ave. (626) 569-2256 Field #1 _____ Lights _____ Field #2 _____ Lights _____ Meeting Room _____	GARVEY PARK 7933 Emerson Place (626) 569-2266 Field #1 _____ Lights _____ Field #2 _____ Multi-Purpose Field _____ Gymnasium _____	JESS GONZALEZ SPORTS COMPLEX 8471 Klingerman (626) 569-2255 Field _____ Lights _____
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TOBACCO PRODUCTS AND ALCOHOL ARE PROHIBITED IN OR AROUND CITY FACILITIES

Purpose of Park Facility Use: _____ Number Attending: _____

Date(s) of Activity: _____ Day(s): _____

Time from: _____ a.m./p.m. to _____ a.m./p.m. **(Please include preparation and clean-up time)**

Residency Confirmed (Office Use Only): _____

Will the event be open to the public?	Yes	No	Will this be a fundraising event?	Yes	No
If yes, how will the proceeds be used? _____					

I, undersigned, on behalf of the above organization, do hereby agree to indemnify and hold harmless the City of Rosemead, and its officers, agents, or employees from any liability, claim or action for damages resulting from, or in any way arising out of, the use of the facility or equipment, and will agree to abide by and enforce the rules, regulation, and policies governing the facility as set forth by the City of Rosemead. I accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. I have read, signed and agree to comply with the Facility Rules and Regulations and the Cancellation Policy.

Signature of Applicant: _____ **Date:** _____

-----OFFICE USE ONLY-----

Approved Denied
 Approved Denied

Supervisor's Approval: _____ Date: _____
 Director's Approval: _____ Date: _____

City of Rosemead Parks and Recreation Department

FACILITY FEE SCHEDULE

Name:	Organization:	
Address:	City:	Zip:
Telephone Number: Day	Evening:	

The following fee schedule applies to general use of the facility. The City of Rosemead, other Government, and Rosemead –recognized Community Service/Non-Profit Organization are granted priority use and may be exempt from fees.

*Such groups must provide proof of their current non-profit status, and demonstrate that their services are of significant direct to the community or a significant portion of its residents and accessible to the public and in compliance with non-discrimination laws.

LOCATION	AREA	RESIDENT	NON-RESIDENT	TEAM NON-PROFIT	TOTAL
Rosemead Park	Field #1	\$ 12 / hr	\$ 50 / hr		
Rosemead Park	Field #2	\$ 12 / hr	\$ 50 / hr		
Rosemead Park	Lights	\$ 15 / hr	\$ 30 / hr		
Garvey Park	Field #1	\$ 12 / hr	\$ 50 / hr		
Garvey Park	Field #2	\$ 12 / hr	\$ 50 / hr		
Garvey Park	Multi-Purpose Field	\$ 12 / hr	\$ 50 / hr		
Garvey Park	Gymnasium	\$ 32 / hr	\$ 100 / hr	\$ 25 / hr	
Garvey Park	Lights	\$ 15 / hr	\$ 30 / hr		
Sports Complex	Field	\$ 12 / hr	\$ 50 / hr		
Sports Complex	Lights	\$ 15 / hr	\$ 30 / hr		
Key Deposit				\$ 100	
Staff	Staff	\$ 11 / hr	\$ 11 / hr	\$ 11 / hr	
Security Deposit		\$ 75	\$ 150	\$100	
				SUB-TOTAL:	

SPECIAL EVENT INSURANCE	Class 1	Class 2	Class 3	TOTAL
	1-100 = \$ 95.00	1-100 = \$ 135.00	1-100 = \$ 205.00	
	101-500 = \$ 130.00	101-500 = \$ 200.00	101-500 = \$ 355.00	
	501-1500 = \$ 200.00	501-1500 = \$ 275.00	501-1500 = \$ 471.00	

TOTAL FACILITY FEES DUE:	\$
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----- (This section to be filled out by staff) -----

Deposit submitted \$ _____ on date _____ Received by _____

Rental Fees Paid \$ _____ on date _____ Received by _____

If Event Insurance required, copy of certificate received on date _____ in the amount of \$ _____

Deposit refund of \$ _____ approved on date _____ by _____

RULES AND REGULATIONS

City of Rosemead Park/Sports Facilities may be used for recreation, social, team sports, or governmental functions only. The City reserves the right to cancel any reservation at a moments notice if the facility is needed by the City. However, reasonable effort will be made to relocate/reschedule the activity. The City reserves the right of full access to all activities at any time during their occurrence to see that all rules, regulations, and City, State, and Federal Laws are not violated.

Facility use does not suggest City endorsement or sponsorship of any event. Applicant's publicity of event shall clearly and accurately identify the name of the sponsoring organization or individual. Under no circumstances shall applicant sublease or allow any other organization or individual to use the park facility for the period for which it is reserved.

If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

APPLICATION PROCESS:

1. Applicant must be at least 21 years of age. Proof of Rosemead residency is required at time of application.
2. A facility is not considered rented until (1) applicant delivers to the City the Park Facility Rental Application and Agreement, rental fee, deposit, and any other items deemed necessary by the City of Rosemead; and (2) the City of Rosemead, in its sole discretion, approves such rental in writing.
3. The approval process takes a maximum of fourteen (14) working days. **Do not**, in any way, advertise your event prior to receiving written approval.
4. Reservations will not be accepted more than one year or less than 21 days in advance of date requested. Maximum duration for continuous use of a facility is six (6) months.
5. Time requested must include set up, event/activity, and clean-up.
6. Non-profit organizations must provide a copy of their IRS 501(c)3, at the time of the application. They must also provide a roster of participants that demonstrates 25% residency.
7. Security Deposit is due at time of application. All fees must be paid 30 days prior to the event to avoid termination of application. Payments must be made by cash, check, money order, or cashier's check. Checks must be made payable to "City of Rosemead".
8. For all facility use, the applicant shall furnish, to the City, appropriate certificates of public liability and property damage insurance n the amount of \$1,000.000 naming the City as "additional insured". Such insurance shall be maintained and kept in force during certificates required above shall provide that such certificates shall not be canceled or materially changed without a least thirty (30) days prior written notice to the City.

APPLICANT RESPONSIBILITIES:

1. The applicant (or a city-approved organizational representative) must be present during the entire event.
2. All activities must cease and the park usage completely vacated by the time indicated on the application.
3. The group must appear within thirty (30) minutes of time specified or the permit will be cancelled and all fees forfeited.
4. Applicant cannot exceed the attendance indicated on the application

5. Activities for minors must be supervised by responsible adults at a ratio of at least one adult for every 20 minors. Applicant is responsible for the supervision of all children present at the event.
6. Applicant is responsible for the facility clean-up. Facility must be left in a reasonably clean condition (as determined by City) to receive a full refund of their deposit.
7. All signs, banners, and other materials must be removed at the conclusion of the event.
8. Non-profit applicants requesting ongoing use of facilities may be responsible for maintenance, preparation and supervision of facilities.
9. Park Restrooms are open from 8:00 a.m. to 9:00 p.m. daily.

PROHIBITED:

1. No alcohol, tobacco products, or illegal substances are permitted on City facilities. Any violation will result in the closure of the activity and forfeiture of all fees. (Ordinance No. 001, No. 703, & No. 845)
2. No disorderly or unseemly conduct is permitted on City facilities.
3. No advertisements, circulations of petitions, solicitations, nor entry fees are permitted without written authorization from the City.
4. No storage of private property is permitted on City premises
5. City facilities cannot be used for commercial purposes without written authorization.
6. Bouncers and petting zoos are not permitted on City facilities.
7. Gambling of any kind is not permitted at any City facility.
8. City equipment shall not be removed from any City facility.
9. Animals must be kept on a leash.
10. No amplified music is allowed at any time.
11. The sale of merchandise, without written authorization from the City, is strictly prohibited.

REFUND OF SECURITY DEPOSIT:

1. Refund of security deposit (and key deposit, if applicable) will take approximately 4-6 weeks after the conclusion of your event, provided there are no problems.
2. There will be a deduction from your security deposit for the following items: additional cleaning, repair or replacement, loss of key, deviation from the rental agreement, extra staff costs, or disturbances requiring law enforcement.
3. If security deposit is inadequate to cover damages, then applicant will be billed for the remaining cost of the damages.
4. If Applicant violates any part of this agreement or reports false information to the City of Rosemead, the City may refuse Applicant further use of the facility and Applicant shall forfeit a portion of or all of the rental fee and/or the deposit.

I, the undersigned applicant, have read, understood, and agree to abide by and enforce the rules, regulations, and policies governing this facility as set forth by the City of Rosemead. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from use of the facility. I further agree that any violation of the Facility Rules and Regulations can result in immediate cancelation of the reservation and forfeiture of all fees and deposits.

Signature of Applicant: _____ **Date:** _____

CANCELATION POLICY

1. Reservations canceled 1-14 days prior to activity:

Security Deposit - No Refund

2. Reservations canceled within 15-30* days of the activity:

*Reservations made nine to twelve months in advance are subject to full deposit forfeiture for cancellations of 30 days or less.

Security Deposit - 50% Refund

3. Reservations cancelled within 31-45 days of activity

Security Deposit - 75% Refund

4. All other cancellations subject to a \$25 administration fee.

I have read, understood, and agree to the terms of the cancellation policy as outlined above. Notwithstanding the above policy, if the applicant is not in compliance with policies and regulations as stated in the Rules and Regulations, may cancel the reservation upon notice to the applicant. All room rental fees and security deposits will be deemed forfeited.

Applicant Signature: _____ **Date:** _____

Staff's Signature: _____ **Date:** _____

SET-UP DIAGRAM

Name:	Organization:	
Facility:	Date of Use:	Location:

	# of <u>Tables</u>	# of <u>Tables</u>
Round	_____	_____
6 Foot Rectangular	_____	_____
8 Foot Rectangular	_____	_____
Head Tables	_____	_____
Eating Tables	_____	_____
Serving Tables	_____	_____
Gift Tables	_____	_____
Auditorium Seating	_____	_____

Table and Chair Ratio

6 ft. Table = 6 Chairs
 8 ft. Table = 8 Chairs
 Round Table = 8 Chairs

Field Dragged
 Bases Put Out

Special needs for rental/use. Please Specify:

PARK FACILITY RENTAL CHECK LIST

(At conclusion of activity)

Area Left Clean: _____ Trash in Dumpster: _____
 Signage Removed: _____ Restrooms Clear of Debris: _____
 Equipment Put Away: Bases (3) Rake Shovel Hammer
 Cable Lines Batter Box Marker Chalk Machine
 Fence/Ball Box Locked

Comments: _____

Recommendation for Refund: _____ Yes _____ No

Staff Signature: _____ Date: _____

Signature of Applicant: _____ Date: _____