



# City of Moorpark, Recreation Division

## RR S R CR C R FACILITY RESERVATION APPLICATION

All areas of the application must be completed. Please print neatly.

Applications must be received a minimum of 30 days prior to requested rental date. A \$125 deposit is payable at time of application to hold reservations. Full payment is due 30 days prior to rental date to confirm reservation. Reservation dates on a Rental Permit may not span a time period of more than ninety (90) calendar days. If application is approved, a permit will be emailed or mailed to you. If application is not approved, you will be contacted by phone. **THIS IS NOT A PERMIT.**

### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth (MMDDYY): \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_

Business  Government agency  For-profit organization

Non-profit organization: 501 (C) Number (required): \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### RESERVATION INFORMATION

Reservation Dates(s): \_\_\_\_\_ Day(s) of the Week: (circle): M T W TH F S SU

Start Time: \_\_\_\_\_ AM / PM End Time: \_\_\_\_\_ AM / PM

Set up and clean up times must be included in reservation. Rooms will not be unlocked until reservation start time.

Is the activity:  A private function (invited guests only) - **OR** -  Open to the public (admission charged: \_\_\_ Yes \_\_\_ No)

Type of Activity: Birthday Party Baptismal Party Fund Raiser Meeting Other: \_\_\_\_\_

Estimated Total Attendance (including adults and children): \_\_\_\_\_

#### Rooms Requested:

Sycamore Room  Jacaranda Room  Kitchen  Gymnasium  Magnolia Conference Room

#### Equipment Requested: Subject to approval; additional fees apply

NONE  Convection Oven Stage Risers (number: \_\_\_\_\_) Other: \_\_\_\_\_

Chairs: \_\_\_\_\_  Tables: 60" Rounds \_\_\_\_\_ 6' Rectangle \_\_\_\_\_

#### Special Conditions: Subject to approval. Restrictions and certain requirements may apply, including security deposits and insurance.

NONE  Disc Jockey/Band(s) Dance Floor/Stage  Concessions/Food Vendors

Caterer  Sales/Vendors (describe): \_\_\_\_\_  Other (describe) \_\_\_\_\_

#### Insurance Requirement: Insurance is required for all facility rentals.

I will provide a Certificate of Liability Insurance and Endorsement through the organization's policy

I will purchase insurance through the City. (Required for organizations without general liability insurance and all individuals.)



**Keys:** Keys to the facility will not be issued under any circumstances. Staff will be available during Rentals to accommodate any access needs by Renter.

**Attendance and Facility Capacity:** Renter agrees to ensure that the number of guests or attendees does not exceed the number declared on the Reservation Application and does not exceed the posted room capacity. Noncompliance with this obligation can subject the Rental to cancellation.

**Tips and Gratuities:** It is against City policy for any employee to receive any form of cash, gift, tip or gratuity.

**Use of City Equipment:** Tables, chairs, and other City property may be made available to individuals renting City facilities. Fees for use will be charged in accordance with the Facility Fee Resolution. This equipment is for use inside the facility only. The Renter is responsible for the condition of the City equipment at the end of the Rental. Damage to City equipment will result in a deduction from the security deposit consistent with the replacement costs of the equipment. All equipment must be used only for the purpose for which it was intended. Sitting or standing on tables is not permitted. Tables and chairs or other City property shall not be rented or loaned out for any purpose other than as part of an approved facility Rental.

**Prohibited Items:**

**Alcohol:** All alcoholic beverages are prohibited at Arroyo Vista Recreation Center and Gymnasium, including the parking lot and exterior of the buildings.

**Smoking:** Smoking is prohibited in: inside public buildings and within 25 feet of the entrance, exit, or open window of a public building; sidewalks and bikeways; parks including: athletic fields, playgrounds, trails, recreational areas, parking lots, restrooms, and publicly-owned open space.

**Open Flame Devices and Fog Machines:** All open flame devices and fog machines are prohibited.

**Amplified Sound Systems:** Persons wishing to use amplified sound shall make such a request on the Reservation Application and receive written authorization from the City. Persons permitted to use sound amplification equipment shall keep the sound level of such equipment at a reasonable level to avoid disturbing nearby residents. The determination of a reasonable sound level shall be the judgment of the City employee on duty and/or the law enforcement personnel and all instructions of such persons shall be complied with immediately. **Gambling:** Gambling, as defined by any Federal, State, or local law, is prohibited.

**Bird Seed, Rice, Straw:** Use of bird seed, rice, confetti, straw, hay, sand, glitter, and similar materials is prohibited.

**Gymnasium Restrictions:** Rental of the gymnasium is restricted to those activities appropriate to take place on hard wood flooring as determined by the Director. Only soft or rubber soled shoes may be worn in the gymnasium. No food or beverages, other than water, are allowed in the gymnasium. Any exceptions must be approved in writing by the Director or Director's designee.

**Magnolia Conference Room Restrictions:** This room is restricted to business meetings of Moorpark nonprofit organizations. No food or beverages, with the exception of water, are allowed in the Conference Room. The Conference Room may only be rented during regular facility hours.

**INDEMNIFICATION:** I, the Renter, hereby agree to hold harmless and indemnify City, its officials, agents, and employees, and its successors and assigns, from and against all claims, loss, damage, actions, causes of actions, expense and/or liability arising or growing out of loss or damage to property, or injury to or death of persons, resulting in any manner whatsoever directly or indirectly, by reason of this Agreement or the use of facilities or equipment by the Renter or any person claiming use under or through the Renter, unless such loss, damage, injury, or death is due to the sole negligence of the City. The Renter and all others using said facilities under this Agreement hereby waive any and all claims against the City of damage to persons or property in, or about said facilities.

I further agree to abide by all rules and regulations relating to use of City facilities.

I certify that the information provided is true and correct, and that all information regarding the facility reservation has been disclosed. I further agree to immediately notify the Recreation Division if any of the information stated changes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

**FOR CITY USE ONLY**

**TO BE COMPLETED BY STAFF PERSON ACCEPTING REQUEST**

Reservation number: \_\_\_\_\_

Staff name: \_\_\_\_\_

Photo ID checked: \_\_\_\_\_ Address verified: \_\_\_\_\_ Information complete: \_\_\_\_\_ Form signed: \_\_\_\_\_

Number of attendees checked: \_\_\_\_\_ Deposit charged: YES NO Amount: \_\_\_\_\_

**TO BE COMPLETED BY REVIEWER**

Notes/ Conditions: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY APPROVER**

Reservation Request is:  Approved  Denied Notes: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_