

City of Grass Valley
125 E. Main St., Grass Valley, CA 95945 - (530) 274-4350 - fax (530) 274-4399

FACILITY USE APPLICATION AND AGREEMENT

This Agreement must be presented at pre-inspection and available to Park staff during the course of your event

SECTION I: APPLICANT TO COMPLETE Non-profit Status YES NO

Organization Name: (if applicable) _____ Title: _____
 Applicant's Name: _____ Home Phone: _____
 Address: _____ Cell/Work: Phone: _____
 City, State & Zip: _____ E-Mail: _____
 Alternate Contact: _____ Phone: _____
Person Authorized to represent applicant for Pre/Post-Inspections

1st Facility Requested: _____ **Event Description:** _____
Reservation: DAY OF WEEK _____ **DATE(s):** _____
 Pre-Inspect Time: _____ Event Start: _____ Event End: _____ Post-Inspection: _____

2nd Facility Requested: _____ **Event Description:** _____
Reservation: DAY OF WEEK _____ **DATE(s):** _____
 Pre-Inspect Time: _____ Event Start: _____ Event End: _____ Post-Inspection: _____

Estimated Attendance: _____ **Approx. Age of Attendees:** Under 18 _____% 18-20 _____% 21 & over _____%

SECTION II: ANY YES RESPONSE MUST BE DESCRIBED BELOW or IN DETAIL ON AN EVENT ADDENDUM FORM

Is this event open to the public? Is there an admission fee / ticket? Will food or merchandise be sold? BL# _____ Will alcohol be present? Will alcohol be sold (incl. in meal ticket?) Will sound be amplified outdoors? Are special City services desired? (water, elec.) Special equipment (bounce house, etc?)	<input type="checkbox"/> NO	<input type="checkbox"/> YES	***DETAILED DESCRIPTION OF EVENT***
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CITY STAFF TO COMPLETE

BOOKING FEE / RENTAL FEES / DEPOSIT	OTHER CONDITIONS AND REQUIREMENTS
Rental Fee: _____ Date Pd _____ Rec't # _____ Cleaning/Damage Deposit: _____ Date Pd _____ Rec't # _____ Other (City services): _____ Date Pd _____ Rec't # _____	<input type="checkbox"/> Event Addendum: _____ Date Rec'd _____ <input type="checkbox"/> Special Use Permit: _____ Date Issued _____ <input type="checkbox"/> Work Order: _____ Date Issued _____ <input type="checkbox"/> ABC License: _____ Date Rec'd _____

INSURANCE REQUIREMENTS & FEES	EVENT APPROVAL & PERMIT
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<input type="checkbox"/> General Liability <input type="checkbox"/> Private <input type="checkbox"/> Event Ins. - Cat: _____ Amt \$ _____ <input type="checkbox"/> Host Liquor Liability: <input type="checkbox"/> Private <input type="checkbox"/> Event Ins. _____ Amt \$ _____ Amount: _____ Date Pd _____ Rec't # _____	Name _____ Signature _____ Date _____ <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied <input type="checkbox"/> PD Notified _____ <div style="border: 2px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-top: 10px;"> Permit # </div>
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Facility Rental and Reservation Policies

Please **initial each clause** below after you have read and understand each paragraph.

_____ Any lodge, society, social organization or other organization having twenty-five or more persons desiring to use a city park and/or recreation facility for a meeting, ceremony, celebration, picnic or other organized event, shall notify the director of parks and recreation of such intended use, and shall obtain a facility use permit from the director of parks and recreation not less than thirty (30) days prior to such use. Permits for special events must be obtained not less than thirty (30) days in advance of the proposed event. Reservations may be made up to, but not more than, one year in advance. Permits for Group BBQ Areas and other miscellaneous outdoor space shall not be granted October 1st – April 30th.

_____ Applications for a Facility Use Permit and/or a Special Park Event will be taken on a first come, first serve basis at City Hall, 125 East Main Street, Grass Valley, CA 95945 (274-4350). Inquiries can be made in person or by telephone. Inquiries are not considered to be a formal application.

_____ Facilities must be **reserved** and **under the direct supervision** of a responsible adult (25 years of age or older) who will be present at all times. Groups of minors must have at least one responsible chaperone, 25 years of age or older, per 20 minors. The City must be provided with a list of names and phone numbers of the chaperones at least two days (48 hours) prior to the event.

_____ To obtain a facility use permit, the applicant must submit a completed City of Grass Valley Facility Use Application & Agreement form, pay the required fees and deposits, and satisfy all the conditions imposed on the event. The appropriate event deposit is required at the time of application. All required fees, deposits and insurance must be submitted by the established deadline (generally within 30 days of confirmation but no later than fourteen (14) days prior to the event).

_____ **Cancellations** must be made through the Public Works Administration Clerk at least two weeks (14 days) in advance of the rental date to receive a refund of any rental fee or Cleaning/Damage deposit which may have been paid, less the current cancellation charge. Failure to cancel this reservation within this time frame will result in forfeiture of the entire rental fee. Allow two to four weeks to receive a refund.

_____ Applications to conduct Special Events within a City park such as walk-a-thons, runs, bicycle races, car shows, exhibitions, sporting events, or other events to which the general public is admitted or invited, must be made at least thirty (30) days in advance. Applications for Special Park Events are available at the Police Department and must be reviewed and approved by the appropriate administrative authority from each City department that will be involved or impacted. This may take up to ten (10) working days.

_____ All Facility Use Permits for park buildings and Special Park Events will require the applicant to provide and maintain general liability insurance and the coverage shall be in the amount of \$1 million for bodily injury, personal injury and property damage. If alcoholic beverages are served, then host liquor liability coverage in the amount of \$1 million for bodily injury and property damage will be required. General liability and host liquor liability shall be endorsed naming the City of Grass Valley, its officers, agents, employees and volunteers as additional insureds. Each policy required by this clause shall be endorsed to state that coverage shall not be cancelled or changed except after thirty (30) days written notice has been given to the City of Grass Valley. Facility use and special event permits will be revoked if satisfactory proof of the required insurances is not received at least fourteen (14) days prior to the event.

_____ Any person or group that is unable to obtain the necessary insurance coverage on their own may obtain special event insurance through the City (refer to Public Works Department Policy and Procedure Section 6.5 - Special Event Insurance).

_____ If an event involves the sale of service, food or merchandise by commercial vendor(s), the vendor(s) must possess a City of Grass Valley Business License or obtain an Itinerant Merchant-Special Event Business License from the Grass Valley Finance Department. If alcohol is to be sold, the renter must also obtain an A.B.C. Permit through the Grass Valley Police Department.

_____ Conditions imposed on an event can include, but are not limited to: restrictions on amplified sound, alcohol consumption; sales of service, food or merchandise; as well as requirements to ensure adequate public notice, parking, security, traffic flow, sanitary facilities, and trash collection and removal. Conditional approvals may also require additional insurance coverage, staffing, and bonded security and/or facility attendants. Any cost associated with this is the renter's responsibility.

_____ Facilities must be used for the purposes stated on the Facility Use Application & Agreement form. Facility preparation and clean-up is the responsibility of the applicant and must occur within the specified hours noted on the front of this form. The applicant must return the facility to its original arrangement and condition. Failure to clean and vacate the facility on time, attend the post-event inspection, or return the key may result in additional charges and/or forfeiture of the Cleaning / Damage deposit. The applicant will be held responsible and financially liable for any damage incurred as a result of the applicant's event. Applicants must provide their own cleaning supplies.

_____ Any gathering which violates the conditions of this agreement or which is considered dangerous, a disturbance of the peace or endangering public property is subject to closure. The City reserves the right to cancel events due to weather or facility conditions.

_____ All trash must be placed in the appropriate dumpster. Trash at BBQ areas must be removed from cans and placed in the dumpster; trash from the LOVE Building or Scout Lodge must be removed from the facility and placed in the appropriate dumpster. Failure to place trash in the appropriate dumpster will result in a charge of five (\$5) dollars withheld from the security/cleaning deposit.

AGREEMENT

I have read, understand and agree to comply with the rules, regulations and conditions for rental of said facilities. **I hereby state that I am 25 years of age or older and I assume responsibility** for the conduct of the group using the reserved facility and shall be held liable for any and all damages incurred during the use period. The undersigned hereby agrees to indemnify, defend and hold harmless the City of Grass Valley, its officers, agents, employees and volunteers from any and all liabilities, claims, losses and expense, including attorney's fees and court costs and interest, in any manner caused by, of whatsoever kind of nature, arising out of, or in connection with, use or occupancy of City property. The user agrees to furnish such liability or other insurance for protection of the public and the City as the City Agent / Risk Manager may require.

Signature of Applicant: _____ Printed Name: _____ Date: _____