



City of Desert Hot Springs

FACILITY USE PERMIT

FOR THE USE OF CITY PARKS, RECREATION AND COMMUNITY FACILITIES IN CONJUNCTION WITH SPECIAL EVENT PERMITS

PLEASE READ RULES AND REGULATIONS

The City of Desert Hot Springs provides facilities for use by members of the public. Please respect the fact that these facilities are used by members of the public for various functions throughout the year. Therefore, it is essential that these facilities be kept clean and orderly.

*All reservations and applications must be submitted **45-days prior** to the date of the event.*

***RENTER'S FULL RESPONSIBILITY:** The renter assumes full responsibility for the character, acts, and conduct of all persons admitted to the premises and for any/all damage to the facility.*

REQUESTED FACILITY:

- | | |
|---|---|
| <input type="checkbox"/> CARL MAY COMMUNITY CENTER | <input type="checkbox"/> FRANK HODGE SKATE PARK |
| <input type="checkbox"/> WARDMAN PARK SWIMMING POOL | <input type="checkbox"/> MISSION SPRINGS PARK |
| <input type="checkbox"/> WARDMAN PARK TENNIS COURTS | <input type="checkbox"/> TEDESCO PARK |
| <input type="checkbox"/> WARDMAN PARK | <input type="checkbox"/> HENRY V. LOZANO COMMUNITY CENTER |
| <input type="checkbox"/> VETERAN'S MEMORIAL PARK | <input type="checkbox"/> ROTARY PARK |
| <input type="checkbox"/> CONSTITUTION PARK | <input type="checkbox"/> HOT SPRINGS PARK |

NAME OF APPLICANT: _____

ADDRESS: _____

HOME PH: _____ WORK PH: _____ MOBILE PH: _____

DRIVERS LICENSE NO: _____

(COPY WILL BE REQUIRED FOR ATTACHMENT TO APPLICATION)

ORGANIZATION (IF APPLICABLE): _____

TYPE OF ORGANIZATION: Profit () Non-Profit () - INCLUDE CERTIFICATE

ACTIVITY DATE(S): _____

TIME FROM: _____ AM/PM TIME TO: _____ AM/PM

PURPOSE OF FACILITY USE(S): _____

NUMBER OF PARTICIPANTS: _____

DEPARTMENT USE ONLY

Rental Fee \$ _____ Deposit \$ _____ Total Fees \$ _____

Insurance _____ Business License _____

Rental Request: Approved () Denied ()

Date Deposit was Returned: _____ Amount Returned: _____

Approved by: _____ Date: _____

REQUIRED FOR ALL RENTALS:

1. COPY OF DRIVERS LICENSE;
2. APPLICATION FOR FACILITY USE PERMIT;
3. SIGNED FACILITIES PERMIT
4. INSURANCE(S)
5. NON-PROFIT CERTIFICATE

CARL MAY COMMUNITY CENTER/ HENRY V. LOZANO COMMUNITY CENTER

1. DAMAGES: Renter assumes full responsibility for any damage done to equipment and/or building due to misuse, negligence and vandalism. If damages occur, renter shall be billed for repairs and/or replacement.
2. No alcoholic beverages are allowed under any circumstances, unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance coverage in the amount of \$1,000,000 limit.
3. DEPOSITS: \$500.00 Security Deposit must be paid at the time the completed facility use permit application is filed. Additional charges for the hourly rate of City (and police if required) employees may apply. If after rental, the facility is not clean, the security deposit will not be returned, and future use of the facility will be prohibited.
4. KEYS: All keys must be returned to the City Hall the next working day after the event.
5. KITCHEN: Kitchen must be cleaned after the event.
6. TABLES AND CHAIRS: Tables and chairs must be cleaned after the event.
7. DECORATIONS: Do not put staples, nails or scotch tape into/on walls, paneling on room dividers.
8. INSURANCE REQUIREMENTS: Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must to provide evidence of the same coverage, naming the City as an additional insured. Acceptable insurances shall be with an insurance with an AM Best rating no less than A:VII and an admitted carrier in the State of California.
9. SUPERVISION: Renter must provide adequate supervision and provide one person in identified vest or uniform for every 100 people in attendance. Provide no less than one person for every 100 people in attendance, to remove ground trash and empty trash receptacles as they become full and immediately following the event.

SWIMMING POOL:

1. DAMAGES: Renter assumes full responsibility of any damages to equipment and building, due to misuse and negligence. If damage occurs, renter shall be billed for repairs and/or replacement.

2. No alcoholic beverages are allowed under any circumstances, unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance coverage in the amount of \$1,000,000 limit.
3. DEPOSITS: \$500.00 Security Deposit Deposits must be paid at the time the completed facility use permit application is filed. Additional charges for the hourly rate of City (including police if required), employees may apply. If after rental, the facility is not cleaned, the security deposit will not be returned, and future use of the facility will be prohibited.
4. INSURANCE REQUIREMENTS: Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must to provide evidence of the same coverage, naming the City as an additional insured. Acceptable insurances shall be with an insurance with an AM Best rating no less than A:VII and an admitted carrier in the State of California.
5. SUPERVISION: There will be no less than two certified lifeguards on duty at all times when the pool facility is being rented. Renter may supply certified lifeguards upon proof of valid certification. City certified lifeguards will be provided by City at full cost to the Renter. In the event that the City or renter are unable to provide lifeguards for the facility, the event will be cancelled
6. A maximum of 75 people inside the pool and pool area are allowed at any one time.
7. WAIVERS: If applicable, all participants are required to submit indemnification, holding the City harmless from any all liability. Submit all documentation no less than ten days prior to the event.

PARK RESERVATIONS:

1. DIGGING OR SOD REMOVAL: Do not dig or otherwise damage lawn areas. Renter is responsible for damage to trees and landscaping. Renter will be billed for repairs.
2. No alcoholic beverages are allowed under any circumstances, unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance coverage in the amount of \$1,000,000 limit.
3. DEPOSITS: \$500.00 Security Deposit Deposits must be paid at the time the completed facility use permit application is filed. Additional charges for the hourly rate of City (including police if required), employees may apply. If after rental, the facility is not cleaned, the security deposit will not be returned, and future use of the facility will be prohibited.
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5. FEES: BOUNCER: \$ 50.00 (the key for the electrical box can be picked up the Thursday before the event and must be returned the next working day).
6. SUPERVISION: Renter must provide adequate supervision and provide one person in identified vest or uniform for every 100 people in attendance. Provide no less than one person for every 100 people in attendance, to remove ground trash and empty trash receptacles as they become full and immediately following the event.
7. BBQ: Do not pour grease on grass; renter's deposit will not be returned.
8. POSTING: Do not staple or nail anything to the trees, park furniture or park identifying signage.

FRANK HODGE SKATE PARK:

1. No alcoholic beverages allowed under any circumstances, unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance will be needed with a \$1,000,000 limit.
2. DEPOSITS: \$500.00 Security Deposit Deposits must be paid at the time the completed facility use permit application is filed. Additional charges for the hourly rate of City (including police if required), employees may apply. If after rental, the facility is not cleaned, the security deposit will not be returned, and future use of the facility will be prohibited.
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4. FEES: BOUNCER: \$ 50.00 (the key for the electrical box can be picked up the Thursday before the event and must be returned by the next working day).
5. SAFETY GEAR: Renter attests that all safety requirements shall be followed.

TENNIS COURTS:

1. No alcoholic beverages allowed under any circumstances, unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance will be needed with a \$1,000,000 limit.
2. DEPOSITS: \$500.00 Security Deposit Deposits must be paid at the time the completed facility use permit application is filed. Additional charges for the hourly rate of City (including police if required), employees may apply. If after rental, the facility is not cleaned, the security deposit will not be returned, and future use of the facility will be prohibited.
3. INSURANCE REQUIREMENTS: Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must to provide evidence of the same

coverage, naming the City as an additional insured. Acceptable insurances shall be with an insurance with an AM Best rating no less than A:VII and an admitted carrier in the State of California.

4. FEES: BOUNCER: \$ 50.00 (the key for the electrical box can be picked up the Thursday before the event and must be returned the next working day).

RIGHT TO CHANGE RULES

THE CITY OF DESERT HOT SPRINGS RESERVES THE RIGHT, AT ANY TIME, TO MAKE CHANGES IN OR RESCIND ANYONE OR MORE OF THESE RULES AND REGULATIONS OR MAKE SUCH OTHER AND FURTHER RULES AND REGULATIONS AS IN THE CITY'S DISCRETION MAY, FROM TIME TO TIME, BE NECESSARY FOR THE SAFETY, CARE AND CLEANLINESS OF THE PREMISES.

AGREEMENT

I hereby certify that I (renter's name) [redacted], am an authorized representative of said organization and that the information provided is true and correct. I will be responsible for any damage or unnecessary abuse of building or equipment on rental site premises. I agree to indemnify, defend and hold the City of Desert Hot Springs, its employees, officers, agents and volunteers harmless and free from liability of any nature arising from the use of City rental facilities including reimbursement of any legal fees incurred in the defense of such claims. I certify that I have read the Rules and Regulations of this form, and hereby agree to abide by all rules and enforce the same.

[redacted]
Signature

[redacted]
Date

For insurance, contact:

Allstate Insurance
14201 Palm Dr. #106
Desert Hot Springs, CA 92240
Phone: 760-329-2965
Fax: 760-329-7245

GLH Insurance
11924 Palm Dr. #1
Desert Hot Springs, CA 92240
Phone/Fax: 760-329-2539

B L & H Insurance Services
PO Box 250
Desert Hot Springs, CA 92240
Phone: 760-251-4764
Fax: 760-329-6999

Nancy Breeden Insurance
65935 Pierson Blvd. #A
Desert Hot Springs, CA 92240
Phone: 760-329-1754

BAF Insurance Services
18300 Kris Ave.
Desert Hot Springs, CA 92240
Phone: 760-251-2008

Qualified Retirement & Insurance Services
PO Box 250
Desert Hot Springs, CA 92240
Phone: 760-251-4764
Fax: 760-329-6999

Facility Rental Mandatory Cleaning List

The City of Desert Hot Springs requires that any person or persons renting, reserving, or using any City facilities clean inside and outside of said facility after usage. The City facility must be returned in the same condition prior to the rental or use of said facility.

Cleaning List:

1. TURN OFF AIR CONDITIONING AND/OR HEATER.
2. TURN OFF ALL LIGHTS.
3. CLEAN AND RETURN ALL DISHES; CLEAN SINK.
4. WIPE DOWN COUNTERTOPS, APPLIANCES AND REMOVE ANY DEBRIS ON WALLS.
5. EMPTY GARBAGE.
6. CLEAN BATHROOMS.
7. REPLACE TABLES, CHAIRS ETC TO POSITIONS AS BEFORE USE.
8. VACUUM ALL FLOORS.
9. EMPTY AND CLEAN REFRIGERATOR.
10. CLEAN ANY AND ALL TRASH OR DEBRIS FROM OUTSIDE OF BUILDING.

THE ABOVE MUST BE ACCOMPLISHED AFTER EVERY USE TO ENSURE RETURN OF SECURITY DEPOSIT.

CITY OF DESERT HOT SPRINGS FACILITIES RENTAL FEES

PRIVATE AND NONPROFIT USAGE FEES

Security Deposits

- Security Deposit is \$500.00
- Non-profit Security Deposit is \$500.00
Proof of nonprofit status is required.

Hourly Rates

- Hourly Rate \$50.00 an hour
- Non-profit Hourly Rate \$25.00 an hour
Proof of nonprofit status is required.