City of El Centro • Community Services Department • Parks & Recreation Division 375 S. 1st St, El Centro, CA 92243 • Tel: (760) 337-4555, Fax: (760) 337-4551

FACILITY REQUEST FORM

Day & Date Requested:	Estimated Attendance:	Alaskal Occasio
Event Name:		Alcohol Served?
Applicants Name:		
Address:		
City:	State:	Zip:
Cell Phone:	Work Phone:	Email:
Areas Requested:		
Community Center Room A	Bucklin Park Pavilion	Swarthout Ramada
Community Center Room B	Bucklin Park Ramada 1 (by playground)	Swarthout Diamond Field 1
Community Center Kitchen	Bucklin Park Ramada 2 (restroom & Aurora)	Swarthout Soccer W , E
Community Center Activity Room	Bucklin Park Ramada 3 (off of Aurora) Bucklin Park	Swarthout Football Field N S Swarthout Snack Bar
Adult Center Multi-Purpose Room	Veteran Memorial	-
Adult Center Conference Room	Dlank Dark	Pittman 1 (12 & U) 2 (14 & U)
Adult Center Kitchen	Plank Park	Pittman 3 (10 & U) 4 (8 & U) Pittman Snack Bar
OPOP Auditorium	Gomez Park Ramada	
OPOP Lobby	Carles Aquilar Dark Damada	Frazier 1 (12 & U) 2 (10 & U)
Vouth Contar Cum Full Court	Carlos Aguilar Park Ramada – Carlos Aguilar Soccer Field 1A 1B 2	Frazier 3 (8 & U) 4 (T-Ball) Frazier Snack Bar
Youth Center Gym Full Court Youth Center Gym ½ Court 1	Carlos Aguilar Snack Bar	Flaziei Silack Dai
Youth Center Gym ½ Court 2	Canoo Agailar Chaok Bai	Sunflower Babe Ruth Field
10dti 00itoi 0yiii /2 00dit2	Stark Manzano Rosas Big Stark	Sunflower Little League
Martin L. King Jr. Sports Pavilion	Stark Ramada	Field Sunflower Soccer
3	Stark Snack Bar	E W
Town Square		
Skate Park	Legacy/Memorial Park Ramada	□ McGee Soccer Field
Skale Falk	Countryside Park Farmers Park Ramada	☐ McGee Snack Bar
	First Responders Park	□ McGee Playground
Times Requested:		
Set Up Time: To: = hrs.	Event Time: To	o: = hrs.
Clean Up: To: = hrs.		
Equipment Needed (Only for Indoor Facilities)	Will a fee be charged: Y	ES or NO
Tables: How Many	Chairs: How Many	
	Chaire. From marry	
FOR OFFICE USE ONLY:		
Above Reservation has been verified for availability	by: Date:	
Waived cost per Policy Statement No. 601. □ Statement No. 601.	upport of Non-Profit Organizations Cultural Athletic	□ Educational Enrichment □ Other
	Data	
Adriana Nava Director	Date:	

- A refundable security deposit is required before any facility can be guaranteed and will be charged for the use of the facility. Upon filing and acceptance of the application form with the El Centro Community Services Department Parks and Recreation Division, use of the Facility shall be granted. Reservations must be made at least two (2) weeks in advance.
- Payment in full is due two (2) weeks prior to the scheduled event or reservation will be considered null and void.
- Cancellations must be made at least one (1) week prior to scheduled event in order to receive a full refund. A \$50 service fee will be accessed from the security deposit if the event is not cancelled within a seven (7) consecutive calendar day period.
- Persons 21 and over may complete the Facility Request Form and use City facilities. However, if alcohol will be served at the event, the person completing
 and signing the facility use application must be 21 years and over. Responsible person(s) shall be in attendance during the scheduled event.
- If you leave the room/facility in an <u>unacceptable</u> condition (based on staff review), all or a portion of your deposit will be forfeited. Refundable security deposit will be mailed out to applicant after your scheduled event, provided there are no damages caused to facility.
- For non-profit groups who request that the fess be reduced or waived, must submit a letter in writing to the Director of Community Services.
- If the police are called for a disturbance at your event, you then forfeit your deposit, all rental fees and the possibility of your event closing immediately at that time.
- Request for tables/chairs setup must be made at the same time the application is accepted.
- No water based jumpers are allowed at any facility. Air jumpers are acceptable at the following facilities only. (Bucklin, McGee, Stark, Swarthout, Gomez, and Farmers).
- Proof of residency may be required in order for City of El Centro residents to receive the "Resident" rental rate.
- All decorations must be approved by the Parks and Recreation Division prior to the event. No tape (except masking or painters tape), nails, screws, staples, etc. Please no confetti or glitter.
- No candles, open flame or use of fog machines allowed in or on any facility.
- When applicable, each application shall be accompanied by a statement of public liability insurance in the amount satisfactory to the City of El Centro, and shall name the City of El Centro as an additional insured (19-50 City Code).
- Alcohol consumption at any youth organized event (dances and/or parties) is strictly prohibited. Under-age drinking at any event is strictly prohibited. If this
 occurs, your party will be stopped immediately. You are personally responsible for making sure that under-age drinking does not takeplace.
- If alcohol is being served at your event, a security guard is required. One security guard is required for every 50 people in attendance. We will require that a copy of your rental contract with a security company be presented at least two weeks prior to your event.
- Groups wishing to serve/sell alcoholic beverages must submit an Alcohol Beverage Consumption (ABC) application and/or a Beer Permit two (2) weeks
 before the scheduled activity. Applications may be obtained at the El Centro Community Center.
- There is a processing fee for each, the Beer Permit and the ABC Letter. Persons under the age of 21 shall not be served alcoholic beverages nor consume alcoholic beverages in accordance with State law and the regulations of the Department of Alcohol Beverage Control. Violators are subject to criminal prosecution and reported violators may be denied approval of subsequent applications to use any City facility. Absolutely NO GLASS BOTTLES allowed.
- Fees shall accompany all requests for setting up, staff monitoring, security guards (if applicable), and rental cost; clean up fees, security deposit and processing fees.
- A security guard may be required if you host an event for 50 or more people.
- Staff personnel shall have full access to activity if necessary, in order to insure that all policies and regulations are being observed. Staff personnel shall be at the premises thirty (30) minutes before and after the event. The thirty (30) minutes are NOT to be used to extend time of the scheduled activity.
- Control of lights, keys, locks, and locking of doors, gates, etc., will be the responsibility of the Staff personnel. Keys will only be issued to Staffpersonnel.
- Applicant or Groups hereby assume FULL responsibility for all damages made as a result of improper use of facility and will be required to pay for all repairs and/or replacements.
- Applicant or group agrees to pay for any special or additional services, equipment, materials, etc., that may incur with the applicant prior to and after the
 event.
- Violation of any rules or regulations may result in the suspension of facility and or forfeiture of the Security Deposit.
- The City of El Centro, its employees and/or agents are not responsible for any items left on the premises by applicants prior to and after the event.
- The City of El Centro and its services/facilities are a smoke free and drug free environment.
- Rental subject to approval by the Director of Community Services or his/her designee.
- No weddings or similar events are allowed at the Community Center, but are welcomed at the Old Post Office Pavilion.
- No driving or parking vehicles onto any park grounds. (19-52 City Code)

THE CITY OF EL CENTRO RESERVES THE RIGHT AT ANY TIME TO MAKE REASONABLE CHANGES IN/OR RESCIND ANY ONE OR MORE OF THE RULES AND REGULATIONS AND FEES.

In signing this application, I certify that I have read and understand the facility rules and instructions and I (and my organization, if applicable) will abide by any conditions set forth therein. I also agree to hold the City of El Centro, its City Council and Commissions, the individual members thereof, and all of its offices, agents and employees, free and harmless from any loss, damage, cost of expense that may arise during or caused in any way by such use or occupancy of recreational facilities.

Applicant certifies that he/she (or organization represented) will be responsible for any damages sustained to the buildings, furniture or equipment through occupancy or use of said building by the applicant. Any lost equipment or damages sustained shall be compensated within seven days.

Signature of Applicant:	Date:

COMMUNITY CENTER (4 hour ren	tal)	ADULT C	ENTER (4 hour rental	1)	PICNIC AREAS	(4 hour rental)	
Deposit information		Deposit inf	ormation		Deposit informat	ion	
No Alcohol Security Deposit		No Alcohol	Security Deposit		No Alcohol Securi	ty Deposit	\$100.00
Alcohol Security Deposit	\$800.00	Alcohol Sec	urity Deposit	\$800.00	Alcohol Security D	Peposit	\$200.00
Rental Information		Rental Inf	ormation		Rental Informa	tion	
	40-0.00		_	4440.00	Hour Hour Renta	<u> </u>	\$86.00
Full Room	\$258.00	Multi-Purpo		\$118.00 \$118.00			
Full Room w/ Kitchen ½ Room	\$344.00 \$129.00	<u>Conference</u> Kitchen	Room	\$118.00	SKATE PARK (per hour)	
½ Room w/ Kitchen	\$215.00	KILCHEH		<u> </u>	Danital Informa	4!	
Activity Room	\$108.00				Rental Informa	tion	
Kitchen	\$86.00	MARTIN L. KING, JR. SPORTS PAVILION		Deposit Fee		\$100.00	
Monon	Ψ00.00	(4 hour re		TATILION	Skate Park		\$106.00
ODOD DIJII DINO (4 h avez rantal)		Deposit inf			SPORTS FIELD	S (per hour)	
OPOP BUILDING (4 hour rental)		Security De	posit		Deposit informatio	n	
Denocit information		Rental Inf	armatian		No Alcohol Secur		\$100.00
Deposit information No Alcohol Security Deposit	\$500.00	Rental ini	ormation			Deposit	\$200.00
Alcohol Security Deposit	\$800.00	Sports Pavi	lion	\$323.00	SPORTS FIEL	DS RESIDENTS (per	hour)
Rental Information		YOUTH C	ENTER (4 hour renta	n	Sports Field		\$22.00
				•,	Field Lights		\$16.00
Auditorium	\$431.00	Deposit inf	ormation		Snack Bar (on gro	ounds)	\$32.00
Lobby	\$135.00		posit	\$500.00	SPORTS FIELD	S NON-RESIDENTS	(per hour)
							. ,
		Rental Inf	ormation		Sports Field		\$32.00
TOWN SQUARE (4 hour rental)					Field Light		\$27.00
		Gymnasium		\$323.00	Snack Bar (on gro	unds)	\$43.00
Deposit information	0.100.00	Gymnasium	1 ½ Court 1 or 2	\$162.00	Tabla		¢44.00
No Alcohol Security Deposit	\$100.00				<u>rabie</u> Chair		\$11.00
Alcohol Security Deposit	\$200.00	ADUILT O	JRDOOR FINTNESS	CI ASSES			\$3.00 \$38.00
					Beer Permit		
Dental Informatics		PERSONA	L TRAINERS ON PA	KN LAND	ABC Letter	or beer permit & ABC)	\$22.00 \$25.00
Rental Information	ድ ጋፈር ሰር	Annually		¢100 00	i tocessing ree (I	or neer herrill & ADC)	φ20.00
Rental	\$242.00	Annually Bi-Annually		\$108.00 \$54.00			
				y -	for all rentals:\$43 pe	er hour	
			OFFICE USE ONI	_Y	Minimum of	2 hours: \$86	
						NOTES:	
acility:			Field:				

Facility:	
Deposit Fees: \$	Date:
Rental Fees: \$	
Kitchen: Yes / No	
Additional hours:	Fee: \$
Alcohol: Yes / No Fee:	Contract/Guard:
Monitor Fee\$	
Chairs:	Chair Fee: \$
Tables:	Table Fees: \$
Grand Total: \$	

Deposit Fees: \$	_ Date:
Field Hours:	
Field with lights hours: _	Rental Fee:\$
Alcohol: Yes / No Fee:	\$
Monitor Fee \$	
Contract/Guard:	
Grand Total: \$	

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Office use Only

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