

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:

Event Name:	Estimated Attendance:	Alcohol Served?
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Applicants Name:

Address:

City:	State:	Zip:
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Cell Phone:	Work Phone:	Email:
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Areas Requested:

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| 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) | Swarthout Football Field N S |
| Adult Center Multi-Purpose Room | Bucklin Park | Swarthout Snack Bar |
| Adult Center Conference Room | Veteran Memorial | Pittman 1 (12 & U) 2 (14 & U) |
| Adult Center Kitchen | Plank Park | Pittman 3 (10 & U) 4 (8 & U) |
| OPOP Auditorium | Gomez Park Ramada | Pittman Snack Bar |
| OPOP Lobby | Carlos Aguilar Park Ramada – | Frazier 1 (12 & U) 2 (10 & U) |
| Youth Center Gym Full Court | Carlos Aguilar Soccer Field 1A 1B 2 | Frazier 3 (8 & U) 4 (T-Ball) |
| Youth Center Gym ½ Court 1 | Carlos Aguilar Snack Bar | Frazier Snack Bar |
| Youth Center Gym ½ Court 2 | Stark Manzano Rosas Big Stark | Sunflower Babe Ruth Field |
| Martin L. King Jr. Sports Pavilion | Stark Ramada | Sunflower Little League |
| Town Square | Stark Snack Bar | Field Sunflower Soccer |
| Skate Park | Legacy/Memorial Park Ramada | E W |
| | Countryside Park | <input type="checkbox"/> McGee Soccer Field |
| | Farmers Park Ramada | <input type="checkbox"/> McGee Snack Bar |
| | First Responders Park | <input type="checkbox"/> McGee Playground |

Times Requested:

Set Up Time:	To:	=	hrs.	Event Time:	To:	=	hrs.
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Clean Up: _____ To: _____ = _____ hrs.

Equipment Needed (Only for Indoor Facilities)

Tables: How Many _____

Will a fee be charged: YES or NO

Chairs: How Many _____

FOR OFFICE USE ONLY:

Above Reservation has been verified for availability by:

Date:

Waived cost per Policy Statement No. 601. Support of Non-Profit Organizations Cultural Athletic Educational Enrichment Other

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 unacceptable 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 take place.
- 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 Staff personnel.
- 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:** _____

