

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

FACILITY REQUEST FORM

Day & Date Requested:

Type of Activity:	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:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Community Center Room A            | <input type="checkbox"/> Bucklin Park Pavilion   | <input type="checkbox"/> Swarthout Ramada  |
| <input type="checkbox"/> Community Center Room B            | <input type="checkbox"/> Bucklin Park Ramada 1 (by playground)   | <input type="checkbox"/> Swarthout Diamond Field 1 <input type="checkbox"/>                                |
| <input type="checkbox"/> Community Center Kitchen           | <input type="checkbox"/> Bucklin Park Ramada 2 (restroom & Aurora)                                       | <input type="checkbox"/> Swarthout Soccer W <input type="checkbox"/> E <input type="checkbox"/>            |
| <input type="checkbox"/> Community Center Activity Room     | <input type="checkbox"/> Bucklin Park Ramada 3 (off of Aurora)   | <input type="checkbox"/> Swarthout Football Field N <input type="checkbox"/> S <input type="checkbox"/>    |
| <input type="checkbox"/> Adult Center Multi-Purpose Room    | <input type="checkbox"/> Bucklin Park  | <input type="checkbox"/> Swarthout Snack Bar   |
| <input type="checkbox"/> Adult Center Conference Room       | <input type="checkbox"/> Vetaran Memorial  |  |
| <input type="checkbox"/> Adult Center Kitchen               | <input type="checkbox"/> Plank Park  | <input type="checkbox"/> Pittman 1 <input type="checkbox"/> (12 & U) ; 2 <input type="checkbox"/> (14 & U) |
|   |  | <input type="checkbox"/> Pittman 3 <input type="checkbox"/> (10 & U); 4 <input type="checkbox"/> (8 & U)   |
| <input type="checkbox"/> OPOP Auditorium                    | <input type="checkbox"/> Gomez Park Ramada   | <input type="checkbox"/> Pittman Snack Bar   |
| <input type="checkbox"/> OPOP Lobby                         |  |  |
| <input type="checkbox"/> Youth Center Gym Full Court        | <input type="checkbox"/> Carlos Aguilar Park Ramada – (No Restrooms)                                     | <input type="checkbox"/> Frazier 1 <input type="checkbox"/> (12 & U) ; 2 <input type="checkbox"/> (10 & U) |
| <input type="checkbox"/> Youth Center Gym ½ Court 1         | <input type="checkbox"/> Carlos Aguilar Soccer Field   | <input type="checkbox"/> Frazier 3 <input type="checkbox"/> (8 & U); 4 <input type="checkbox"/> (T-Ball)   |
| <input type="checkbox"/> Youth Center Gym ½ Court 2         | <input type="checkbox"/> Carlos Aguilar Snack Bar  | <input type="checkbox"/> Frazier Snack Bar   |
|   | Stark <input type="checkbox"/> Manzano <input type="checkbox"/> Rosas <input type="checkbox"/> Big Stark | <input type="checkbox"/> Sunflower Babe Ruth Field   |
| <input type="checkbox"/> Martin L. King Jr. Sports Pavilion | <input type="checkbox"/> Stark Ramada  | <input type="checkbox"/> Sunflower Little League Field   |
|   | <input type="checkbox"/> Stark Snack Bar   | <input type="checkbox"/> Sunflower Soccer E <input type="checkbox"/> W <input type="checkbox"/>            |
| <input type="checkbox"/> Town Square                        |  |  |
| <input type="checkbox"/> Skate Park                         | <input type="checkbox"/> Legacy/Memorial Park Ramada   | <input type="checkbox"/> McGee Soccer Field  |
| <input type="checkbox"/> Splash Pad                         | <input type="checkbox"/> Countryside Park  | <input type="checkbox"/> McGee Snack Bar   |
|   | <input type="checkbox"/> Farmers Park Ramada   | <input type="checkbox"/> McGee Playground  |
|   | <input type="checkbox"/> First Responders Park   | <input type="checkbox"/> Lepper Park (close to Main St)  |
|   |  | <input type="checkbox"/> Wildflower Park (close to Ross St)  |
|   |  | <input type="checkbox"/> Coronel Park  |

Times Requested:

Set Up Time:	To:	=	hrs.	Event Time:	To:	=	hrs.
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Clean Up:	To:	=	hrs.
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Equipment Needed (Only for Indoor Facilities) Will a fee be charged: YES or NO

Tables: X How Many \_\_\_\_\_ 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 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-aged 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-aged 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:** \_\_\_\_\_

**COMMUNITY CENTER (4 hour rental)**

**Deposit Information**

*No Alcohol*

Security Deposit \$861.45

*Alcohol*

Security Deposit \$861.45

**Rental Information**

Room A or B: \$129.22

Activity Room: \$107.68

Kitchen: \$86.15

Monitor (p/hour, 2 hour min.): \$43.07

**OPOP BUILDING (4 hour rental)**

**Deposit Information**

*No Alcohol*

Security Deposit \$861.45

*Alcohol*

Security Deposit \$861.45

**Rental Information**

Auditorium: \$430.73

Lobby: \$134.60

Monitor (p/hour, 2 hour min.): \$43.07

**Adult Outdoor Fitness Classes**

**Personal Trainers on Park Land**

Annually \$107.68

Bi-Annually \$53.84

**ADULT CENTER (4 hour rental)**

**Deposit Information**

*No Alcohol*

Security Deposit \$373.86

*Alcohol*

Security Deposit 646.89

**Rental Information**

Multi-Purpose Room \$118.45

Conference Room \$118.45

Kitchen \$118.45

Monitor (p/ hour, 2 hour min.): \$43.07

**TOWN SQUARE**

**Deposit Information**

*No Alcohol*

Security Deposit \$161.52

*Alcohol*

Security Deposit \$269.20

**Rental Information**

Rental \$242.28

Monitor (p/hour, 2 hour min.): \$43.07

**Martin L. King, Jr. Sports Pavilion (4 hour rental)**

**Deposit Information**

Security Deposit \$376.88

**Rental Information**

Sports Pavilion \$323.04

Monitor (p/hour, 2 hour min.): \$43.07

**YOUTH CENTER (4 hour rental)**

**Deposit Information**

Security Deposit \$376.88

**Rental Information**

Gymnasium Full Court \$323.04

Gymnasium 1/2 Court 1 or 2 \$161.52

Monitor (p/hour, 2 hour min.): \$43.07

**PICNIC AREAS (4 hour rental)**

**Deposit Information**

*No Alcohol*

Security Deposit \$161.52

*Alcohol*

Security Deposit \$269.20

**Rental Information**

Four Hour Rental \$86.15

Monitor (p/hour, 2 hour min.): \$43.07

Splash Pad \$106.09

Skate Park \$106.09

**SPORTS FIELDS (R/NP/B) (per hour)**

Field Lights \$16.15

Sports Field \$21.54

Snack Bar (on grounds) \$32.30

**SPORTS FIELDS (NR/NP/B) (per hour)**

Field Lights \$26.92

Sports Field \$32.30

Snack Bar (on grounds) \$43.07

**Deposit Information**

Deposits (same as Picnic Areas)

Monitor (p/hour, 2 hour min.): \$43.07

**BEER PERMIT \$37.69**

**ABC LETTER \$21.54**

Table \$10.77

Chair \$3.23

Hrs. @ \$/Hr.

Rental Fee \$

Deposit Fee: \$

Beer Permit: \$

Set Up Fee:\$

Clean Up Fee: \$

Monitor Fee: \$

**Total Rental Fees: \$**

**For Office Use Only**

Total Fees: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

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

Receipt No.: \_\_\_\_\_

Balance Due: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

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

Receipt No.: \_\_\_\_\_

Balance Due: \_\_\_\_\_

Balance must be paid in full by: