



VALLEY-WIDE RECREATION & PARK DISTRICT
 Facility Use Agreement
 P.O. Box 907, (901 W. Esplanade Ave.), San Jacinto, CA 92581
 Phone: (951) 487-9234

APPLICATION AND AGREEMENT FOR USE OF DISTRICT FACILITIES / EQUIPMENT

Name of Organization: _____ Application Date: _____
 Type of Organization (Government, Non-Profit, Private): _____
 Name of Applicant: _____ District Resident _____
 Address of Applicant: _____ City: _____ Zip: _____ Phone: _____
 Type of Activity: _____ Explain exactly what you are doing: _____
 _____ Estimated Attendance: _____
 Open to the general public: _____ Will there be admission / donation or any collection of money? _____
 If yes; proceeds for: _____
 Will alcoholic beverages be served? _____ Be sold? _____ If yes, permit #: _____
 Is special set-up required? _____ If yes use back of this form to describe.

DATE REQUESTED

Date: _____ Set-up Time: _____ Start Time: _____ End Time: _____ Out By: _____

FACILITY REQUESTED

SPORTS CENTER
NOTE: Gym floor will not accommodate any water features.
 Game Room _____
 Gym _____
 Meeting Room _____
 Kitchen _____
 Stage _____
 Outside Stage _____

REGIONAL PARK
 Ball Diamonds _____
 Soccer Fields _____
 Tennis Courts _____
 Lights _____ hrs.
 Snack Bar _____
 Passive Park _____ (No Power/No Lights)
NOTE: No vehicles on grass
 (Gazebos are first come first serve)

MOBILE
 Main Room _____
SANTA FE BALL FIELD _____
 Lights _____ hrs.

BILL GRAY PARK _____
 (first come first serve)

OTHER FACILITIES _____

ADMINISTRATIVE BUILDING
 Multi-Purpose Room _____
 Board Room _____

SEARL SPORTS PARK
 Multi-Purpose Room _____
 Ball Diamond _____
 Soccer Field _____
 Lights _____ hrs.

EQUIPMENT NEEDED
 Tables (\$5/ea): Banquet _____
 Round _____ Chairs(\$2.50/ea): _____
 P.A. System: _____ Podium: _____
 Other: _____

Assembly Bill #2986 requires any and all persons having supervisory or disciplinary authority over any minor must be fingerprinted prior to commencing activities.

Reservations are not final until all fees have been paid. Permittee must be in attendance at time specified and shall not leave facility unattended at any time. **REFUNDS ON CANCELLATIONS:** all fees will be forfeited if reservation is cancelled within two weeks prior to use date. There will be a charge of \$100.00 on any cancellation.

APPLICANT'S AGREEMENT: I certify that I have read and will abide by the rules and regulations of the Valley-Wide Recreation and Park District and hold any of its officers, agents or employees harmless from any damage which may arise in connection with this request. I further agree to reimburse the District for any loss or damage to District property occasioned by such use, fair wear and tear excepted.

Applicant/User agrees to be solely responsible for any and all liability, claims, loss, demands, damages, costs and expenses, including attorney's fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of District's facilities. Applicant/User agrees to defend, indemnify, and hold harmless District, its officers, agents, employees, and causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by District as a party indemnified hereunder. I understand that the District reserves the right to cancel this agreement at any time.

SIGNATURE OF APPLICANT: _____ DATE: _____

FOR OFFICE USE ONLY

Security \$ _____
 Equipment \$ _____
 Facility \$ _____
 Facility \$ _____
 Set-Up \$ _____
 Maintenance \$ _____
 Total Fees Due \$ _____
 Damage Deposit \$ _____
 Cleaning Deposit \$ _____
Total Fees & Charges \$ _____

Calendar Cleared _____
 Rec # _____
 Rec # _____
 Rec # _____
 Rec # _____

APPROVED

 Administrator

 Supervisor

 Maintenance

COMMENTS:

SET-UP INSTRUCTIONS:

* Any set-ups require a diagram. Please use the backside of this form for set-up and DAY OF EVENT CHECK LIST.
 * In unincorporated areas additional county permits may be required.
 * Parties must provide TWO (2) uniformed Sheriff Officers plus officers for the parking lot & restrooms. \$60.30 per officer/per hr - 4 hr minimum.

*** No glitter, sparkles, confetti or lit candles to be used.**
 * Insurance: Each group needs to provide a certificate of Insurance naming Valley- Wide Recreation and Park District as **Additional Insured** (\$1,000,000 liability), also including Form number CG20, **Additional Endorsement**, must be on file before final approval of facility usage. 07/06