



JCSD Parks & Recreation Department

FACILITY RESERVATION APPLICATION

Step 1- Applicant Information

DATE OF EVENT: _____ Received By: _____ Date/Time: _____

Name of Organization (if applicable): _____

Name of Applicant or person responsible: _____

Co-Applicant Name: _____

Address: _____ City: _____ Zip: _____

Day Phone: _____ Email: _____

Step 2 - Additional Information:

Type of Event: Professional/Business Wedding Celebration

Description of Event: _____

Setup Notes: _____

Estimated Attendance: _____ Adults _____ Children Is this event open to the public? Yes / No

Set-up Time: _____ to _____ Event Time: _____ to _____ Clean-Up Time: _____ to _____
(Hours requested include set-up and clean-up times)

Will you have any or all the following? Desi Speaker Caterer Food Truck

Other (bounce houses, face paint, etc.): _____

Will alcohol be served? Yes No * If yes, security will be required with additional fees *Pending approval

Step 3 - Refund Policy & Reservation Confirmation

I have read and understand this Facility Reservation Application including the summary of JCSD Facility Reservation Policies including application/refund/deposit policies. _____ (initials)

I understand that applications are processed according to the date and time received and are not approved until thoroughly reviewed by staff. If approved, I will receive a confirmation by email that my application has been approved, and I will have 7 business days to pay my deposit. _____ (initial)

For Office Use Only

Cost Breakdown

Number of Hours: _____ @ _____ \$ _____

Application Fee: \$ _____ Deposit (Refundable): \$ _____

Security Fee: _____ @ _____ \$ _____ Total: \$ _____

FACILITY RENTAL AGREEMENT

The following is a list of general rules and regulations along with Municipal codes that might be of use to you and your guests before, during and after your event. The Jurupa Community Services District strives to make our rentals safe, clean and customer service friendly. However, in or to achieve this, your willingness to follow this agreement is extremely important.

I, _____, agree to follow the rules and regulations listed below. I understand it is my responsibility to notify my guests of such rules and encourage them to abide by them. Also, I understand that the set-up and clean-up is my responsibility; and furthermore, I agree to leave the facility in the same condition as when I rented it. By following these simple steps, you, the renter, and the Jurupa Community Services District can make your event an absolute success. Please feel free to contact the Senior Recreation Coordinator responsible for your facility reservation at (951) 727-8010 if you have any further questions or concerns.

_____ (initials) Rental of equipment and/or services with party supply companies (chairs, tables, florists, linens, caterers, etc.) must first be approved by the Senior Recreation Coordinator responsible for your facility.

_____ (initials) All rented equipment and/or services must be removed from the facility immediately following the event. Overnight storage will not be provided by the Jurupa Community Services District.

_____ (Initials) All items must be approved 30 days prior to the reservation.

_____ (initials) Cleaning will begin at least one (1) hour before the reservation is over. The following areas will all need to be cleaned: The Desi House property (depending on which areas are utilized), kitchen, restrooms, lawns, and outside parking lot and/or patios: JCSD staff must approve all cleaning before signing off on your rental. All collected trash will need to be taken to the outside trash receptacles.

_____ (initials) Tables and countertops will need to be wiped down with appropriate cleaning supplies provided by JCSD. All decorations must be taken down, balloons popped and removed. Any balloons left on the ceiling will be cause to retain a portion if not all the facility deposit.

_____ (initials) There must be no damage done to the structure of the facility (tape stuck to walls, holes, staples, etc.)

_____ (initials) Smoke and/or fog machines are not permitted.

_____ (initials) All events must end no later than 9pm.

_____ (initials) Glass centerpieces and/or dishware must be pre-approved by the Senior Recreation Coordinator.

_____ (initials) Amplified music and/or live music is not permitted.

_____ (initials) Use of internal speaker must be pre-approved by Recreation Supervisor 30 days prior to event.

_____ (initials) Children should always remain with a parent or legal guardian. Children are not at any time permitted to run around inside or outside of the facility.

_____ (initials) Smoking and/or Vaping is not permitted inside or outside the facility and parking lots at any time.

_____ (initials) Alcohol must always remain inside the facility. Note: Security guards must be present

Alcohol will be served from _____ to _____.

_____ (initials) All renters serving alcohol must obtain pre-approval prior to the event from the Recreation Supervisor responsible for the facility. If alcohol is allowed, it must be served exclusively by a licensed bar tender.

_____ (initials) In grass areas, confetti and glitter are not permitted.

_____ (initials) All renters intending to have alcohol at their events must have applications and forms signed by individuals over 21. Underage drinking is always prohibited.

_____ (initials) No person under the age of 21 years old is permitted to drink or serve alcohol. Security guards reserve the right to I.D. any person(s) and to refuse alcohol to any person who appears to be over-intoxicated.

_____ (initials) Facility capacity is a maximum number of people that are permitted to be in a room/facility. This is determined by the Riverside County Fire Chief and is based on the square footage of the room/facility. For the safety of your guests, we ask that you pay extra attention to the capacity when planning your event.

_____ (initials) I understand the facility that I am reserving has a capacity of 120 guests during the event.

_____ (initials) All rental fees must be paid in full no later than 30 days prior to the event date.

_____ (initials) All changes to a reservation must be made no later than 30 days prior to the event date.

_____ (initials) Venue parking is limited. Additional parking is provided at the high school. Residential parking is not permitted. All guests **must** use the high school as overflow parking. Any issues with reservation guests parking in the neighborhood will result in forfeiture of deposit.

_____ (initials) If residential parking is an issue, I understand that my deposit may be forfeited.

_____ (initials) I understand that there is zero tolerance for residential parking.

_____ (initials) I understand if parking rules are not followed, staff have the right to shut down my event at any time.

_____ (initials) I understand there is a mandatory walk through with JCSD prior to my reservation.

_____ (initials) I am aware if I do not schedule a final walk through prior to my reservation, it may result in forfeiture of deposit or cancellation of event with forfeiture of all fees.

_____ (initials) If I, or my guests, breach this agreement and/or any JCSD ordinances or JCSD policies then I may forfeit the deposit and incur additional fees which may be imposed by the Jurupa Community Services District.

FACILITY RESERVATION GUIDELINES

1. The applicant or authorized designee of 18 years of age or older, is responsible for reservation(s) listed on this application and for the conduct of all attendees. No third-party rentals will be allowed.
2. The applicant or authorized designee of 18 years of age or older is to be present during the time of reservation(s).
3. Facilities may not be scheduled more than twelve (12) months in advance.
4. Facility reservation(s) for business profit or subletting will not be allowed at any JCSD facility.
5. All outside equipment must be approved by the Jurupa Community Services District prior to reservation date. Equipment includes, but it is not limited to, dance floors, lights, etc.
6. \$60 Application fee is required to secure the facility/date requested. Payment will only be accepted after the application has been approved by the Jurupa Community Services District.
7. Any non-sufficient funds (NSF) checks will void reservation with no guarantee of re-securing rental date.
8. Refunds or credits are issued at the discretion of the Jurupa Community Services District and based on the refund policy and procedures.
9. Facility Reservation Deposits are non-transferable within Jurupa Community Services District Facilities.
10. For non-profit organizations - provide written verification of current non-profit status 501(C)3 form. Form is subject to verification.
11. Applicant(s) shall provide a Certificate of Insurance in the amount of \$1 million general liability, \$2 million aggregate, naming Jurupa Community Services District as additional insured and as a certificate.
12. Residency Verification – At time of Security Deposit Payment a picture ID and a current utility bill is required to verify residency.
13. The Jurupa Community Services District reserves the right to refuse or cancel any Facility Reservation Application at any time.
14. Read and initial the following Jurupa Community Services District rules and policies.
15. Any citations given during the reservation will be the responsibility of the applicant.

Sound Ordinance

Applicant must adhere to the Eastvale Municipal Code sound ordinance in section Sec. 8.52.060. Failure to comply will result in deposit and reservation fees being withheld.

1. Sound emanating from sound-amplifying equipment or live music at any other time shall not be audible to the human ear at a distance greater than 200 feet from the equipment or music.
2. *Audio equipment.* No person shall operate any audio equipment, whether portable or not, between the hours of 9:00 p.m. and 8:00 a.m. such that the equipment is audible to the human ear inside an inhabited dwelling other than a dwelling in which the equipment may be located. No person shall operate any audio equipment, whether portable or not, at any other time such that the equipment is audible to the human ear at a distance greater than 100 feet from the equipment.
3. If the music is too loud, staff will have the authority to lower or shut down all music completely.
4. If an applicant does not comply, staff do have the authority to shut down the entire reservation. The applicant’s deposit and reservation fees will be withheld.
5. There will be zero tolerance for any sound over the municipal code limit. Staff do have the authority to shut down the music at any time during the reservation.

Facility Reservation Guidelines

1. When applicable, refund checks, including refundable deposits, are issued to the payer within 4 -6 weeks after the conclusion of the reservation.
 - Cancellation of at least 60 days prior to the rental date will receive of all fees paid minus the following:
 - Current Cancellation Fee at time of cancellation
 - Current Refund Processing Fee at time of cancellation
 - Any Administrative/Transaction Processing Fee(s)
 - Cancellations less than 60 days prior to rental date will forfeit 100% of all fees paid. As well as any cancellation fees that are applicable.
 - Facility Reservation Deposits are non-transferable within Jurupa Community Services District Facilities.
2. A reservation date transfer is subject to the current Transfer Processing Fee at time transfer is requested.
3. All alcohol must be served by an approved licensed bartender.
 - Beer and Alcohol is to be in non-glass container.
 - Beer and wine may only be consumed inside the designated rental area.
 - No person under the age of 21 years old will be permitted to drink or serve alcohol.
4. Alcoholic beverages shall not be served to minors. The user’s/renter’s failure to comply, monitor and enforce this provision is grounds for terminating the event immediately and forfeiture of the refundable security deposits and all fees paid.
5. Alcohol will be prohibited when the majority (50% plus one) of guests in attendance are under the age of 21.
6. Security guard services (1 guard) will be required anytime there are over 50 guests and/or alcohol is served. Depending upon these variety of factors, 2 security guards in total may be needed for a single event.
7. Any requested valet or shuttle service is at the cost of the reserving party.
8. Facility capacities are in place for the safety of your guests. Plan carefully when scheduling your event. If you have questions regarding facility capacity, contact the Jurupa Community Services District at (951) 727-8010.
9. Applicants are required to wipe off tables, chairs, and counters, sweep floors, completely remove any decorations, and deposit all trash in trash receptacles at the conclusion of the rental.
10. Overnight storage for facility rental supplies or equipment will not be provided by the Jurupa Community Services District.

Refund Policy:

Facility Reservations - Cancellations of at least 60 days prior to the rental date will receive a refund of all fees paid minus the following:

- Current Cancellation Fee at time of cancellation
- Current Refund Processing Fee at time of cancellation
- Any Administrative/Transaction Processing Fee(s)
- Transfers are subject to processing fees and may be subject to cancellation fees.
- Cancellations less than 60 days prior to rental date will result in forfeiture of 100% of all fees paid.

Facility Reservation Deposits are non-transferable within Community Services Department Facilities.

JURUPA COMMUNITY SERVICES DISTRICT POLICIES TO WHICH APPLICANT MUST ADHERE:

1. Applicant(s) agree(s) to indemnify and hold harmless the Jurupa Community Services District, its agents, officers and employees from any and all claims for damage, liability, injury, loss of property, expenses and cost allegedly incurred or connected with requested rental.
2. Applicant will be held financially responsible for any damages to JCSD facilities and equipment or be charged additional fees if the renter does not adhere to the agreement. Refusal by applicant to clean a facility may result in forfeiture of deposit, additional cleaning fees and/or denial of future reservations.
3. All renters are required to provide proof of liability insurance in the amount of \$1,000,000.00 general liability insurance coverage per occurrence or \$2,000,000.00 for general aggregate naming the Jurupa Community Services District its officers, agents, and employees as additionally insured. You will be notified, after the application is reviewed, as to whether insurance and/or Special Event insurance is required. All insurance certificates will be reviewed by the Recreation Coordinator. Failure to provide appropriate documentation will result in cancellation of reservation(s).

4. A security deposit, paid in full, is due at the time of the application approval. This reservation is not guaranteed until security deposit and non-refundable application fee is paid. The balance of all facility rental fees is due no less than 30 days prior to the reservation date. Fees not paid by the deadline date will result in cancellation of the reservation(s). Payment is made payable to the Jurupa Community Services District. Only cash, checks, money orders, and credit card payments are accepted. However, if JCSD allows any outstanding balances to be paid within 120 days prior to the date of reservation date, then only credit card or money orders will be accepted (no checks). Please allow four to six (4-6) weeks to process the return of the security deposit after the reservation date.
5. Refund Policy:
 - Facility Reservations** - Cancellations of at least 60 days prior to the rental date will receive a refund of all fees paid minus the following:
 - Current Cancellation Fee at time of cancellation
 - Current Refund Processing Fee at time of cancellation
 - Any Administrative/Transaction Processing Fee(s) including Non-Refundable application fees.
 - Transfers are subject to processing fees and may be subject to cancellation fees.
 - Cancellations less than 60 days prior to rental date will result in forfeit of 100% of all fees paid.
 - Facility Reservation Deposits are non-transferable within JCSD Facilities.
6. For indoor reservations, staff will assist in making chairs and tables accessible to the renter. All other JCSD equipment must remain within designated rental area. Please consult with staff at the facility you are reserving to make sure there are enough chairs and tables for your reservation. Additional chairs and tables brought by the applicant must first be approved in writing by an authorized Senior Recreation Coordinator of the Jurupa Community Services District.
7. Kitchens are designed for food warming and serving only, cooking is prohibited. Applicants must furnish own towels and cleaning supplies. The applicant is encouraged to meet with facility staff prior to reservation to determine what kitchen appliances are available for use. Washing dishes and utensils in restroom sinks is strictly prohibited. Catering vendors must obtain a Riverside County Health Permit, and Insurance. These must be preapproved by Jurupa Community Services District staff.
8. The applicant agrees that if the event listed on this Facility Reservation Application is open to the public that the renter will not exclude any person from participating in, deny anyone the benefit of, or otherwise subject to, discrimination on the basis of race, color, national origin, age or disability.

Agreement: I, _____, have read and understand this Facility Reservation Application. I, the applicant, understand that approval of this Facility Reservation Application is not guaranteed until the signed copy of this application is returned to the applicant. The Jurupa Community Services District reserves the right to refuse or cancel any approved application. I, the applicant, will be responsible for the reservation(s) listed on this application and if I or my guests breach this contract/agreement or any JCSD Ordinance and JCSD/Department Policies in any way, then I will forfeit the deposit(s) and event will be cancelled. I will be responsible for any additional fees which will be imposed by Jurupa Community Services District.

In consideration for being a participant in the programs offered by the Jurupa Community Services District, I hereby consent and grant to the District the right, without fees, to make and use video tape recordings/still photographs of me, my event, my minor children, guests of my event, and/or dependents in my care, in any manner or form and for any lawful purpose at any time. I waive any right that I may have to review or approve the finished product, or the use to which it may be applied. I release and discharge the district and its employees from any liability to me, my children, my guests and/or dependents in my care by virtue of any representation that may occur in making, editing or use of said video tape recordings/still photography.

The Facility Reservation Application will be denied if, I, the applicant will not be present during the entire reservation period. My signature listed below indicates that the information I have provided is true and accurate.

_____/_____
 Applicant's Signature (Printed Name) Date

_____/_____
 Alternate's Signature (Printed Name) Date

Check In and Check Out Form

Date of Use: _____

Applicant Name: _____

The applicant (or his/her representative, excluding caterers) agrees to return the facility in reasonable condition to be entitled to a full refund of deposit. If applicant (or his/her representative, excluding caterers) is not present at scheduled opening and closing times, the decision by JCSD Desi House staff as to the condition of the facility and fees due or deposits forfeited is final. The applicant is to explain any discrepancies in the condition of the facility at closing time in writing on an attached page signed by them.

I understand that I or my representative is to arrive at the facility at _____ a.m. / p.m. and I am to be out of the facility at _____ a.m. / p.m. The premises are to be completely cleaned, including floors swept and wet mopped if needed (maintenance supplies provided) and all decors set ups taken down before leaving.

I have read the above: _____

SIGNATURE OF APPLICANT

The "Day of Event Report" included in this application is to prevent negligence by either the JCSD Parks and Recreation staff or the applicant. It is a formal agreement of proper use and maintenance of the facility. This form must be completed and the person(s) responsible for check-in or check-out must be present at the beginning/end of reservation for the security deposit refund.

Name of Person Checking In

Name of Person Checking Out

Cell Phone Number

Cell Phone Number

Day of Event Report

Condition Facility Report For: _____

Name of Applicant

Area	Prior to Event	After Event
<i>Kitchen</i>	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
<i>Havana Room</i>	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
<i>Plaza</i>	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
<i>Lawn</i>	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
<i>Bride/Groom Rooms</i>	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
<i>Tropicana</i>	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
<i>La Placita</i>	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty

Notes:

Security Check-In

Name of Staff: _____

Security Signature: _____

Time In: _____ Time Out: _____

Security Signature: _____

Time In: _____ Time Out: _____

Security Signature: _____

Time In: _____ Time Out: _____