Rim of the World Recreation and Park District
P.O. Box 8 - 26577 State Highway 18 Rimforest, California 92378
(909) 337-PARK (7275) Fax: (909) 336-5239 www.rim-rec.org

FACILITIES USE APPLICATION AND AGREEMENT

DATE(S): _____ ( ) season schedule attached

*START TIME: _____ **END TIME:_____ ( ) season schedule attached
Attendant will open doors at time listed here for Senior/Community Center Rentals.
ACTIVITY: _____ORGANIZATION:_____

NAME: _____NON-PROFIT: Y or N (Circle one); Tax ID_____

P.O. BOX: _____PHYSICAL ADDRESS: _____CITY: _____ST: _____ ZIP: _____

PHONE NUMBER: _____CELL NUMBER: _____ EMAIL: _____

Check Type of Group (see attached): Category A ☐ Category B ☐ Category C ☐ Category D ☐ Category E ☐

APPROXIMATE NUMBER OF PEOPLE: _____ CARS (PARKING): _____
~Room rental fee does not include any additional supplies, nor do we guarantee seating and tables for number of participants listed. Separate arrangements must be made by the renter and at their cost.
WILL ALCOHOL BE SERVED OR SOLD? (If yes, Circle One) ARE YOU CONTRACTING WITH A PARTY SERVICE: Y or N (Circle One)
IF YES, COMPLETE THE FOLLOWING:

NAME: _____ PHONE NUMBER: _____
PLEASE NOTE: A $1,000,000 LIABILITY CERTIFICATE/INSURANCE NAMING THE RIM OF THE WORLD RECREATION & PARK DISTRICT AS ADDITIONALLY INSURED WILL BE REQUIRED IF PARTIES ARE EITHER SELLING OR SERVING ALCOHOL.

FACILITY ***~ Keys will not be issued for Senior/Community Center Rentals. For other facilities, any keys issued, will require a $20 deposit.***
( ) District Office Meeting Room
( ) Arrowbear Park Ball Field (Tucker Field)
( ) Twin Peaks Ball Field (Harich Field)
( ) Running Springs Ball Field
( ) Arrowbear Park Picnic Area
( ) Twin Peaks Rotary Centennial Park ( ) Lg. Shelter ( ) Sm. Shelter
( ) Concession Stand TP, RS and/or AB
( ) Running Springs Firehouse Playground Picnic Shelter
( ) Twin Peaks Senior/Community Center (Mountain Communities Senior Citizens Inc.)
( ) Robert Hootman Senior/Community Center (Golden Oak Seniors Inc.)

I, the undersigned, agree to pay any deposit or fee that may be required for the use of District property. I understand that the deposit for the administrative reservation fee is non-refundable. Also all usage fees are non-refundable. I agree to pay for any damage that may result while the property is in my use. I also agree to provide all necessary documentation that may be required prior to use.
SIGNATURE: _____PRINT NAME:_____ DATE: _____
User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District's facilities. User agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers from and against any and all such claims, demands, liabilities, actions or causes of action of any name or nature, arising out of or resulting from its use of the District's facilities.
SIGNATURE: _____ PRINT NAME: _____ DATE: _____

I HAVE RECEIVED A COPY OF FACILITY POLICIES_____ Initial Here

FOR OFFICE USE ONLY DOCUMENTATION REQUIRED: Y or N (Circle one)

RESV. FEE DUE: _____DATE PAID: _____ FEE DUE: _____(PER HOUR) X _____ (HRS) = _____DATE PAID: _____

CASH ( ) CHECK ( ) CREDIT CARD ( ) RECEIPT # _____ INVOICE # _____ RECEIVED BY: _____

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	Category & Fee	
Robert Hootman Senior/Community Center (Golden Oak Seniors, Inc.) & Twin Peaks Senior/Community Center (Mountain Communities Senior Citizens Inc.)	Category A: No Charge Category B: $20/hr Weekday / $25/hr Weekends Category C: $45/hr Weekday / $70/hr Weekends Category D: $55/hr Weekday / $80/hr Weekends Category E: $75/hr Weekday / $150/hr Weekends	$100 Administrative Reservation Fee (non-refundable) + $250 Security Deposit (refundable*)
District Office Meeting Room (Only available during office hours. This excludes programs or activities of the Rim of the World Recreation and Park District and/or sponsored activities.)	Category A: No Charge Category B: No Charge Category C: $8/hr Category D: $12/hr Category E: $25/hr	n/a
Picnic Area/Shelter Reservation (Includes Firehouse Playground Picnic Shelters, Arrowbear Park Picnic Area, and Rotary Centennial Park)	Category A: No Charge Category B: No Charge Category C: $6/hr Category D: $10/hr Category E: $25/hr	n/a

Reservation/Category	Independent League/Group	Co-Sponsored League/Program
Basic Fee	n/a	**15% of gross registration fees[1]**
Insurance Requirements	$1,000,000 liability certificate naming ROWRPD as Additional Insured, provided prior to first seasonal use.	included
Field Reservation Youth[2]		included
Category B	$6 per hour	
Category C	$10 per hour	"
Category D	$18 per hour	"
Category E	$20 per hour	"
Field Reservation Adult[2]		included
Category B	$15 per hour	
Category C	$18 per hour	"
Category D	$22 per hour	"
Category E	$25 per hour	"
Field Light Fee	$25 per hour	$25 per hour
Concession Stand TP, RS, or AB	$25 per League Season or $10 per Day for Groups	

Category Description	
Category A	A program or activity offered by the Rim of the World Recreation and Park District
Category B	"Non-profit" groups that operate and have headquarters within Park District boundaries
Category C	"Private individuals" who own property and reside within the Park District boundaries
Category D	"Non-profit" groups or "Private Individuals" that have headquarters or who reside outside the Park District boundaries
Category E	Commercial enterprises whose headquarters are outside the Park District boundaries, but are sponsored by civic, social, or cultural groups, or organizations (for profit or non-profit)
	****Non-Profit Organizations must provide a 501(c) (3)****

*$250 Security Deposit is refundable if groups leave the facilities on time and in a clean and orderly condition. If not the Security Deposit is forfeited. Please see Facility Usage Policies.

[1] Example: League has nine teams which pay a league fee of $400 per team = $3600 X 15% = $540 due to ROWRPD prior to Opening Day of League

[2] **Seasonal Use Field Reservation** fees will be determined by the schedule(s) produced at the Pre-Season Field Use/Reservation Meeting. Hours are based upon time reserved, regardless of nature of use (games vs. practice vs. picture day). Each month field users will be billed for the use of the field and lighting (if needed) for the prior month's use. Filed users will have two weeks to pay their invoice. If late a late fee will be assessed and field usage will be lost. (Credit for in-kind services and projects will be considered on a case-by-case basis. All credit projects must be submitted in writing and approved by the ROWRPD Board of Directors. If approved, the Board of Directors decides the credit allowed. Large comprehensive projects may be eligible for multi-year credit offsets at ROWRPD Board discretion.)

RIM OF THE WORLD RECREATION AND PARK DISTRICT

Facility Usage Policies

Use of District Facilities: It is the general policy of the District that the current facilities, and any other facilities acquired or maintained under the District's jurisdiction, are intended primarily for recreation use by the general public in conjunction with the District recreation program.

Purpose of Park District Facilities:

1. To provide and encourage recreation for the residents and visitors of the District;

2. To make available to the general public, by reservation, use of facilities for recreational activities;

3. To foster widespread participation in recreational activities by encouraging use of facilities;

4. To provide administrative office space for the Rim of the World Recreation and Park District staff.

Priorities:

Group I	Programs offered by the Rim of the World Recreation and Park District
Group II	Programs co-sponsored by the Recreation and Park District as approved by the Park District Board
Group III	Civic, non-profit groups, and governmental agencies conducting non-recreational activities
Group IV	Private parties and individuals (i.e., wedding receptions, anniversaries, private banquets, etc.)
Group V	Commercial use and all other activities not listed above

Categories:

Category A	A program or activity offered by the Rim of the World Recreation and Park District
Category B	"Non-profit" groups that operate and have headquarters within Park District boundaries
Category C	"Private individuals" who own property or reside within the Park District boundaries
Category D	"Non-profit" groups or "Private Individuals" that have headquarters or who reside outside the Park District boundaries

Category E Commercial enterprises whose headquarters are outside the Park District boundaries, but are sponsored by civic, social, or cultural groups, or organizations (for profit or non-profit)

Eligibility: All recreation facilities under the jurisdiction of the Recreation and Park District are available on a reservation basis, in accordance with these policies, to all groups and individuals regardless of race, sex, color, creed, or age.

In compliance with the State of California Constitution, District facilities are available for religious services, at the current adopted fee schedule, as long as they are not on a continuing basis. Any activity in which the District's facilities are utilized will be conducted according to state law, and will conform to the written policies of the Park District. No meetings or entertainment will be held for the purpose of advancing any doctrine or theory subversive to the United States or the State of California.

Permission: The individual or group requesting permission to use the District facilities will be granted the privilege providing all rules and regulations governing use of said facility will be followed. At the sole discretion of the Park District, it may be necessary to reschedule, relocate, or deny a request previously approved with the facility or park, due to a schedule conflict. In this event the Park District will do the best of its ability to give the group or individual two (2) weeks advance notice. The group may select another date; however, if a satisfactory date cannot be arranged and a fee has been charged, the group may submit a written request for a full refund. Permission to us the Park District facilities may be revoked at any time for failure to comply with the governing policies.

1. **Fee:** A fee determined by the District will be charged to cover the cost of maintenance and utilities of the facilities. A fee schedule adopted by the Board of Directors and reviewed annually will be available at the District office. A refundable Security Deposit and a non-refundable Administrative Reservation Fee for use of the District facilities will be charged. The Security Deposit will not be refunded if the site required extra labor for excessive clean-up services and/or to replace and repair damaged property. A key deposit will be charged for any keys issued by the Park District. Groups shall leave the facilities on time and in a clean and orderly condition, if not the Security Deposit is forfeited.

Liability: The District is not responsible for accidents, injury, or loss of individual property during the use of Park District facilities. The individual or group granted use of the Park District facility shall be held responsible for any damage or loss of District property. The Park District may require a Certificate of Insurance in amounts deemed adequate based upon recommendations from the Park District's Insurance carrier/provider.

ALCOHOLIC BEVERAGES: No person shall bring alcoholic beverages into, nor consume any alcoholic beverages while in a public District park without written permission special permit issued by the Board of Directors. Alcohol may be permitted in District facilities upon the

approval of Facility Use Application and Agreement and/or granted by the District. However, a permit issued by the State Alcoholic Beverage Control Board is required if alcohol is to be sold in a Park District facility.

INSURANCE: The individual or group requesting permission to use the District facilities and is selling or serving alcohol must provide Rim of the World Recreation and Park District with a Certificate of Insurance naming Rim of the World Recreation and Park District as an additionally insured entity (with of a minimum $1,000,000 liability).

Any activity in which the facilities are utilized will be conducted according to the law, and will conform to the oral and written standards of the Rim of the World Recreation and Park District.

1. Permission for groups composed of minors (under 18) will be issued only to adults who accept responsibility for supervising them throughout the period covered by the Facility Use Application and Agreement.
2. The supervising adult obtaining permission must read the Facility Usage Policies before signing the Facilities Use Application and Agreement.
3. The Facilities Use Application and Agreement to use the Park District facilities must be obtained and submitted to the Park District office.
4. Permission cannot be transferred, assigned, or sublet without the formal written approval of the Park District.
5. Park District staff is not available to do a thorough inspection and clean centers in between events. Therefore only 1 event per day on weekends will be allowed.
6. Permission will be granted for political party fund-raising events in accordance with the policies adopted by the Park District. Fees will be charged in accordance with the current adopted fee schedule.
7. Permission includes only the actual time of the activity or facility usage.
8. Rim of the World Recreation and Park District, acting with discretion, reserves the right to refuse permission for special uses of its facilities.

Refund Policy (For Facility Usage and other Programs/Activities/Events):

Trips, Excursions, and Special Events: All requests for refunds MUST be initiated at least two working days before the scheduled event, unless otherwise stated.

Classes & Instruction: No refunds will be granted after the scheduled program begins. See Recreation Program Registration Information and Procedures/Rules.

Facility Rentals: Refunds must be initiated two working days before the scheduled event.

Refund Procedure: Refund request must be submitted in writing. A refund must be approved by the General Manager and will be based on the time the request is officially made at the Park District Office. A service charge will be assessed for all refunds.

Refund Exception: Refunds will be granted for programs or events which are cancelled by the Park District; in such instances there will be no service charge.

Waiver of Fees: A request for a waiver of Facility Use fees must be in writing and directed to the Board of Directors. Staff cannot and will not waive fees set by the Board of Directors. The request will be considered by the Finance Committee for recommendation and later considered at the next monthly board meeting. See Public Request for Waiver of District Fees Policy No.: 3305

Facility Usage Rules, Regulations and Guidelines:

2. There must be at least one adult, age 21 and over for each twenty (20) minors in attendance.
3. Groups shall leave the facilities in a clean and orderly condition.
4. Alcoholic beverages are not allowed within the facility without prior written permission from the Park District.
5. No smoking is allowed.
6. Profane language, gambling, fighting, and other unruly conduct are prohibited.
7. Groups must assume responsibility for the security of any community center.
8. The Park District is not responsible for accidents or loss of individual property.
9. Access to the tables and chairs that are available in the facility is permitted; however, facility use applicants are to provide all other materials and supplies.
10. Decorations shall not be put up without the prior approval of the Recreation and Park District. The Sponsoring organization shall be responsible for putting up any decorations, and for all other special preparations necessary for the function being sponsored. They shall further be responsible for the removal of all decorations and supplies the same day of the event, and for leaving the building and/or park in a satisfactory condition. Only fireproof or fire retardant materials may be used in decorating. Nails, thumb tacks, and other materials which might deface the property shall not be used. At no time are exits to be covered or obstructed by decorations.
11. Keys will not be issued for entrance to any center operated by the Park District. Instead, building attendants will be on site to facilitate all required openings and closings.
12. Activities shall cease by 12:00 midnight unless otherwise stated and approved on the Facility Use Application and Agreement.
13. Groups using the facilities must observe the occupancy capacity, which is posted in each facility.
14. Groups must provide their own special security protection when required by the Park District.
15. The applicant and/or his/her organization is solely responsible for any damages, accidents or injuries to persons or property resulting from the use of the facilities or park. Any organization obtaining a Facility Use Application and Agreement shall be

responsible for the control and supervision of the people in attendance during the use of the building and/or park and shall take care to see that no damage is done to the furniture or fixtures. Any violations of provision can result in a denial of further facility use to the organization. Financial reimbursements for repair or replacement must be paid upon demand.

Note: Where consistent with the foregoing, the General Manager may add all reasonable and necessary rules and regulations to administer and enforce these policies.