



**City of Perris Community Services Department  
FACILITY USAGE APPLICATION**

This Facility Reservation Request must be submitted to the Community Services Department 15 Calendar Days prior to the date requested in order to insure adequate approval time. This is a request **ONLY** and is not an approved contract for facility rental. If this request is approved, a Facility Rental Contract outlining the rules, regulation and fees will be forwarded to the applicant. Pending Supervisor review, Security and Liability Insurance may be required. **(Do Not advertise your event until a signed contract has been approved.)** The rules on the back of this form must also be reviewed and acknowledged prior to approval. Please initial that you have read and understand the information above.

*(Please Initial)*

**APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_ Tax Id#: \_\_\_\_\_

Is your organization Non-Profit? \_\_\_\_\_

***A Letter of Determination & Non-Profit Tax ID Numbers from the I.R.S. must be submitted for all Non-Profit Organizations.***

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Facility / Park: \_\_\_\_\_

Facility / Park Address: \_\_\_\_\_

List any additional dates requested in same month: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Day of the week	_____	Month	_____	Date	_____	Yr.	_____
Set-Up Time:	_____	<input type="radio"/> am / <input type="radio"/> pm	Clean Up Time:	_____	<input type="radio"/> am / <input type="radio"/> pm		
Start Time:	_____	<input type="radio"/> am / <input type="radio"/> pm	End Time:	_____	<input type="radio"/> am / <input type="radio"/> pm		

Facility Requested:  Community Room  Gymnasium  Kitchen  Picnic Shelter \_\_\_\_\_

(Storage for your event will not be provided for any item that is not property of the City of Perris)

Type of Event:  Meeting  Reception  Party  Dance  Other/Specify \_\_\_\_\_

Is the event open to the public?  Yes  No Kitchen  Yes  No

Will you charge fees?  Yes  No

Is this event for a Minor:  Yes  No

Will the event be catered?  Yes  No

Will you have any or all of the following:  Bouncer  Disc Jockey  Live Band  Other

List any additional equipment you will be using (example: chairs, tables, tents, etc.): \_\_\_\_\_

*“Applicant hereby agrees that, if the reservation or permit applied for is granted, applicant will defend, indemnify and hold the City of Perris, their officers, employees and agents from all damages, costs and expenses in law and equity, including costs of suit and attorney’s fees, which may arise out of the use or exercise of the reservation or permit applied for herein. To the extent occasional thereby, and in respect to the culpable party, this agreement to indemnify, defend, and hold harmless shall not extend to damages, costs or expenses arising out of an act or omission attributable to the city”.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Allow 30 Days for all Refunds**

**(For Office Use Only)**

Date Received \_\_\_\_\_

Supervisor Initials \_\_\_\_\_

Security Required Yes or No

Date Stamp

**Facility Usage Procedures & Policies**

The following policies and procedures have been established for the usage of City Facilities in order to better serve the Community’s needs; *as approved by City Council, Resolution #4916.*

**USAGE PROCEDURES**

The following documents must be turned into the Community Services Office 2-weeks prior to usage before a permit to use the City Facilities will be issued:

1. Application Form and any other forms relating to facility rental.  
*If usage is for schools or private leagues, a game schedule and practice schedule, dates and times must be included.*
2. A full deposit must be paid at the time application is turned into office. All fees must be paid one (1) week prior to event date or it will be subject to cancel. Additional rooms/facilities are not available if it is not requested on facility usage application and additional fees are not paid by due date.
3. Liability Insurance: All Renters are required to provide proof of financial responsibility by means of liability insurance in a **\$1,000,000 (one million) per each Occurrence and \$2,000,000 (two million) General Aggregate** general liability insurance coverage per occurrence *naming the City of Perris, its officers, agents and employees as additionally insured.* Failure to provide appropriate documentation will result in cancellation of permit.

**When usage is approved, a permit will be issued to the applicant.  
Changes in usage after permit is issued must be in writing to the Community Services Department.**

**POLICIES**

1. Facilities are scheduled on a first come first served basis. *All City Sponsored Events will take scheduling priority. When unforeseen circumstances result in use conflict, Facility Use Permits may be canceled as authorized by the City Manager or his designated representative. If cancellation is unavoidable, every effort will be made to either reschedule or locate alternate facilities.*
2. Applicant agrees to be held financially responsible for any damage to City facilities and equipment.
3. Applicant is responsible for returning the City Facility/Snack Bar occupied, in the same condition as it was received. Refusal by applicant to clean a facility will result in forfeiture of deposit. Applicant must furnish own towels and cleaning supplies.
4. Kitchens are only used to warm up food as cooking is prohibited. Washing dishes and utensils in the restroom sinks is strictly prohibited.
5. The use of portable or permanent structures of any kind is not permitted without prior written approval from the Community Services Supervisor.
6. Security Personnel, as required by the Police and/or Community Services Supervisor, shall be arranged and approved in advance. The City will provide Security Personnel for youth leagues when applicable.
7. Use of any City Facility by any youth organization shall require adult supervision at all times at a minimum of 1 adult per each 20 youths.
8. No posters, bulletins, flyers or advertising signs are to be posted on any City Facility without written authorization from the Community Services Supervisor.

Refund Policy:

\_\_\_\_\_ (Initials)

**Facility Reservation** – Cancellations of at least 30 days prior to the rental date will receive a refund of all fees paid minus the following:

- Any Administration/Transaction Processing Fee(s)
- Current Refund processing fee at time of cancellation

**Park Shelter Reservation** – Cancellation at least 3 days prior to the rental date will receive a 100% refund of fees paid minus the following:

- Current Refund Processing Fee at time of cancellation
- Any Administration/Transaction Processing Fee(s)
- Refunds will be approved if rain or inclement weather occurs on the day of the shelter reservation.

**NO ALCOHOLIC BEVERAGES OF ANY KIND ARE PERMITTED IN ANY CITY FACILITY  
NO EXCEPTION (e.g.: Beer, Champagne, and Liquor)  
NO SMOKING ALLOWED INSIDE ANY FACILITY**

**ALLOW 30 DAYS FOR ALL REFUNDS**

Applicant’s Signature

(Print Name)

Date