

CITY OF PERRIS COMMUNITY SERVICES FACILITIES USE POLICY

PURPOSE STATEMENT

The purpose of this Community Services Facility Use Policy is to ensure that City Community Services facilities are operated and maintained for the benefit of Community residents. Community Services has been delegated the responsibility to administer these policies.

A. GENERAL POLICIES

1. The primary use of the City of Perris Community Services Facilities (“Facilities”) is to provide activities to the Community that are recreational, educational, and cultural in nature. For the purposes of this policy, Facilities include, without limitation, all City parks and Community Services areas.
2. To ensure that all potential users receive an impartial consideration when requesting to reserve Community Services Facilities, a permit request process is necessary. A permit for field use, for league play, is required for all Facilities (as applicable). Those without a permit will be asked to leave the facility.
3. City Departments and Programs will have priority use of the Facilities over other applications for facility space. When unforeseen circumstances result in use conflict, Facility Use Permits may be canceled as authorized by the City Manager or designated representative. If cancellation is unavoidable, every effort will be made to either reschedule or locate alternate facilities.
4. The use of Facilities will not be permitted when, as determined by the City Manager or designated representative, is not in the best interest of the City, for reasons such as compatibility, time, location, lighting, and noise.
5. A schedule of Facility Use Fees has been developed and approved by the City Council. Fees must be paid in full prior to issuance of a permit.
6. All Facility Use Permits require users to provide general liability insurance as set forth under Policies in Section B, *Facilities Usage Procedures and Policies*.
7. Permittees must begin and end their approved reservation/activity pursuant to the dates/times stated in the Facility Use Permit. All parks close at 10:00 p.m., the Permittee and all participants of the Permittee’s reservations/activities shall vacate the relevant Facility by 10:00 p.m.. The City will carefully consider requests for use beyond 10:00 p.m.; however, under no circumstances will reservations or activities extend beyond 11:00 p.m.
8. Permittees shall only use the Facilities for the sole purposes provided in the Facility Use Permit. Any deviation from such purposes shall be approved by the City in writing prior to commencement of the Permittee’s activities. Violation of this requirement may result in revocation of the Facility Use Permit.

9. Permittees shall not rent Facilities to any other person (for the purposes of this Policy, the term “person” means natural person, joint venture, joint stock company, partnership, association, club, company, nonprofit corporation/organization, for profit corporation, business trust, organization, or the manager, lessee, agent, servant, officer, or employee of any of them). Violation of this requirement may result in revocation of the Facility Use Permit.
10. Refundable Deposit: If approved after the event, the refundable deposit will be mailed to the applicant listed on the Facility of Field Usage Application, using the address provided on the application. Checks are issued within thirty (30) days from the scheduled event date. Deposits will be held for any of the following:
 - a. Damage or vandalism.
 - b. Missing equipment.
 - c. Facility not left in the condition received
11. All facilities are closed on recognized City holidays.

B. USE PRIORITIES

For the purpose of determining the priority of use and rental charges to be paid for the use of Community Services Department Facilities, a list of user groups is hereby established and is set forth in order of priority as follows:

CITY PROGRAMS

CITY PROGRAMS: Programs organized, promoted and conducted by the City of Perris shall have priority over all other users.

CITY CO-SPONSORED PROGRAMS: Programs and events provided by the City in collaboration with and under the sponsorship of an established non-profit community group or organization that generally meets the following criteria and/or requirements:

1. The profit community group or organization must have by-laws which define the purpose of the organization. All financial records shall be promptly available to the City upon request.
2. Only such fees and charges that are approved through special agreement with the City shall be levied for the offering of co-sponsored activities and events for the purpose of co-sponsored groups and organizations.
3. The group or activity must receive expressed written acceptance from the City Manager, or designated representative, in order to be considered co-sponsorship and is required to conform to the City’s adopted co-sponsorship criteria.
4. Co-sponsorship will be reviewed on a regular basis and no less than once per year. Co-sponsorship may be granted for a single event or ongoing use.

5. The profit community group or organization must comply with all other City requirements.

GROUP I:

1. **AFFILIATE GROUPS:** City of Perris based youth and adult sports and recreation group programs and activities offered through non-profit organizations and Affiliate Groups for field usage must have the following qualifications:
 - (a) Letter of Determination from the Internal Revenue Service indicating that the organization is a recognized 501 (c)(3) located in the City of Perris
 - (b) Proof of adult leadership, advisors and/or chaperones. (For youth activities only)
 - (c) A majority of the participants must be seventeen (17) years of age or younger. (For youth activities only)
 - (d) Shall not restrict persons from membership because of race, religion, sex, ethnic origin, social or economic status.
 - (e) Meets regularly and has definite organizational structure including but not limited to:
 1. Articles of Incorporation and League By-Laws, which lists the time and place for regular meetings, election of officers, and appointment of one representative as liaison to the City of Perris.
 2. Local league rules and an annual Financial Statement.
 3. List of current board members officers, term limits, addresses, and phone numbers.
 4. List of all participants including addresses (denote resident or non-City resident).
 5. It is required that 80% of all participants must live within the City of Perris boundaries.
 6. Acceptable proof of a National Governing Body affiliation.

The above documents are required to be filed with the Community Services Department. Such documents will remain on file and updated annually or as needed. Affiliate group applications are processed during each off season (as provided in Section E(Seasons) below). If during usage of facilities the participating organizations By-Laws and/or local rules are not followed, the City reserves the right to suspend facility usage until the situation is corrected. The City of Perris reserves the right to deny any group the use of fields without cause.

2. **CITY RESIDENTS:** Residents living within the City of Perris. A discount will be applied only for the first reservation within the calendar year for each household/organization for select facilities.

3. **SPECIAL USE**: Educational programs or activities sponsored by a local School District with which the city has reciprocal facility use. Perris based religious groups holding a 501(c)(3) tax exempt status within the City of Perris (for religious services), or other government agencies not shown in the priority list above. At the discretion of the City, special arrangements may be made with such agencies by joint use agreements or other special arrangements.

GROUP II:

1. **NON-CITY ORGANIZATIONS**: Must have at least 60% of the participants live within the City of Perris for field reservations.
2. **NON-CITY RESIDENTS**: Non-residents living outside the city limits.
3. **COMMERCIAL USE**: Use by individuals or groups for commercial or profit-making activities.

C. FACILITIES USAGE PROCEDURES AND POLICIES

The following policies and procedures have been established for the usage of the City Community Services facilities to better serve the Community's needs.

USAGE PROCEDURES

The following documents must be filled out in full and returned to the Community Services Department, **4 weeks for Recurring Use, or 15 days for non-recurring use**, prior to usage before a permit to use City Facilities will be issued:

1. Application Form: If usage is for schools or sports leagues, a game and/or practice schedule with dates and times must be included with the Facility Use application in addition to all other applicable requirements. Special events must include a site plan with a written description of the event details.
2. Certificate of Insurance. (See Section C(Policies)(2) for clarification).
3. Clean-up deposit, and/or other fees or deposits as required. All applicable fees must be paid in advance or monthly for fields light fees only. **Fees which are not paid by the 15th day of the month of usage, may result in such Permit being revoked subject to the discretion of the City of Perris.**

When usage is approved, a Facility Use Permit will be issued to the applicant. The Facility Use Permit must be kept on the premises of the Facility, or portion thereof, that is being used by the applicant during the dates and times for such use and be available for inspection/review by the City upon request. Requests for changes in usage after a permit is issued must be made in writing to the Community Services Department and are subject to approval by the Community Services Director or his designee. Permittees must notify the City in writing of any cancellations of their use at least 15 days prior to the use date in order to receive a refund of Facility Use Permit fees. Refunds will be approved if rain or inclement weather occurs on the day of the shelter reservation. All Deposits will be reimbursed within thirty 30 days if the facility is left as it was received with no damage, trash, or vandalism.

POLICIES

1. Facilities are scheduled based on the Use Priorities Schedule, plus individual applicant needs (number of participants) and availability according to the Facility Use Policy.
 - a. **Organizations may be permitted (except for City Sponsored programs) to reserve City Facilities for a one time six (6) month period for the lifespan of the organization, no exceptions. Permits will not be granted on holidays observed by the City.**
2. Applicants must supply a certificate of General Liability insurance with the City named as an "ADDITIONALLY INSURED" for all user groups conducting reserved or sporting event activities. Limits shall be no less than \$1,000,00.00 per occurrence for

all covered losses and no less than \$2,000,000.00 general aggregate. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds for liability arising out of the use of a park or facility by the applicant.

3. Use of any City Facility by any youth organization shall require adult supervision at all times, at a minimum of one adult for each 10 youths.
4. Sportsmanlike conduct shall be observed by all participants, parents and organizers, at all times. Organizations are responsible for the conduct of their group.
5. Applicants agree to pay for all damages and/or loss of property, if any, which occur during the permitted usage period.
6. Applicants are responsible for returning City facilities in the same condition as it was received during the initial walk-through prior to the beginning of a permitted event. All trash must be picked up and disposed of by the applicant.
7. Security personnel as required by the City Manager or designated person, shall be arranged through a private security company and approved in advance by the City, if applicable. When required, security must be present at the time the applicant takes possession of the building and remain on duty until the building is vacant.
8. No posters, bulletins, flyers or advertising signs are to be posted without first getting written authorization from the Community Services Department.
9. No electrical, plumbing, painting or repair work of any kind is to be done without first getting written authorization from the City Manager or designated representative. This includes portable or permanent structures of any size or shape installed on City facilities.
10. Use of snack bars on City facilities will only be permitted on days the facilities are reserved unless other arrangements are made ahead of time **in writing** to the Community Services Department. All food and drink are to be moved in and out as usage requires. Glass containers of any kind are not allowed. Only prepackaged items may be sold. Snack Bar shall be thoroughly cleaned after each usage.
11. Alcoholic beverages of any kind are not permitted on city facilities. An alcohol license can be acquired for the Senior Center, Perris Green City Farm, Santa Fe Depot, Perris Theater Parking lot, Bob Glass Gymnasium, Foss Field Park and City Hall Lawn area for more information refer to the alcohol license policy.
12. All gates, doors, and windows shall be locked and secured. Lights must be turned off after usage, if applicable.
13. Permittee shall only use the Facilities for the sole purpose provided in this Facility Use Permit Application. Any deviation or changes from such purposes or use shall be approved by the City in writing prior to commencement of the Permittee's activities. Violation of this requirement may result in revocation of the Facility Use Permit

14. Permittee shall not rent or lease Facilities to another other individual, organization, affiliation, group or business. Violation of this requirement may result in revocation of the Facility Use Permit
15. Failure to observe the above rules could result in the suspension of the usage of the facility.
16. Failure to observe any policy will result in the forfeiture of the clean-up deposit.

**NO SMOKING ALLOWED INSIDE ANY FACILITY OR WITHIN 20 FEET OF ANY
ENTRANCE/EXIT**

D. ALCOHOL IN CITY FACILITIES

Each applicant wishing to have alcohol at their event must abide by the following alcohol use regulations in the City of Perris Senior Center, Perris Green City Farm, Bob Glass Gymnasium, Foss Field Park, City Hall lawn area, Perris Theatre parking lot, and Santa Fe Depot facilities:

1. Alcoholic beverages may be consumed with a completed Policy & Agreement Application through the Community Services Department.
2. Applicants must obtain a special event alcohol permit from the California Department of Alcoholic Beverage Control. If a caterer provides alcohol, then the caterer shall obtain a caterer's alcohol permit license from the California Department of Alcoholic Beverage Control.
3. A City approved on-site security guard must be present during the event located at the Santa Fe Depot, Perris Green City Farm, Senior Center, Perris Theatre parking lot, Bob Glass Gymnasium, Foss Field Park, or City Hall lawn area. A fee in the amount of \$30.00 an hour shall be paid at the time the rental agreement is executed to cover security fees. This fee shall cover the cost for security when alcoholic beverages are sold and/or provided during the event. Such fee shall not be waived.
4. A City staffing fee of \$27.00 an hour shall be applied for events at the Senior Center, Bob Glass Gymnasium, and Perris Green City Farm whenever alcohol is sold or consumed at the facility. Such fee shall not be waived.
5. It is illegal to serve alcoholic beverages to any person under the age twenty-one (21).
6. Beverage servers and any security officer have the right to refuse service/sale to anyone who appears to be intoxicated or under age 21.
No alcoholic beverages may be taken outside of the building or designated beer garden by guests or participants.

Reservation Policy:

1. If there is a "guest of honor," then alcohol is not permitted if the guest of honor is under 21 years of age.
2. Beer, white wine, and champagne are the only alcoholic beverages that can be served.
3. All alcohol must be served by a certified bartender and have an active license with the California Department of Alcoholic Beverage and Control (ABC).
4. Reservation application must be submitted at least 30 days prior to the event with a site plan, and written description of the event.

5. Reservation must pay cost for the City security staff.
6. If applicable, submit a contract between the alcohol caterer/vendor and the event organizer.
7. Acquire and maintain an Alcohol Liability Insurance. A copy of this policy of insurance shall be available at the event.

Payment of Rental Fees:

<u>Amenity</u>	<u>Non-profit residents/Residents</u>	<u>Non-Residents</u>
Permit Deposit	\$200.00	\$200.00
Security	\$30.00/hr	\$30.00/hr
Alcohol Permit	\$20.00/hr	\$20.00/hr
Staff Fee	\$27.00/hr	\$27.00/hr

General Limitations on Consumption of Alcoholic Beverages:

1. Alcohol may only be served and consumed in clear plastic containers within a designated area (e.g., a beer garden area). Beverages are not permitted outside of the designated areas in the Senior Center, Santa Fe Depot, Foss Field Park, Bob Glass Gymnasium, City Hall lawn area, Perris Theatre parking lot, and Perris Green City Farm.
2. Alcohol may only be served for a maximum of eight (8) hours. Serving of alcohol must stop one (1) hour prior to the end of the event.
3. No persons under the age of 21 will be permitted to serve or consume alcohol.
4. Alcohol sales, dispensing and consumption area(s) must be separated from the rest of the event. The areas shall be surrounded by a barricade no less than four (4) feet tall. The barricade shall be constructed in a manner that no person can pass under or over or through it except at established entry and exit points as designated on the approved site plan.
5. Have all entry and exit points into the alcohol sales, distributing and consumption area(s) staffed with age-appropriate volunteers or staff. These locations must be staffed by individuals checking proper identification.
6. All alcohol must be served from its original container. When serving into another container, the container must be a readily identifiable container not more than sixteen (16) ounces in size and shall not bear a logo for a non-alcoholic beverage.

E. PARK USAGE PROCEDURE

The City of Perris welcomes the use of parks and sports fields by local youth and adult sports organizations and is interested in developing long-lasting relationships with these groups for the benefit of the community. The City of Perris policies are designed to create fairness in the allocation of fields and are based on the accurate provision of information given by each organization. Although the City of Perris may check to verify accuracy, all organizations are expected to verify to the best of their ability the residency requirements in good faith. If any information is found to be inaccurate or overstated, the City of Perris has the authority to rescind its original agreement and re-issue field use so that it best meets the needs of the city.

All reservation requests must comply with Section B (General Policies). The following documentation must be completed and returned to the Community Services Department office, a minimum of **4 weeks** prior to the requested date:

1. Facilities Use Application Form.
2. Certificate of Insurance with the City named as “ADDITIONAL INSURED”.
 - a. **Applicants must supply a certificate of General Liability insurance with the City named as an “ADDITIONAL INSURED” for all user groups conducting reserved or sporting event activities. Limits shall be no less than \$1,000,00.00 per occurrence for all covered losses and no less than \$2,000,000.00 general aggregate. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds for liability arising out of the use of a park or facility by the applicant.**
3. All applicable fees must be paid two (2) weeks prior to the requested use.
4. Artificial turf fields are reserved on a first come first served basis, for one month at a time, beginning on the 1st of every month for the following month. All documents including reservation application, insurance, and fees must be paid by the 15th to gain access to the field. Priority is given to City of Perris programs, then reservation requests from Affiliate Groups. The following are prohibited on the turf:
 - a. Food and beverages, other than water
 - b. Sunflower seeds, Peanuts, chewing gum, etc.
 - c. Tobacco use of any kind
 - d. The use of metal cleats
 - e. Driving stakes into the turf
 - f. All dogs and other pets
 - g. Furnishings such as chairs, tables, canopies, of any kind

5. The City of Perris reserves the right to deny any group use of the fields without cause.

When usage is approved and all requirements are fulfilled, a permit will be issued to the applicant. Changes in usage after a permit is issued must be submitted in writing to the Community Services Department as soon as possible. Adjustments to fees will not be made if the changes are not reported in a timely manner. No Subleasing is permitted, if any group is suspected of subleasing the field reservation will be revoked.

YOUTH/ADULT SPORTS AFFILIATE POLICY

AFFILIATE GROUPS DEFINED

Community non-profit organizations obtaining Affiliate Status in the City of Perris are considered independent of the City of Perris. Decisions regarding groups' functions and activities are the sole responsibility of each organization. The City of Perris assumes no jurisdiction over the administration, operation, and planning of the groups' activities. The City of Perris expects each organization to conduct business in a professional manner. This includes posting meetings notices, making meeting minutes, financial statement reports to members, and keeping members informed on board decisions.

1. All user groups must have an affiliation with a national governing body. That national body must have governance over the association. This includes requirements to submit rosters of their Board of Directors, financial reports, association constitutions, and the organization by laws.
2. The City of Perris will manage the athletic fields to ensure NO duplication of services. For example: Little League Baseball has rules that require that everyone must play (recreation) whereas Travel Club Baseball has no minimum play rule (competitive); thus, these two organizations are similar activities but have different goals. There will be no more than two (2) organizations of the same sport to ensure equity.
3. The Community Services Department sees the benefit of serving those people that live within the City's boundaries. Therefore, 80% of youth and adult participants must have City of Perris mailing addresses from the previous season to be considered an Affiliate Group.
4. The affiliate organizations must provide recreation programs which complement existing programs of the City of Perris Community Services Department and other affiliates.
5. Violation of policies, rules, or regulations or the deliberate inclusion of misleading or misstated information on an application form can result in forfeiture of a deposit, forfeiture of fees paid and/or the suspension or cancellation of all facility use privileges by an individual or group. Violations will result in the following:
 - i. First violation, 25% of the deposit will be deducted. Field use will not be permitted until the deposit balance is replenished.

- ii. Second violation, 50% of the deposit will be deducted. Field use will not be permitted until the deposit balance is replenished.
- iii. Third violation, 100% of the deposit will be deducted. Field use will not be permitted until the full deposit is replenished at a formal meeting between the City and the user. Additional penalties may be imposed.
- iv. Renting of Facilities to other persons will result in automatic forfeiture of all fields for a season.

FIELD USAGE/HOURS

1. All permit reservations may not exceed the starting or ending times on the permit. All parks close at 10:00PM, and all participants are expected to be off the property at 10:00PM. The City will carefully consider requests for light use beyond 10:00PM; however, under no circumstances will reservations or activities extend beyond 11:00PM
2. It is the responsibility of all organizations to leave the fields permitted clean and orderly. All decoration, trash and debris must be placed in the provided receptacles.
3. All organizations must have their approved permit on site at all times or field usage may be terminated.
4. To keep the City of Perris fields in good playing condition as well as to protect the public, generally no team will be allowed to practice or play games on City of Perris field during and/or for a period of 24 hours following rain. If after 24 hours, the fields are still in a wet and/or muddy condition, groups will not be allowed to practice or play games until the fields are in acceptable playable conditions as determined by the City in its sole and absolute discretion. It is mandatory for users to call the office for field usage approval after a rain event.
5. Users will be charged for all costs incurred by the City of Perris for repair to the turf and/or irrigation systems due to failure to comply with the rain policy. Repair costs are based on actual expenses and normal City overhead. Failure to comply with the rain policy may also result in the termination of the users' permit.
6. The organization president/commissioner is responsible for contacting the Community Services Department for field reports. Reports are available Monday-Friday after 3:00PM and include weekend conditions. Good judgment by youth and adult coaches should be used on weekend play during inclement weather.
7. Users of athletic field lights, upon approval, will be given access to turn on and shut off field lights on approved dates. Users must turn off lights immediately after use and shall not depend on the automatic timer. Failure to turn off lights after use will receive a violation notification and lose a portion of their deposit. The City may deny use of lighted facilities to any user that leaves the field lights on.

SEASONS

<u>Usage</u>	<u>Fall/Winter</u>	<u>Spring/Summer</u>
Opening Date	August 1	February 1
Closing Date	December 15	June 15
Primary User (in-season sport)	Football/Soccer	Baseball/Softball
Secondary User	Baseball/Softball	Football/Soccer

Note: *These dates are subject to change to accommodate for park maintenance.*

F. PICNIC SHELTER USAGE PROCEDURE

The City of Perris encourages the community to utilize the picnic shelters and gazebos areas. Picnic shelter reservations are for the picnic area only and does not include any amenities on the park site. The shelters are reserved on a first-come, first served basis, with priority given to City of Perris residents. The City will not issue permitted shelter reservations on observed holidays. All reservation requests and fees must be submitted no less than 5 working days prior to the intended use date. Picnic shelters must be left in the condition received with no damage, trash, or vandalism left behind to receive the full deposit. All persons reserving the shelters must abide to the following:

1. No person or group shall make or kindle a fire, use propane stoves, or cook any meal except in stoves or facilities specifically provided for such purpose. Only the site charcoal stoves/barbeques in designated areas are authorized and must be attended at all times.
2. Parks are open from 6:00AM to 10:00PM, the reserved shelter must be cleaned and vacated by 10:00PM.
3. Bounce houses and game/entertainment trucks must be approved 15 days prior to the reservation date and must have insurance, with the City of Perris included as additionally insured. Water slides and water feature equipment are not permitted in City Park facilities.
4. No food trucks or vendors of any kind are permitted for shelter rentals.
5. Littering, tagging, graffiti, polluting, and dumping are prohibited. All trash and debris must be disposed of in the designated receptacles.
6. No vehicles are allowed on the grass or pathways.
7. Park users shall not produce loud and unreasonable noise including playing music, using amplifications equipment, or playing musical instruments which disturbs, injures, or endangers the health or peace of others.
8. Cancellations must be made at least 3 days prior to the rental date, in writing, to receive a refund. Refunds will be approved if rain or inclement weather occurs on the day of the shelter reservation.
9. The City reserves the right to cancel or reject any reservation without cause.

G. MOBILE STAGE RENTAL PROCEDURE

1. Reservation Policy: Reservation are on a first-come, first-served basis. A \$500.00 refundable deposit is required to reserve the mobile stage. The mobile stage must be reserved at least four (4) weeks prior to the scheduled event.
2. Refundable Deposit: If approved after the event, the refundable deposit will be mailed to the applicant listed on the Facility Usage Application, using the address provided on the application. Checks are issued within thirty (30) days from the scheduled event date. Deposits will be held for any of the following:
 - a. Damage or vandalism to stage.
 - b. Missing equipment.
 - c. Decorations left on the stage
3. Payment of Rental Fees: Rental fee for use of the mobile stage is \$500.00 for eight (8) hours. If staff is required to remain onsite during the entire event, there will be an additional fee of a \$60.00 per hour. All fees must be paid at least four (4) weeks prior to the scheduled event.
4. Acceptable Methods of Payment: Checks, Money Order, Credit Card or Cash.
5. Changes to Reservation: Changes must be made by the applicant listed on the Facility Usage Application (ONLY) at least four (4) weeks prior to the scheduled event. All changes must be made either in person or in writing signed by the applicant. If less than four (4) weeks' notice of cancellation is given, \$100.00 of the refundable deposit will be withheld.
6. Decorations: All decorations must be removed after the scheduled event. No scotch tape, tacks or nails are allowed to be used: only masking tape is allowed.
7. Regulations:
 - a. Facility Usage Application shall be issued only to responsible adults, 18 years or older, who shall be in attendance throughout the duration of the event.
 - b. The mobile stage may only be used within the City of Perris.
 - c. City staff have the discretion in deciding the appropriate location to park the mobile stage.
8. Insurance: All renters are required to provide proof of financial responsibility by means of liability insurance in a \$1,000,000 (one million) general liability insurance coverage per occurrence and \$2,000,000 (two million) general aggregate naming the City of Perris, its officers, agents and employees as additionally insured. Failure to provide appropriate documentation will result in cancellation of the permit.

H. MERCADO PARK AMPHITHEATER RENTAL PROCEDURE

1. **Reservations Policy:** Reservations are on a first-come first-served basis. The Mercado Park stage must be reserved at least four (4) weeks prior to the scheduled event. There is a 2 hour minimum for all reservations. There will be **NO WAIVERS** for any usage of the stage.

2. **Payment of Rental Fees:**

<u>Amenity</u>	<u>Non-Profit residents/Residents</u>	<u>Non-Residents</u>
Stage	\$150.00hr	\$200.00hr
Sound Monitoring	\$20.00hr	\$20.00hr

3. **Acceptable Methods of Payment:** Checks, Money Order, Credit Card or Cash.

4. **Changes to Reservation:** Changes must be made by the applicant listed on the Facility Usage Application (ONLY) at least two (2) weeks prior to the scheduled event. All changes must be made either in person or in writing signed by the applicant.

5. **Decorations:** All decorations must be removed after the scheduled event. No scotch tape, tacks or nails are allowed to be used; only masking tape is allowed.

6. **Regulations:** Facility Usage Application shall be issued only to responsible adults, 18 years or older, who shall be in attendance throughout the duration of the event.

7. **Insurance:** All renters are required to provide proof of financial responsibility by means of liability insurance in a 1,000,000 (one million) general liability insurance coverage per occurrence and \$2,000,000 (two million) general aggregate naming the City of Perris, documentation will result in cancellation of the permit.

I. FACILITIES AND FEES

PARKS AND FACILITIES	
Park	Address
Banta Beatty Park	100 North D Street
Bob Long Memorial Park	590 East San Jacinto Avenue
Copper Creek Park	217 Citrus Avenue
El Nido Pocket Park	1617 El Nido Avenue
Enchanted Hills Park	1400 Weston Road
Foss Field Park	138 North Perris Blvd
Fletcher Park	200 East 4 th Street
Frank Eaton Memorial Park	3600 Bradley Road
Goetz Park	3020 Goetz Road
Howard Schlundt Park	150 East 4 th Street
Liberty Park	1040 Kestrel Gate
Linear Park	3560 Evans Road
May Ranch Park	3030 Poppy Court
May Ranch Pocket Park	3787 Hazel Drive
Mercado Park	925 South D Street
Metz Park	251 Metz Road
Monument Ranch Park	163 Monument Parkway
Morgan Street Park	600 East Morgan Street
Patriot Park Sports Complex	525 Murrieta Road
Paragon Park	264 Spectacular Bid
Paws Park	1265 Blazing Star Drive
Perris Green City Farm	101 North D Street
Rotary Park	1491 A Street
Russell Stewart Park	160 East 1 st Street
Skydive Baseball Park	415 Dale Street
TRAILS	
Perris Valley Trail	

Facility	Address
Bob Glass Gymnasium - Community Room - Kitchen -Gymnasium/Stage	101 North D Street
Perris Senior Center - Banquet Room - Kitchen - Pool Room - Nutrition Room	100 North D Street
Statler Youth Center	101 North D Street
Community Services Office	227 North D Street

BOB GLASS GYMNASIUM FEES

	Group (1)	Group (2)
	Affiliate Groups	Non-City Organizations
	City Residents	Non-City Residents
	Special Use	Commercial Users

Note: Group (1) will receive a discount for the first reservation within the calendar year.

GYMNASIUM

Hourly fee	\$100	\$200
Cleaning/damage deposit (refundable)	\$250	\$250
Staff hourly fee*	\$27	\$27
Set-up / breakdown fee	\$100	\$100

COMMUNITY ROOM

Hourly fee	1 st \$30 2 nd \$50	\$125
Cleaning/damage deposit (refundable)	\$100	\$150
Staff hourly fee*	\$27	\$27
Set-up / breakdown fee	\$100	\$100

COMMUNITY ROOM + KITCHEN

Hourly fee	1 st \$100 2 nd \$125	\$175
Cleaning/damage deposit (refundable)	\$125	\$150
Staff hourly fee*	\$27	\$27
Set-up / breakdown fee	\$100	\$100

GYM + COMMUNITY ROOM + KITCHEN

Hourly fee	1 st \$200 2 nd \$250	\$350
Cleaning/damage deposit (refundable)	\$350	\$350
Staff hourly fee*	\$27	\$27
Set-up / breakdown fee	\$125	\$125

*Events with more than 99 participants will require two (2) staff members

PERRIS SENIOR CENTER FEES

	Group (1)	Group (2)
	Affiliate Groups	Non-City Organizations
	City Residents	Non-City Residents
	Special Use	Commercial Users

BANQUET ROOM

Hourly fee	1 st \$30	2 nd \$50	\$125
Cleaning/damage deposit (refundable)	\$100		\$150
Staff hourly fee*	\$27		\$27
Set-up / breakdown fee	\$100		\$100

BANQUET ROOM + KITCHEN

Hourly fee	\$150	\$250
Cleaning/damage deposit (refundable)	\$250	\$350
Staff hourly fee*	\$27	\$27
Set-up / breakdown fee	\$125	\$125

SPECIAL EVENT/USE FEES

	Group (1)	Group (2)
	Affiliate Groups	Non-City Organizations
	City Residents	Non-City Residents
	Special Use	Commercial Users

Note: Garden reservations also require portable toilets. Tables and Chaires not included

PERRIS GREEN CITY FARM

Hourly fee (No alcohol license)	\$150	\$250
Hourly fee (With alcohol license)	\$250	\$350
Cleaning/damage deposit (refundable)	\$250	\$350
Staff hourly fee	\$27	\$27

SPECIAL EVENTS – Maximum 200 people

Special event rental (8 Hour Maximum)	\$400	\$600
Cleaning/damage deposit	\$500	\$750
Staff hourly fee*	\$35	\$35

*Events with more than 99 participants will require two (2) staff members

SPORTS FIELD AND PARK RENTAL FEES

	Group (1)	Group (2)
	Affiliate Groups City Residents Special Use	Non-City Organizations Non-City Residents Commercial Users

SOCCER/BASEBALL/FOOTBALL FIELDS

Youth Sports Leagues (Lights Not Included)	\$3 hour/per field	\$15 hour/per field
Adult Sports Leagues (Lights Not Included)	\$15 hour/ per field	\$30 hour/ per field
Field Lights	\$10 hour/ per field	\$50 hour/per field
Equipment Deposit*	\$250	\$150 per score board
League Deposit Per Season*	\$500	\$750
Snack Bar Deposit*	\$250	\$500
Key Deposit*	\$25 per key	\$25 per key
Staff Call-out (per hour, minimum of 2 hours)	\$27	\$27
Special events/tournaments (no lights)***	\$200 day/ per field	\$400 day/ per field
Special events/tournaments field lights	\$25 per hour/per field	\$25 per hour/ per field
Special Event Deposit*	\$250 Per Field	\$350 Per Field

ARTIFICIAL FIELDS

Youth Sports Leagues	\$35	\$80
Adult Sports Leagues	\$40	\$90
Special events/tournaments (no field lights)	\$400 per day***	\$700 day***
Special events/tournaments field lights	\$25 hour per field	\$25 hour per field
Clean up deposit*	\$500	\$1000
Staff Fee (per hour, minimum of 2 hours) For Special Events/Tournaments	\$27	\$27

PARK PAVILIONS

Standard Shelter Reservation fee**	\$5 per hour	\$7 per hour
Group Shelter Reservation Fee****	\$10 per hour	\$12 per hour
Clean up Deposit	\$100	\$150

*Equipment, league, clean up, snack bar, and key deposits are refundable.

** A permit to reserve a park pavilion will not be issued until all fees are paid. 3-hour minimum rental.

*** 8 Hours Maximum

**** Shelter Spaces with more than 2 picnic tables