



Wasco Recreation and Parks District
1280 Poplar Avenue, Wasco CA 93280
661-758-3081

APPLICATION FOR USE OF FACILITY

Applicant/Representative: _____
Address _____ City _____ State _____ Zip _____
Phone (Home) _____ (Work) _____ (Cell) _____ Email _____
Is applicant reserving on behalf of an organization, business, or school? Yes No
If yes, name organization, business, or school _____

RESERVATION INFORMATION (Please note: Electrical Outlets Are Not Provided at Picnic Shelters)

Location/Facility Requested _____
Facility Type Hall Kitchen Meeting Room Shelter Pool Field Rental Light Rental
Date: Requested _____ Day(s) of Week _____
Begin Time: _____ am/pm End Time _____ am/pm
Please Describe the purpose of your reservation, including activities planned for the event _____

For Building Rentals Only: # of Tables _____ # of Chairs _____ (Limited number of tables/chairs available for reservations.)

GENERAL INFORMATION (PLEASE NOTE: APPLICANT MUST COMPLETE ALL CHANGES THAT APPLY TO THE RESERVATION REQUEST).

Estimated Attendance: _____ Those Attending: Youth Adult Spectators Vendors Others _____
Yes No Is this a private event? Yes No Is this a fundraising event?
Yes No Is the reservation for non-profit organization? What is the non-profit #? _____
Yes No Will temporary equipment be brought to the site? Please describe _____
Yes No Is the event open to the public?
Yes No Will the event be advertised to the public? If yes, please provide copy to WRPD.
Yes No Will there be any type of alcoholic beverages served? (Pertains only to hall rentals)
Yes No Will an admission fee or donation be required to attend?
Yes No Will there be amplified speech Or music? Please describe _____
Yes No Will food or drinks be served at the event? Please describe _____
Yes No Will food or drinks be sold at the event? (If yes, you must contact the Health Dept.)
Please describe (include caterer if applicable) _____
Yes No Will there be exhibitors or vendors at the event? Please describe _____
Yes No Applicant understands the WRPD Refund Policy

Applicant certifies that he/she has read the policies and procedures stated on the reverse side of this application and the applicant and all members of the reservation party agree to abide by these policies and procedures. X _____

Applicant Signature

Date

Office Use Only	Fee Due _____	Deposit Required _____	Date Paid _____	Receipt # _____
_____	Documentation Required _____	Date Received _____	District Representative _____	_____

FACILITY RULES

The following are general guidelines regarding the use of District facilities. There may be additional rules specific to the facility being reserved. This information will be provided at the time of completion of the "Application for Use of Facility" form.

1. Smoking, and the use of glass bottles or glass containers are prohibited at WRPD facilities.
2. Vehicles must be parked in designated areas only. Driving on District turf areas is prohibited.
3. Users are responsible for leaving the facility in the same general condition as received. Failure to do so may result in the assessment of additional fees or forfeiture of deposit. Additionally, users are responsible for broken, damaged, missing, or stolen WRPD equipment or property.
4. Use of equipment and supplies is to be restricted to those formally authorized for use.
5. No activity will be permitted which is in violation of local, state, or federal statutes. Applicants must adhere to all city, police, and fire codes during their use of facility.
6. Applicant agrees to abide by Health and Safety Codes that require for everyone getting in the pool wear proper bathing suit/swim trunks and to abide by all posted rules and understands that lifeguard have full authority to enforce these rules. Termination of pool use may occur if lifeguards deem it necessary with no refund given.
7. For authorized use of District facilities where food, drink, merchandise, or services are sold, the user must obtain necessary city, county and/or state permits for such sales.
8. Advertising, sales, or solicitations for a reservation event must be approved by WRPD.
9. Admission charges must be approved by WRPD.
- 10. Pony rides, petting zoos, dunk tanks, bounce houses and inflatable water features i.e., slides, are not allowed at District rentals.**
11. The District is not responsible for lost or missing articles.

INDIVIDUAL AND GROUP RESPONSIBILITY

1. Plans and decorations must be submitted and approved by WRPD at the time of completion of the "Application for Use of Facility" form.
2. The applicant/organization shall plan to accomplish the following within the time specified on the use of the facility form:
 - Putting up and taking down all decorations (including tape).
 - Setting up and taking down all furniture and returning the same to its proper storage area.
 - Any other preparation and cleanup associated with the activity being conducted.
3. Cellophane adhesives, nails, screws, staples, etc., in walls or on woodwork are **prohibited**. Masking tape only may be used.
4. At no time shall exits be covered or obstructed by decorations.
5. Use of kitchen does not include dishes, utensils, salt/pepper, etc. Usage of sinks and counters is allowed as well as refrigerator. Cutting/Slicing is not allowed on kitchen counters.

Application Instructions

1. Application must be in writing on the approved form and accompanied by rental fees.
2. Applicant signing the reservation form must be at least 18 years of age.
3. District facilities are available for reserved use Monday through Sunday from 8:00 a.m. to 10:00 p.m. subject to scheduling and approval by the facility supervisor.

WASCO RECREATION AND PARK DISTRICT RENTAL POLICIES

Thank you for choosing Wasco Recreation and Park District for your event. The following rental policies have been developed to help Wasco Recreation and Park District guests have a safe, pleasant experience:

1. **ALCOHOL IS NOT PERMITTED ON THE PREMISIES.** (Exception for Hall Reservations with proper Insurance)
2. **NO INFLATEABLE JUMPERS ARE ALLOWED**
3. **NO SMOKING inside any facility.** (During rentals must be at least 25 feet of any entrance/exit.)
4. The use of **glass bottles or glass containers is strictly prohibited** at WRPD facilities.
5. Do not take tables and chairs outside of the building.
6. **NO BOUNCING OR THROWING BALLS OF ANY KIND IN THE MEETING ROOMS.**
7. The number of guests must be limited to the maximum number stated in your application. **(Event may be cancelled if number of guests exceeds maximum number stated on the application)**
8. **Decorating the facility:**
 - Staff will provide racks with the requested number of tables and chairs for you to set up, arrange and decorate.
 - Masking tape only is allowed for decorating. Decorations are not allowed on windows, ceilings, and walls.
 - No decorations allowed on the room partition.
 - No glitter, rice, breads, or any other substances that can mar the floors are allowed.
 - No candles allowed (flameless, battery operated are okay).
 - No fog machines allowed inside the hall.
9. **Kitchen Rental**
 - You must bring your own cleaning supplies, i.e., paper towels, sponges, dish, and hand soap, etc. be prepared for accidental spills.
 - The kitchen is NOT to be used for cooking.
 - You must provide your own utensils, serving dishes, coffee makers and coffee etc.
 - **NO cutting** on counter tops, please bring your own cutting boards.
10. **CHILDREN MUST BE SUPERVISED BY ADULTS AT ALL TIMES.** Children are not allowed in rooms other the one(s) rented.
11. Be sure to give yourself enough time to clean the facility by the time you are scheduled to leave, as stated in your rental agreement. Any additional time required to clean up the facility will be charged at the same hourly rate as your rental and will be deducted from your security/cleaning deposit. If you are eligible for the deposit refund check a check will be mailed out to you within two to three weeks.

Please Note:

- **You are responsible for the setup and cleanup of your party.** Please plan your rental times accordingly. WRPD provides rentals at reasonable prices and allows the use of tables and chairs free of charge. Please wipe clean all tables and chairs. Please restack all tables and chairs on the appropriate racks. Brooms and dust pans are provided for sweeping the floor. Ask staff for mops in case of wet or sticky messes to clean.
- **If you are renting one meeting room only, please be aware that the other side may be occupied at the same time as your party.**
- **Scheduled Departure Time:** This is the latest time your group must leave the building. Extended hours are NOT authorized and may result in an additional charge. Necessary clean up must be completed before the time of scheduled departure.
- **Early Departure:** If you end your rental early, please notify WRPD staff. If the facility is vacated early without cleaning the area or notifying WRPD staff, the renter will be held responsible for additional cleanup deemed necessary and for damage to or loss of District property.
- **User Presence:** The responsible person (signature below), or another designated person IS REQUIRED to remain at the building at all times during a scheduled reservation to oversee proper use of the facility. A user may be held responsible for damage to or loss of District property.

- Extra Charges: Charges for extra cleanup may result if cleanup work is not done properly. Charges may be reduced from your deposit refund check.
- Damage/Loss Property: Users will be charged at actual cost or replacement in situations where District property is damaged or lost as a result of use.
- Flagrant Misuse of Facilities: Future use of District facilities may be jeopardized as a result of a flagrant disregard for rules and/or damages to facilities.

A. IDEMNIFICATION

The **(USER/RENTER)** shall indemnify, defend, and hold harmless WASCO RECREATION AND PARKS DISTRICT, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the (USER/RENTER)'s use or occupancy of a facility or property controlled by the **WASCO RECREATION AND PARKS DISTRICT**, unless solely caused by the gross negligence or willful misconduct of **WASCO RECREATION AND PARKS DISTRICT**, its officers employees, or agents.

B. INSURANCE REQUIREMENTS

1. General liability insurance: The **(USER/RENTER)** shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability

a. Such as insurance shall name the **WASCO RECREATION AND PARKS DISTRICT**, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The **(USER/RENTER)** shall file certificates of such insurance with the **WASCO RECREATION AND PARKS DISTRICT** which shall be endorsed to provide thirty (30) days' notice to the **WASCO RECREATION AND PARKS DISTRICT** of cancellation or any change of coverage limits. If a copy of the insurance certificate is not on file prior to the event, the **WASCO RECREATION AND PARKS DISTRICT** may deny access to the facility.

b. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with latest addition of Best's Key Rating Guide, unless otherwise approved by the **WASCO RECREATION AND PARKS DISTRICT'S** self-insurance pool.

c. Requirements of specific coverage features, or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the **(USER/RENTER)** maintains higher limits than the minimums shown above, the **WASCO RECREATION AND PARKS DISTRICT** requires and shall be entitled to coverage for the higher limits maintained by the **(USER/RENTER)**. Any available insurance proceeds in excess of the specified minimum limits of insurance coverage shall be available to **WASCO RECREATION AND PARKS DISTRICT**.

C. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

1. A **(USER/RENTER)** shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.

2. The **(USER/RENTER)** agrees to abide by all applicable local, federal, and state accessibility standards and regulations.

3. the **(USER/RENTER)** further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use appropriate sanitation practices, etc.

4. **WASCO RECREATION AND PARKS DISTRICT** reserves the right to immediately revoke **(USER/RENTER)**'s right to use of the facility under this agreement should **(USER/RENTER)** fail to comply with any provision of this section.

C. FORCE MAJEURE

1. Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, the **WASCO RECREATION AND PARKS DISTRICT** shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The **(USER/RENTER)** waives any right of recovery against **WASCO RECREATION AND PARKS DISTRICT** and the **(USER/RENTER)** shall not charge results of "acts of God" to **WASCO RECREATION AND PARKS DISTRICT**, its officers, employees, or agents.

Signature: _____ **Print:** _____

Date: _____