

SAN MARCOS COMMUNITY SERVICES DEPARTMENT

3 Civic Center Dr., San Marcos, CA 92069-2949

760.744.9000 x 3511 Fax 752.1328

B _____

FACILITY USE APPLICATION

PLEASE PRINT CLEARLY

TODAY'S DATE _____

PERSON RESPONSIBLE: _____ TITLE: _____
 ADDRESS: _____ CITY: _____ ZIP: _____
 NAME OF ORGANIZATION: _____ PHONE#: WK _____ HM _____
 FACILITY REQUESTED: (circle one) BARN KITCHEN ARENA OTHER _____

SPECIFIC ACTIVITY: _____

DATE(S): _____

DAY OF WEEK: _____ **EQUIPMENT REQUESTED :** _____

TIMES: SET-UP _____ AM/PM **START:** _____ **CONCLUDE:** _____ **LOCK:** _____ AM/PM

EXPECTED ATTENDANCE: _____ **CATERER:** _____ **LICENSE #** _____

WILL FOOD BE SERVED: (circle) YES NO **BARTENDER'S NAME** _____

WILL ALCOHOL BE SERVED: (circle) YES NO **REFERENCE PHONE #** _____

I ACKNOWLEDGE THAT CANDLES ARE NOT PERMITTED ON PREMISES AND THERE IS NO SMOKING EXCEPT IN DESIGNATED AREAS. INITIALED: _____

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

Applicant represents and agrees as follows:

- Applicant** has received, reviewed and fully understands the Policies and Regulations for use of the facility. Applicant and all members of applicant's group or organization shall abide by the Policies and Regulations.
- Applicant** has inspected the City property or premises proposed for use and has determined that they are in a safe and appropriate condition for the activities planned. Applicant and all members of applicant's group or organization hereby ensure that said property or premises will be kept and operated in a safe and appropriate condition.
- Applicant** waives, releases and discharges any and all claims for or right to claim damages of any kind that may arise as a result of Applicant's use of the City's facilities.
- Applicant** and the members of applicant's group or organization, individually and collectively, hereby agree that:

Applicant shall indemnify and hold harmless the City of San Marcos, City of San Marcos as Successor Agency to the San Marcos Redevelopment Agency and their elected and appointed boards, officers, agents and employees (collectively, "City") from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the activities described herein, caused in whole or in part by any negligent act or omission of the City, except where caused by the sole negligence or willful misconduct of the City, its subdivisions, officers, agents or employees.
- Applicant** is expressly authorized to bind each and all of the members of applicant's group or organization.

APPLICANT SIGNATURE: _____

Title: _____ Driver's License # _____

PLEASE DO NOT WRITE IN THIS SECTION

FACILITY USE FEE	Amount	Date Paid	Notations	SECURITY GUARDS
Calendar Deposit (non-refundable)	_____	_____	_____	# OF GUARDS _____
Set-Up Fee _____ HRS. X _____ =	_____	_____	_____	HRS: From: _____ AM / PM
Use Fee: _____ HRS. X _____ =	_____	_____	_____	To: _____ AM / PM
Cleaning Deposit (refundable):	_____	_____	_____	TOTAL HRS. _____
<input type="checkbox"/> will bill if problem arises				_____ HRS. X \$ _____ PER GUARD
Staffing:	_____	_____		
Kitchen:	_____	_____		
Insurance:	_____	_____		
Security:	_____	_____		
Other:	_____	_____		

INITIALED: _____

APPROVED: _____

BUCK MARTIN, COMMUNITY SERVICES DIRECTOR

FACILITY USE POLICIES & REGULATIONS

1. All laws and adopted use policies, Federal, State, County, and City, are to be obeyed by all applicants and their guests while on the City premises, including the parking lot.
2. No use will be placed on the Reservations Calendar until the application is approved and the Non-Refundable calendar deposit fee is paid.
3. Applications from San Marcos' groups will not be accepted earlier than nine (9) months in advance. Example: For 21st of November, you could come on February 21st. Non-San Marcos' groups may reserve up to six (6) months in advance. City sponsored programs and/or Community Services approved historically conducted events may be reserved one (1) year in advance.
4. All fees are due sixty (60) days in advance of event. If deadline is not met, reservation is subject to cancellation.
5. Use permits may be revoked on a ten (10) day notice by the Community Services Department if the facility is required to expand and conduct city sponsored programs.
6. A maximum number of persons are allowed by Fire Code within each area of the facility. Please ascertain that number and comply.
7. There is to be NO SMOKING within any City facility and NO SMOKING except in designated areas.
8. The person applying for use of the facility must be a responsible person at least twenty-one years old. Driver's license is required for identification.
9. Variations of policies must be requested at least two months preceding the date of event.
10. Use of the Community Services facilities is restricted to the applicant and/or organization named on the application. No substitutions.
11. Cancellation less than sixty (60) days in advance will result in the forfeiture of all fees. With a minimum sixty (60) day notice, fees paid will be refunded, less the calendar deposit.
12. Security Services and/or a City Representative shall be present at any function at the option of the Community Services Director.
13. The contract is invalid until signed by the Community Services Director or his designated representative.
14. Facilities are to be left in a clean and orderly condition. Any cleaning or damage expense incurred other than normal wear to the facility will be deducted from the cleaning deposit or billed to the responsible person or organization. Tables and chairs are to be wiped clean and returned to proper storage.
15. Clean Up: Each event will be allowed a maximum of one (1) hour free time following the function. Clean-up time, on a prearranged basis only, may be granted the day following the event only at the discretion of the Community Services Director.
16. Civic groups selling alcoholic beverages must apply to the A.B.C. Board for a liquor permit and display said permit at the event.
17. Any refreshment containing alcohol is prohibited unless dispensed by a licensed caterer or qualified bartender following A.B.C. regulations. Alcoholic beverages shall not be consumed outside the facility. Food must be available the entire time alcohol is present.
18. No alterations of fixtures or decoration of the facility shall be made without prior permission of the Community Services Director. Doublesided tape is to be used when hanging any type of decorations. No nails, duct tape or staples are allowed.
19. The Community Services Department may refuse to reserve the facility for the following reasons:
 - a.) not available due to another reservation.
 - b.) unsatisfactory record of use in the past.
 - c.) if all requirements of this policy, the City Council, or the Community Services Commission are not met.
 - d.) if the activity is not compatible with accepted legal and moral standards.
 - e.) misrepresentation of facts at the time of reserving the facility.
20. The use of recreation facilities shall not be granted, permitted, or provided to any individuals, society, or organization which has as its objective, or as one of its objectives, the overthrow or advocacy of the overthrow of the present form of government of the United States or the State of California by force or violence or other unlawful means.
21. At all gatherings of young people, at least one (1) adult (over 21 years) per twenty (20) youths must be present throughout the event.
22. A separate permit is required through the City Clerk Department for public dances.