

CITY OF PACIFIC GROVE - RECREATION DEPARTMENT
300 FOREST AVENUE
PACIFIC GROVE, CA 93950
TEL: (831) 648-3130 website: www.cityofpacificgrove.org
FACILITY USE APPLICATION
PLEASE PRINT

TODAY'S DATE: _____

A. Check Facility Requested: (please circle)

1. Community Center

- Lebeck Room
- Kuwatani Room
- Scout Room
- Kitchen
- Barbecue Pit

2. - Chautauqua Hall

3. - Sally Judd Griffin Building

4. - Other _____

This is your application to reserve the above-mentioned facility. Upon receipt, the Facilities Coordinator will review your request and issue a PERMIT if the requested space is available.

B. NAME OF INDIVIDUAL/ORGANIZATION: _____

ADDRESS: _____ CITY: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

E-MAIL ADDRESS: _____ @ _____

DAY OF EVENT – CONTACT PERSON: _____

CELL PHONE NUMBER: _____

C. PURPOSE OF USE: _____
(MEETING, PARTY, DINNER, RECEPTION, FUND-RAISER, ETC.)

D. ESTIMATED ATTENDANCE: ADULTS _____ YOUTH (18 & UNDER) _____ TOTAL: _____

E. EVENT OPEN TO THE PUBLIC? _____ YES NO _____

F. WILL ADMISSION* BE CHARGED, OR DONATION COLLECTED? _____ YES NO _____

* ADMISSION INCLUDES DUES, FEES, COLLECTIONS, DONATIONS, OR OTHER CHARGES.

G. PURPOSE OF ADMISSION: _____

PRICE OF ADMISSION: ADULT _____ YOUTH _____

H. WILL DECORATIONS BE USED? _____ YES NO _____

TYPE OF DECORATIONS PLANNED: _____

I. WILL CONCESSIONS BE SOLD? _____ YES NO _____

J. WILL REFRESHMENTS BE SERVED? _____ YES NO _____

IF YES, WHAT TYPE? _____
(POTLUCK, CATERED, BARBECUE, ETC.)

K. WILL ALCOHOL BE SERVED? ___ YES NO ___ IF YES, WHAT KIND? _____
(BEER, WINE, HARD)

L. WILL ALCOHOL BE SOLD? _____ YES NO _____
PLEASE NOTE: POLICE DEPARTMENT APPROVAL AND AN ABC LICENSE ARE REQUIRED.

M. DOES YOUR GROUP PLAN TO HAVE LIVE OR RECORDED MUSIC? _____ YES NO _____
(Live or Recorded Music Requires Sound Permit approval by Pacific Grove Police Department – \$32 fee)

Completed Set-Up Form: Yes _____ / No _____ **DATE OF EVENT:** _____

DAY OF WEEK: _____

FACILITY USE PERMIT APPLICATION

N. DATES AND TIMES OF USE: (FOR RECURRING MEETINGS, BOOKINGS ARE MADE SIX (6) MONTHS IN ADVANCE.)

DATE(S) OF EVENT _____

TIME OF EVENT
(TIME MUST INCLUDE
DECORATING & CLEAN UP)

SET-UP Time (Delivery, Decorating, Catering) _____ **TO** _____

PARTY / EVENT Time _____ **TO** _____

CLEAN-UP / TAKE-DOWN Time _____ **TO** _____

_____ **TO** _____

TOTAL TIME: _____ **TO** _____

FOR OFFICE USE ONLY:

ITEM	REV CODE	AMOUNT PAID	DATE	REC'D BY
Facility Charge	(REC-RENT)			
Hourly Charge _____ after 4 hrs	(REC-RENT)			
Damage Deposit (Refundable)	(RECDEPOS)			
Sound Permit (\$32, if needed)	(PD-SOUND)			
Other Fees (Security, Coffee, other)				
Host Liability Insurance	(REFUND 421-5231)			
Insurance Certificate issued		cert # _____		
If Sally Griffin Ctr. - fax to Viveca		n/a		

Recreation Department Approval

RENTAL POLICIES

1. All renters of City facilities shall complete and have on file with the Recreation Department a rental Facility Use Application. City facilities may not be sublet by renters without express authorization of the City.
2. Reservations will be initiated by completing and signing all necessary Permits, and paying the applicable fees. Reservations will be confirmed (or denied) within four (4) business days of receipt of this permit application.
3. NO VERBAL OR TELEPHONE RESERVATIONS WILL BE ACCEPTED.
4. Person signing the Use Permit must be twenty-one (21) years of age or older.
5. Reservations will be taken on a first come, first served basis, at a maximum of six months and a minimum of ten (10) working days prior to use. Facility is not reserved until applicable fees have been paid, all permits are signed and final approval is granted.
6. A security deposit of \$515.00 (not included in the rental fee), plus the event fees, and a valid driver's license must be presented with a signed application to secure date.
7. The security deposit or portion of will not be refunded if there are damages to furnishings, floors, walls, extra cleanup, landscaping, noise/sound permit violation, refusal to vacate premises at established ending time, or other unusual costs incurred. Renters are responsible for guests' conduct and/or damages and will be billed for any costs not covered by the security deposit. Payment for additional fees, damages, etc., is due in full, ten (10) calendar days after billing date.
8. If event is canceled, the rental fee and applicable insurance fees will be refunded ONLY if notice is given thirty (30) days prior to the scheduled date of event.
9. **ALL REFUNDS ARE SUBJECT TO A 25% PROCESSING FEE.**
10. Time used for decorating and/or clean-up will be included in the total number of hours charged to an individual or organization.
11. The Recreation Department may require appropriate deposits or extra payments for special charges incurred.
12. The facility will be available no earlier than 7:30 AM Monday through Friday, and no earlier than 9:00 AM on Saturday and Sunday.
13. The facility must be **vacated** with all of your possessions **by 9:30 PM Sunday through Thursday** for private parties, and no later than **11:00 PM on Friday and Saturday** or loss of deposit may result.

14. There will be **no music** allowed in the facility **after 9:00 PM Sunday through Thursday** (unless Sunday precedes a Monday holiday).
15. There will be **no music** allowed in the facility **after 10:30 PM Friday and Saturday** (or on an evening preceding a City Holiday).
16. Music must end half an hour before established ending time of event.
17. Sound Amplification Permit must be signed and returned with applicable fee 30 days prior to event, with a payment of \$32.00. Live music requires authorization from Facility Coordinator.
18. The City will provide host liability insurance to cover events held in the facility at which alcoholic beverages are served or sold. Individuals and organizations responsible for such events shall pay applicable fees for such insurance.
19. If alcohol is served, the individual signing the Use Permit **MUST** be twenty one (21) years of age or older, and is legally responsible. No alcohol is allowed on the premises for any event held for minors.
20. If the person or organization imposes a cover charge, sells alcoholic beverages, or otherwise comes under the jurisdiction of the State Department of Alcoholic Beverage Control, said person or organization must obtain permission from the Pacific Grove Police Department, and the City must be provided with evidence of a valid license from the State Department of Alcoholic Beverage Control.
21. Alcoholic beverages must be consumed inside the building or within the courtyard at the Community Center. Alcoholic beverages are not permitted outside of the facility or in adjoining city parks and playgrounds.
 The violation of this provision would result in costs to the City that are extremely difficult, if not impossible, to accurately calculate. Therefore, the renter agrees that the City's costs as a result of the violation of this provision are \$500.00, and that violation of this provision will entitle the City to liquidated damages in the amount of \$515.00. This amount may be deducted from the renter's security deposit, in addition to any other charges applied to the security deposit.
22. Kegs must be contained in appropriate bins/buckets. Condensation from kegs must not cause floor to become wet. If so, Staff will advise on appropriate location for keg to be stored during event.
23. Playground area next to Community Center is closed at dusk.
24. **NO DECORATIONS WHATSOEVER MAY BE ATTACHED TO CEILING TILES.**
 No nails, tacks staples, duct tape etc. may be used to decorate. **USE OF BLUE PAINTERS TAPE ONLY.**
25. All decorations must be fireproof or of fire retardant materials. (i.e. Christmas trees, hay bales, etc.)
26. Candles or other open flame devices are prohibited.
27. All trash must be placed in trash receptacles and all decorations removed after use. Tables must be cleared of all food and trash.
28. Use of the fireplace is prohibited.
29. A City of Pacific Grove Police officer or reserve officer may be required at some activities at renter's expense, as deemed necessary by the City. A minimum of one officer will be utilized.
30. City is not responsible for any items left on premises.
31. Future usage will depend on adherence to all policies and procedures governing use of the facility.
32. Any group using a City facility on a rent-free basis is expected to clean up after such usage. **Any group which fails to clean up to the City's satisfaction will be charged a minimum clean-up fee of \$50.00.**
33. The renter agrees to indemnify and hold harmless the City of Pacific Grove, its agents, employees, or any other person against loss or expense, including attorney's fees, by reason of the liability imposed by law upon the City, except in cases of the City's sole negligence, for damage because of bodily injury, including death at any time resulting there from, sustained by any person or persons, or on account of damage of property are due or claim to be due to any passive negligence of the City, its employees or agents, or any other person. It is further understood and agreed that the renter shall, at the option of the City, defend the City of Pacific Grove with appropriate counsel, and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

This certifies that I have read the regulations of this Facility Use Permit Application and agree to abide by and enforce all rules and regulations of the City of Pacific Grove Recreation Department, to guarantee proper use and care of the facility requested herein, and to reimburse the City for any loss or damage.

Signature: _____ Date: _____