

PARK USE APPLICATION

Pacific Grove Recreation Department
 302 16th St, Pacific Grove, CA 93950
 Phone: (831) 648-3134
 www.cityofpacificgorve.org/recreation



<input type="checkbox"/> Caledonia Park (141 Caledonia Ave) <input type="checkbox"/> George Washington Park (700 Alder St) <input type="checkbox"/> Muni Ball Park (230 17-Mile Dr)	<input type="checkbox"/> Arnett Park (942 Piedmont Ave) <input type="checkbox"/> Jewell Park (148 Grand Ave) <input type="checkbox"/> Other _____
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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 and full payment is received.

NAME OF INDIVIDUAL/ORGANIZATION: _____

ADDRESS: _____ CITY: _____ ZIP: _____
 PHONE: _____ E-MAIL ADDRESS: _____
 CONTACT PERSON (if different from above): _____ PHONE: _____

PURPOSE OF USE: _____
 (MEETING, PARTY, PRACTICE, BBQ, ETC.)

DATE REQUEST: _____ TIME REQUIRED: (set-up and clean-up times must be included in the hours)
 FROM: _____ □ AM | □ PM TO: _____ □ AM | □ PM
 ESTIMATED ATTENDANCE: ADULTS _____ YOUTH (18 & UNDER) _____ TOTAL: _____
 WILL ADMISSION* BE CHARGED, OR DONATION COLLECTED? ____ YES ____ NO
 WILL DECORATIONS BE USED? ____ YES ____ NO TYPE OF DECORATIONS PLANNED: _____
 WILL FOOD BE SERVED? ____ YES ____ NO IF YES, WHAT TYPE? _____
 (POTLUCK, CATERED, BARBECUE, ETC.)

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 – **\$75 fee**)

A certificate of insurance and additional insured endorsement (CG Form 20 26) naming the City of Pacific Grove as an additional insured, in an amount not less than \$2 Million, is required prior to approval of this application.

FOR OFFICE USE ONLY:

ITEM	AMOUNT PAID	DATE	REC'D BY
Facility Charge (RENT)	\$_____.00		
Hourly Charge _____ after 4 hrs (RENT)	\$_____.00		
Sound Permit (\$75, if needed) (PD-SOUND)	\$_____.00		
Other Fees	\$_____.00		

Recreation Department Approval _____ DATE _____

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. Person signing the Use Permit must be twenty-one (21) years of age or older.
4. 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.
5. If event is canceled, the rental fee will be refunded ONLY if notice is given thirty (30) days prior to the scheduled date of event.
6. **ALL REFUNDS ARE SUBJECT TO A 25% PROCESSING FEE.**
7. Time used for decorating and/or clean-up will be included in the total number of hours charged to an individual or organization.
8. The facility will be available no earlier than 8:00AM and must be vacated by dusk.
9. There will be **no music** allowed in the facility **before 9:00AM.**
10. Sound Amplification Permit must be signed and returned with applicable fee 30 days prior to event, **with a payment of \$75.00.** Live music requires authorization from Facility Coordinator.
11. **Alcohol consumption in public areas is strictly prohibited**
12. **Use of helium balloons or other event decorations that may result in illicit waste or discharge are prohibited.**
13. All trash must be placed in trash receptacles and all decorations removed after use.
14. Use of the fireplace is prohibited.
15. 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.
16. City is not responsible for any items left on premises.
17. Future usage will depend on adherence to all policies and procedures governing use of the facility.
18. **Vehicles are prohibited on park grounds.** This includes unloading of items and passengers inside the park.
19. **Dogs are prohibited in all parks.**
20. If a bounce house is used, any commercial agency must have an insurance policy on file with the City and a City of Pacific Grove business license.
21. 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.**
22. 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.

NAME (PRINT): _____

Signature: _____ **Date:** _____