

# FACILITY USE APPLICATION

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



<input type="checkbox"/> <b>Community Center (Main Hall) (515 Junipero)</b> <input type="checkbox"/> <b>Community Center (Kuwatani Room) (515 Junipero)</b> <input type="checkbox"/> <b>Little House @ Jewell Park (148 Grand Ave.)</b>	<input type="checkbox"/> <b>Chautauqua Hall (162 16<sup>th</sup> St)</b> <input type="checkbox"/> <b>Youth Center (302 16<sup>th</sup> St)</b> <input type="checkbox"/> <b>Other _____</b>
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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, DINNER, RECEPTION, FUND-RAISER, ETC.)

DATE REQUEST: \_\_\_\_\_

TIME REQUIRED: FROM: \_\_\_\_\_ □ AM | □ PM TO: \_\_\_\_\_ □ AM | □ PM  
 (set-up and clean-up times must be included in the hours)

ESTIMATED ATTENDANCE: ADULTS \_\_\_\_\_ YOUTH (18 & UNDER) \_\_\_\_\_ TOTAL: \_\_\_\_\_

WILL ADMISSION BE CHARGED, OR DONATION COLLECTED? \_\_\_ YES \_\_\_ NO PRICE OF ADMISSION: \_\_\_\_\_

WILL DECORATIONS BE USED? \_\_\_ YES \_\_\_ NO TYPE OF DECORATIONS PLANNED: \_\_\_\_\_

WILL CONCESSIONS BE SOLD? \_\_\_ YES \_\_\_ NO

WILL FOOD BE SERVED? \_\_\_ YES \_\_\_ NO IF YES, WHAT TYPE? \_\_\_\_\_  
 (POTLUCK, CATERED, BARBECUE, ETC.)

WILL ALCOHOL BE SERVED? \_\_\_ YES \_\_\_ NO (PLEASE NOTE: LIQUOR LIABILITY INSURANCE WILL BE REQUIRED)

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	FEES	TOTAL
Facility Charge <b>(RENT)</b>		\$ _____	\$ _____
Hourly Charge (after 4 hrs) <b>(RENT)</b>		\$ _____	\$ _____
Damage Deposit (Refundable) <b>(DEPOSIT)</b>		\$ _____	\$ _____
Sound Permit <b>(\$78, if needed) (PD-SOUND)</b>		\$ _____	\$ _____
Other Fees		\$ _____	\$ _____
			\$ _____

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. 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 \$538.00** (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. **All refunds are subject to a 25% processing fee.**
9. Time used for decorating and/or clean-up must be included in the total number of hours charged to a reservation.
10. The Recreation Department may require appropriate deposits or extra payments for special charges incurred.
11. 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.
12. 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.
13. There will be **no music** allowed **after 9:00 PM Sunday through Thursday** (unless Sunday precedes a Monday holiday).
14. There will be **no music** allowed in the facility **after 10:30 PM Friday and Saturday** (or on an evening preceding a City Holiday).
15. Music must end half an hour before established ending time of event.
16. Sound Amplification Permit must be signed and returned with applicable fee 30 days prior to event, **with a payment of \$78.00**. Live music requires authorization from Facility Coordinator.
17. In the event in which alcoholic beverages are served or sold. Individuals and organizations are responsible for providing a certificate of insurance that includes Liquor Liability coverage.
18. 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.
19. 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.
20. 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.
21. 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.
22. Playground area next to Community Center is closed at dusk.
23. **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.**
24. All decorations must be fireproof or of fire-retardant materials. (i.e. Christmas trees, hay bales, etc.)
25. Candles or other open flame devices are prohibited.
26. All trash must be placed in trash receptacles and all decorations removed after use. Tables must be cleared of all food and trash.
27. Use of the fireplace is prohibited.
28. 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.
29. City is not responsible for any items left on premises.
30. Future usage will depend on adherence to all policies and procedures governing use of the facility.
31. 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.**
32. 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:** \_\_\_\_\_