

CITY OF FORTUNA - PARKS AND RECREATION

Facility Rental Agreement



READ THIS INFORMATION BEFORE PROCEEDING

This facility policy is in place to insure that your usage of the facility is a positive experience and that the facility remains in optimum condition to be used by all.

The facilities are available on a first-come, first-served basis. Reservations must be made at least thirty (30) business days in advance, depending on your event. All paperwork must be returned with payment in full to have the event placed on the calendar. Facilities may be reserved by stopping by the Parks & Recreation office between 8am & 4:30pm, Monday - Friday. For questions or more information, please call 707-725-7620.

APPLICATION PROCEDURES

1. Read through the entire application packet to make sure the facility will fit your needs.
2. The reservation application must be completed and signed by the adult responsible for the event. The applicant must be 18 years of age.
3. All fees, use & cleaning deposit, are due when application is submitted. Dates will not be held without full payment.
4. The Parks & Recreation Department and the Fortuna Police Department have the right to shut down any event, with no refund of money.
5. Cancellations must be made 14 days in advance for a full refund, less a \$25 processing fee. Cancellations made less than 14 days will be subject to a partial refund, plus a \$25 processing fee. A "Refund Request Form" must be completed to be issued a refund for cancelling.
6. There will be a \$30 service charge for all returned checks.
7. Permission for use of the Parks & Recreation facility will be granted to responsible individuals or organizations upon the condition that all regulations governing the use of the facility are followed. Permission may be revoked at any time for failure to do so and the individual or organization will forfeit all fees and deposits. Future use may also be restricted or denied.
8. The application must be approved by Parks & Rec staff. Reservations are not confirmed until the applicant has received written confirmation from Fortuna Parks & Recreation by mail or in person.
9. The City of Fortuna accepts cash, checks, VISA or Mastercard for cleaning deposit and rental fees. If the deposit is made by check, that check will be cashed at the time it is given to the City. Checks are payable to "City of Fortuna".
10. Within 2 to 3 weeks following the event, the cleaning deposit will be refunded to the applicant or a letter will be sent describing the reasons why the deposit will not be refunded.

BUILDING RULES AND REGULATIONS

1. All activities must comply with City of Fortuna ordinances and policies and must be conducted in a peaceful and orderly manner.
2. Smoking is prohibited in the park.
3. Absolutely no vehicles are allowed on the grass areas of the park.
4. Smoking is prohibited in all City facilities and within 20 feet of all City buildings. AB 846
5. Applicants are responsible for the actions of their guests.
6. Applicants may not enter facility prior to the time noted on application. Parks & Rec is not responsible for any items left at the facility.
7. Facility must be cleaned up immediately after the event. The cost of any cleaning or repairs required by the City will be charged to the applicant. A partial list of required cleanup items are:
 - Pick up all litter in and around the facility grounds.
 - Shut off all lights.
8. Children are not allowed to play in flower beds, bushes, or trees.
9. As per City Ordinance, all dogs must be leashed.
10. Keys must be checked out at Park Office prior to event. If you rent the facility for Sat/Sun, check out key on Friday before 4:30 pm. **No changing of any locks without prior approval of the Parks and Recreation Director.**
11. Food sales may require a Humboldt County Health Dept Permit. Applicant is responsible for determining what permits and/or licenses may be required. (ABC 445-7229 ~ Humboldt County Health Department 445-6215)

***** Please see attached for insurance requirements *****

Complete and Return to:

Fortuna Parks & Recreation
5 Park Street
Fortuna, CA 95540

Include the following:

Facility Rental Agreement
 Use Fee & Cleaning Deposit

(if applicable)

Proof of Insurance
 ABC Liquor License
 Additional Insured
Endorsement

**CITY OF FORTUNA - PARKS AND RECREATION
FACILITY RENTAL AGREEMENT
PLEASE PRINT NEATLY WITH BLUE OR BLACK INK ONLY**

Person in Charge of Event: _____

Mailing Address _____ City _____ Zip Code _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail Address: _____ (Confirmations will be sent via email)

Note: refund will be returned to person above unless otherwise stated _____

FACILITY INFORMATION

Date(s) of event _____ Day of week _____

(Please send schedule as soon as possible) Hours requested: From _____ am pm to _____ am pm

Estimated Attendance: _____ Event open to the Public: Yes No

Alcohol served: Yes No ~~ Alcohol Sold: Yes No

NEWBURG PARK FIELDS

Hardball: 1 2

Soccer: 1 2 3 4 5

Softball: 1 2

Soccer - Under 8: 1 2 3 4 5

Softball Snack Shack

INDEMNIFICATION

LESSEE agrees to indemnify, defend, and hold harmless, the city and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses, including attorney fees arising out of LESSEE's use of City facility, caused in whole or in part by any negligent act of the LESSEE, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts may be liable, except where caused by the sole negligence, or willful misconduct of CITY.

_____ **Initial that you have read the above.**

I, the undersigned, am 18 years of age or older, and understand and agree to abide by the City of Fortuna Parks and Recreation Department's policies and procedures for rental of park areas and facilities. I am also aware that in renting a facility for myself and/or other participants whom I invite for involvement in the above rental, I will be expressly assuming the risk and legal liability. I will instruct my group of these rules and conditions and ensure that they abide by them as well.

Signature of Renter (Must be 18 years or older) _____

Date _____

OFFICE USE ONLY

Key Needed No Charge - Approval by _____ Date: _____

REQUIREMENTS

Use Fee \$ _____ ~ Paid on _____ Deposit \$ _____ ~ Paid on _____ Total Amt Paid \$ _____

____ ABC-Liquor License ~ Received on _____ Health Permit ~ Received on _____ Liability Insurance ~ Received on _____

____ Proof of person providing clean-up: Name: _____ Phone #: _____

Your application for reservation has been approved and area noted above is reserved for your use on the date and for the time indicated. The person in charge should have this application with him/her on the date of the reservation.

Please pick up keys at the Parks & Recreation Office on _____ between the hours of 8am - 4:30pm.

Confirmation E-Mailed _____ or Mailed _____

Refund: Deposit \$ _____ Use Fee \$ _____

Date: _____ Clerk _____

Approved by Parks and Recreation Staff _____

Date _____