



Facility Rental Application

Reservations are made on a first-come, first-serve basis. A facility agreement must be completed and submitted 30+ days prior to the desired reservation date. Rental deposit must be paid in full at the time of the booking. Certificates of Insurance and any remaining rental balances are due 30 days before the event, or the reservation may be subject to cancellation.

APPLICANT INFORMATION

Organization: _____

Contact Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

EVENT INFORMATION

Event Name: _____ Type of Event: _____ Event Date: _____

Time: Check-In: _____ Check-Out: _____ Expected Attendance: _____ Will food be served: ☐ Y / ☐ N

FACILITY		
Joslyn Senior Center 21 Grant St. Tue – Fri: 9:00a – 3:00p (909) 798-7550 ☐ Auditorium \$75/hr. 2,630 sq ft. Capacity: Dining 118, Assembly 253 ☐ Lounge \$30/hr. 542 sq ft. Capacity: Dining 25, Assembly 35 ☐ Pete Serfass Classroom \$30/hr. 665 sq. ft. Capacity: Dining 25, Assembly 35 ☐ Classroom 2 \$30/hr. 500 sq. ft. Capacity: Dining 18, Assembly 30	Eddie & Gloria Flores Senior Center 111 W. Lugonia Ave. Mon – Fri: 8:00a – 2:00p (909) 798-7579 ☐ Banquet Room \$75/hr. 1,932 sq ft. Capacity: Dining 96, Assembly 200 ☐ Lugonia Room \$30/hr. 835 sq ft. Capacity: Dinning 30, Assembly 35 ☐ Grandview Room \$30/hr. 485 sq ft. Capacity: Dinning 25, Assembly 35 ☐ Entire Building \$125/hr.	Joe R. Gonzales Community Center 111 W. Lugonia Ave. Mon: 2p – 9p Tue: 1p-9p W/Th: 2p-9p Fri: 2p – 7:30p Sat: 9a – 3p (909) 798-7572 ☐ Multi-Purpose Room \$70/hr. 1,848 sq ft. Capacity: Dinning 125, Assembly 285 ☐ Gymnasium* \$200/hr. 7,650 sq ft. Assembly Capacity: 400 ☐ Classroom A... \$30/hr. 596 sq. ft. Assembly Capacity: 30 ☐ Classroom B \$20/hr. 418 sq ft. Capacity: Dining 18, Assembly 30 ☐ Dance Studio* \$66/hr. 1,356 sq ft. ☐ Racquet Ball Court 1* \$25/hr 760 sq. ft. ☐ Racquet Ball Court 2* \$25/hr. 760 sq. ft. ☐ Game Room... \$50/hr. 1645 Sq. ft. *: No Food or Drinks Allowed
Amenities requested at no additional cost (subject to availability): ☐ Microphone ☐ Projector ☐ HDMI Cable ☐ Cable Adaptors ☐ AUX Cord ☐ Podium ☐ Speaker ☐ TV [Flores Center only]		

\$200 Security Deposit: Refundable cleaning and security deposit of \$200.00 shall be required of all reservations and paid in full at the time of booking. The deposit will be refunded in approximately two weeks after the rental date(s) if all facilities are unharmed, appropriately clean, and vacated at the contracted time. Only one deposit is needed if more than one room in the same facility is rented.

Staff Attendant Fee: A \$30/hr. staff attendant fee shall apply for any rental hours outside the facilities' hours of operation.

Waste Removal: All waste is to be removed from the facility by the client. Trash can liners can be supplied as well as access to the facility waste bins. The City of Redlands has a food waste collection program and strongly encourages separating landfill waste from compostable waste.

☐ **Staff Set-up Fee Optional):** To facilitate the setup and breakdown of your room(s), a minimum fee of \$30 is required the first hour, with an additional \$30 for each subsequent hour. If you choose to opt out of this service, tables and chairs will still be available for your use; however, your rental party will be responsible for returning the room to its original condition.

☐ **Professional Services/Paid Vendors:** Any paid vendors (caterers, DJs, etc.) present on-site during the rental must possess a City of Redlands Business License and provide a copy of their certificate of insurance that meets our minimum insurance requirements (see below).

☐ **Alcohol Permit Request:** Please complete the approved application and submit it for approval by the Facilities and Community Services Director. This application must include endorsements within the Certificate of Liability Insurance for the specific event. The hosting party is required to designate one individual who is at least twenty-one (21) years old and will not consume alcohol during the event. This person will be responsible for monitoring alcohol consumption and ensuring compliance with all applicable laws and facility regulations. Alcohol may only be consumed in the designated area specified in the application. Failure to adhere to these guidelines may result in law enforcement intervention, the termination of the event, and forfeiture of all deposits and fees. Additional fees may be assessed at the discretion of the Recreation Supervisor.

Designated alcohol consumption area [facility(s) rented]: _____

Insurance Information: Before a rental can be confirmed, all applicants must secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance of self-insurance programs maintained by the City. Certificates with endorsements evidencing such coverage must be provided to the city. Please contact the City of Redlands Human Resources Department/Risk Management with any questions regarding this insurance provision or to procure such insurance from the City of Redlands at (909) 798-7514.

Special Events/Permits

The licensee shall secure the minimum insurance coverage described below:

1. Commercial General Liability (CGL)
 - a. Limits of insurance not less than \$1,000,000 Per Occurrence and \$2,000,000 aggregate
 - b. The City shall be included as an Additional Insured.
 - i. City of Redlands, P.O. Box 3005, Redlands, CA 92374

Refunds: All cancellations must be made fourteen (14) days in advance of the reservation date. All refunds, except the security deposit, shall be subject to a ten dollar (\$10.00) administrative fee.

The applicant hereby acknowledges that he/she understands and will comply with all rules pertaining to the use of the City of Redlands facilities and its amenities. Applicant hereby assumes all responsibility to leave the facility in as neat and clean condition as found. No alcohol is to be provided or served on City of Redlands premises. Applicant agrees to hold harmless and indemnify the City of Redlands, California, from any and all liability, except for that liability arising as a result to the sole negligence of the City, for the injury to persons or property occurring as a result of this activity and agrees to be liable to said City for any and all damages to any room, equipment, and/or furniture owned or controlled to the City, which results from the activity of permitted for is caused by a participant in said activity. Applicant acknowledges that this reservation is subject to immediate cancellation by any police officer or agent of the City of Redlands upon determination of a violation of the Redlands Municipal Code or in times of declared emergencies. I/We agree to abide by and enforce the rules and regulations of the City of Redlands and verify that I/We have read the above rules and regulations.

Applicant Signature

Date

INSURANCE REQUIREMENTS & NOTICE OF CONDITIONS

Please Note: The City strongly recommends applicant/organization to review this Notice of Conditions (including the precise wording of these requirements) with their insurance agent or broker. Prior review will assist applicant/organization, agent, and the City to process the proper documents in a timely manner.

The City of Redlands may require additional automobile, liquor or other liability insurance policies as needed based upon the specific nature of the proposed special event.

Events that include inflatables, carnival rides, or petting zoos require an additional liability insurance policy from the provider that meets the requirements listed below, as well as a separate use agreement.

If unable to obtain insurance, please contact Sarah Redinger at (909) 335-4938 or insurance@cityofredlands.org for possible assistance with finding a company to provide the required insurance coverage.

As a condition of use of City of Redlands facilities or City programs, organizations must provide, at its sole expense, each of the following items as indicated:

Proof of insurance comprised of certificates of insurance and original endorsements of **general liability insurance** written by one or more responsible insurance companies licensed to do business in California is required. This coverage must:

1. Name the **City of Redlands, its officials, officers, directors, employees, agents and volunteers** as **additional insureds** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of applicant/organization, its agents or employees.
2. Include liability coverage for claims made by participants in the event/program. Applicant/organization is advised that any and all **exclusions** pertaining to athletic or recreational events/programs must be disclosed in the endorsement, and failure to do so will not insulate the organization from individual liability for claims made as a result of the use of the facilities and this event/program.
3. Be primary with respect to the additional insured named above in #1. Any other insurance available to the **City of Redlands, its officials, officers, directors, employees, agents and volunteers** shall be excess and noncontributing.
4. Have the general liability policy limits of such insurance shall not be less than **\$1,000,000 per occurrence for bodily injury, personal injury and property damage**. Any aggregate that applies will be double the occurrence limit. Any deductible or self-insured retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require applicant/organization to have their insurer eliminate the deductible or reduce it.
5. Show that the applicant/organization has satisfied these requirements by furnishing the City with Certificates of Insurance and original endorsement affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms. The City will **not** accept a Certificate of Insurance alone as proof of insurance coverage. The original endorsement* must specifically list the following:

"The City of Redlands, its officials, officers, directors, employees, agents, and volunteers are additional insured's against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.

This insurance is primary with respect to the additional insured. Any other insurance available to the City of Redlands, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing."

Name/Address for Certificate of Insurance Additional Insured:

City of Redlands, 35 Cajon St., Suite 200, Redlands, CA 92373

***The City must receive the endorsement 45 days prior to the start date of the event/program.**

Each endorsement shall be subject to approval by the City Redlands as to form, and as to insurance company.

Please sign below, return this original Notice of Conditions page to indicate receipt and understanding of each condition listed above.

Signature of Applicant/Event Holder

Print Applicant/Event Holder Name

Date

Name of Organization

Applicant/Event Holder Title

HOLD HARMLESS and INSURANCE AGREEMENT

By my signature below, I hereby agree to and represent the following:

(Name) I, _____, as a condition of use of the City of Redlands facilities on the date(s) of (Date(s) _____, hereby agrees to, and shall, defend, indemnify, and hold harmless the City of Redlands, its officials, officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly arising from usage or activities for which Special Event Permits are granted.

(Name) _____ will take full responsibility for seeing that use of the City facilities is in full adherence and compliance with all applicable City rules, conditions, and the requirements of State law.

On the date(s) of _____, commencing at 12:01 a.m. and expiring at 12:00 midnight, (Name) _____ will, at its sole expense, maintain in full force and effect a policy or policies of general liability insurance written by one of more responsible insurance companies licensed to do business in California, that will insure (Organization) _____, and the City of Redlands as an additional insured, against liability of injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by the City of Redlands as to form and as to insurance company. The general liability insurance policy limits of such insurance shall not be less than one million dollars (\$1,000,000).

Signature of Applicant/Event Holder

Applicant/Event Holder Name – Please Print

Date

Applicant/Event Holder Title