



City of Rancho Cucamonga Community Services Department  
**Park Shelter Rental Application**

This Park Shelter Rental application should be submitted to the Community Services Department 14 calendar days before the date requested to ensure adequate approval time. **This is only a request and is not an approved contract for a Park Shelter Rental.** If this request is approved, a signed copy of the permit outlining the rules, regulations, and fees will be forwarded to the applicant. Pending Staff review, liability insurance may be required. **Do not advertise your event until a signed contract has been approved. Please read the rules and regulations on the back of this form and initial all copies.** Must comply with all State and local laws and regulations.

Please initial \_\_\_\_\_

Please print legibly in ink.

**PART 1: CONTACT INFORMATION**

Organization: \_\_\_\_\_ Non-Profit # (if applicable): \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Street Address: \_\_\_\_\_  
 Primary Phone: (\_\_\_\_) \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Secondary Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Alternate Contact: \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_  
 Must submit a copy of your ID with the application

**PART 2: PARK FACILITY, DATE(S) & TIME REQUESTED**

Park Requested: \_\_\_\_\_ Shelter(s): \_\_\_\_\_  
 Day of the Week: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_  
 Rental Time:  12 pm – 3 pm  4 pm – 7 pm  All Day (please check all that apply)

**PART 3: RENTAL ACTIVITY INFORMATION**

Type of Event: \_\_\_\_\_  
 Description of event activities (barbeque, games, piñata, sports, etc.): \_\_\_\_\_  
 Attendance: 21 years and over \_\_\_\_\_ 16-20 years old \_\_\_\_\_ 15 years and under \_\_\_\_\_ **Total\*** \_\_\_\_\_  
 Is the event open to the public?  Yes  No  
 Is there a charge for the event or any part of the event?  Yes  No  
 Will you have a Moonbounce/Inflatable? (add'l fees apply)  Yes  No If yes, Vendor: \_\_\_\_\_  
 Special Equipment (tents/canopies, cooking equipment, games, etc.) \_\_\_\_\_  
 Who will supply the equipment?  Self  Vendor: \_\_\_\_\_  
 \_\_\_\_\_ (initial) The vendor's Business License and Insurance must be submitted no less than 5 days prior to rental date.  
 \_\_\_\_\_ (initial) Park Shelters do not have electricity or water.

I, the undersigned, on behalf of the above-mentioned organization or individuals do hereby certify that I have read and agree to abide by the policies governing the uses of the requested park listed on the reverse side of this Park Shelter Rental Request Form. I will specifically accept responsibility for any damage to the facility as a result of the occupancy of the organization or individuals. I hereby hold harmless the City of Rancho Cucamonga, its officers, employees, and agents from any liability from damages or loss or injury either to person or property, which may be sustained while using said facility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY SERVICES DEPARTMENT USE ONLY**

Residency Verified:  Yes  No Over Age 25 Verified:  Yes  No Group: 1 2 3 4 5 CSD CITY  
 Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm Special Event:  Yes  No  
*(Staff signature only acknowledges receipt of the Park Shelter Rental Application and does not guarantee approval)*

INTERNAL APPROVAL ROUTING (If Necessary): S.R. – Security Required I.R. – Insurance Required			P.D.: _____
Coordinator: _____ S.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No I.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: ____/____/____	Supervisor: _____ S.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No I.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: ____/____/____	Superintendent: _____ S.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No I.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: ____/____/____	S.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No Type: <input type="checkbox"/> Dep. <input type="checkbox"/> Res. # req'd.: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: ____/____/____

Final Approval: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Signature) (Printed Name & Title) (Date)

# Park Shelter Rental Rules and Regulations

- The Applicant(s) must have a copy of the approved Park Shelter Rental application and/or Park Shelter Rental Permit on-site throughout the duration of their rental.
- Alcoholic beverages are not permitted in any City of Rancho Cucamonga park. (R.C.M.C § 12.04.010)
- Smoking is not permitted in any City of Rancho Cucamonga park. (R.C.M.C § 8.21.035)
- The use of polystyrene (Styrofoam) is not permitted in any City of Rancho Cucamonga park. (Resolution 07-231)
- Pony rides, dunk tanks, petting zoos, reptile displays, and water slides are not permitted in any City of Rancho Cucamonga park.
- **The Applicant and guests must use existing barbeques provided at the park. Portable or personal barbeques are not permitted.**
- Applicant must provide a generator for specialty equipment (inflatables, snow cone machine, etc).
- Parks Shelters are available for rental from 8:00 a.m. to 7:00 p.m. However, restrooms may not be opened until 8:00 a.m. Park maintenance may be ongoing (i.e. grass mowing, sprinklers in operation, etc.).
- The Applicant must remain in attendance for the entire period of the rental.
- Rentals are for park shelters as specified in the request and permit. Certain facilities and event types may require additional forms and review. Playgrounds, parking lots, hard court surfaces, and similar general public amenities cannot be reserved and are open for the general use of all park users.
- The City of Rancho Cucamonga may assign a maximum load limit to individual park areas to preclude excessive impact on a park or neighborhood. Groups may be required to share park space.
- No public address system or amplified music may be used without prior approval by the Community Services Department. All sound must be within the legal bounds of the Rancho Cucamonga Municipal Code which states the amplified sound cannot be heard 50 feet from the source or cannot be louder than 65 decibels. Sound events are limited to one four-hour duration per week per site.
- All decorations (masking tape, string, streamers, etc.) must be thoroughly removed during the clean-up process.
- No stakes or any other device may be driven into the ground to secure equipment or for any other reason.
- Please clean up the park area and deposit trash into the cans provided. Bring extra trash bags if you anticipate producing a lot of trash.
- Motorized vehicles are allowed in parking lots only. No vehicles are allowed on any other park surfaces (i.e. grass areas) at any time. This includes trucks and cars used for the unloading and loading of supplies. (R.C.M.C § 12.04.010)
- No parking in residential areas.
- Any individual or group, whether holding a rental permit or not, may be denied the use of a picnic area if the condition of the picnic area warrants or the group violates any ordinance, rule, or regulation set forth by the City of Rancho Cucamonga.
- A copy of the full Park Rental Policy is available for review at the Community Services Department Administrative Office or at any of the community centers.
- The Applicant must submit a cancellation request no fewer than five days before the date of the rental to receive a refund (less (Service Fees).
- An **Application Fee** is included with your rental fees; In the event of cancellation at any time and for any reason, the Application Fee and Service Fee is withheld.
- For cancellations due to weather conditions, please call (909) 477-2765 for refund information.

**By signing this form, you agree to and understand all of the above-mentioned rules and regulations. Failure to comply with rules may result in the cancellation of the rental.**

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Applicant Name (printed)

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Applicant Signature & Date