



# CENTRAL PARK FACILITY RENTAL REQUEST

WELCOME to the City of Rancho Cucamonga! We're delighted you have chosen us to host your event and are ready to help make it memorable. **This is a reservation request only and is not an approved contract for facility rental.** (Please Initial).

Submit this application in person at Central Park or via email to [event.services@cityofrc.us](mailto:event.services@cityofrc.us)

## ORGANIZATION INFORMATION

Organization: \_\_\_\_\_ Non-Profit # \_\_\_\_\_  
Website: \_\_\_\_\_  
Organization Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

## APPLICANT INFORMATION

Applicant/Agent Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Alternate Contact Name: \_\_\_\_\_ Alternate Email: \_\_\_\_\_  
Alternate Primary Phone: \_\_\_\_\_ Alternate Secondary Phone: \_\_\_\_\_

## EVENT INFORMATION

Room(s): \_\_\_\_\_ **For Event Halls ONLY:**  
Kitchen: Time: \_\_\_\_\_ AM PM To: \_\_\_\_\_ AM PM

### SINGLE USE

### RECURRING USE

Date of Event: MM/DD/YYYY  
Day of the Week: \_\_\_\_\_  
**Times entered below must include decoration and clean up time needed:**  
Entrance Time: \_\_\_\_\_ AM PM Exit Time: \_\_\_\_\_ AM PM  
Event Start Time: \_\_\_\_\_ AM PM Event End Time: \_\_\_\_\_ AM PM

Day of the Week: \_\_\_\_\_  
Start Date: MM/DD/YYYY End Date: MM/DD/YYYY  
Check One:  Daily  Weekly  Monthly  Other \_\_\_\_\_  
**Times entered below must include decoration and clean up time needed:**  
Time: \_\_\_\_\_ AM PM To: \_\_\_\_\_ AM PM

Event Title: \_\_\_\_\_

Event Category: Check one:  Banquet  Community Event  Celebration of Life  Meeting  Party/Celebration  Religious Service  Wedding/Reception

Brief description of event, please list planned activities. \_\_\_\_\_ Please provide a tally of attendees:  
Over 21 yrs. old: \_\_\_\_\_  
under 21 yrs. old: \_\_\_\_\_  
Total: \_\_\_\_\_

Alcohol Permit Request? (Additional fees and forms required)  Yes  No  
Bar Opens: \_\_\_\_\_ AM PM Last Call: \_\_\_\_\_ AM PM (**Alcohol service MUST end one hour prior to guests departing**)

How will the event be advertised?  Flyers  Invitations  Word of Mouth  Internet  Other: \_\_\_\_\_  
Is event open to the public?  Yes  No Admission charge?  Yes  No

Acknowledgment: I hereby state the information above is correct to the best of my knowledge **Applicant Signature:** \_\_\_\_\_

## OFFICE USE ONLY

Rental Deposit Fee Received: \$ \_\_\_\_\_  Cash  Check  Credit Card (Last four #) \_\_\_\_\_  Other \_\_\_\_\_  
Request submitted via  Email or  In-person Residency Verified?  Yes  No Over Age 25?  Yes  No  
Staff Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ AM PM  
*(Staff signature only acknowledges that request form and deposit were received – it does not guarantee approval)*

Coordinator: \_\_\_\_\_ Supervisor: \_\_\_\_\_ P.D.: \_\_\_\_\_  
Group: 1 2 3 4 5 Security:  Yes  No Insurance:  Yes  No Security:  Yes  No  
Security:  Yes  No Insurance:  Yes  No Type: Deputies:  Private:  # Required: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

## TERMS & CONDITIONS OF CENTRAL PARK FACILITY RESERVATION REQUEST

1. Applicants must be 25 years of age or older.
2. Applicants must submit a facility reservation request packet along with a payment of the deposit (varies; refundable) and application fee (non-refundable) to secure reservation.
3. The Facility Rental Request form is not a permit and does not guarantee the space is available; it is only a request for space. Final Permit is not valid until signed by the Applicant and Community Services City staff.
4. A Rental Deposit is required at the time the rental request is submitted and is not applied to the balance due. If the facility is left in good condition at the conclusion of the rental, the applicant will receive their refundable Rental Deposit. If additional staff, damage, or service costs are incurred, the costs will be deducted from the deposit and/or billed to applicant. The Rental Deposit will be issued to the name and address on the original request as follows: if paid by check or cash, allow four (4) weeks for the refund to be received in the mail. If the deposit was paid using a credit card, the rental deposit will be returned to that card within seven (7) business days of being processed.
5. All fees must be paid thirty (30) days in advance for small, medium, and large rooms, and sixty (60) days in advance for event halls and courtyard. If all required fees are not received by the given deadline, the reservation may be cancelled. No personal checks will be accepted within sixty (60) days of the rental. There will be a non-refundable service fee for each financial transaction processed through the Active Net software system.
6. The City holds the right to cancel reservations if it is determined that the applicant has withheld information pertaining to the reservation details.
7. The number of staff needed to supervise the event will be determined by the Department, taking into consideration expected attendance and the type of event. Applicant will be responsible for all staff costs incurred.
8. All reservations require a Certificate of Insurance, the City will create a one-day certificate and charge it on the approved permit, or applicant may provide their own. Should Applicant wish to provide their own, the Vendor Requirements & Insurance Example Supplemental will show what is required.
9. Security may be required depending on the size, nature, and the impact on the facility and surrounding park. The necessity for security may be determined at any point during the facility rental planning process, even after the permit has been approved and issued to the applicant. The applicant shall bear all costs for security.
10. Cancellation/Rescheduling Policy and Fees refer to page 4. All or a portion of the rental deposit may be retained to cover any added or unpaid fees.
11. Requests for Alcohol Services must be sixty (60) days in advance and must be approved by the City. Additional fees, Insurance and Security are required if the use of Alcohol is approved. See Alcohol Supplemental for more information.
12. All vendors that are providing a service on City property must obtain a current RC Business License, Certificate of Insurance with Endorsement, Health Permit and Food Handlers Permit (if applicable). It is the responsibility of a rental applicant to inform their vendors of all requirements, collect and provide required documents to City staff at least fourteen (14) days in advance of the facility rental date.  
*Exception* - Vendor documents are not required for drop offs/deliveries or when applicant is providing their own food.
13. The applicant is responsible to check-in and check-out with City staff to inspect all areas and confirm equipment used for the facility rental. These inspections are to occur immediately before and after the facility rental. The applicant is required to leave the space in the same condition as it was found, including removal of all decorations and equipment from rented space.
14. Standard tables and chairs are included with each indoor reservation. Mesa Courtyard reservations do not include tables and chairs. The applicant may bring their own tables and chairs. Rental activities and events held at City facilities must comply with facility capacity limits as set by fire code regulations. Diagram or layout must be pre-approved by City staff.
15. Decorations and visual aids must be freestanding and may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems. Tape, nails, tacks or any other adhesives on the walls, ceiling, painted surfaces, columns, or windows are prohibited. Adhesive-backed decals or stickers are prohibited and may not be distributed anywhere on the premises. Candles, open flame of any kind, fog and/or smoke machines are prohibited and are not allowed in any part of the facility.
16. Storage of personal property or deliveries before contracted time will not be allowed. The City of Rancho Cucamonga is not responsible or liable for rental equipment.
17. The use of Expanded Polystyrene (Styrofoam) products is banned from all City facilities.
18. Smoking is prohibited and unlawful at any city facility, parking lot and trail.
19. No foreign substances (oil, powder, etc.) may be spread on the floor or any surface for dancing or any other activity.
20. Signs may not be placed outside the facility. Interior signage is permitted but must be pre-approved by City staff.
21. The City reserves the right to cancel a function at any time if the people involved in the function are not conducting themselves in an appropriate and lawful manner and/or causing damage to any City equipment or property. The applicant is responsible for the supervision and actions of those in attendance.
22. Each City Facility may have rules & regulations that pertain only to that facility. Refer to Fee and Charges Schedule for additional amenities & service fees.
23. Overtime is not permitted. For rentals that go over in time from their rental contract, a fee will be assessed equal to staff cost plus rental fee to be calculated at a rate of time-and-a-half (1.5).
24. Applicant is responsible for all clean-up of the facility. Applicant will be supplied with cleaning supplies by Department staff.
25. Applicant is responsible for notifying staff upon departure from the premises. Facility must be completely cleaned up and applicant must be vacated from the premises by the completion time as stated on the permit.
26. Applicants shall be bound by all Terms and Conditions and all applicable ordinances of the City of Rancho Cucamonga. The violation of any of the above Terms and Conditions, Rules and Regulations or falsifying any of the provisions of the application shall constitute grounds for immediate revocation of permission to use City facilities and shall constitute grounds for refusal of future permits to use City facilities. The applicant shall be liable for loss; damage or injury sustained by the City or any person whatsoever by reason of negligence of the persons to who such permit is issued. Applicant agrees to hold harmless and indemnify the City of Rancho Cucamonga or agents and employees from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said persons shall be liable to the City for any and all damage to parks, facilities and buildings owned by the City which results from the activity of applicant or is caused by any participant in said activity or spectator at said activity.

Applicant Printed Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CENTRAL PARK | FACILITY RENTAL RULES & REGULATIONS

The following is a list of critical information and facility rules & policies, while it is not a complete list, this document is to assist in the planning process for event rentals at Central Park. The applicant/applicant and vendor(s) are expected to follow all facility rules and policies while planning and conducting onsite. **PLEASE CHECK ALL BOXES AND SIGN LAST PAGE.**

## Permitted Time

- **Entry** - Access to reserved space(s) will be granted at the time indicated on approved permit. Please consider any additional set-up time required to decorate, accept deliveries, food prep, etc. when requesting reservation time as it must be included.
- **Exit** – Applicant and party must be cleaned up and vacated by the time indicated on approved permit.
- **Early Entry & Overtime** –Any time outside of the approved permitted time (before and after), will incur a fee at the rate of time-and-a-half (1.5) for both rental rate and staff costs. Overtime and/or early access is not permitted day of event.
- **Deliveries** - Any deliveries must occur during contracted time. All rental equipment must be removed immediately following facility rental. Staff will not accept any deliveries. No items may be left/stored overnight.
- **Clean up – Applicant is responsible for all clean-up of the reserved space at the conclusion of event.** All trash must be placed in trash receptacles. All decorations and personal property must be removed. The kitchen must be left in the condition it was provided. All large pieces of debris must be swept up (including Confetti and Rose Petals). Failure to comply with the clean-up procedures may result in additional charges.

## Vendor Requirements - For convenience, applicant is welcome to choose their own caterer or provide their own food and beverage. All vendors (Caterer, DJ, Band, Special Equipment, etc.) providing a service on City property must obtain a RC Business License, Certificate of Insurance with Endorsement, Health Permit and Food Handlers Permit (if applicable). It is the responsibility of the applicant to inform vendors of all requirements, collect and provide required documents to City staff at least fourteen (14) days prior to facility rental.

- **The use of barbecues, deep fryers, gas, propane, butane grills or any other portable cooking device is prohibited. Chaffing dishes are permitted.**
- **Exception** - Vendor documents are not required for drop offs/deliveries or if food is provided by applicant and/or their party.

## City Staff - Are not allocated to any specific facility rental but to the supervision of the facility, set-up/teardown of city equipment, facility rental oversight, check-in/out, & to maintain restrooms. Staff will not handle any equipment provided by the applicant or any vendors.

## Tables and Chairs – Standard tables and chairs are included with each indoor reservation. Outdoor reservations do not include tables and chairs (i.e. Mesa Courtyard). Applicants may provide their own tables and chairs and must comply with facility capacity limits as set by Fire regulations. Diagram or room layout must be pre-approved by City staff.

## Decoration Restrictions & Prohibited Items – The following restrictions and items apply to the interior and exterior of the facility including the parking lot.

- **Prohibited Items:** Candles, open flame of any kind, fog and/or smoke machines, external grills propane/butane, hard liquor. Floating candles are ok under specific conditions, must be pre-approved.
  - Tape, nails, tacks or any other adhesives on the walls, ceiling, painted surfaces, columns, or windows.
- **Decorations and visual aids must be freestanding** and may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems.
- **Music** - A DJ or Live Band is permitted. Sound should be at an appropriate level, as to not disturb other programs and/or other rentals occurring in the surrounding area.

## Fees - The facility rental fees are documented in the approved Community Services Department Fees & Charges Schedule. Fees are not negotiable.

- There will be a non-refundable service fee for each financial transaction processed through the Active Net software system. The fee will be charged to all facility rentals.
- All fees quoted verbally, in writing or otherwise are subject to change to comply with the approved Community Services Department Fees & Charges Schedule.
- **Final Payment** - All fees must be paid thirty (30) days prior to event date and sixty (60) days for event halls & Mesa Courtyard.

## Alcohol - Requests for Alcohol Services must be sixty (60) days in advance and must be approved by the City. Additional fees, Insurance and Security will be applied if the use of Alcohol is approved. See Alcohol Supplemental for more information.

## Insurance - A certificate of insurance is required for all reservations. Applicant may provide their own certificate of insurance (see insurance requirements for more information).

## Security - Security may be required depending on the size, nature, and the impact on the facility and surrounding park. The necessity for security may be determined at any point during the facility rental planning process, even after the permit has been approved and issued to the applicant. The applicant shall bear responsibility for all costs for security.



# CENTRAL PARK | FACILITY RENTAL RULES & REGULATIONS CONT'D

- Revisions** – We kindly ask that all changes to permits (including but not limited to time changes, equipment, etc.) and layouts be made no later than fourteen (14) days prior to the scheduled event date.
- Rentable Amenities** – All amenities are available upon request and are based on availability, additional fees may apply. Applicant must provide their own device with HDMI connection and/or necessary adaptors required. We highly recommend scheduling an appointment with staff to conduct an audio/visual test, no less than one week prior to event date.
- Pre and Post Rental Walk-Through** – Applicant is required to check-in and check-out with City staff to inspect all areas and confirm any rented equipment. These inspections are to occur immediately before and after the facility rental. The applicant is expected to return the space in the same condition in which it was provided, including removal of all decorations and equipment from rented space.
- Supervision** - Applicant is responsible for supervision of all guests attending their event at all times and is responsible for any damage or occurrence they may cause to the facility both inside and out. Children must be always supervised and in all areas. One (1) adult to every six (6) children (ages 1-5); one (1) adult to every fourteen (14) children (ages 6-12); and one (1) adult to every twenty (20) children (12-17) is required.
- Cancellation & Rescheduling Fees** – All request to cancel must be submitted via cancellation form in person or via email at [event.services@cityofrc.us](mailto:event.services@cityofrc.us). Fees will be applied and withheld as outlined below. **Please note that all or a portion of the rental deposit may be retained to cover any unpaid fees.**

Room Size	Cancellation Fee	30 or more calendar days prior to event date	15 to 29 calendar days prior event date	Less than 15 calendar days prior to event date
Small Rooms	\$25	Full refund of deposit and rental fees, excluding application, cancellation, and service fees.	50% refund of deposit and rental fees, excluding application, cancellation, and service fees.	Full forfeiture of all fees. Full refund of deposit excluding cancellation and service fees.
Medium Rooms	\$50			
Large Rooms & Courtyard	\$75			

Room Size	Cancellation Fee	60 or more calendar days prior to event date	30 to 59 calendar days prior event date	Less than 30 calendar days prior to event date
Event Halls	\$75	Full refund of deposit and rental fees, excluding application, cancellation, and service fees.	50% refund of deposit and rental fees, excluding application, cancellation, and service fees.	Full forfeiture of all fees. Full refund of deposit excluding cancellation and service fees.

Applicant Printed Name: \_\_\_\_\_

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