

Application for Facility Use



NAME OF ORGANIZATION (if applicable):		Non-Profit <input type="checkbox"/> yes <input type="checkbox"/> no
TYPE OR PRINT ALL INFORMATION		
Applicant Name: _____		Phone Number #1: _____ HCW
		Phone Number #2: _____ HCW
Mailing address: _____ _____		
Email address: _____		Birth Date: _____

FACILITY, FIELD, OR AREA REQUESTED:							
PERIOD OF USE: <input type="checkbox"/> one time only <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> other					DATES OF USE:		
DAYS OF USE:	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT	<input type="checkbox"/> SUN
Write in times:							

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DAYS OF USE:	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT	<input type="checkbox"/> SUN
Write in times:							

PURPOSE OF MEETING / RENTAL:	
EQUIPMENT NEEDED:	
EXPECTED ATTENDANCE:	<input type="checkbox"/> adult group 18 & over <input type="checkbox"/> youth group 17 & under
Will fees be charged or solicitation of funds be associated with this activity or use? <input type="checkbox"/> yes <input type="checkbox"/> no	
If yes, for what purpose?	

Applicant declares all information submitted on this application is true and accurate. Changes could result in denial or revocation of permit. On behalf of the above organizations(s) and all members thereof, applicant agrees to abide by all policies, procedures and instructions set forth or provided by the City of Chula Vista, its staff, officers and designated agents; and will also comply with all relevant local, state and federal regulations.

_____ Applicant's Signature

_____ Date

(CITY USE ONLY)			
Date Received: _____	Requested Facility Available: <input type="checkbox"/> _____	Parks Division Notified: <input type="checkbox"/> _____	
Received By: _____	Requested Staff Available: <input type="checkbox"/> _____	Insurance &	
Permit #: _____	Requested Equipment Available: <input type="checkbox"/> _____	Endorsement Page: <input type="checkbox"/> _____	
Receipt #: _____	Business License #: _____		Date Paid: _____
Additional Details:			

Facility Rental Guidelines



1. Applicants must be at least 21 years of age at the time of reservation.
2. No solicitation of ANY funds including admission, selling food, beverage, or raffle tickets.
3. Reservations require a minimum of 21 days' notice. Any facility request made with less than 21 days' notice will require supervisor approval.
4. Reservations may be made a maximum of 6 months in advance. Any facility request made with more than 6 months' notice will require supervisor approval.
5. Residency rate for private events is determined by Chula Vista city zip code. Proof of residency and valid ID are required at the time of reservation to receive the resident rate. Water bills, electric, cable, and other utility bills are acceptable. Anyone living outside the Chula Vista city limits will receive non-residents rates.
6. Any organization requesting a non-profit rate must show proof of their non-profit status with the IRS. Non-profit Federal Identification Number must be written on the rental agreement. Only a supervisor or above can approve and assign Non-Profit rates.
7. No solicitation of ANY funds including admission, selling of food, beverage, or raffle tickets.
8. The renter must complete an Application for Facility Use form. The applicant should list all times needed for the function including set-up, decorating, and clean up. The center must be cleaned and completely vacated by the ending time on the approved permit.
9. The person's name listed on the permit is considered the contact person. All discussion between the City and the renter will go through this one person. This person will be responsible to walk-through the facility with City staff at the beginning of the rental and again after the rental is over. This person must be on site the entire time of the rental.
10. The facility supervisor reserves the right to request the renter to acquire security from an established security firm who has a Chula Vista business license and approved insurance documents on file with the City of Chula Vista. Examples of events needing security may include, but are not limited to, dances, concerts, and events with alcohol. When security guards are required, the guards must be on site from the time set up begins until the time clean up ends. If security is required, the renter must provide a confirmation letter from the security guard service before or during final payment a minimum of 21 days in advance of the event.
11. Special event insurance may be required for certain activities. These activities may include, but are not limited to martial arts' tournaments, events with alcohol, sporting events, dances, and concerts. If event insurance is required, the renter must provide an approved Certificate of Insurance and Additional Endorsement before or during final payment a minimum of 21 days in advance.
12. The \$100 non-refundable Reservation Fee will be kept for those rentals that cancel fourteen (14) or more days in advance of the reserved date. If you cancel within the final fourteen (14) before the reservation all funds that have been paid will not be refunded.

I, _____ (*printed name*), have read and completely understand the above guidelines.

Signature of Applicant _____ Date _____