



people • parks • programs

Colony Park Community Center

5599 Traffic Way
Atascadero, CA 93422

Phone: (805)470-3426 Fax: (805)470-3427



APPLICATION FOR FACILITY USE PERMIT - Execution of this application does not confirm reservation. Please print clearly. For consideration, complete application must be submitted with appropriate reservation deposit payable to the City of Atascadero.

EVENT DATE(S) (Month/Day/Year): _____ DAY(S) (Circle One): Su M T W Th F Sa

ORGANIZATION NAME (If Applicable): _____

CONTACT PERSON: _____ DAY PHONE: _____

FAX: _____ EVE. PHONE: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL ADDRESS: _____ @ _____ . _____

TYPE OF RENTAL (Check One): _____ PRIVATE OR COMMERCIAL
 _____ NON-PROFIT ORGANIZATION
 (Tax ID # Required: _____)
 _____ GOVERNMENT OR EDUCATION AGENCY

PERMIT # _____

TYPE OF EVENT: _____

IF CONCERT (required)-Type of Music: _____

Name of Bands Playing: _____

ESTIMATED TOTAL ATTENDANCE: _____

TIME YOUR GUESTS WILL ARRIVE: _____ AM/PM

REQUEST THE USE OF THE FOLLOWING ROOM(S) (Check all that apply):

**Times listed below must include set-up/decorating, event, and clean-up.*

_____ GYMNASIUM 500 Banquet, 400 Sport
 FROM: _____ AM/PM TO: _____ AM/PM

_____ CONFERENCE ROOM 24 Conference/Meeting
 FROM: _____ AM/PM TO: _____ AM/PM

_____ ARTS & CRAFTS ROOM 39 Classroom
 FROM: _____ AM/PM TO: _____ AM/PM

_____ DANCE ROOM 25 Classroom
 FROM: _____ AM/PM TO: _____ AM/PM

_____ TEEN CENTER 20 MAX (2 Hour Max)
 FROM: _____ AM/PM TO: _____ AM/PM

CIRCLE YES OR NO:

- Y N ADMISSION or DONATION FEE?
- Y N FUNDRAISER?
- Y N FOOD SERVED?
- Y N BY A CATERER? CATERER'S NAME: _____
 IF YES, CATERER'S BUSINESS INFORMATION REQUIRED
- Y N AMPLIFIED SOUND? IF YES, EXPLAIN: _____
- Y N SET-UP REQUIRED?
- Y N ALCOHOL BEVERAGES BEING SERVED OR SOLD?

OFFICE USE ONLY	
Room: _____	\$ _____ X _____ hrs = \$ _____
Room: _____	\$ _____ X _____ hrs = \$ _____
Room: _____	\$ _____ X _____ hrs = \$ _____
_____ Guards x \$43 x _____ hrs \$ _____	
Guard Admin Fee	\$ <u>24.00</u>
Cleaning Fee	\$ _____
Cleaning Admin Fee	\$ <u>24.00</u>
Estimated Total Due\$	_____
50% Non-refundable	
Deposit = \$	_____
*Due with application	
Balance Due	\$ _____
Equipment Rental:	
_____ = \$ _____	
_____ = \$ _____	
_____ = \$ _____	
Ending Balance	\$ _____
*Due (30) working days prior to event	
Placed in system:	_____
Reservation Dep: Date:	_____
By: _____ Receipt #:	_____
Concert/Large Event OK:	
_____ PD _____ FD _____ PW _____ CS	

RENTAL INFORMATION

1. A completed "Application for Facility Use Permit" is required with all reservation requests. The City of Atascadero requires a 50% reservation deposit to accompany the completed application for a reservation request to be considered. This reservation deposit is ultimately applied towards facility rental fees, and is non-refundable.
2. Reservations shall be granted on a first come, first served basis, subject to the availability of the facility.
3. The City of Atascadero sponsored leagues, events, programs, meetings and classes will have priority use of facility.
4. All facility use permit requests will be authorized by the Director of the Recreation Division or designee, subject to the availability of the facility. If an application is not accepted, the reservation deposit will be refunded to the applicant in full.
5. For all individuals or groups with granted reservations, this signed contract serves as a facility use permit and should be displayed or available for validation during all functions.
6. All facility rental fees, cleaning fees, and security deposits must be paid in full to the City of Atascadero twenty (20) working days prior to usage or the reservation is to be cancelled and the reservation deposit retained.
7. All permits, insurance certificates, licenses, etc. required in relation to facility use or type of event are to be obtained by the permit holder as required by law. If required as policy, a copy of said document(s) must be submitted a minimum of twenty (20) working days prior to facility usage.
8. The City of Atascadero has the right to retain all or part of the refundable security deposit if the facility is left unclean or damaged.
9. Permits granted on a continuing basis are valid for a maximum of twelve (12) months.
10. Rental times are adjusted to the next fifteen (15) minutes. The facility must be vacated promptly at the time specified on the permit.
11. Animals are allowed inside the Community Center only for the following reasons:
 - Animals are enclosed in a sealed carrying case (nothing can drop/leak out).
 - Animals may be removed from the carrying case only for demonstration purposes and must be handled by the demonstrator at all times.
 - Guide dogs will be allowed in the Community Center.
 - Above mentioned animals are NOT allowed to roam free inside the Community Center.
 - Additional cleaning costs may be incurred for animal accidents inside the Community Center.
11. A permit will not be issued for the following reasons:
 - Insufficient notice: When department personnel cannot be scheduled, facilities prepared, or other conditions relating to use cannot be completed in the time between the date of the request and the proposed usage.
 - Hazardous Activities: When activities are of a hazardous nature, which may endanger persons or property.
 - Prior Circumstances: When permit holder has mistreated a facility or failed to abide by policy during a previous occupancy.
12. Cancellation of Permit:
 - By Holder: To cancel a reservation or change the date of a facility permit, the permit holder must give a minimum of twenty (20) working days notice in writing. A reservation deposit may be transferred to another date within sixty (60) days of the current reservation, but is not refundable. To change the time of an event, a minimum of ten (10) working days notice is required.
 - By the City: A permit may be cancelled at any time for any of the following reasons: If the permit is found to contain false or misleading information. The use or proposed use would be detrimental to the safety or general welfare of the City or to the efficient operation of the facility for public welfare. Should any individual, group, group member or guest willfully or through gross negligence, mistreat the equipment, facility, or violate any of the rules or state or local ordinance. Failure to make rental fee payment within the minimum times provided. If permit holder defaults on or has not completed all conditions and requirement for use of a facility. In the event the facility is needed for public or emergency use.

INSURANCE REQUIREMENTS

There are two options for insurance for your event:

1. City Insurance: If you choose to use the City of Atascadero's insurance provider, you must fill out the appropriate paperwork with the City of Atascadero (461-5000).
2. Your Insurance: If you do not want to purchase insurance from the City of Atascadero, you must provide a Certificate of Insurance naming the City of Atascadero as an additional insured for one million dollars (\$1,000,000).

Renter Initials: _____ Date: _____

DECORATING POLICIES

Please read and initial the following statements:

- _____ I understand that all decorations must be of flame retardant material.
- _____ I understand that no glitter, confetti, hay, hay bales, rice, or flower petals may be thrown or used as a decoration inside or outside of the building.
- _____ I understand that no candles are permitted inside the Community Center.
- _____ I understand that smoke and fog machines of any sort are may be allowed with special permission from City representative.
- _____ I understand that any plants or shrubs brought into the building must be in a waterproof container.
- _____ I understand that all rentals, equipment, decorations, etc. must be delivered and retrieved during the contracted rental times.
- _____ I understand that when decorating, not to fasten any decorations to light fixtures or floors.
- _____ I understand that any kind of tape (i.e., scotch, masking, painters, duct, etc.), thumb tacks, nails, staples, etc. are NOT allowed.
*String and fishing wire can be used to attach any decorations where appropriate.
- _____ I understand that decorations must be removed immediately after the event. Decorations left may be discarded and an additional cleaning fee may apply.
- _____ I understand that I, the renter, am ultimately responsible if the caterer and/or decorators do not comply with policy.

CANDLE & FIRE POLICIES

Please read and initial the following statements:

- _____ I understand that NO smoking is allowed at any time inside City of Atascadero buildings.
- _____ I understand that **CANDLES ARE NOT PERMITTED INSIDE THE COMMUNITY CENTER:**
- _____ I understand that a distance of 15 inches of clearance shall be maintained between the front and back of each row of chairs. The Community Center staff will arrange tables/chairs accordingly and the renter and/or guests will not move them without prior approval.
- _____ I understand that in areas without fixed seats, an aisle width of 36 inches shall be maintained. An aisle width of 44 inches shall be maintained where tables or other furnishing create an obstruction on both sides. The Community Center staff will arrange tables/chairs accordingly and the renter and/or guests will not move them without prior approval.
- _____ I understand that all building exits for ingress and egress of occupants shall be maintained with a clear pathway at all times. Marked exits shall be free of any obstacles or obstructions (i.e., chairs, tables, etc.). The Community Center staff will arrange tables/chairs accordingly and the renter and/or guests will not move them without prior approval.
- _____ I understand that at least one person shall be designated as "Fire Watch". Such person shall become familiar with locations of fire alarm pull stations, fire extinguishers and exiting in case of emergency.
- _____ I understand that overcrowding and admittance of persons beyond the posted occupant capacity of City of Atascadero facilities is prohibited. The Fire Marshall, upon finding overcrowding conditions or obstruction in aisles, passageways or other means of egress, or upon finding a condition which constitutes serious menace to life, is authorized to pause the performance, presentation, spectacle or entertainment until such obstruction is corrected.

SECURITY GUARDS

General Information regarding Security Guards at the Colony Park Community Center:

- One (1) security guard is required for every one-hundred (100) or thereof occupants with a four (4) hour minimum.
- Please note that a final guest count is due ten (10) working days prior to the event. Should your final count be more or less than expected, the number of guards required could change, thus affecting the estimated total due.

Please read and initial the following statements:

- _____ I understand that security guards are required when the event is in honor of or will have a majority of persons 12-18 years of age.
- _____ I understand that security guards are required when alcoholic beverages are served or sold.
- _____ I understand that the Community Center Director will reserve the security guards and the costs will be passed along to me.
- _____ I understand that one (1) security guard is required for every one hundred (100) or thereof guests.
- _____ I understand that security guards must be present from the time guests arrive until the last person vacates the premises, including clean-up crew.

ALCOHOL & SECURITY GUARDS

General Information regarding alcohol at the Colony Park Community Center:

- Beer, Wine, and Champagne may be served. **No hard liquor allowed.**
- You must hire an outside party such as a caterer or bartending service to serve the alcohol. **No self-serve allowed.**
- No alcohol may be served for Minors or under-legal age parties.
- No alcohol may be served at the Community Center when an event is in honor of someone under the age of 18.
- One (1) security guard is required for every one-hundred (100) or thereof occupants with a four (4) hour minimum.
- Please note that a final guest count is due ten (10) working days prior to the event. Should your final count be more or less than expected, the number of guards required could change, thus affecting the estimated total due.
- Security guards must be present from the time alcohol is opened until the last person vacates the premises, including clean-up
- **If selling alcohol**, Liability insurance is required in the amount of \$1 million dollars naming the City of Atascadero as additionally insured.
- Renters may hire non-profits to sell alcohol for them. However, the non-profit group then becomes responsible for the ABC License and Liability Insurance.
- The number for Alcohol Beverage Control is 805-543-7183.

Please read and initial the following statements (required even if you are not serving/selling alcohol):

_____ I understand that hard liquor is not permitted at the Colony Park Community Center.

_____ I understand that an outside party must be hired to serve alcohol.

_____ I understand that alcohol may NOT be served for Minors or under-legal age parties.

_____ I understand that I am prohibited from serving alcohol when an event is being held in honor of anyone under the age of 18.

_____ I understand that security guards are required when serving and/or selling alcohol.

_____ I understand that the Community Center Director will reserve the security guards and the costs will be passed along to me.

_____ I understand that one (1) security guard is required for every one hundred (100) or thereof guests.

_____ I understand that security guards must be present from the time guests arrive until the last person vacates the premises, including clean-up crew.

_____ I understand that Liability Insurance is required if selling alcohol.

_____ I understand that all licenses and copies of insurance must be turned into the Community Center Director at least twenty (20) working days prior to the scheduled event. Copies may be faxed to (805) 470-3427, or mailed to the City of Atascadero, Attn: Community Center, 6907 El Camino Real, Atascadero, CA 93422.

_____ I understand that unless specifically stated and approved in the permit, it is understood that activities or events will not be benefit affairs, that no admission will be charged, that no tickets will be sold, and that no collection/donation will be made.

EQUIPMENT

1. The following equipment is included in your rental fees: 5' round tables or 8' rectangular tables and chairs. The Teen Center rental includes only those games that are part of the Teen Center.
2. There is a variety of equipment that may be rented at an additional charge. Please see Floor Plan for a list and prices.
3. The Colony Park Community Center offers Wireless Internet Access. The City of Atascadero does not monitor or control information accessed through the Internet and cannot be held responsible for its content. Community Center patrons use the Internet at their own risk and discretion. Individuals must accept responsibility for determining what is appropriate. Parents are strongly encouraged to determine and monitor their children's use of the Internet and the City cannot be held liable for content.

CATERING INFORMATION

1. On-site catering is offered through NCI Affiliates Orange Dog Café.
2. Outside rental companies can be recommended for linens and additional items as needed.
3. Outside caterers will not be allowed to use the kitchen facility, but the renter can rent the Arts & Crafts Room for an additional fee, which would become the catering food staging room.
4. There are no corkage fees associated with bringing in Wine or Champagne.

CLEANING FEE

The cleaning fee for using the Community Center will vary depending on the size of the event and the rooms rented. This fee will only be charged if the event constitutes a large amount of impact and cleaning. This is a fee, not a deposit, and therefore is NOT refundable nor negotiable. This fee covers the cost of commercial cleaning and janitorial supplies.

SECURITY DEPOSIT

A \$500 security deposit will be taken at a final meeting approximately twenty (20) working days prior to the event. The security deposit is required for all special events held in the Community Center Gymnasium, and it is completely refundable after a satisfactory conduct report following the event. The security deposit will be used to pay for such expenses as overtime charges, additional cleaning fees, police or fire being dispatched to the event, and/or any damage to the Community Center or the Community Center's equipment. If public safety personnel are dispatched to the event for any reason (other than a medical emergency that is not the result of improper conduct), the security deposit will be used to recover the cost of the personnel that are dispatched. Overtime and public safety dispatch time will be calculated at the fully allocated rate of pay. If the total expenses incurred by the event exceed the amount of the deposit, the applicant will be charged for the additional cost.

USER RESPONSIBILITIES

Please read and initial the following statements:

_____ I understand that I am responsible for leaving the Community Center in a clean and orderly fashion. If a cleaning fee has been charged, I understand that my cleaning entails removing anything that was brought into the Community Center, including the trash.

_____ I understand that garbage needs to be emptied into the Waste Alternatives dumpsters located outside the building. Trash liners and cans will be provided. If the dumpsters are full, trash must be taken with renter. Close the lid on the dumpsters after the event to keep out animals.

_____ I understand that I, the renter, am ultimately responsible if the caterer, decorator, deliver companies, etc. do not comply with policy. Community Center staff will not be used to remove decorations, garbage, etc. and fees will be deducted from the security deposit.

_____ I understand that I must return all equipment in the same condition as received and will be responsible for lost and/or damaged equipment.

_____ I understand that it is my responsibility to check in with the Community Center staff upon my arrival and to again check out with the Community Center staff upon my exit. If I fail to check out upon exit, I accept the Community Center staff person's evaluation of the status of the building as left after my event.

_____ I understand that all rentals, equipment, decorations, etc. must be delivered and retrieved during the contracted rental times.

_____ I understand that the Community Center staff has the right to close the building at any time during my rental if any federal, state or city laws, and/or Community Center policies are violated.

GENERAL INFORMATION

1. Community Center staff will set up all equipment prior to your arrival. You will be able to set-up and decorate as soon as you arrive.
2. **IMPORTANT:** Please check in with staff upon arrival and check out with staff upon departure. Please have photo ID available.
3. The facility is not available prior to your start time for deliveries of any sort.
4. Please notify the Community Center Director of any unusual request or decorations not discussed in the "Decorating Policies" section of this contract.
5. Please share the following information with your DJ and/or Band:
 - We suggest that entertainment cease at least one hour prior to the end of your contracted rental time. All amplified entertainment must cease by 12 AM.
 - Please **DO NOT** use tape of any kind on the floors, walls, windows or mirrors. **NO EXCEPTIONS!**
 - Mats will be provided to cover cords. Please ask the Community Center staff for assistance.
6. This facility can be rented during the hours between 8 AM and 12 AM.
7. The City of Atascadero assumes no responsibility for loss, theft, or damage of any property brought into the Community Center.
8. The permit holder has the responsibility to obtain any permit(s) and/or license(s) required by City of Atascadero ordinances or State laws, pertaining to the nature of their event, a copy of which must be on file with the Community Center Director.
9. The Director of the Community Services Department and/or designee shall enforce or cause to have enforced the provisions herein; and shall have the authority to deny use of any facility to an individual or group who refuses to comply with the policy and procedures.

STATEMENT OF HOLD HARMLESS AND UNDERSTANDING

Applicant hereby agrees to comply with all City and State laws, City of Atascadero and Community Center Policies. Applicant further agrees to hold harmless, defend and indemnify the City of Atascadero and its officers, employees and agents for loss, damage, liability, cost or expense arising from the use or occupation of the facilities and equipment relating to this application.

I certify that I have read and am familiar with the policies and procedures pertaining to the use of facilities and/or equipment on this facility use permit application.

Signature of Applicant

Date

Community Center Approval

Date