



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 (7) after rental has been approved, 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: _____

FACILITY		
<p>Eddie & Gloria Flores Senior Center 111 W. Lugonia Ave. Mon – Fri: 8:00a – 2:00p</p> <p><input type="checkbox"/> Banquet Room.....\$75/hr. 1,932 sq ft. Capacity: Dining 105, Assembly 200</p> <p><input type="checkbox"/> Lugonia Room.....\$30/hr. 836 sq ft. Capacity: Dinning 25, Assembly 35</p> <p><input type="checkbox"/> Grandview Room.....\$30/hr. 264 sq ft. Capacity: Dinning 25, Assembly 35</p> <p><input type="checkbox"/> Entire Building.....\$125/hr.</p>	<p>Joslyn Senior Center 21 Grant St. Tue – Fri: 9:00a – 3:00p</p> <p><input type="checkbox"/> Auditorium.....\$75/hr. 2,630 sq ft. Capacity: Dining 118, Assembly 253</p> <p><input type="checkbox"/> Lounge.....\$30/hr. 542 sq ft. Capacity: Dining 25, Assembly 35</p> <p><input type="checkbox"/> Classroom.....\$30/hr. 665 sq ft. Capacity: Dining 25, Assembly 35</p> <p><input type="checkbox"/> Dance Studio.....\$30/hr.</p>	<p>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</p> <p><input type="checkbox"/> Multi-Purpose Room.....\$70/hr. 1,848 sq ft. Capacity: Dinning 135, Assembly 285</p> <p><input type="checkbox"/> Gymnasium*.....\$200/hr. 7,650 sq ft. Assembly Capacity: 400</p> <p><input type="checkbox"/> Classroom A.....\$30/hr.</p> <p><input type="checkbox"/> Classroom B.....\$20/hr. 852 sq ft. Capacity: Dining 25, Assembly 35</p> <p><input type="checkbox"/> Dance Studio*.....\$66/hr. 1,365 sq ft.</p> <p><input type="checkbox"/> Racquet Ball Court 1*.....\$25/hr.</p> <p><input type="checkbox"/> Racquet Ball Court 2*.....\$25/hr.</p> <p><input type="checkbox"/> Game Room.....\$50/hr.</p> <p>(*No Food or Drinks Allowed)</p>

Amenities Requests: (no additional costs)

- Microphone
 Projector
 HDMI Cable
 Cable Adaptors
 AUX Cord
 Podium
 Speaker
 TV(s) [Flores Center]

\$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 is rented.

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

Staff Set Up Fee (Optional): To facilitate the setup and breakdown of your room(s), a minimum fee of \$30 is required for 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.

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.
City of Redlands, P.O. Box 3005, Redlands, CA 92373

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 of 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