



SUBMITTAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL

APPLICATION FOR A SHELTER/SPORTS FIELD USE PERMIT

Today's Date: _____

Library & Recreation Services Dept.
Recreation Division
400 S. Vicentia Ave., Ste. 225
Corona, CA 92882
Phone: (951) 736-2241

Park Requested: _____

Field/Shelter: _____

Event Type (Meeting, Party, Game, Practice, Show, etc.):

PLEASE INCLUDE TIME FOR SETUP & CLEAN-UP

Date(s) of Event: _____ Day(s) of the Week: _____ Opening/Start Time: _____ Closing/Finish Time: _____

Date(s) of Event: _____ Day(s) of the Week: _____ Opening/Start Time: _____ Closing/Finish Time: _____

Date(s) of Event: _____ Day(s) of the Week: _____ Opening/Start Time: _____ Closing/Finish Time: _____

For additional days please attach a page.

Estimated Attendance: **Adult(s)** _____ **Youth(s)** _____ **Total** _____

Brief Description of Event or Reservation:

Reservation Requirements: (Please check all that apply.)

Start Time: _____

_____ Serving Food

_____ Ballfield Lights: Finish Time: _____

_____ Using a Catering Company*

_____ Park Equipment (BBQ (El Cerrito), Peg Bases, Field Prep.)

_____ Open to the Public

_____ Selling Food

If serving/selling food, or utilizing a catering company; all groups must comply with current County of Riverside Health Department Requirements. Any catering equipment must be approved in advance by Department

Vending / Entertainment Permit: (If more space is needed please attach a sheet)

Vendors:

Items or food to be sold:

Entertainers:

Type of entertainment:

Reservation Information: (Please check all that apply and answer accordingly)

**** Please note due to the addition of reclaimed water in our Parks, water for equipment is not available. The City does not provide electricity at any picnic shelters****

_____ Any specific requests for equipment/supplies: (Approval subject to available equipment)

Please Describe: _____

_____ Are you advertising, If so what methods are you using to promote your event?

Please Describe: _____

_____ Are any structures to be erected on the premises? (Stage, Props, Vendor booths, etc..)

Please Describe: _____

_____ Will you be bringing or renting any other equipment to the requested facility other than what is provided? (Chairs, Bouncers, Tables, etc...)

Please Describe: _____

**** PLEASE READ AND SIGN PAGE 2 (RESERVATION POLICIES AND PROCEDURES)****

RESERVATION POLICIES AND PROCEDURES

1. Application forms should be filled out completely and submitted with full payment and proof of residency to the Library & Recreation Services Department.
2. Reservations for Sports Fields with all appropriate paperwork must be made a minimum of thirty (30) calendar days in advance. Reservations may not be made more than three (3) months in advance. Last day to reserve a shelter is Tuesday morning before the day of your event.
3. An appropriate fee shall be assessed for sports field reservations and is to be paid fifteen (15) calendar days in advance of the actual reservation. For a shelter reservation full payment is due at time of submittal. No person or group may use a City facility unless all fees and deposits are paid in full.
4. A refundable damage/cleaning deposit is required for use of the Peg. Bases and BBQ (El Cerrito Park) payable upon approval.
- 5. THE FACILITY USER WILL BE BILLED FOR ANY DAMAGE OR CLEAN UP EXCEEDING THE AMOUNT OF THE DAMAGE/CLEANING DEPOSIT. THE FACILITY MUST BE RETURNED IN THE SAME CONDITION AS LOANED.**
6. The City does not provide electricity at any of the picnic shelters.
7. Cancellations are accepted five (5) calendar days prior to the reservation date with a full refund except for the \$5 application fee.
- 8. PER CORONA MUNICIPAL CODE CHAPTER 9.22 NO INTOXICATING LIQUOR OR NARCOTICS SHALL BE USED OR POSSESSED ON CITY PREMISES. THE CITY COUNCIL MAY DESIGNATE CERTAIN PUBLIC FACILITIES WHERE ALCOHOLIC BEVERAGES MAY BE SOLD, POSSESSED AND/OR CONSUMED IN ACCORDANCE WITH WRITTEN PERMITS ISSUED BY THE DIRECTOR OF LIBRARY AND RECREATION SERVICES DEPARTMENT. ADDITIONAL PERMITS, INSURANCE AND SECURITY MAY BE REQUIRED OF THE USER GROUP. VIOLATION OF THE REGULATION WILL CAUSE CANCELLATION OF THE RESERVATION AND DENIAL OF FUTURE USE OF CITY FACILITIES TO SUCH ORGANIZATION.**
9. No structures may be erected or assembled on premises, nor may any electrical, mechanical, vehicles or other equipment be allowed on premises, unless special approval has been obtained from the Library & Recreation Services Department.
10. Nothing shall be sold, offered or advertised for sale on or in City facilities unless correct licensing procedures are followed according to Corona Municipal Code. An approved Vendor/Entertainment Permit is required for the sale of any items on any portion of any public park or facility.
11. All reservations are subject to periodic review by the Library & Recreation Services Department and may be cancelled after due notice. The Department reserves the right to cancel any reservation for due cause and shall notify the person or organization of its action immediately.
12. An approved copy of this form and payment receipt should be brought to the facility by the user.
13. The person filling out this form must be 21 years of age or older. If the facility will be used by patrons under the age of 21 years old, there must be one adult per ten (10) children (young adults).
14. At all assemblies of minors, responsible adults must be present throughout the function. Additional security may be required, the cost of said security to be paid by the person or group reserving the park/facility.
15. Proof of State of California non-profit status for Group II, Ily, & III facility users is required and must accompany this application.
16. Group Ily users are required to return the fields to a safe playable condition as stated in Article XI of the Youth Sports Committee Bylaws.
17. A Special Event Permit, issued by the Police Department, is required for all outdoor events open to the public. Any application requiring a Special Event Permit or amplified sound must be submitted a minimum of 30 days prior to the reservation date. An approved copy of the Special Event Permit must be received by the Library & Recreation Services Department at least fifteen (15) days prior to the event. Additional Insurance and security may be required of user group.
18. Applicant must abide by all the rules and regulations of the Corona Municipal Code.
19. Upon the Department's request, an Insurance Certificate in the minimum amount of \$1,000,000 naming the City of Corona additionally insured, will be required to be submitted at least fifteen (15) days before requested reservation. The applicant organization completing the form is responsible in providing the insurance certificate before the receipt of payment can be made.

AGREEMENT

I hereby certify that I am the authorized representative of the applicant organization, that the application statements are true to the best of my knowledge and that I agree to be bound by the regulations and policies listed above or attached to this application. I, through the signing of this agreement, indemnify, hold harmless and defend the City of Corona and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the City as a result of loss, damage or injury to any person or property by reason of any action or omission by the application organization.

Applicant's Signature

Date

****FOR A SHELTER RESERVATION FULL PAYMENT IS DUE AT TIME OF SUBMITTAL****

Responsible Party's Information:

Name: _____ Daytime Phone: _____
 Address: _____ Evening Phone: _____
 _____ Email Address: _____
 City State Zip Code

Company, Organization or League Information:

Name: _____ Daytime Phone: _____
 Address: _____ Evening Phone: _____

 City State Zip Code **Non Profit Org. # _____
 Please submit proof of State of California Non-profit status

Additional Contact Person:

Name: _____ Daytime Phone: _____
 Email Address: _____

Payer Information: (If different from above)

Name: _____ Daytime Phone: _____
 Address: _____ Evening Phone: _____
 _____ Email Address: _____
 City State Zip Code

Payment options:

Payments can be made by mail (checks only) or in the office (all forms of payments are accepted).

Mail to:

Corona Library & Recreation Services Department
 400 S. Vicentia St., Ste. 225
 Corona, CA 92882

DEPARTMENT USE ONLY

Customer Type Group I (City) Group II (Resident Non-profit) Group Ily (Res. Non-profit Youth Sports)
 Group III (NP unions, non civic groups, etc.) Group IV(Resident) Group V(Non-Residents)

Requirements Needed For Approval:

Police Department Special Event Permit **Date Received** _____ Department Vending / Entertainment Permit **Date Received** _____

Certificate of Liability Insurance **Expiration Date** _____ Other: **Date Received** _____

NOTES:

APPROVAL

Approved Denied

Pending No. _____ Permit No. _____

Department Representative _____ Date _____ Director of Library & Recreation Services or Designee _____ Date _____

Paid Date _____ Rcpt. # _____
 Paid Date _____ Rcpt. # _____
 Paid Date _____ Rcpt. # _____