



SUBMITTAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL

APPLICATION FOR A CITY OF CORONA SERVICE PERMIT

Today's Date: _____

Library & Recreation Services Dept.
Recreation Division
400 S. Vicentia Ave., Ste. 225
Corona, CA 92882

Name of Individual or Organization: _____

(Please attach a complete list of officers, partners, and place of incorporation.)

Type and Purpose of Services to be Provided:

Location of Service: Please submit an "Application for a Recreation Facilities Use Permit," for reservation approval of desired location.)

DESCRIPTION OF SERVICES - Please answer the following questions on how you will provide your services.

Specific Service Area Within Location: _____

(Service provider must designate central location of service.)

Waiting Area Location: _____

(Service provider shall insure that all clients and prospective clients are queued in an appropriate waiting area, waiting area is subject to approval of Department. A map outlining desired waiting area may be required.)

Description of Food Service Provided:

(Where applicable a valid County of Riverside Department of Health Service permit for food service must be submitted to the Department.)

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

Responsible Party's Information - PLEASE PRINT

Name: _____ Daytime Phone: _____

Address: _____ Email Address: _____

City _____ State _____ Zip Code _____

**** PLEASE READ AND SIGN REVERSE SIDE OF APPLICATION ****

DEPARTMENT USE ONLY

Requirements Needed For Approval:

- | | |
|---|--|
| <input type="checkbox"/> County Food Service Permit | <input type="checkbox"/> Additional Restroom Facilities: _____ |
| <input type="checkbox"/> Certificate of Liability Insurance | <input type="checkbox"/> Additional Refuse Containers: _____ |
| <input type="checkbox"/> Additional Portable Lighting Fixtures: _____ | |

Other Requirements or Restrictions: _____

APPROVAL

Approved Denied

Pending No: _____

Permit No: _____

Department Representative _____

Date _____

Director of Library & Recreation Service _____

RESERVATION POLICIES AND PROCEDURES

1. Application forms should be filled out completely and returned to the Library & Recreation Services Department. There is a non-refundable application fee of \$25.00 due at time of application.
2. Service Permit requests must be made a minimum of thirty (30) calendar days in advance of service date.
3. DESIGNATED AREA - Service Provider shall, with its best efforts, restrict the Services to the Service Area described in the application.
4. WAITING AREA - Service Provider shall insure that all clients and prospective clients are queued in an appropriate waiting area. The service provider shall insure that the area designated as the waiting area is approved and or assigned by the Library and Recreation Services Department.
5. MONITORING - Service Provider shall continuously monitor waiting areas to inform clients and prospective clients whether they can be served within thirty (30) minutes from their arrival at the Service Area. If they cannot be served because of time or resource constraints, the Service Provider shall inform the client or prospective client of any alternative programs and locations where he or she may seek similar services.
6. SIDEWALKS - Service Provider shall maintain the sidewalks in the Service Area in a clean and sanitary condition. The Service Provider, its employees and/or volunteers shall walk a one-hundred foot (100') radius from the Service Area two (2) hours after providing the Services and shall pick up and properly dispose of any discarded beverage and/or food containers, clothing, and any other rubbish or trash which may have been left by Clients.
7. PARKING - Service Provider is permitted to use existing parking to accommodate parking for employees, volunteers, clients, prospective clients and other visitors who drive to the Service. Should the Service Provider select an area where there is inadequate parking, the Service Provider must provide the Library and Recreation Services Department a contingent plan for parking.
8. NOTICES - At least one (1) notice, in English and Spanish, shall be well lit and prominently displayed within the Service area urging Clients leaving the Service area and surrounding neighborhood to do so in a quiet, peaceful, and orderly fashion and to not loiter or litter.
9. **PER CORONA MUNICIPAL CODE CHAPTER 9.22, NO INTOXICATING LIQUOR OR NARCOTICS SHALL BE USED ON CITY PREMISES AND VIOLATION OF THE REGULATION WILL CAUSE CANCELLATION OF THE RESERVATION AND DENIAL OF FUTURE USE OF CITY FACILITIES TO SUCH ORGANIZATION.**
10. 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 and Recreation Services Department.
11. 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 city property.
12. RESTROOM FACILITIES - If the area requested has no facilities, or the number of clients or prospective clients exceeds the capabilities of existing facilities, the service provider shall be responsible for the delivery, maintenance, and pick up of additional toilets and sink facilities at the site requested.
13. An approved copy of this form and payment receipt should be brought to the facility by the Service Provider.
14. LIGHTING - Service Provider shall provide outside lighting in a manner that illuminates outside street and sidewalk areas and adjacent parking, as appropriate.
15. SECURITY - Service Provider shall continuously monitor the Service Area and all areas within a one-hundred foot (100') radius of the Service Area, to ensure the quiet, safety and cleanliness of the Service Area and the vicinity, Additional security may be required, the cost of said security to be paid by the person or group reserving the park/facility.
16. Service permit does not constitute a facility reservation approval, Service Provider is required to submit an "APPLICATION FOR A RECREATION FACILITIES USE PERMIT" for approved reservation.
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. **PER CORONA MUNICIPAL CODE CHAPTER 9.26 SERVICE PROVIDER MUST ABIDE BY ALL RULES AND REGULATIONS OR DENIAL OF THE APPLICATION OR REVOCATION OF PERMIT MAY RESULT.**
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.
20. FOOD SERVICE PERMIT - Where applicable the Service Provider shall obtain and maintain a valid County of Riverside Department of Health Service Permit for food service and shall provide permit upon the request of any City Officer of Corona.

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