



INDOOR FACILITY RENTAL POLICIES & GUIDELINES

APPLICATION SUBMISSIONS

- 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 present per 10 minors (17 or younger) during the event.
- Applicant must abide by all federal and state laws as well as the Corona Municipal Code.
- Application forms along with the \$25.00 application fee (\$10 non-profit) and deposit should be filled in completely and submitted to the Library & Recreation Services Department.
- Applications must be submitted a minimum of thirty (30) days in advance of proposed reservation date.
- Applications will be accepted no more than six (6) months in advance for Auburndale, Civic Center Gym rooms, Victoria and the Senior Center.
- Applications will be accepted no more than one (1) year in advance for the Civic Center Auditorium, Circle City Center, Library and City Hall South Lawn.
- Recurrent reservations are made by special arrangement and may only be made for three (3) consecutive months at a time. Applications for recurrent reservations may be submitted no more than six (6) months in advance of the first reservation date.

FEES/DEPOSITS

- No person or group may use a City facility unless all fees and deposits are paid in advance.
- Fees:
 - A non-refundable \$25.00 application fee (\$10 non-profit) and deposit is due upon application submission.
 - Please review the attached fee schedule for information on hourly rates.
 - Minimum 1-hour reservation during Library and Circle City Center regular operating hours.
 - Minimum 3-hour reservation for all other facilities and after hours for Library and Circle City Center.
 - All reservations must be paid in full a minimum of fifteen (15) days before the reservation date.
- Security Deposits:
 - Security deposit must be paid in full upon submission of application
 - The facility user will be billed for any damages or cleanup exceeding the amount of the damage/cleaning deposit. The facility must be returned in the same condition as loaned.

CANCELLATIONS

- The amount of your deposit refund is determined by the date on which you contact the City of Corona of your decision to cancel your reservation:
 - 46 days + from reservation date: \$10
 - 31-45 days from your reservation: 10% loss of rental fee
 - 16-30 days from your reservation: 25% loss of rental fee
 - 1-15 days from your reservation: 50% loss of rental fee

TENTS/BOUNCERS

- No structures may be erected or assembled on premises, nor any electrical, mechanical, vehicles, or other equipment be allowed on premises unless special approval has been obtained from the Library & Recreation Services Department.



Reservations are tentative until you have received a 4-digit permit number. Please do not advertise your event until you receive the 4-digit permit number from the City of Corona.

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NON-PROFIT STATUS

- A reduced rate is available for 501 (c)3 non-profit organizations who have a physical address within Corona city limits. Proof of State of California non-profit status and/or IRS Certificate is required and must accompany your application.

CONCESSIONS

- Nothing shall be sold, offered or advertised for sale on or in City facilities unless correct licensing procedures are followed according to the Corona Municipal Code.

SPECIAL EVENTS OPEN TO THE PUBLIC

- A Special Event Permit issued by the Corona Police Department is required for all events open to the public. Any application requiring a Special Event Permit must be submitted a minimum of thirty (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, security guards and/or security may be required of the user group for special events.

AMPLIFIED SOUND

- If amplified sound is desired, a request addressed to the Library & Recreation Services Director for amplified sound must be submitted at least fifteen (15) days in advance of the reserved date.

ALCOHOL

- Alcohol is only permitted inside the Circle City Center, Library Grand Blvd. Room and on the South Lawn. Alcohol is not permitted in parks, picnic shelters, or other facilities available for reservation, per Corona Municipal Code Chapter 9.22. If you plan to host a reservation with alcohol, you will need to sign and abide by all rules included in the City of Corona's Alcohol Use Policy. A security guard is required for all reservations involving alcohol.

INSURANCE

- Upon the Department's request, the applicant and/or all organizations, businesses, and vendors associated with the reservation will be required to obtain a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the City of Corona as an additional insured, and must be submitted at least fifteen (15) days before the reservation date.
- The applicant/organization completing the form is responsible for providing the insurance certificate before rental fees can be paid. Insurance may be purchased at City Hall in the Administrative Services Department- Human Resources Division.

AGREEMENT

I hereby certify that I am the authorized representative of the applicant organization, that 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 judgement 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