



City of Covina
Parks & Recreation Department
1250 North Hollenbeck Avenue, Covina, CA 91722
(626) 384-5340 (Phone)
(626) 384-5346 (Fax)
(626) 384-5388 (Joslyn Center Fax)



APPLICATION AND POLICY GUIDE FOR USE OF FACILITIES AND EQUIPMENT

IMPORTANT POINTS

- 1) In order to reserve a facility or equipment, the attached packet must be read and completed.
- 2) All applications must be submitted at least one month in advance. All fees must be paid according to the time frame outlined in this packet.
- 3) Preliminary approval of applications will take a minimum of five working days. A completed application and non-refundable prepayment are required to hold a reservation.
- 4) No reservations or changes to reservations will be taken over the phone or without the packet and initial fees.
- 5) POLICY OF NONDISCRIMINATION ON THE BASIS OF HANDICAPPED STATUS: The City of Covina does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in its programs or activities.

Should you feel that your use of the requested facility requires any special accommodations, please notify the Parks & Recreation Department at least one month in advance to make any necessary arrangements.

- 6) The Parks & Recreation Department can be contacted by calling (626) 384-5340. Office hours are 10 a.m.-5:45 p.m., Monday through Thursday and alternate Fridays.

“The City of Covina provides responsive municipal services and manages public resources to enhance the quality of life for our community.”

FEE SCHEDULE - OUTDOOR FACILITIES AND EQUIPMENT

	LOCAL COMMUNITY ORGANIZATIONS	NON-PROFIT OR RESIDENT	NON-RESIDENT	COMMERCIAL
Refundable Security Deposit	\$100	\$200	\$200	\$200
Prepayment	\$100	\$100	\$100	\$100
Covina Park Bandshell *** (S)	\$50/use	\$55/use	\$65/use	\$75/use
Covina Park Skating Rink ***	\$40/use	\$40/use	\$55/use	\$70/use
Kahler Russell Park Skating Rink ***	\$50/use	\$50/use	\$50/use	\$50/use
Jobe's Glen at Jalapa Park	\$45/one hour use	\$50/one hour use	\$60/one hour use	N/A
BALLFIELDS				
Savoy/Heyler/Covina Park (Covina Park-evening rentals only) ***	\$25/use	\$55/use	\$75/use	\$90/use
Savoy Lights * (S)	\$38/hr	\$38/hr	\$38/hr	\$38/hr
Savoy Lights (outfield only) (S)	\$33/hr	\$33/hr	\$33/hr	\$33/hr
Heyler Lights * (S)	\$33/hr	\$33/hr	\$33/hr	\$33/hr
Covina Park Lights * (S)	\$25/hr	\$25/hr	\$25/hr	\$25/hr
COHS Practice Field Lights	\$20/hr	\$20/hr	\$20/hr	N/A
Hollenbeck Park Lights (S)	\$33/hr	\$33/hr	\$33/hr	\$33/hr
Field Preparation	\$50	\$50	\$50	\$50
Bases	\$10	\$10	\$10	\$10
PA System *** (S)	\$45/use	\$120/use	\$205/use	\$85/hr
Tables (per table) ** (S)	\$5/day	\$5/day	\$5/day	\$5/day
Chairs (per chair) ** (S)	\$.50/day	\$.50/day	\$.50/day	\$.50/day
Staff (per person) (minimum two-hour charge)	\$18/hr	\$18/hr	\$18/hr	\$18/hr
School District Facilities	(Actual charge from School District will be passed on to user)			

* A key deposit of \$200 is required if keys are issued.

** Additional staff fees will be charged for delivery and pick up.

*** Use is defined as a four-hour period of time or any portion thereof.

(S) Indicates that additional (minimum 2 hours) staff charges will apply.

Sports groups without an established "home field" in Covina will be subject to an annual service/processing fee of \$25 for facilitation of field usage.

FEE SCHEDULE - INDOOR FACILITIES

	ROOM CAPACITY	LOCAL COMMUNITY ORGANIZATION	NON-PROFIT OR RESIDENT	NON-RESIDENT	COMMERCIAL*
REFUNDABLE SECURITY DEPOSIT	-	\$100	\$300	\$400	\$400
PREPAYMENT	-	\$100	\$100	\$100	\$100
<u>JOSLYN CENTER</u>					
AUDITORIUM	Assembly-350 Dining-220 Dining/Dancing-200	\$40/USE	\$80/HR	\$115/HR	\$145/HR
DINING ROOM	140	\$40/USE	\$70/HR	\$95/HR	\$125/HR
SMALL MEETING/ CRAFT ROOM	40	\$25/USE	\$50/HR	\$65/HR	\$85/HR
LOUNGE	25	\$25/USE	\$45/HR	\$60/HR	\$80/HR
KITCHEN	-	\$25/USE	\$75/USE	\$105/USE	\$140/USE
<u>RECREATION HALL</u>					
MAIN HALL	Assembly-120 Dining-100 Dining/Dancing-80	\$40/USE	\$60/HR	\$85/HR	\$115/HR
PARTIAL KITCHEN	-	NO CHARGE	\$20/USE	\$20/USE	\$20/USE
<u>OTHER</u>					
STAFF (PER STAFF)		\$18/HR	\$18/HR	\$18/HR	\$18/HR
PIANO (AT JOSLYN CENTER ONLY)		\$30/USE	\$30/USE	\$30/USE	\$30/USE
PA SYSTEM (JOSLYN CENTER ONLY)		NO CHARGE	\$115/USE	\$115/USE	\$115/USE
PROJECTOR SCREEN (JOSLYN CTR ONLY)		NO CHARGE	\$20/USE	\$20/USE	\$20/USE
OPTIONAL SETUP FEE (FLAT RATE)		\$55	\$55	\$55	\$55
OPTIONAL CLEANUP FEE (FLAT RATE)		\$110	\$110	\$110	\$110
BIG SCREEN TV (JOSLYN CTR ONLY)		\$20/USE	\$20/USE	\$20/USE	\$20/USE

"USE" IS DEFINED AS A FOUR HOUR TIME PERIOD

- Businesses with a Covina address receive a 10% discount off commercial building rental/use fees

INDOOR FACILITIES AVAILABLE FOR RENTAL

JOSLYN CENTER
815 North Barranca, Covina CA 91723

AUDITORIUM

Assembly: 350 Maximum
Dining Only: 220 Maximum
Dining and Dancing: 200 Maximum

Tables: 30 Maximum
Chairs: 220 Maximum

Tables are rectangular (2 1/2' x 6') and seat 3-4 maximum per side. They are dark brown in color.

Room measurement is 42 1/2' x 75'.
Stage measurement is 42 1/2' x 14'.

DINING ROOM

Dining Only: 140 Maximum

Tables: 18 Maximum
Chairs: 140 Maximum

Tables and chairs cannot be moved in this room. Tables are round (60") and seat 8 maximum per table. They are light brown in color.

Room measurement is 44 1/2' x 51'.

SMALL MEETING ROOM

Assembly: 40 Maximum

Approximately 12 tables and 35 chairs can be used in this room if necessary.

LOUNGE

Assembly: 25 Maximum
* * * * *

RECREATION HALL
340 Valencia Place

MAIN HALL

Assembly: 120 Maximum
Dining Only: 100 Maximum
Dining and Dancing: 80 Maximum

Tables are rectangular (2 1/2' x 6') and seat 3-4 maximum per side. They are gray in color.

CITY OF COVINA
PARKS & RECREATION DEPARTMENT

**RULES, REGULATIONS, AND POLICY GUIDE
FOR USE OF FACILITIES AND EQUIPMENT**

Community buildings and related facilities shall be available for activities that contribute to the best recreational, social, cultural, civic, and educational interest of the citizens of Covina. Any dispute regarding the "best recreational, social, cultural, civic and education interest of the citizens of Covina" shall be referred to the Parks & Recreation Director and, if necessary, the City Manager for final judgment.

The Parks & Recreation Director reserves the right to cancel any reservation prior to the full payment date listed on application. Reasons for cancellation include, but are not limited to, classification conflicts, scheduling conflicts, or misrepresentation of use by rental group.

Reservations shall be granted at the discretion of the Parks & Recreation Director for the following activities or groups at the established fees and on a first-come, first-served basis.

A. CLASSIFICATIONS

1. LOCAL COMMUNITY-BASED ORGANIZATIONS

These groups must be based in Covina (i.e. facility must have a Covina address or regular established meeting place must be in Covina).

- All Covina youth/school district organizations meetings/programs (Little League, PTA, Girl Scouts, Boy Scouts, boosters, etc.)
- All Covina service clubs and organizations constituted primarily for the promotion of civic improvements (Kiwanis Club, Lions Club, Rotary club, Chamber of Commerce, etc.)

2. NON-PROFIT

- Class reunions for the following: Covina High School, Northview High School, South Hills High School, Charter Oak High School, Royal Oak High School, Western Christian High School, Gladstone High School
- All organizations constituted to promote public adult recreation, education or welfare activities (dance clubs, social clubs, coin clubs, athletic leagues, tournaments, Red Cross, etc.)
- All churches/religious institutions

A. CLASSIFICATIONS (Continued)

3. RESIDENT

All residents requesting use of facilities for private parties, wedding receptions, family reunions, etc. must show proof of Covina residency in the form of a current utility bill at the time of application. Driver's License and checks will not be accepted as proof of Covina residency.

Person filing application must live in the City of Covina to be considered a resident. This person will be responsible for rental and must be present at the event and stay for the duration of the rental. **Residents may not rent facilities for a non-resident's use.**

4. NON-RESIDENT

All persons living outside the City of Covina requesting use of facilities for private parties, wedding receptions, family reunions, etc.

5. COMMERCIAL

- All companies, organizations, or individuals wishing to sell merchandise or admittance to event or any corporate/company sponsored event.
- Events could include exhibits, demonstrations, shows, dances, corporate meetings, company parties, etc.

All individuals applying for use of a facility for the purpose of conducting a commercial public or private dance or musical presentation must obtain a permit from the Police Department; and when a fee is charged, a business license from the Finance Department (C.M.C. 5.28.030 and 5.04.060).

Non-profit groups are omitted from this classification.

B. RESERVATION POLICY

1. **Applications for use of community facilities must be submitted at least one month yet no more than three months prior to the date facility is requested. Exceptions:** Resident groups may reserve a facility six months in advance. Facilities for wedding receptions and reunions may be made up to one year in advance.
2. All reservations will be taken on a first-come, first-served basis. Reservations shall be issued in the order of receipt of application with appropriate payment, subject to availability.
3. Reservations will only be issued to persons who are at least 18 years of age. This person must be in attendance for the function.

B. RESERVATION POLICY (continued)

4. Allow five working days to review applications. NOTE: Reservations are not placed on the calendar until the application is approved and non-refundable prepayment is received.
5. Facilities are reserved in one-hour increments only with a minimal rental time of two hours. **Reservation times must include setup and cleanup periods.**
6. Any change in reserved hours must be made in writing.
7. NO TELEPHONE RESERVATIONS WILL BE ACCEPTED.
8. Reservations to use recreational facilities are not in effect until full or partial payment, as applicable, and all paperwork has been received by the Parks & Recreation Department.

C. COVINA-VALLEY UNIFIED SCHOOL DISTRICT FACILITY RESERVATION PROCEDURES

1. Reservations for Covina-Valley Unified School District facilities must be made a minimum of one month in advance.
2. School District applications take 10 working days to process before availability can be confirmed.
3. While in most instances there are no fees for the use of outdoor facilities, there are fees for the use of indoor facilities. Janitorial fees and facility use fees are determined by the School District.
4. Use of sports facilities will always require a valid certificate of insurance and endorsement naming Covina-Valley Unified School District and the City of Covina as additionally insured. Insurance requirements for indoor facilities will be determined by the School District.

D. FEE PROCEDURE

1. Upon approval, applicant will be notified of availability and estimated cost. A non-refundable prepayment is due within five working days of approval to secure the reservation. This prepayment will be applied to the total amount due. **If the prepayment is not received by the due date, application will be cancelled.**
2. Sports groups without an established "home field" in the City of Covina will be subject to an annual service/processing fee of \$25 for facilitation of field usage.
3. Applicant will be billed and all fees are due prior to function. Balance of fees, including the security deposit, must be paid by due date on statement. Failure to pay fees by the designated due date will result in cancellation of reservation.

D. FEE PROCEDURE (continued)

4. Fees may be paid in cash, money order, check (made payable to CITY OF COVINA), or credit card (Visa or Mastercard). All payments must be made by the person renting the facility.
5. There will be a \$25 charge on all returned checks (NSF, stopped payment, or closed account).
6. Programs and fees are subject to change without notice.

E. SECURITY DEPOSIT REFUND POLICY

1. The refundable security deposit will be held until after the scheduled event.
2. If facility is left in a clean and undamaged condition and all city rules and regulations have been followed, then the deposit will be refunded in full.
3. If any of the following conditions are found or circumstances occur, then all or part of the deposit will be forfeited.
 - The facility is left dirty or damaged.
 - The rental group has not left the facility on time. (Any group staying later than originally reserved time will be charged at one and one-half times the regular rental fee and staff fee.)
 - Alcohol is present during the rental, but an alcohol permit has not been issued.
 - City property/equipment has been defaced, lost, damaged or destructed.
 - Any other condition/circumstance deemed unacceptable by the Parks & Recreation Director.
4. If Security Deposit is inadequate to cover damages, then applicant will be billed for the remaining cost of the damages.
5. Refund checks will be mailed four weeks following event.
6. Full refunds will be processed in the event the function is cancelled by the City prior to the event.

F. TRANSFER POLICY

Subject to facility availability, an applicant may request a transfer from one facility, date, or time to another facility or later date/time by following these procedures:

1. The applicant must submit the completed Transfer Form to the Parks & Recreation office at least one month in advance of originally approved rental date. No transfers will be allowed with less than one month's notice.

F. TRANSFER POLICY (continued)

2. Applicants may transfer the first time free of charge. If a second transfer is requested, a \$10 fee will be charged. Requested reschedule date must be at least one month from date transfer is requested.
3. EXCEPTION FOR OUTDOOR FACILITIES: INCLEMENT WEATHER - A rental group may request a transfer with three days notice if they deem that rain is a possibility on approved rental date. The rescheduled date must be at least one month from, but no more than three months in advance of the cancellation date. If another date is not available, then fees paid will be refunded less a \$20 service charge.

G. CANCELLATION POLICY

1. Applicant must submit completed Cancellation Form to the Parks & Recreation Department office.
2. General facility/equipment use cancellations must be made at least one month in advance of the scheduled rental to receive a full refund, less the non-refundable prepayment.
3. EXCEPTION FOR OUTDOOR FACILITIES: INCLEMENT WEATHER - A rental group may cancel with three days notice if they deem rain is a possibility on the approved rental date. Fees paid less \$20 service charge will be refunded within four weeks.

H. GENERAL RULES AND REGULATIONS

1. Applicant is responsible for keeping all guests/participants in rented areas. Guests/participants are not allowed in non-rented areas.
2. Quinceaneras and Sweet 16 parties must provide an original copy of the event invitation. Events such as these require two adults over the age of 18 for each child under the age of 18.
3. Gambling, use of profane language, loud or boisterous talking, or improper conduct will not be permitted.
4. The City is not responsible for any lost or stolen articles.
5. No equipment or furnishings shall be removed from the premises. **No additional equipment may be brought into City parks. Pony rides, velcro walls, inflatable wrestling rings, and bounce houses are strictly prohibited.**

H. GENERAL RULES AND REGULATIONS (continued)

6. The rental group will be responsible for their setup and cleanup. The facility must be left in a clean and orderly condition. A cleanup checklist will be provided for each rental. Staff personnel will review the checklist with the person responsible for the event at the beginning of the event. Damage must be reported immediately to the staff person on duty.
7. All meeting and/or official gatherings that may create overcrowding, noise, or traffic problems must be approved by the Covina Police Department prior to final approval by the Parks & Recreation Department.
8. Political groups requesting use of facilities may be referred to the City Council for final judgment.
9. The City of Covina reserves the right to full access to all activities at any time in order to ensure that all rules, regulations, and City and State laws are being observed.
10. The rental group must obey instructions of the City employee on duty.
11. The applicant is responsible for reimbursing the City for damaged or missing items. Fees for damaged or missing goods may be deducted from cleaning/security deposits.
12. Applicant must sign a Hold Harmless Agreement and assume all liability for damage to, or theft of, City property.
13. Any accident occurring in a City facility, which causes injury to any individual must be reported to the staff person on duty immediately.
14. All City ordinances must be observed.

SPECIAL NOTE: If the Parks & Recreation Department representative has not opened the facility by the requested time, please contact the Covina Police Department at (626) 384-5808. The Police Department will contact a representative from the Parks & Recreation Department and the facility will be opened as soon as possible. The facility will not be opened prior to the specified rental time period.

I. INSURANCE

Any group applying for use of a facility may be required to provide a Certificate of Insurance with an endorsement co-insuring the City of Covina (and school district for school district facility rentals). Insurance, in the form and amount deemed appropriate by the City, shall be provided by the applicant at no cost to the City.

J. STAFF/SECURITY

1. The City requires staff at all facility rentals. One staff person is required for most outdoor rentals, although indoor facilities and large groups and equipment delivery require at least two staff persons.
2. City staff are available to assist groups with setup, to monitor the facility and keep restrooms stocked. If the rental group has paid the setup/cleanup fees, then staff will be fully responsible for these tasks.
3. Covina Police Officers are required, at a fee determined by the Police Department, for open dances. An open dance is defined as any "dance" which is not by "invitation only," or in which more than half of the available space is used for dance purposes.
4. Any application requesting use of an outdoor facility in conjunction with the use of amplified sound and/or broad distribution promotion and where there is no way of predetermining event attendance, will require review by the Police Department. The City may deny the application or place conditions upon the use, such as security provision.

K. ALCOHOL, CONTROLLED SUBSTANCES, SMOKING, AND CONDUCT

1. Alcoholic beverages are not permitted at any sports facility or on public school property.
2. Alcoholic beverages are allowed by permit only for indoor and outdoor city facilities. Beer and wine are the only alcoholic beverages permitted. If alcohol permit is issued for an indoor facility, then all alcoholic beverages must remain inside the building. Additional policies and restrictions may apply if deemed appropriate by the city.
3. Should alcohol be discovered at a facility (before, during, or after the rental) and an alcohol permit has not been issued, or if a controlled substance is discovered at the facility, then City staff will contact the Police Department and the rental will be terminated. The rental group will be asked to leave the building immediately. All fees paid will be forfeited.
4. Controlled substances are not allowed in City facilities or on City property at any time.
5. Smoking of tobacco, or any substance, is prohibited on school district property and inside City buildings.
6. Profane language, indecent conduct, unusually loud amplified music or any other activity that creates a disturbance will not be permitted.

L. HOURS OF OPERATION

1. All activities at Hollenbeck Park must conclude by 10:30 p.m. including cleanup. All activities at the Joslyn Center must conclude by 11 p.m., including clean-up. All activities at all other City facilities must conclude by 10 p.m., including cleanup.
2. Facilities and equipment will not be available for rentals on the following days:
 - Easter Weekend
 - Mother's Day
 - 4th of July Weekend
 - Thanksgiving Day and weekend
 - Memorial Day weekend
 - Father's Day
 - Labor Day Weekend
 - First Saturday in December
 - Christmas Eve and Christmas Day
 - New Year's Day

M. DECORATIONS

1. Decorations must be approved prior to installation and must be removed immediately after the event. NO tape, nails, tacks or staples may be attached to walls, woodwork, windows or curtains. If additional equipment (i.e. tables and chairs etc.) is desired, it can be brought in at the applicant's expense and during the time applicant has rented the facility; however, all additional equipment must be removed from the premises immediately after use.
2. No confetti or glitter is allowed.
3. Smoke-making machines are not allowed indoors.
4. No open flames are allowed. Candles may be used for decoration only, but may not be lit.
5. No decorations may be attached to trees or any other permanent fixture at outdoor facilities.

N. EXTRA SERVICES

Indoor facility rentals include rental of room, tables, chairs, and staff assistance. Any additional services, such as catering, entertainment, decorations, place settings, utensils and cookware must be provided by rental group. The following are available for additional fees:

1. Joslyn Center - Full Kitchen
2. Recreation Hall - Partial Kitchen (microwave, refrigerator, sink, counter)
3. Setup/Cleanup services are available for building rentals.
4. Sound equipment, piano, overhead projector and screen, TV and VCR are available at the Joslyn Center. City staff are assigned to operate all equipment.

O. CONTINUAL USE GROUPS

If a facility is available, and pending approval of the application, requested facility may be available on a continual use basis. Groups meeting regularly must notify the Parks & Recreation Department at least seven days in advance when they will not be using the facility. Groups will be billed until notification is received.

P. JOBE'S GLEN AT JALAPA PARK

This beautiful rural park is the perfect setting for photographs and small wedding ceremonies. You may reserve this park for your own special event (groups of 100 or less). Utilities and restrooms are not available at this facility.

A small fee will provide you with City staff who will be present at the park to assure that the bridge area is available for your gathering and that your use of the park goes smoothly. Each use will be limited to one hour. Special arrangements can be made for setup and cleanup.

Q. YOUTH SPORTS LIGHT USE POLICY

This policy applies to all ongoing youth sports leagues using City facilities on an annual basis. All other light use bills must be paid in full in advance.

1. All previous season's bills must be paid in full, before additional use will be granted.
2. A 50% deposit is due prior to initial use. This deposit will be based on the previous year's light use schedule and actual use.
3. Following the conclusion of the season, a bill will be prepared for the balance of the light use charges.

R. KEY LOAN FOR OUTDOOR LIGHTING

1. A \$200 refundable deposit is required when City keys are issued.
2. When applicable, keys are checked out immediately prior to use from the Parks & Recreation Department.
3. Only one set of keys per facility will be checked out to any rental group. City keys may not be duplicated.
4. Keys must be returned to the Parks & Recreation Department the first working day following scheduled use.
5. A \$5 per day charge will be added for each day a key is late.
6. Lost keys will be subject to a minimum charge of \$50 and a maximum charge of \$300 depending on the facility.

R. KEY LOAN FOR OUTDOOR LIGHTING (continued)

7. If keys have been issued for light use and lights are not turned off at the conclusion of the use, the rental group may be liable for additional light charges.

S. MAJOR EVENT PROCEDURES

1. Applicant will be responsible for application and a letter describing the event. The information must be submitted at least 45 days prior to the activity date. The letter accompanying the application should include:
 - Type of activity
 - Number of attractions
 - Approximate attendance
 - Information about the sponsoring agency or individual
 - Methods for the funds collected to be dispersed
 - Proposed setup
 - The event's operating hours
 - Names and Social Security numbers of all persons who will be operating carnival attractions
2. Applicants and/or their subcontractors shall obtain a business license as required by the Municipal Code at least two weeks prior to event.
3. The Parks & Recreation Director or designee will send copies of the letter and application along with a cover memo to the following departments: Administration, Building, Police, Fire, Personnel, and Risk Management. Applicant may be required to file for an Administrative Conditional Use Permit and pay all of the appropriate fees.
4. For Department cosponsored events, all communications will be provided through a responsible staff person via the Parks & Recreation Director.
5. Parks & Recreation Department will receive responses from other departments and contact applicant regarding status.
6. City may require portable restrooms, maintenance staff and police security. City may also direct special setups. All of the above will be accomplished at applicant's expense.
7. No equipment will be stored at a City site until two days prior to event.
8. Fees may be waived for non-profit organizations. Groups may be required to pay a \$500 refundable security and maintenance deposit.
9. All employees of applicant will adhere to any direction given by City representatives. Failure to do so may result in a cancellation of event without notice.

S. MAJOR EVENT PROCEDURES (continued)

10. Insurance, in the form and amount deemed appropriate by the City, shall be provided by the applicant at no cost to the City.
11. Previously approved uses and traditional events have included non-profit resident group fundraisers, such as pancake breakfasts and spaghetti dinners.

Each major event activity request will be considered on an individual basis by staff. NO YARD SALES OR RUMMAGE SALES WILL BE PERMITTED.

FACILITY TRANSFER/CANCELLATION FORM

TRANSFER_____ CANCELLATION_____

ORIGINAL FACILITY REQUEST:

FACILITY/ROOM_____ DATE_____

TIME IN_____ TIME OUT_____

REVISED FACILITY REQUEST:

FACILITY ROOM_____ DATE_____

TIME IN_____ TIME OUT_____

NAME OF APPLICANT_____

ADDRESS_____

HOME PHONE ()_____ DAYTIME PHONE ()_____

APPLICANT'S SIGNATURE_____ DATE_____

* * * * *

(PARKS & RECREATION DEPARTMENT USE ONLY)

TRANSFER DATE_____ SIGNATURE_____

COMMERCIAL USE SUMMARY STATEMENT

In addition to facility use fees, commercial applicants will also pay the City an additional 10% of proceeds from the event. The summary statement must be returned to the Parks & Recreation Office prior to the refund of the applicant's cleaning/security deposit. The applicant will also keep appropriate records, which the City has the right to audit.

TOTAL ENTRANCE FEES COLLECTED \$ _____
TOTAL GROSS SALES OF MERCHANDISE \$ _____
MISCELLANEOUS FEES COLLECTED \$ _____
TOTAL MONIES COLLECTED \$ _____
10% FEE OWED TO CITY \$ _____

NAME OF ORGANIZATION _____

SIGNATURE OF REPRESENTATIVE _____

DATE _____

* * * * *
(PARKS & RECREATION DEPARTMENT USE ONLY)

RECEIPT # _____ DATE _____ BY _____

CITY OF COVINA
PARKS & RECREATION DEPARTMENT

APPLICATION FOR USE OF FACILITIES AND EQUIPMENT

Application must be filled out completely and accurately. Incomplete applications will not be accepted.

1. DATE_____
2. NAME/COMPANY/ORGANIZATION_____
3. ADDRESS_____ CITY_____ ZIP_____
4. HOME PHONE ()_____ WORK PHONE ()_____
FAX ()_____ E-MAIL _____
5. CONTACT PERSON _____ PHONE ()_____
(THIS PERSON MUST BE PRESENT AT ALL TIMES DURING ACTIVITY AND IS RESPONSIBLE FOR FINAL CONDITION OF FACILITY. THE CITY WILL ONLY COMMUNICATE WITH THIS INDIVIDUAL CONCERNING THE RENTAL.)
6. RESIDENT GROUP: YES_____ NO_____
(IF RESIDENT, CURRENT UTILITY BILL MUST BE ATTACHED TO APPLICATION)
7. DATE(S) REQUESTED: _____ TIME REQUESTED (INCLUDE SETUP AND CLEANUP)
_____ FROM:_____AM/PM TO:_____AM/PM
_____ FROM:_____AM/PM TO:_____AM/PM
8. DESCRIPTION OF ACTIVITY (MEETING, RECEPTION, ETC.):_____
9. ENTERTAINMENT: DISC JOCKEY_____ LIVE BAND_____ OTHER_____
10. ESTIMATED ATTENDANCE:_____
11. COMMERCIAL USE: YES_____ NO_____
12. WILL EVENT BE OPEN TO THE PUBLIC: YES_____ NO_____
13. WILL THERE BE ADMISSION/DONATION/COLLECTION OF MONEY: YES_____ NO_____
14. IF MONEY COLLECTED, FOR WHAT PURPOSE:_____
15. IF MONEY COLLECTED, IS APPLICANT A NON-PROFIT AGENCY: YES_____ NO_____
(IRS FEDERAL TAX IDENTIFICATION LETTER MUST BE SUBMITTED AT TIME OF APPLICATION)
16. WILL FOOD BE SERVED: YES_____ NO_____
17. IF FOOD SERVED, WILL COMMERCIAL CATERER BE USED: YES_____ NO_____
18. NAME OF CATERER_____
- ADDRESS OF CATERER_____

PHONE NUMBER OF CATERER () _____

19. FACILITY REQUESTED:

OUTDOOR FACILITIES

COVINA PARK:

BANDSHELL: _____

BALLFIELD: _____

BASES: _____ LIGHTS _____ FIELD PREP: _____

SKATING RINK _____

KAHLER RUSSELL PARK:

WEST RINK _____ EAST RINK _____

JOBE'S GLEN AT JALAPA PARK:

BRIDGE _____

OTHER PARKS: _____

BALLFIELDS:

SAVOY FIELD (ON CYPRESS AT CHARTER OAK HIGH SCHOOL): _____

BASES: _____ LIGHTS _____ FIELD PREP: _____

HEYLER FIELD (ON BADILLO AT ROYAL OAK INTERMEDIATE: _____

BASES: _____ LIGHTS _____ FIELD PREP: _____

CHARTER OAK HIGH SCHOOL PRACTICE FIELD LIGHTS: _____

EQUIPMENT

6-FOOT TABLES: _____ FOLDING CHAIRS _____

PA SYSTEM: TAPE PLAYER _____ CD PLAYER _____

MICROPHONES (SPECIFY #, 16 AVAILABLE) _____

MICROPHONE STANDS (SPECIFY #, 16 AVAILABLE) _____

SCHOOL DISTRICT FACILITIES

SCHOOL SITE: _____ CLASS ROOM: _____

GYMNASIUM: _____ FIELDS: _____

INDOOR FACILITIES

RECREATION HALL: _____ MAIN HALL
340 N. Valencia _____ PARTIAL KITCHEN

JOSLYN CENTER: _____ AUDITORIUM
815 N. Barranca _____ DINING ROOM
_____ SMALL MEETING ROOM
_____ KITCHEN

GROUP SETUP: _____ (ADDITIONAL FEE APPLIES)

GROUP CLEANUP: _____ (ADDITIONAL FEE APPLIES)

OTHER EQUIPMENT (AVAILABLE AT NO ADDITIONAL CHARGE)

(SEE PAGE 2 FOR MAXIMUM AMOUNTS AVAILABLE)

TABLES - # NEEDED: _____

CHAIRS - # NEEDED: _____

ADDITIONAL SERVICES (AVAILABLE AT JOSLYN CENTER ONLY)

PIANO: _____

PROJECTOR SCREEN: _____

PA SYSTEM: _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT:

WHEREAS, the City of Covina has granted permission to the undersigned to use the facilities and,

WHEREAS, in consideration of the use of said facilities the undersigned is willing to hold the City of Covina harmless and indemnify it against liability as described below.

NOW THEREFORE, the undersigned hereby agrees as follows:

1. That neither the City of Covina nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted by the undersigned in connection with the use of the above facilities.
2. That the undersigned shall fully indemnify, defend and hold the City of Covina harmless from any and all liability or anything done or omitted to be done by the undersigned in connection with the use of said facilities.

NAME OF REPRESENTATIVE: _____

NAME OF ORGANIZATION: _____

SIGNATURE OF REPRESENTATIVE: _____ DATE: _____

If the facility use for which you are applying is denied, you may appeal to the Parks & Recreation Director and ultimately to the City Manager.

**** FOR PARKS & RECREATION DEPARTMENT USE ONLY ****

APPLICATION RECEIVED: _____
DATE TIME INITIALS

DATES REQUESTED AVAILABLE: YES _____ NO _____ CALENDARED _____

ITEM:

RENTAL FEE
_____ hours x \$ _____ \$ _____

STAFF FEE
_____ hours x \$ _____ \$ _____
Time: from _____ to _____

KITCHEN FEE \$ _____

PIANO RENTAL \$ _____

DECORATING EQUIPMENT RENTAL \$ _____

LIGHT FEE \$ _____

SPECIAL "SETUP" FEE \$ _____

OPTIONAL "CLEANUP" FEE \$ _____

SECURITY DEPOSIT \$ _____

KEY DEPOSIT \$ _____

TOTAL DUE \$ _____

PAYMENTS:

AMOUNT:	RECEIPT NUMBER:
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

DEPOSIT REFUND:

AMOUNT OF DEPOSIT _____
AMOUNT WITHHELD _____ REASON: _____
AMOUNT REFUNDED _____ DATE PROCESSED: _____