Moorpark Park Facility Reservation Application

All areas of the application must be completed. Please print neatly. A Rental Permit may not span a period of more than ninety (90) calendar days. Minimum reservation time is 2 hours for picnic pavilions; 1 hour for all other facilities. Reservations beyond minimum are rounded up to the half-hour. If more reservations than fit below, use supplemental form. A permit will be emailed to you within 3 business days of approval. If your application is not approved, you will be contacted by phone. This form is for rentals under 200 attendance. For larger rentals, tournaments, and public events, use the tournament/event form. **THIS IS NOT A PERMIT.**

STAFF USE ONLY

Rental start date:

____/____/____

Permit #

_____

APPLICANT INFORMATION

Full Name (First and Last)	Date of Birth	Title (if applicable)
Organization Name (if applicable)	**Organization Type (if applicable)**	
	☐Business/For-Profit Organization ☐ Government agency ☐ Non-profit: 501 (C) number (*required*): _____	
Email Address	**Cell Phone Number**	**Work Phone Number**
	( )	( )
Address	**City**	**Zip**

REQUESTED FACILITIES - CHECK ALL FACILITIES RESERVING

FIELD AND COURT RENTALS ONLY: Is this use for (mark one):

☐ Official games or practice(s) of a sports organization *(Application must be signed by an authorized representative of the organization.)*

☐ Team practice(s): Percentage of players who are Moorpark residents:_____% *(Roster with names & addresses may be required.)*

☐ Family / friends only (no affiliation with any organized team, league, or sports organization)

Arroyo Vista

- ☐ Athletic Field (circle) 1 2 3 4 5 6 7 8 9 10
  - ☐ Field Lights (#1 & 4 only)
- ☐ Ballfield (circle) 1 2 3 4
  - ☐ Field Lights (#2 & 4 only)
- ☐ Multipurpose Court
- ☐ Open Grass Area - Bldg
- ☐ Open Grass Area - West
- ☐ Open Grass Area - East
- ☐ Parking Lot (circle) A B C D E
  - # Spaces:___ OR ☐ Full Lot
- ☐ Picnic Table
- ☐ Picnic Pavilion West
- ☐ Picnic Pavilion Peppertree
  - ☐ Electrical Access
- ☐ Picnic Pavilion Tennis Court
- ☐ Recreational Trail
- ☐ Snack Bar West
- ☐ Snack Bar East
- ☐ Tennis Court (circle) 1 2 3 4 5 6 7 8
- ☐ Pickleball Court (circle) 1a 1b 2a 2b 3a 3b 4a 4b

Campus

- ☐ Basketball Court
- ☐ Picnic Table
- ☐ Picnic Pavilion

Campus Canyon

- ☐ Athletic Field
- ☐ Ballfield
- ☐ Basketball Court
- ☐ Open Grass Area
- ☐ Picnic Table
- ☐ Picnic Pavilion

College View

- ☐ Basketball Court
- ☐ Open Grass Area
- ☐ Picnic Table
- ☐ Picnic Pavilion

Glenwood

- ☐ Basketball Court (circle) 1 2
- ☐ Open Grass Area
- ☐ Picnic Table
- ☐ Picnic Pavilion

Mammoth Highlands

- ☐ Athletic Field
- ☐ Basketball Court
- ☐ Open Grass Area
- ☐ Parking Lot # Spaces: ____
- ☐ Picnic Table
- ☐ Picnic Pavilion
  - ☐ Electrical Access
- ☐ Tennis Court

Miller

- ☐ Athletic Field
- ☐ Ballfield
- ☐ Basketball Court
- ☐ Open Grass Area
- ☐ Parking Lot # Spaces: ____
- ☐ Picnic Table
- ☐ Picnic Pavilion
  - ☐ Electrical Access
- ☐ Tennis Court 1 2
- ☐ Pickleball Court 1a 1b 2a 2b

Mountain Meadows

- ☐ Ballfield (circle) 1 2
- ☐ Basketball Court
- ☐ Open Grass Area
- ☐ Parking Lot # Spaces: ____
- ☐ Picnic Table
- ☐ Picnic Pavilion

Peach Hill

- ☐ Athletic Field
- ☐ Ballfield ☐ Field Lights
- ☐ Basketball Court
- ☐ Open Grass Area
- ☐ Parking Lot W # Spaces: ____
- ☐ Parking Lot S # Spaces: ____
- ☐ Picnic Table
- ☐ Picnic Pavilion

Poindexter Park

- ☐ Ballfield ☐Junior ☐Farm
- ☐ Basketball Court
- ☐ Batting Cages
- ☐ Gazebo ☐North ☐South
- ☐ Horseshoe Pit
- ☐ Open Grass Area
- ☐ Parking Lot # Spaces: ____
- ☐ Picnic Table
- ☐ Picnic Pavilion
  - ☐ Electrical Access
- ☐ Skatepark

Tierra Rejada

- ☐ Basketball Court
- ☐ Bocce Ball Court
- ☐ Open Grass Area
- ☐ Parking Lot W # Spaces: ____
- ☐ Parking Lot E # Spaces: ____
- ☐ Pickleball Court (circle) 1 2 3 4
- ☐ Picnic Table
- ☐ Picnic Pavilion
- ☐ Tennis Court

Other:

- ☐
- ☐
- ☐
- ☐

RESERVATION DATES AND TIMES

FOR SINGLE RESERVATION DATES

Apply this date/time to:	Reservation Date	Start Time (must include set up)	End Time (must include clean up)	Day of week (circle):
☐All selected facilities ☐These facilities: _____	_____/_____/_____	☐a.m. ☐p.m.	☐a.m. ☐p.m.	M Tu W Th F Sa Su

Apply this date/time to:	Reservation Date	Start Time (must include set up)	End Time (must include clean up)	Day of week (circle):
☐All selected facilities ☐These facilities: _____	_____/_____/_____	☐a.m. ☐p.m.	☐a.m. ☐p.m.	M Tu W Th F Sa Su

FOR RECURRING RESERVATION DATES (Consistent times Daily, Weekly, or Monthly)

Reservation Start Date	Reservation End Date	Recurrence	Day(s) of week (circle):
_____/_____/_____	_____/_____/_____	☐ Daily ☐ Weekly ☐ Monthly	M Tu W Th F Sa Su

START TIME (must include set up)	END TIME (must include clean up)	Adjust times for sunset?	SKIP DATES (if any)
☐ a.m. ☐ p.m.	☐ a.m. ☐ p.m.	☐ YES ☐ NO	

RESERVATION INFORMATION

Activity Is:	Any Fees Charged?	Activity Type:	Total Attendance: (include all adults, children, spectators, participants, etc. for the entire duration of rental)
☐ A private function - or – ☐ Open to the public *Is activity advertised?* ☐ **Yes** ☐ **No**	☐ No ☐ Yes (amount & purpose) $_____ for _____ $_____ for _____	☐ Athletic Practice/Game ☐ Meeting ☐ Private Party ☐ Class/Lessons ☐ Public Event <200 *(if 200+ use event form)* ☐ Other (describe: _____)	

SPECIAL CONDITIONS

Mark all that apply. Subject to approval. Restrictions / requirements may apply, including security deposits & insurance.

☐ **NO SPECIAL CONDITIONS**

☐ **Amplified Sound / Music:** ☐ Personal Speakers ☐ Band/DJ (complete below)

Disc Jockey (DJ)/Band name: _____ Email/Phone: _____

☐ **Attraction or Performer:** ☐ Inflatable Attraction ☐ Game Truck ☐ Performer

Company Name: _____ Email/Phone: _____

Description (type/size): _____

☐ **Food Service:** ☐ Food Truck ☐ Taco Cart ☐ Caterer Food will be ☐Dropped Off ☐Prepared on Site

Company Name: _____ Email/Phone: _____

☐ **Equipment** ☐Tables (#___) ☐Chairs (#___) ☐Canopies (# ___ Size: ____x____) ☐BBQ or Grill (Size:_____)

☐Soccer Goals (Size: _____) ☐Other (describe): _____

☐ **Overnight Storage** (dates: _____)

☐ **Alcohol** (***Nonprofit organizations at Arroyo Vista Park ONLY***) ☐ Sales ☐ Bring-Your-Own

Type (mark all that apply): ☐ Beer/Cider/Malt Beverages ☐ Wine ☐ Spirits (Hard Alcohol)

Service Start Time: _____ Service End Time: _____ (*max 6 hours, must end 1 hour before Rental ends*)

☐ **Commercial Filming** (Film permit REQUIRED, contact Community Development Department for information.)

☐ **Vendors** (Separate Vendor Application REQUIRED for each vendor; attach Vendor Applications to this application.)

☐ **Other:** _____

PARK RENTAL AGREEMENT

Approval of Application and Issuance of a Park Rental Permit: Park Rental Permits may be issued under the following conditions: The requested park facility, date, and time are available for Rentals; The Rental will not interfere with City business or programs; A completed and signed Reservation Application has been submitted by the Renter; All applicable fees have been paid; and All conditions of the Rental have been met.

Standard Conditions of Approval for all Park Rental Permits are as Follows:

1. Renter, or if Renter is an organization, Renter's authorized representative(s) must be present at the Rental at all times.
2. Renter shall sign a hold harmless and indemnification agreement.
3. Unless waived by the City, Renter must provide general liability insurance coverage as described in this Agreement.
4. The Renter, his/her employee or employees, patrons, guests, or any person admitted to the Rental by the Renter, must comply with the Moorpark Municipal Code, the conditions set forth in the Rules and Regulations Governing City Facility Rentals Resolution (Rules), and all conditions specific to the Rental Permit. Rental Permits are immediately revocable if any individual or group violates any rule or regulation established by the City. If a Rental Permit is revoked for a violation, all fees collected for the subject Rental will be retained by the City and the Renter will be billed for any costs incurred to terminate the Rental activity including but not limited to City staff and police personnel. Renter shall reimburse the City the amount due within fifteen (15) calendar days of receipt of invoice.

Right to Revoke or Deny a Park Rental Permit: The City may revoke an issued Rental Permit or deny a Reservation Application, when it is determined by the Director that the proposed use of the Facility is not consistent with the intended use of the Facility, or the use will not be in the best interest of the City. A Rental Permit may be revoked or denied for violation of any rule or regulation contained in the Moorpark Municipal Code, State law, or established by the Rules by the Renter, Renter's guests, attendees, employees, or vendors. Rental Permits may be revoked or denied if the Renter is found to have falsified or omitted information on a Reservation Application. If the City revokes or denies a Rental Permit for any of these reasons, all fees and deposits paid will be forfeited and the Renter may be suspended from future Rentals of any Facility as determined by the Director at his/her sole discretion.

Right to Establish Additional Rules and Conditions: The Director may establish additional rules, regulations, and conditions pertaining to City park use and Rental Permits, so long as such requirements are consistent with the Rules and Chapter 12.16 of the MMC, and are published in writing.

Attendance and Facility Capacity: Renter agrees to ensure that the number of attendees does not exceed the number declared on the Reservation Application and does not exceed the stated Facility capacity. Noncompliance with this obligation can subject the Rental to cancellation.

Park Rental Hours: Picnic pavilions must be rented for a minimum of two (2) hours. All other park facility Rentals must be for a minimum of one (1) hour, except field lights which may be rented for thirty (30) minutes. Rental time above the minimum required will be rounded to the nearest half-hour. Non-lighted park facilities are available for Rental between the hours of 8:00 a.m. (6:00 a.m. at AVCP) to sunset. Lighted park facilities are available for Rental from 8:00 a.m. (6:00 a.m. at AVCP) to 10:00 p.m. Parks are closed from 10:00 p.m. to 6:00 a.m. Park restrooms close at 5:00 p.m. PSD and 7:00 p.m. PDST. Park restrooms and other facilities may also be closed in the event of inclement weather or for maintenance purposes.

Responsibility for Damages to the Facility and Equipment: All equipment must be used only for the purpose for which it was intended. If the Facility or any portion thereof, or any City equipment is damaged, marred or defaced by the act, default, or negligence of the Renter, his/her employee or employees, patrons, guests, or any person admitted to the Rental by the Renter, the Renter will pay to the City from the security deposit such sums as the Director shall determine to be necessary to restore the Facility or equipment to its condition prior to such damage. In the event the damage resulting from Renter's activity exceeds the security deposit, or if no security deposit was paid by Renter, the City reserves the right to bill Renter for expenses. Renter shall reimburse the City the amount due within fifteen (15) calendar days of receipt of invoice.

Clean-Up: It is the responsibility of the Renter to clean up decorations, debris, and their personal supplies and equipment from their Rental. This includes but is not limited to completely removing all decorative items, and the supplies used to attach decorative items such as tape and string. All debris must be placed in a trash receptacle, or if the trash receptacle is full, in a sealed trash bag directly adjacent to a trash receptacle. In the event that debris or the Renter's items are left after the Rental, a fee to remove said debris or items will be deducted from the security deposit at a rate of not less than the City's direct cost as identified in the applicable fee schedule. The Director shall make the final decision whether the security deposit will be returned. In the event the clean-up expenses resulting from Renter's activity exceeds the security deposit, or if no security deposit was paid by Renter, the City reserves the right to bill Renter for expenses. Renter shall reimburse the City the amount due within fifteen (15) calendar days of receipt of invoice.

Decorations: All decorations must be approved by the City and must comply with Section 13-143 of the Health and Safety Code of the State of California as to flame proofing of all decorations and materials. Decorations must be installed so as to not damage or deface City property. The use of nails, tacks, staples, or duct tape are not permitted. Any adhesive used may not leave any damage or residue. Decorations and/or any type of wire or cord may not be hung or draped on any light fixture. Time for decorating must be included in the Rental time.

Wet Field and Trails Policy: When park fields or trails are sufficiently wet such that their use may lead to damage or bodily injury, they will be closed to all Rental and public use at the Director's sole discretion. All park patrons shall abide by the terms of the Wet Field and Trails Policy to preserve the quality and life of the fields and trails and promote a safe environment. The Wet Field and Trails Policy applies to conditions due to precipitation, over-watering, and/or irrigation system problems. A special condition of approval is applicable to all Park Rental Permits that include use of one or more fields or trails to require acknowledgment of the City's right to close fields and trails under the following conditions: A) Rain (with the exception of light drizzle if the ground is relatively hard and dry prior to the start of the drizzle). B) Standing water/ponding or mud is present. C) Water gathers around the sole of a shoe. D) Footprints leave an impression in the turf or on the trail. Renters may check the status of fields and trails at moorparkca.gov/210/fields. The webpage will be updated by 9:00 a.m. and 3:00 p.m. each day.

Prohibited at City Parks: Alcoholic beverages (except at AVCP with an approved permit for nonprofit organizations), Smoking, Littering, Excessive noise, Disorderly conduct, Camping or lodging, Damaging property, Fireworks, Weapons, Charcoal or wood burning portable barbecues, Barbecues with propane cylinders over 40 lbs, Driving on park turf, Vending (without a permit), Golf, Archery, Horseback riding (except on designated trails), Go-cart riding, Motorized off-road vehicles, Hang gliding, Remote controlled airplanes, Rockets and projectiles, Trampolines, Pony rides, Animal shows, Mechanical rides, Providing gratuities to City staff, Gambling, Throwing of bird seed, rice, confetti, or glitter.

USE OF SPECIAL ATTRACTIONS, PERFORMERS, AND EQUIPMENT:

The Director shall have the authority to add special conditions of approval as determined necessary to protect the City's property or other Facility users. The use rules and standard conditions of approval for attractions, performers, and equipment in City parks shall include the following:

Attractions: Inflatable attractions (including bounce tents, obstacle courses, and slides) and other attractions (including laser tag and non-mechanical rides) may be permitted in specified parks subject to standard conditions of approval as follows: A) Inflatable attractions must be set-up on a rented field/open grass area or within fifty (50) feet of a rented pavilion. B) Inflatable attractions permitted for use cannot exceed 20 feet by 20 feet in size. C) Bounce tents must be enclosed. D) Attractions must be in good condition and properly anchored. E) Inflatable attractions may only be supplied by a City authorized vendor. F) Renters requesting the use of an inflatable attraction must identify the specifications of the inflatable attraction (dimensions and design) and the name of the authorized vendor on the Rental Application. G) Inflatable attractions must be self-contained (inflated by a generator). H) Inflatable attractions must be transported over turf by a handcart. Vehicles cannot be used to transport or set up special attractions on park turf or beyond the designated parking lots.

Game or food trucks (Trucks): Trucks may be permitted in specified parks subject to standard conditions of approval as follows: A) Trucks may only be used in conjunction with an approved Rental. B) If the Truck will be parked on the street, the Truck must be legally parked and comply with all posted parking restrictions. Trucks cannot park in "No Stopping" or "No Parking" zones, loading zones, or along red curbs. The Truck cannot block traffic or pose a safety hazard. C) If the Truck will be parked in the park parking lot, the truck cannot park across or over the parallel lines of a designated space or park across the parallel lines into the aisle so as to cause a safety hazard. City shall determine and designate space(s) in which Trucks may park. Oversize vehicles (vehicles which exceed nineteen (19) feet in length, seven (7) feet in width, or eight (8) feet in height) are not permitted in park parking lots unless parking lot spaces have been rented. D) Trucks are not allowed on park turf. E) Trucks must be self-contained. F) The Truck company must have a valid Moorpark business registration. G) The Truck company must provide proof of business auto coverage of no less than State statutory limits per accident and general liability insurance of not less than $1,000,000 per occurrence. H) Food trucks must possess a valid Ventura County Mobile Food Facility permit. I) The Truck must be listed on the rental permit, including the name of the Truck company, truck dimensions, and the parking location.

Performers: Paid or contracted performers, including but not limited to clowns, magicians, balloon artists, face painters, musicians, and disc jockeys, must be listed on the Reservation Application and approved by the City on the Rental Permit. Renter may be required to purchase liability insurance or provide proof of liability insurance of not less than $1,000,000. Depending on the nature of the Rental, additional types and amounts of insurance may be required. Performers with live animals are prohibited, except as approved by the City Manager for a non-profit organization Rental.

Equipment: A Rental Permit is required to set up or bring certain equipment onto a City Facility. Equipment including but not limited to sound amplification equipment, canopies covering an area greater than one hundred (100) square feet, mats covering an area of one hundred (100) square feet or greater, pitching machines, soccer or other goals greater than four (4) feet in width or three (3) feet in height, volleyball or badminton nets, taco or other food carts, and barbecues with cylinders 20 lbs. or larger must be listed on the Reservation Application and approved by the City on the Rental Permit. Insurance may be required for use of certain equipment, as determined by the Director.

Vendors: Any Renter wishing to include a vendor(s) selling or distributing merchandise, food, informational materials, or any other item to the public at their Rental must include the request on the Rental Application and secure and submit a completed Vendor Information Form from the vendor. Food vendors, including food trucks, must comply with all applicable state, county, and local health code requirements. Vendors must possess a valid Seller's Permit issued by the California Department of Tax and Fee Administration, and must report to them all sales occurring within the City of Moorpark. Vendors must be approved on the Rental Permit. An additional fee will be charged for vendors pursuant to the Rental Fees Resolution. Use of an unauthorized vendor may result in the cancellation of the Rental, and any Rental fees paid, including security deposits, may be retained by the City. The Director has authority to deny, approve, or conditionally approve a vendor request.

RENTAL CANCELATIONS AND FEE REFUNDS:

Rental fee refunds for Park Rental cancellations are subject to the fees described below and the fee amounts as specified in the City Council's Resolution Establishing Facility Rental Fees, Deposits, and Additional Charges (Rental Fees Resolution). Refunds will not be issued for permits with rental fees of $25 or less. The permit application fee is non-refundable.

Park Facilities, excluding tournaments and Rentals with 200 or more in attendance:

a. For cancellations received (30) calendar days or more in advance of the Rental date, the City will refund all fees paid less a refund processing fee. Renter may also elect to reschedule the canceled Rental, or receive a full credit (less any nonrefundable fees). Said credit must be used within one (1) year of the cancellation.

b. For cancellations received between (29) and (5) calendar days prior to the Rental date, the City will refund all fees paid less any costs incurred by the City, a refund processing fee, and a cancellation fee. Renter may also elect to reschedule the canceled Rental, or receive a full credit (less any nonrefundable fees). Said credit must be used within one (1) year of the cancellation.

c. For cancellations received less than (5) calendar days prior to the Rental date, the City will refund the security deposit, only, less any costs incurred by the City. If a security deposit was not paid, no fees will be refunded. Rescheduling of the canceled Rental may only be considered with extenuating circumstances approved at the discretion of the Director.

d. For cancellations due to inclement weather (temperatures below 45°f or above 95°f, active precipitation, winds in excess of thirty (30) miles-per-hour, AQI over 101, or heavy fog), a National Weather Service forecast five days prior to the rental date of 50% or greater chance of inclement weather in Moorpark during the rental hours, or conditions which make the park facility unusable (as determined by Director), Renter is entitled to a full refund less nonrefundable fees. Renter may also reschedule the canceled Rental or receive a full credit.

Security Deposits: Security Deposits may be required for certain Rentals, in the amounts specified in the Rental Fees Resolution. The Director may determine that all or a portion of the deposit will be retained for excessive clean up or any damage to the facility or property, additional staff costs not included in the fees paid, or if the Renter fails to meet any condition of the Rental as provided for in the Rules. Should damage, cleanup or other expenses exceed the amount of the deposit, the Renter shall be billed for the difference.

STAFFING REQUIREMENT:

Staff fees will be charged when staff is required for additional set up, breakdown, or cleanup beyond normal time requirements, for tournaments and events, for park Rentals with 200 or more total attendance, for Rentals with alcoholic beverages, or for special circumstances as determined by the Director.

INSURANCE REQUIREMENT:

Unless insurance requirement is waived by City, Renter shall obtain, provide, and maintain at Renter's sole expense commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, death, or property damage. The policy must include contractual liability that has not been amended. The policy or policies shall be written on an occurrence basis. The policy shall name Renter as the insured and the City of Moorpark, its officials, employees, and agents as an additional insured. Renter acknowledges that the insurance coverage and policy limits set forth above constitute the minimum amount of coverage required. Any insurance proceeds available to the City in excess of the limits and coverage required in this Agreement and which is applicable to a given loss, will be available to the City. Coverage provided by Renter shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. All insurance policies shall be issued by an insurance company acceptable to the City and currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California. Renter agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. Renter shall furnish City evidence of all insurance policies required by this Rental Agreement in the form of a Certificate of Insurance and an additional insured endorsement providing that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. Insurance certificates and endorsements must be approved by City prior to first rental date.

Rentals requiring insurance include, but are not limited to, athletic games and practices (including scrimmages), rentals with vendors, food sales, attractions, and certain equipment and performers, and other higher risk rentals as determined by the Director.

Unless insurance requirement is waived by City (initial one):

INITIAL:	I will purchase insurance through the City of Moorpark's special event insurance program and agree to pay all fees associated with said insurance.
INITIAL:	This Rental is by a business or organization, and we will provide a Certificate of Liability Insurance and an Additional Insured Endorsement to the City. (*Option available to businesses/organizations ONLY)*

SIGNATURE REQUIRED TO COMPLETE APPLICATION:

I certify that the information provided on this application is true and correct and that all information regarding the requested park reservation has been disclosed. Further, I agree to immediately notify the Recreation Division if any of the information included on this application changes.

As Renter, I have read, understand, and agree to abide by the rules and regulations set forth by the City of Moorpark Municipal Code, the Rules and Regulations Governing City Facility Rentals, and the terms set forth in this Agreement.

To the fullest extent permitted by law, Renter shall, at Renter's sole expense and with counsel reasonably acceptable to City, defend, indemnify, and hold harmless the City of Moorpark (City) and City's officers, employees, and agents from and against all claims (including demands, losses, actions, causes of action, damages, liabilities, expenses, charges, assessments, fines or penalties of any kind, and costs including consultant and expert fees, court costs, and attorneys' fees) from any cause, arising out of or relating (directly or indirectly) to this Agreement, the tenancy created under this Agreement, or the Premises, including without limitation: 1. The use of occupancy, or manner of use or occupancy, of the Premises by the Renter; 2. Any act, error, omission, or negligence of Renter or of any invitee, guest, contractor, or licensee of Renter; 3. Any activities, work, or things done, omitted, permitted, allowed, or suffered by Renter in, at, or about the Premises; 4. Any breach or default in performance of any obligation on Renter's part to be performed under this Agreement, whether before or during the rental term or after its expiration or earlier termination; 5. This indemnification extends to and includes, without limitation, claims for: a. Injury to any persons (including death at any time resulting from that injury); b. Loss of, injury or damage to, or destruction of property (including loss of use at any time resulting from that loss, injury, damage, or destruction); and c. All economic losses and consequential or resulting damage of any kind. City does not and shall not waive any rights that it may have against Renter because of the acceptance by City, or deposit with City, of any insurance policy or certificate required pursuant to this Agreement.

If Renter is a business/organization: The person signing this Agreement on behalf of Renter warrants and represents that he/she has the authority to sign this Agreement on Renter's behalf and has the authority to bind Renter to the terms of this Agreement.

Signature: _____ Date: _____

Print Name: _____ Title *(if applicable)*: _____

STAFF USE ONLY **TO BE COMPLETED BY STAFF PERSON ACCEPTING REQUEST**

Staff Name: _____

RESERVATION #

☐Photo ID Verified ☐Address Verified ☐Information Complete ☐Form Signed ☐Attendance Verified

☐Special Conditions Verified Security Deposit Required? ☐NO ☐YES (Amount: $_____ Date Paid: _____)

Insurance: ☐Purchased ☐Provided by Renter (☐Attached or ☐On File, expires (date): _____)

Additional Staff Required: ☐ NO ☐YES (if yes, how many: _____) Alcohol Permit: ☐ NO ☐YES *If yes, attach conditions*

Notes:_____

TO BE COMPLETED BY APPROVER

Request is ☐Approved ☐Denied (Reason:_____)

Signature:_____Print Name:_____Date:_____