01/06/2025

City of Barstow

Facility Use Agreement

All rentals are subject to approval

Name:_____ Birthdate:____/_____/____

Name of Organization:_____

Phone Number :(_____) _____-_____Alt. Number :(_____) _____-_____

Address:_____City:_____State:_____Zip:_____

Email Address:_____

Additional Point of Contacts for the Rental: (Will have the ability to make changes to the rental.)

1st_____/Relationship_____Phone:_____

Facility Requested

If an add-on is not listed under the name, it is not available at that facility.

Cora Harper Center	Dana Park Building	Harvey House	Entire Sports Park
Tables ☐	Media Type Tables	**One Ballroom**	Parking Lot ☐
Chairs ☐	(up to 6) ☐	East ☐	Walking Track ☐
Stage w/stairs ☐	Chairs (up to 30) ☐	West ☐	All Fields ☐
w/ramp ☐	Use of Patio☐	**Two Ballrooms** ☐	Upper Fields ☐
Modular Room☐	Cleaning Fee $250☐	Tables ☐	Lower Fields ☐
Kitchen Space Small		Chairs ☐	Batting Cages ☐
Fridge Space ☐		Conference Room ☐	Other:_____
Lights ☐		Bridal/Groom Room ☐	
Cleaning Fee $250☐		Courtyard ☐	
		Cleaning Fee $250☐	
Sports Park (Pavilion Only)	**Sports Park Fields**	**Other Fields**	**Park Use**
Lights ☐	Lower Red ☐	"H" Soccer Fields☐	Sports Park ☐
Electricity ☐	Lower White ☐	Fogelsong Field 1☐	Lillian ☐
Labor ☐	Lower Blue ☐	Fogelsong Field 2☐	Fogelsong ☐
Basketball Court ☐	Upper Red ☐	Lillian Field☐	Dana ☐
Parking ☐	Upper Blue ☐	Sturnacle Field☐	Jasper ☐
Tournaments ☐	Upper White ☐		Stringham ☐
Gate Entry ☐	Lights ☐		Sturnacle ☐
	Field Prep ☐		Electricity ☐
			Water ☐

01/06/2025

For events opened to the public, a Temporary Use Permit is required through the City. Please contact Amy Sanchez at asanchez@barstowca.org for any additional information.

Facility Use Agreement

Type of Activity: _____

Date/Dates Requested _____

Set-up Time: From _____to_____

Event Time: From _____ to_____

Clean-up Time: From _____ to _____

Total Rental Time: _____HOURS

Based on Location

Number Tables: Round_____ Rectangle_____

Number of Chairs: _____

Please note tables and chairs are not available and/or limited quantities at all locations.

Please answer the following questions:	Yes	No
Are you a Non-Profit? If yes, please write number:		
Is the event open to the public? If yes, a TUP would be required.		
Will there be alcoholic beverages served?		
Will there be alcohol sold?		
Will you have any outside vendors, catering, or services paid for?		

Signature: _____Date:_____

Approval Signature: _____ Date: _____

Any changes made to your rental must be done in writing. **No major changes for a rental may be done within 30 days of the rental**. Additional paperwork and requirement may be required based on your answers listed above.

A signed Policies and Procedures is required with your rental.

01/06/2025

Reservation Policies and Procedures

All rentals are subject to the approval of the Recreation Department.

1. **AGREEMENT:** Applicant agrees to abide by all rules and regulations governing the use of City facilities administered by the Department of Recreation. Under no circumstances shall Renter sublease or allow any other organization or individual to use the facility for the period for which Renter has contracted.
2. **RESERVATION:** Applications may be submitted for use of facilities up to one year in advance but not less than two weeks in advance. Any reservations made within 30 days of use, all fees will be required during submission of application. Reservation are on a first come, first served basis, and reservations are not confirmed until a copy of the application is signed, approved from Recreation Staff and fees paid. The City of Barstow reserves the right to refuse to grant the use of its facilities to any person or group if such use is deemed to be contrary to the best interest of the City and/or its residents A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Barstow or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees
3. **FEE WAIVER:** In the event of a fee waiver, the security deposit must be submitted to secure date of rental, deposit will be returned based on the conditions lined in the security deposit clause. Council must approve fee waivers for non-profits prior to event date. Security Deposit cannot be waived but is refundable.
4. **CLOSURE:** City Facilities will not be available for rentals on observed holidays or periods of closures. All rentals must conclude by the time listed on the FUA. No rentals will be later than 11:59pm
5. **WALKTHROUGH:** Applicants must be present for the entire event. Applicant or designee must be present for the walkthrough both prior and after event. Upon conclusion of their activities, groups must leave the facilities in the same conditions as found including the disposal of excessive trash. Such conditions is to be determined by the authorized represented
6. **ALCOHOL**: Alcohol use will be defined as any amount of Alcohol in any beverage. Alcoholic beverages are permitted on City property with prior approval from the City of Barstow's Recreation Department. Non-compliance with the City of Barstow's Use and Service clause may be cause for termination of the event/rental and forfeit of all fees. **USE AND SERVICE:** The presence of alcohol requires security guards for the complete duration of the event. All alcohol serving/consumption must conclude 1 hour prior to the end time of the event. A private party, not open to the public, and where no payment, donation, fees or charges are collected for alcohol will not require an A.B.C. license. If alcohol is being served but does not follow in all of the conditions listed above, a liquor license of the person serving will be required. Food must be available the entire time alcohol is present. No glass bottles are permitted in the facility. Alcohol consumption is only limited to the approved room of use. No alcohol consumption is allowed in, hallways, bathrooms or parking lots.
7. **SMOKING:** Smoking is prohibited in any City Facilities, including vaporized cigarettes

8. **SECURITY GUARDS**: The use of security guards are determined based on the type of event or based on the discretion of the City. If alcohol is being served during the rental, security guards will be required. There must be one security guard per increment of 50 guest. In the event there is 49 or less guest, only one security guard will be required. The security guard must, have a valid guard card and be in uniform the entire duration of the rental. The security company must be bonded and insured. The applicant must provide the contract of the security guards no later than 2 weeks prior to the date of use. If contract is not submitted by the deadline date the reservation is subject to cancellation.
9. **SECURITY DEPOSIT**: A Security Deposit is required to reserve any City facility and is due at time of booking. All deposits are fully refundable three to four weeks after the event if the following criteria are met: There is no damage to the facility. There is no additional City staff time required to clean or repair the facility as a result of the event. The cleaning of the facility is completed per the checklist. The hours of use do not exceed those paid for and agreed upon in the rental contract. Only the rooms designated on the rental contract were used. Police or City staff intervention was not required as a result of the event. Rental was cancelled more than 30 days prior to use.
10. **PROPERTY AND EQUIPMENT:** City equipment and/or furnishings are not to be removed from the premises. Damage to City property may result in (at the City's discretion) billing for replacement or repair and/or forfeit of the full deposit. No alterations of fixtures or decorations of a facility shall be made without prior permission of the City. Decorations and/ or any type of wire or cord may be hung, draped, tacked, or nailed on any wall, windows, ceiling, or light fixture inside/outside the facility. Wall safe tape is to be used when hanging wall decorations. No nails, tacks duct-tape or staples are allowed. The use of rice, birdseed, confetti or the like, or candles is strictly prohibited.
11. **CONDUCT**: Rental applicant is responsible for the conduct of event guests. Rental applicant and event guests shall comply with all federal, state and local laws, regulations and ordinances. This includes but not limited to consumption of illegal narcotics, gambling, disorderly behavior, etc. In the event of Police shut down of the rental, the applicant's security deposit is forfeited. Unruly behavior such as, but not limited to, shouting, running, quarreling, fighting, and profane language including any conduct that interferes with the use of the facilities by others or with the functioning of staff are prohibited and subject to removal from the facility
12. **UNSUPERVISED CHILDREN**: All children should be adequately supervised by one or more adults in all areas of the facility
13. **BUSINESS LICENSE**: As required by municipal code, a valid City of Barstow business license must be held by anyone hired to provide food and/or serve alcohol and/or provide a service i.e. (Photographer, catering, photo booth, bounce house) on City Property. Proof will be required.
14. **LIABILITY INSURANCE**: The City requires the applicant to procure and maintain a million dollar general insurance policy, naming the City of Barstow as "Additionally Insured". This policy must be submitted no later than 2 weeks prior to the rental/usage date.
15. **ACCOUNTABLITY**: The City of Bartow is not responsible for accidents, injury, or loss of personal property. The individual or organization granted use of the facility would be held responsible for any injury, loss, or damage resulting for such use. The City is not be held responsible for loss, damage or theft of any equipment or personal property owned, leased or rented by persons using the facilities or left behind at the conclusion of their event. User may not store any equipment prior or after the approved period of use.

16. **COMPLIANCE:** Failure to comply with facility rental rules and regulations may result in immediate termination of rental, loss of fees and deposit paid. If Renter violates any part of this agreement or reports false information to the Recreation Department, the Recreation Department may refuse Renter further use of the facility and Renter shall forfeit a portion of or all of the rental fee and/or the deposit.
17. **CANCELLATIONS:** In the event that a reservation is to be cancelled by the applicant, they must contact the Recreation Department within 30 days of the rental. Any cancellation within 30 days of the rental may forfeit their entire deposit. This will be determined by the Recreation Department. Any cancellations before 30 days of the rental date will receive the full deposit. In the event of a no-show, the renter will be charged the full amount of the rental. Deposit may be forfeited, based on the Recreation Department's discretion.
18. **PARK RENTALS:** All parks are opened to general use. In the event of exclusive use of the park. The renter must pay all fees, security deposits, and submit all necessary paperwork. If the renal is opened to the public. Look at opened to public requirements. All park rental are subject to City Approval.
19. **FIELD RENTALS:** Field rentals are based on availability. Barstow Organizations will get priority use of the facility. All fields are opened to the public during operation hours of the park. This is with the exception of the Sports Park. The Sports Park is opened for public use during daytime operation hours. If lights, or prep is needed a reservation is required. While the parks and fields are opened to the public general use, they are closed at times for rentals.
20. **Rentals Opened to the Public:** Any rentals that are opened to the public will require a TUP (Temporary Use Permit) filled out with the Community Development Department, additional fees may be required. A vendor list and site plan must be submitted. On the TUP, it will list any additional forms or tasks required for the event. Anything required for the TUP will also need to be submitted to the Recreation Department as well.
21. **Clean up & Responsibilities:** The Customer is responsible for cleaning their event space, including removing decoration, taking down tables and chairs, sweeping, mopping, and disposing of trash in the designated dumpsters. If a cleaning fee has been paid, the customer's responsibility is limited to removing their personal items from the premises. The venue is not responsible for storing or holding any personal items, and no personal items will be stored after the event.

I have read and understand the rules and regulations stated above and agree to comply with all requirements contained within the City's Facility Use Agreement, policy, and liability waiver.

_____

Signature of Applicant **Date**

01/06/2025

Facility Waiver

_____I am aware that recreational activities can be dangerous.

_____I am voluntarily participating in these activities with knowledge of the hazards involved and hereby agree to accept all risk of injury or death.

_____The City of Barstow is not responsible for participants' injuries or damages occurring from hazardous recreation activities (as defined by CA Government Code 831.7).

_____The City of Barstow does not provide participants with medical insurance or treatment for injuries.

_____ I agree to hold harmless and release the City of Barstow, its officers, agents and employees from all liability arising from or related to my participation in the City of Barstow's program activates.

_____This release includes, but not limited to, all liability for death, personal injury, or property damage resulting from active or passive negligence of the City of Barstow or its agents or any defective or hazardous condition of any property or equipment owned, operated or maintained by the City of Barstow.

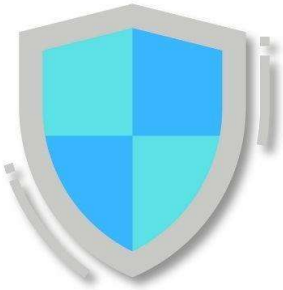
_____I am responsible for any loss, theft or damage to either personal of City of Barstow's equipment, articles, and/or facilities while using said equipment, articles, and or facilities.

_____I give permission to the City of Barstow to photograph or video tape me in the program for use in future City publication and understand that I will not receive any compensation for such use.

_____I understand that special interest classes are conducted by independent contractors not Town personal

_____ _____

Signature of Applicant **Date**



Security Guard Services for recommendation:

- **Inter-Con Security**
  - 760-881-3395
  - 15490 Civic Dr. Victorville, Ca 92392
- **Gordon Security**
  - 888-814-2771
  - 16888 Nisqualli Rd. Victorville, Ca 92392
- **Securitas**
  - 760-245-7070
  - 15428 Civic Dr. unit 305 Victorville, Ca 92392

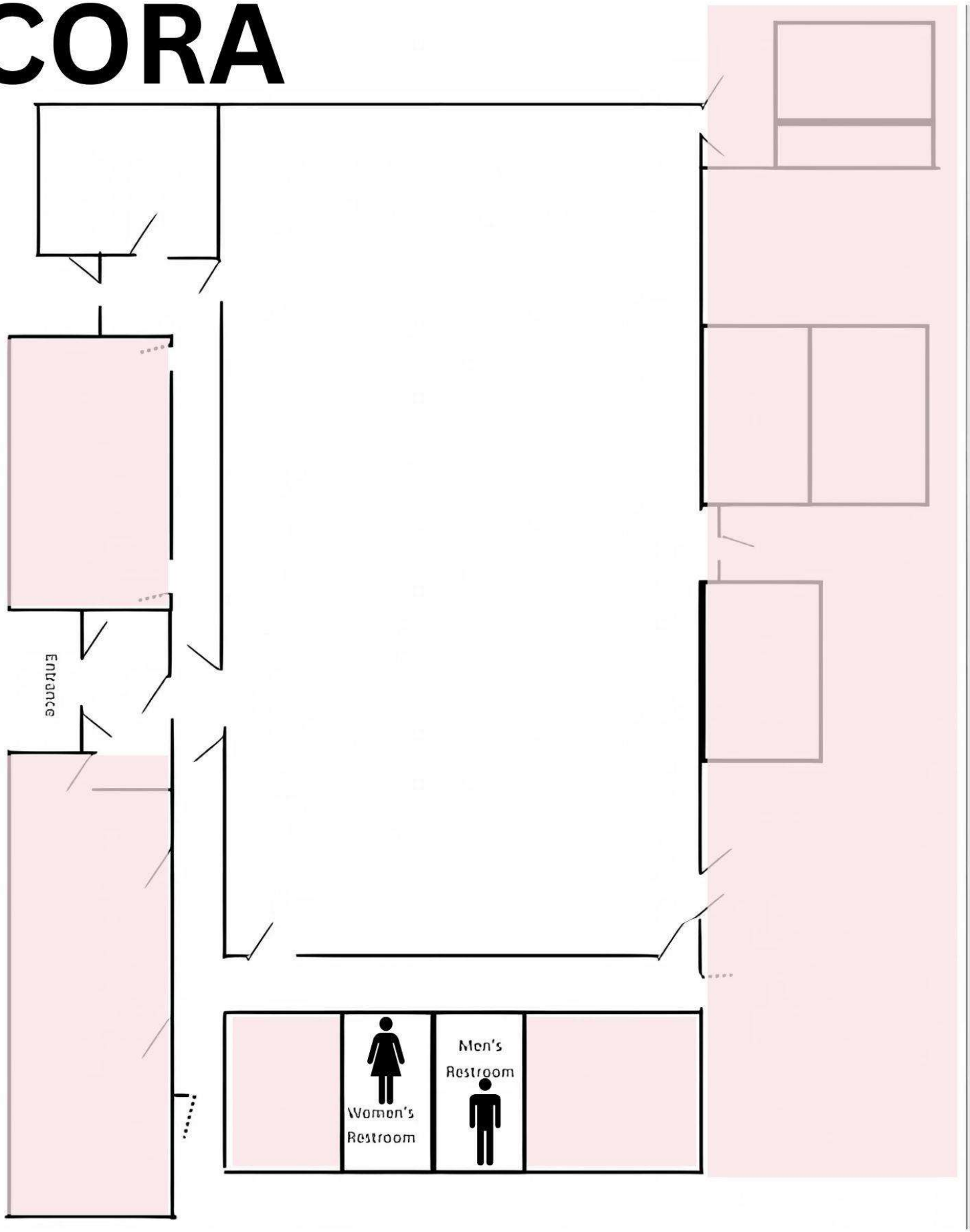
1 guard per 50 guests
when alcohol is being served, sold, distributed.

Insurance Services for recommendation:

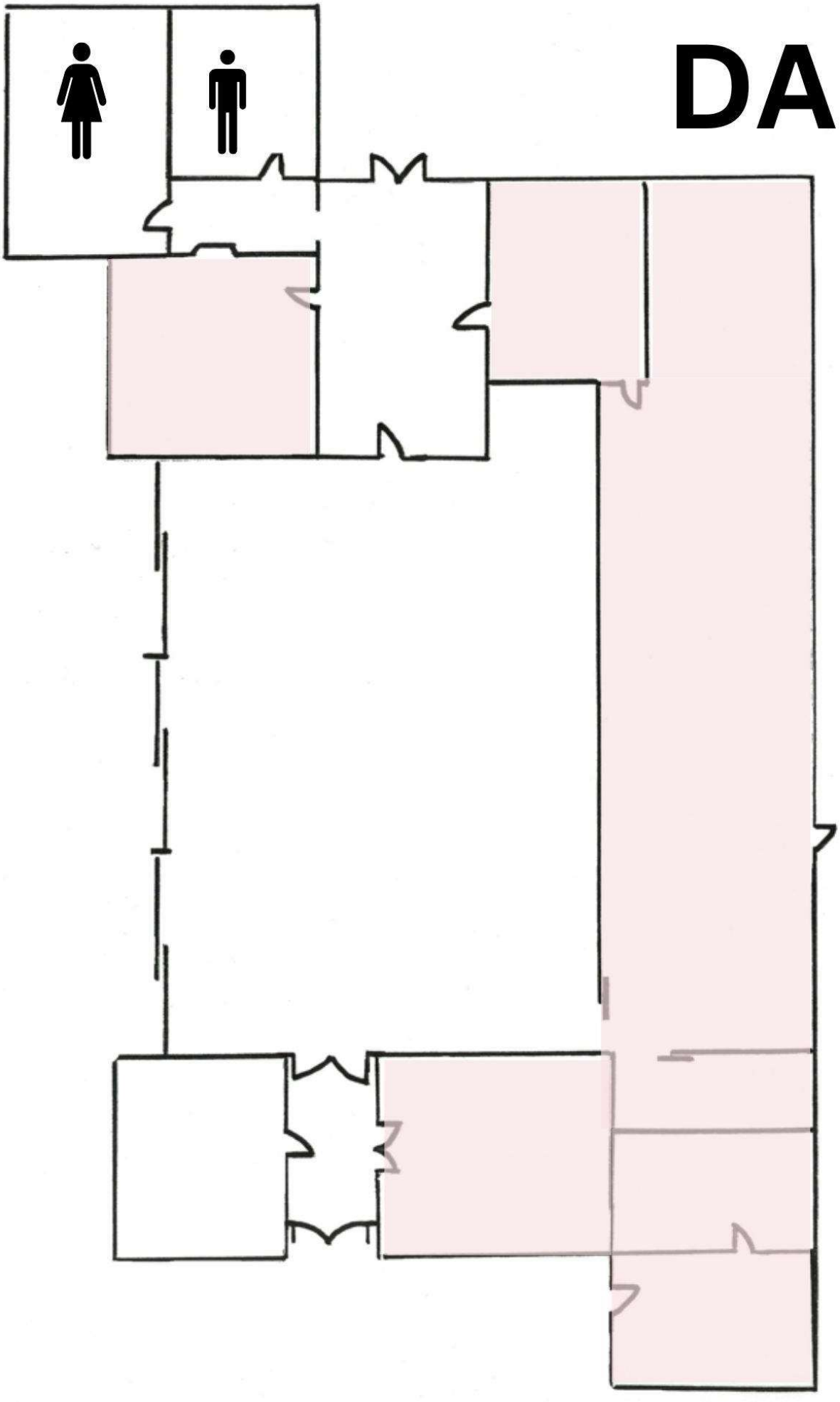
- **State Farm**
  - 760-256-2288
  - 2081 W. Main St. Barstow, Ca 92311
- **United Agencies**
  - 760-256-3566
  - 109 E. Fredricks St. Barstow, Ca 92311
- **Eventsured Customer Services**
  - 888-882-5902
  - info@eventsured.com

$1 Million Dollar Liability Coverage is required for all facilities.

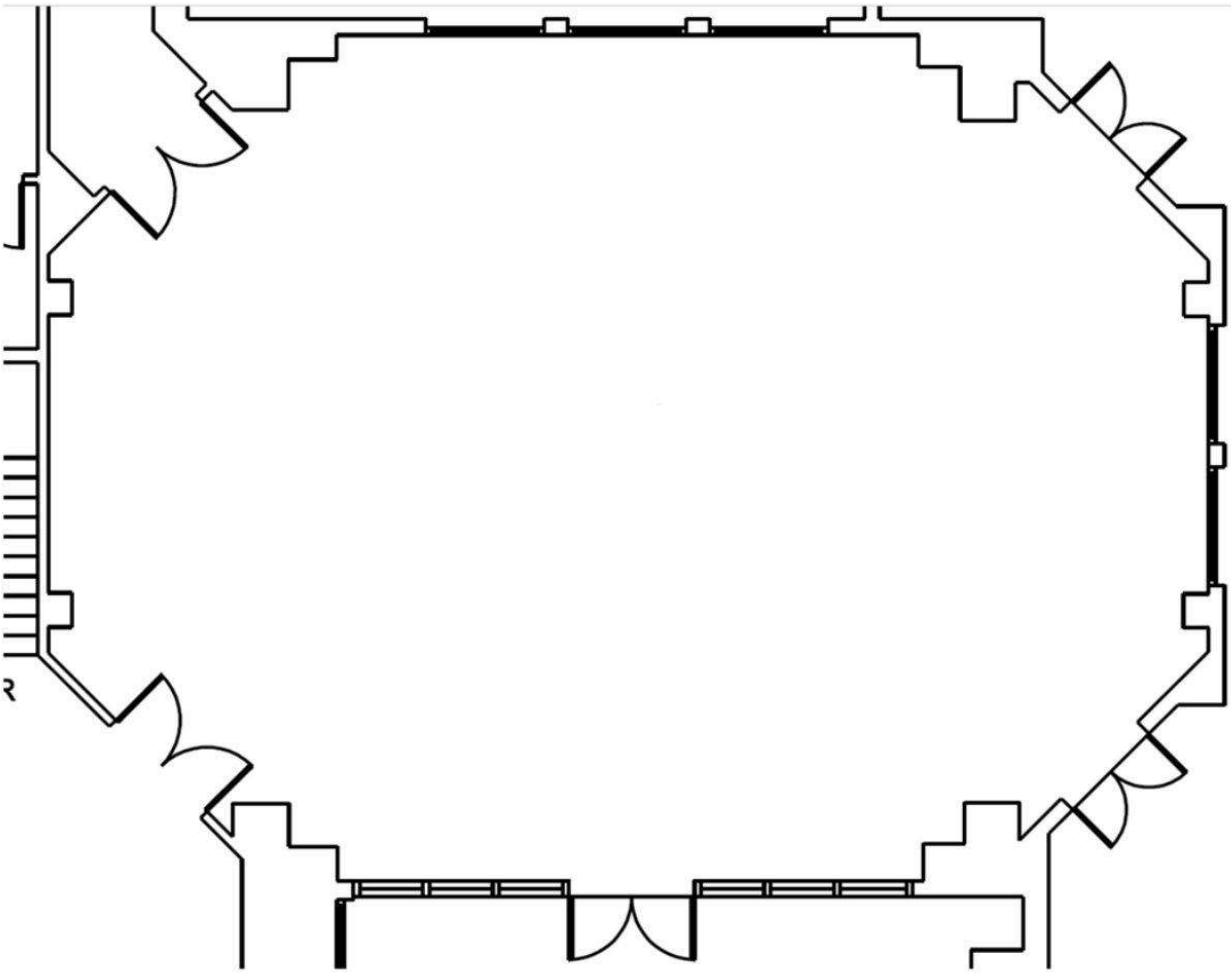
CORA



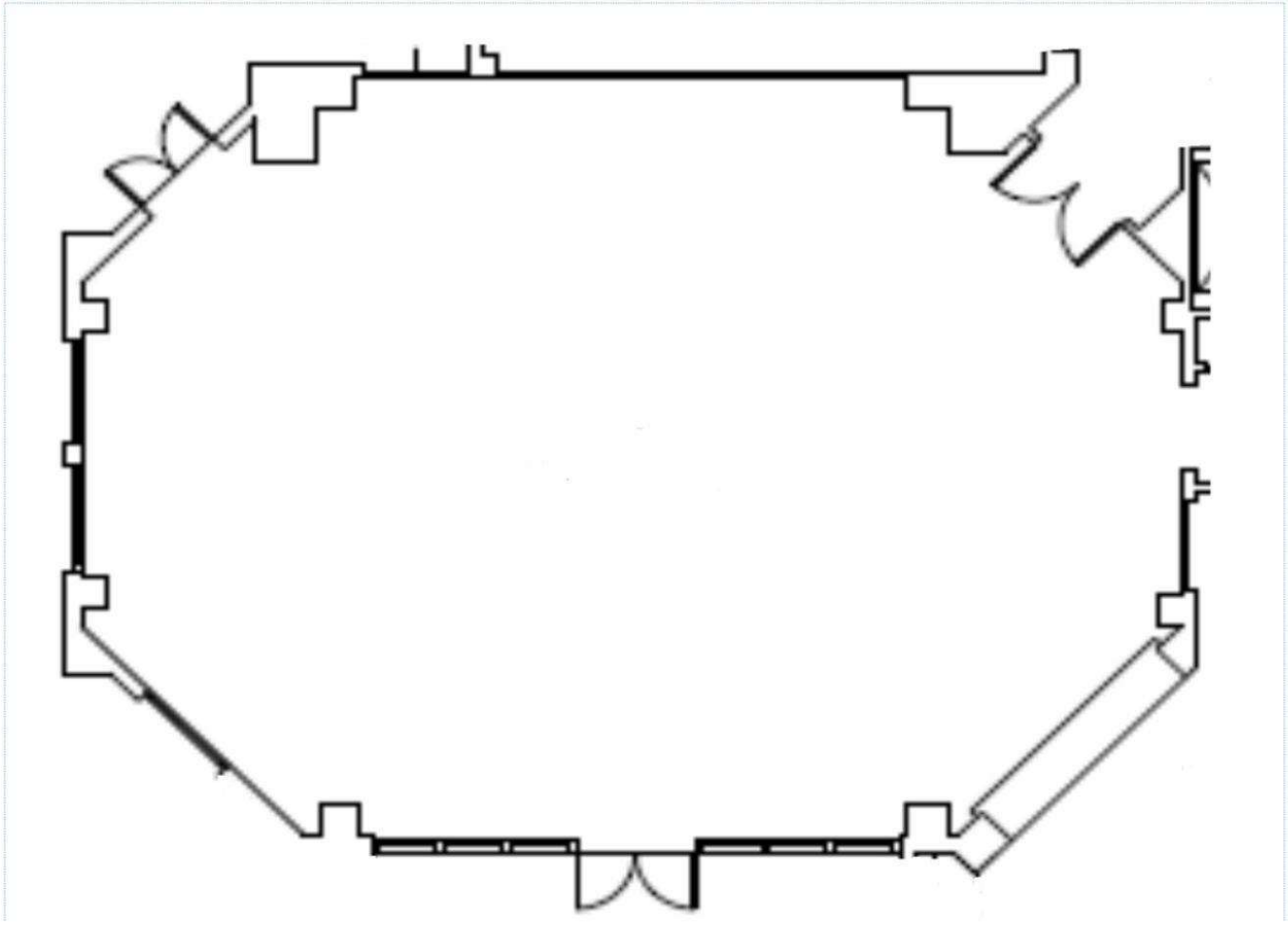
DANA



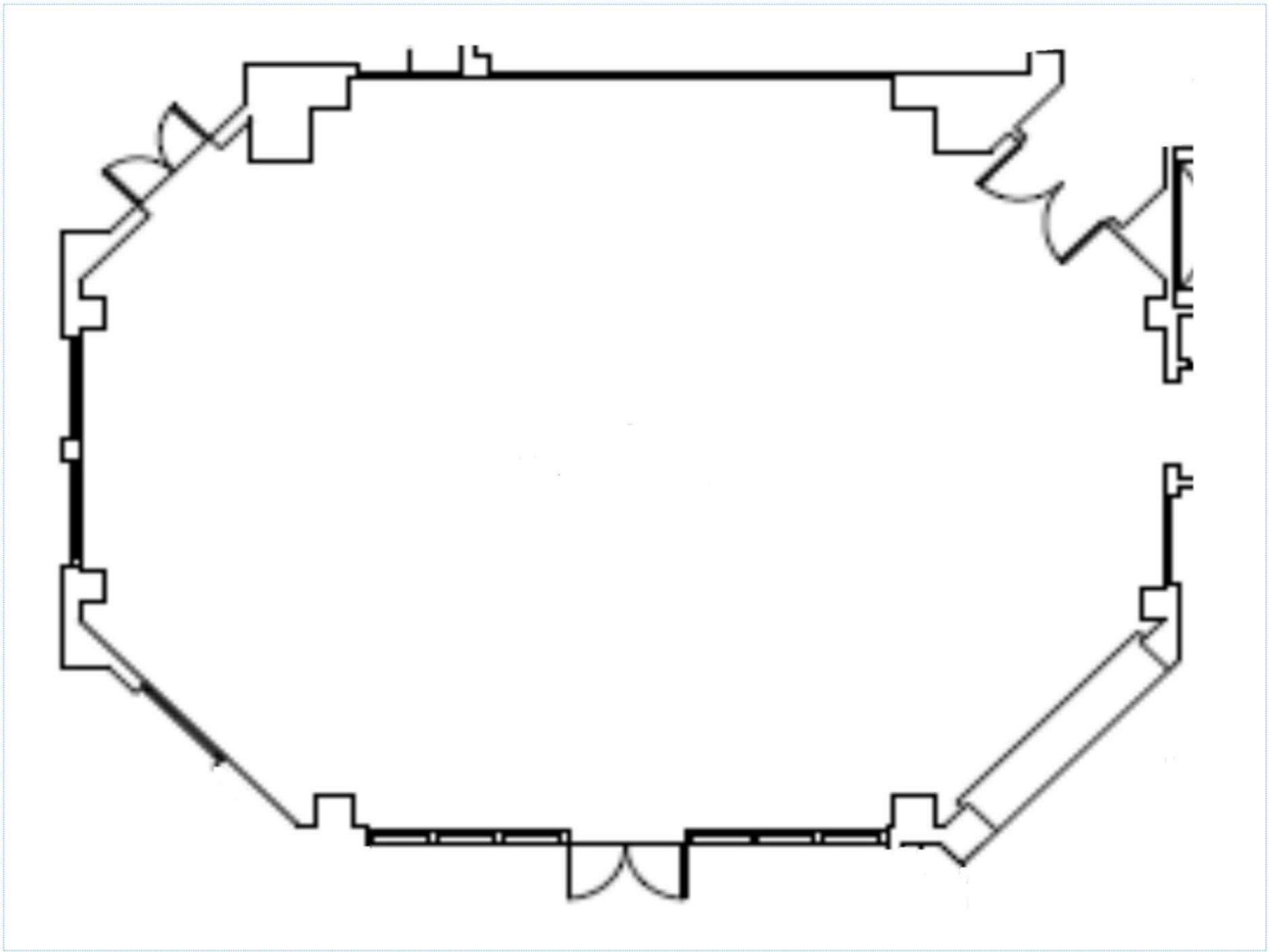
East Ballroom



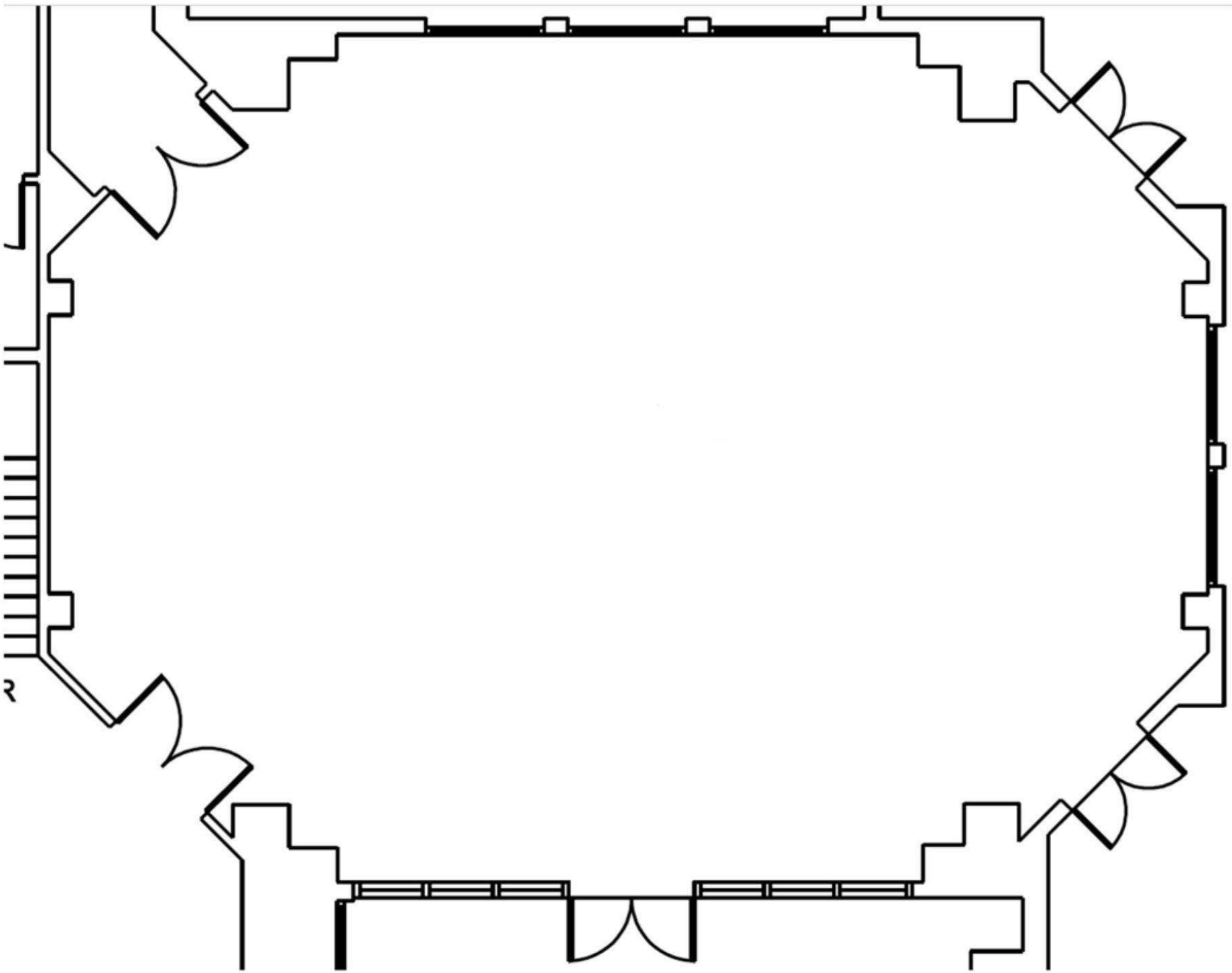
West Ballroom



West Ballroom



East Ballroom



Facility Rental Fees

CITY OF BARSTOW

01/09/2025

Cora Harper Fitness Center

CURRENTLY UNAVAILABLE UNTIL END OF JANUARY 2025

MIN. 3HRS FIRST 3 HOURS **$250**
EACH HOUR AFTER **$200 PER HOUR**
DAY RENTAL: 7am - 8pm is **$750**
REFUNDABLE DEPOSIT $500
- LIGHT SET UP **$300 EACH DAY**
- STAGE RENTAL **$250 EACH DAY**

OPTIONAL CLEANING FEE $250
FLEX ROOM (portable): $50 PER HOUR

Harvey House BALLROOMS

**BALLROOMS ARE THE SAME SIZE*

TABLES & CHAIRS INCLUDED
1-BALLROOM 6 HOURS OR LESS - **$375 FIRST 6 HOURS**
EACH HOUR AFTER **$125 PER HOUR**
- **REFUNDABLE SECURITY DEPOSIT $750**

OPTIONAL CLEANING FEE $250
2-BALLROOMS 6 HOURS OR LESS - **$750 FIRST 6 HOURS**
EACH HOUR AFTER **$250 PER HOUR**
- **REFUNDABLE SECURITY DEPOSIT $1,500**

OPTIONAL CLEANING FEE $250

Harvey House

Courtyard:
DAY USE $150 PER DAY
TABLE(S) $10 PER TABLE
CHAIR(S) $1 PER CHAIR

Bride or Groom Rooms:
$150 per room per day

DANA MAIN ROOM

Weekends Only

EXCLUDES 1ST SAT OF EACH MONTH

FEES:
MIN. 3HRS FIRST 3 HOURS **$250**
EACH HOUR AFTER 3 HOURS **$50 PER HOUR**
REFUNDABLE SECURITY DEPOSIT $150
OPTIONAL CLEANING FEE $150
5 MEDIA TYPE TABLES & 30 CHAIRS PROVIDED

HENDERSON POOL

SEASONAL
BASED ON FIRST COME FIRST SERVED BASIS