

JURUPA COMMUNITY SERVICES DISTRICT PARKS AND RECREATION DEPARTMENT

EASTVALE COMMUNITY CENTER & HARADA NEIGHBORHOOD CENTER
FACILITY RESERVATION APPLICATION

(Please print and fill out completely)

Requested Reservation Date: _____

Reservation requests are not secured until approved by JCSD staff.

EASTVALE COMMUNITY CENTER:

- Pinnacle Room (150) Meeting Room (8) Activity Room Activity Room A (29) Activity Room B (33)
(Full Room: 62)
- Gymnasium (450) Conference Room (10) Kitchen (Commercial Purposes)

Type of room set-up: Banquet Conference Classroom Theater Other _____

HARADA NEIGHBORHOOD CENTER:

- Activity Room A (40)

Type of room set-up: Banquet Conference Classroom Theater Other _____

Event Start Time (Including Set-up): _____ AM/PM

Event End Time(Including Clean-up): _____ AM/PM

REMEMBER: Reservations are based on consecutive hours starting from your event start time to your Event end time. The time you indicated as your start time will be the time you will be allowed to enter the room: NO EXCEPTIONS. One hour of clean-up time is required for the Pinnacle Room. Everyone must be out of the building by the event end time.

Your Name: _____ **Driver's License #:** _____

Address: _____ **Email:** _____
Street/City/Zip Code

Day Phone: _____ **Evening Phone:** _____ **Cell Phone:** _____

Organization (if applicable): _____ **Phone:** _____

Address: _____
Street/City/Zip Code

Purpose of Event: _____

Attendance (please specify amount): **Adults:** _____ **Children:** _____

Due to shared parking limitations if reservation is over 150 people, JCSD will need to coordinate with CNUSD before application approval.

1. Is event open to the public?.....YES NO

2. Are you planning on serving food?..... YES NO

3. Are you planning on serving alcohol?.....YES NO

*Any event having alcohol requires additional fees as listed in the general rules for reservations.

4. Will there be amplified sound?..... YES NO

All reservations are responsible to adhere to the City of Eastvale's adopted Noise Ordinance.

5. Are you aware that the person who signs the permit/ facility use application assumes complete responsibility for the actions of all event participants and all areas of the facility utilized by the group, including restrooms?.....YES NO

6. Are you aware that all deposits are paid to ensure proper cleanup and to cover any replacement, repairs, damages or loss? The applicant is required to pay the full cost of materials, labor, replacement, repairs and damages (over and above the deposited funds) regardless of the amount. If damages occur and are less than the deposited amount, the difference will be refunded.....YES NO

7. Are you aware that failure by the applicant or the applicant's guests to comply with any or all regulations may result in termination of the event and the loss of all or part of the security deposit? If law enforcement must be called for any reason, the applicant will be responsible for the cost incurred.YES NO

*Any event having alcohol requires additional fees as listed in the general rules for reservations.

8. Are you aware that applicant will lose full deposit if clean-up is not completed within the designated reservation?YES NO

9. Are you aware that applicants will be required to have not less than one adult chaperon for each 25 minors present during the reservation?YES NO

10. Are you aware that when reserving the use of the Eastvale Community Center kitchen, the applicant is responsible for ensuring that the kitchen area is clean and clear after the event? All counters, sinks, stove tops, ovens and grills are to be cleaned and wiped. Any equipment used should be emptied, cleaned and returned in working order. There will be no access to the kitchen unless it is reserved.YES NO

FACILITY USERS AGREEMENT:

The undersigned, both individually and on behalf of the above-named applicant, agrees to indemnify, defend and hold Jurupa Community Services District and its officers, employees, and agents harmless and from any liability of any nature, including, but not limited to, liability for damage or injury to any persons or property, costs and attorney's fees, arising out of or in connection with the use of JCSD facilities regardless of whether JCSD was actively or passively negligent, either solely or contributory in connection with such liability. I certify that we have received and read the rules and regulations of the permit. **I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the premises.** I understand that any violation of the policies will result in immediate termination of our event. I also understand that falsification of any information related to this application will result in termination of the reservation.

Applicants Signature

Date