



Jurupa Community Services District FACILITY RESERVATION APPLICATION

Step 1- Request

Date & Time Rec'd: _____ Staff initials: _____

Banquet/Meeting Facility

- ☐ Eastvale Community Center – Select Requested Room(s)
- ☐ Other Location: _____

Room(s) Requested

- ☐ Pinnacle Room ☐ Kitchen (Commercial)
- Activity Room: A B C
- Art Room Dance Room
- Other: _____

Step 2 – Additional Information:

DATE OF EVENT: _____

Type of Event: _____

Type of Set-up: ☐ Banquet ☐ Theatre ☐ Conference ☐ Classroom ☐ Other: _____

Estimated Attendance: _____ Adults _____ Children Is this event open to the public? Yes _____ No _____

Set-up Time: _____ to _____ Event Time: _____ to _____ Clean-Up Time: _____ to _____

*Hours requested include set-up and clean-up times (Paid Time). Tables and chair set up will be conducted by staff in advance of Pinnacle Room reservations.

Will you have any or all of the following? ☐ Disc Jockey/Live Band ☐ Live Entertainment ☐ Caterer

☐ Other (please describe): _____

Will alcohol be served? Yes ☐ No ☐ * If yes, security will be required with additional fees (\$60/hr/guard).
*Pending approval

Step 3 - Reservation Policy

I have read and understand this Facility Reservation Application including the summary of JCSD Facility Reservation Policies including application/refund/deposit policies. _____(initials)

I understand that applications are processed according to the date and time received and are not approved until thoroughly reviewed by staff and I have received confirmation by email that my application has been approved and I have paid my deposit. _____(initials)

Step 4 – Applicant Information

Name of Organization (if applicable): _____

Name of Applicant or person responsible: _____

Address: _____ City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Email: _____

Is your organization Non-profit? ☐ *if yes, please submit a copy of your letter of determination from the IRS.

Step 5 – Approval Process

(Staff use only)

Coordinator: _____ Date: _____

Superintendent: _____ Date: _____

Approved

Pending

Denied

Customer contacted on: Date: _____ Initials: _____

Final payment date: _____

APPLICATION PROCESSING FEE

\$63.00

*DUE ON SUBMISSION

FACILITY DEPOSIT

\$

INSURANCE FEE

\$

ALCOHOL INSURANCE FEE

\$

RESERVATION FEE

\$

KITCHEN FEE

\$

SECURITY FEE

\$

OTHER

\$

TOTAL

\$

Facility Rental Agreement

The following is a list of general rules and regulations along with Municipal codes that might be of use to you and your guests before, during and after your event. The Jurupa Community Services District strives to make our rentals safe, clean and customer service friendly. However, in order to achieve this, your willingness to follow this agreement is extremely important.

I, _____, agree to follow the rules and regulations listed below. I understand it is my responsibility to notify my guests of such rules and encourage them to abide by them. Also, I understand that the set-up and clean-up is my responsibility; and further more I agree to leave the facility in the same conditions as when I rented it. By following these simple steps you, the renter, and the Jurupa Community Services District can make your event an absolute success. Please feel free to contact the Recreation Coordinator responsible for your facility reservation at (951)727-3524 if you have any further questions or concerns.

_____(initials) Rental of equipment and/or services with party supply companies (chairs, tables, florists, linens, caterers, etc.) must first be approved by the Recreation Coordinator responsible for your facility. All rented equipment and/or services must be removed from the facility immediately following the event. Overnight storage will not be provided by the Jurupa Community Services District.

_____(initials) Cleaning will begin at least one (1) hour before the event is over. The following areas will all need to be cleaned: Multi-Purpose or Banquet room (depending on which is reserved), kitchen, restrooms, and outside parking lot and/or patios; JCSD staff must approve all cleaning before signing off on your rental. All trash collected will need to be taken to the outside trash receptacles. My clean up time is scheduled for: _____

_____(initials) Tables and counter tops will need to be wiped down with appropriate cleaning supplies. All decorations must be taken down, balloons popped and removed. Any balloons left on the ceiling will be cause to retain a portion of the facility deposit.

_____(initials) Decorations must be free standing. There is no use of tape, staples, or tacks permitted in any of the rooms. Smoke and/or fog machines are not permitted. Tea lights and birthday candles or any open flame fire is not allowed.

_____(initials) Glass centerpieces and/or dishware must be pre-approved by the Recreation Coordinator.

_____(initials) Disc jockey and/or live band will play only during the renter's event time (see permit). Use of fog machines/bubble machines are prohibited. Music must end no later than 11:00 P.M. If JCSD staff sees that additional time is needed to clean, the renter will be asked to stop the music one (1) hour earlier.

_____(initials) Children should remain with a parent or legal guardian at all times. Children are not at any time permitted to run around inside or outside of the facility. All guests including children are expected to remain inside the facility for the duration of their party.

_____(initials) Smoking and/or Vaping is not permitted inside or outside the facility and parking lots at any time.

_____(initials) Alcohol must remain inside the facility at all times. Note: Security guards must be present.
Alcohol will be served from _____ to _____.

_____(initials) All renters serving alcohol must obtain pre-approval prior to the event from the Recreation Coordinator responsible for the facility. If Alcohol is allowed, it must be served in non-glass, clear dispensers/containers.

_____(initials) In rooms with carpet, no confetti, glitter or stainable liquid is permitted (i.e. red wine, fruit juice). Any liquid that is not clear must be approved by the Recreation Coordinator responsible for the facility.

_____(initials) No person under the age of 21 years old is permitted to drink or serve alcohol. Security guards reserve the right to I.D. any person(s) and to refuse alcohol to any person whom appears to be over intoxicated.

_____(initials) Facility capacity is a maximum number of people that are permitted to be in a room/facility. This is determined by the Riverside County Fire Chief and is based on the square footage of the room/facility. For the safety of your guests we ask that you pay extra attention to the capacity when planning your event. I understand the facility that I am reserving has a capacity of ____ guests during my event.

_____(initials) All rental fees must be paid in full no later than 30 days prior to the event date.

_____(initials) If I or my guests breach this agreement and/or any JCSD ordinances or JCSD policies then I may forfeit the deposit, incur additional fees which may be imposed by the Jurupa Community Services District, or relinquish my reservation of the facility

FACILITY RESERVATION GUIDELINES

1. The applicant or authorized designee of 18 years of age or older, is responsible for reservation(s) listed on this application and for the conduct of all attendees. No third party rentals will be allowed.
2. The applicant or authorized designee of 18 years of age or older is to be present during the time of reservation(s).
3. Facilities may not be scheduled more than eighteen (18) months in advance.
4. Facility reservation(s) for business profit or subletting will not be allowed at any JCSD facility.
5. All outside equipment must be approved by the Jurupa Community Services District prior to reservation date. Equipment includes, but it is not limited to: dance floors, lights, etc.
6. Security Deposit Payment and Application fee is required to secure the facility/date requested. Payment will only be accepted after the application has been approved by the Jurupa Community Services District.
7. Any non-sufficient funds (NSF) checks will void reservation with no guarantee of re-securing rental date.
8. The Facility Permit is your proof of reservation, should the need arise to provide such proof keep it along with your payment receipts.
9. Refunds or credits are issued at the discretion of the Jurupa Community Services District and based on the refund policy and procedures.
10. Facility Reservation Deposits are non-transferable within Jurupa Community Services District Facilities.
11. For non-profit organizations - provide written verification of current non-profit status 501(C)3 form. Form is subject to verification.
12. Applicant shall provide a Certificate of Insurance in the amount of \$1 million general liability, \$2 million aggregate, naming Jurupa Community Services District as additional insured and as a certificate.
13. Residency Verification – At time of Security Deposit Payment a picture ID and a current utility bill is required to verify residency.
14. The Jurupa Community Services District reserves the right to refuse or cancel any Facility Reservation Application at any time.
15. Read and initial the following Jurupa Community Services District rules and policies.

Facility Reservation Guidelines

_____ **(Initials)**

1. When applicable, refund checks, including refundable deposits, are issued to the payer within 4 -6 weeks after the conclusion of the reservation.
 - Cancellation of at least 60 days prior to the rental date will receive of all fees paid minus the following:
 - Current Cancellation Fee at time of cancellation
 - Current Refund Processing Fee at time of cancellation
 - Any Administrative/Transaction Processing Fee(s)
 - Cancellations less than 60 days prior to rental date will forfeit 100% of all fees paid. As well as any cancellation fees that are applicable.
 - Facility Reservation Deposits are non-transferable within Jurupa Community Services District Facilities.

RESERVATION DATE TRANSFER:

A reservation date transfer is subject to the current Transfer Processing Fee at time transfer is requested.

2. All rentals that serve alcohol require an alcohol deposit and additional alcohol insurance, pending approval. In addition, all alcohol must be served by an approved licensed bartender.
 - Beer and wine is to be in non-glass container.
 - Beer and wine may only be consumed inside designated rental area.
 - No person under the age of 21 years old will be permitted to drink or serve alcohol.
 - Must be approved by the Jurupa Community Services District.
3. Alcoholic beverages shall not be served to minors. The user's/renter's failure to comply, monitor and enforce this provision is grounds for terminating the event immediately and forfeiture of the refundable security deposits and all fees paid.
4. Security guard services (a minimum of two guards) will be required anytime there are over 100 guests, music entertainment and/or alcohol is served. For groups in excess of 100 people an additional guard is required, and an additional fee is required. Security guard(s) will be arranged by the Jurupa Community Services District.
5. Facility capacities are in place for the safety of your guests. Plan carefully when scheduling your event. If you have questions regarding facility capacities contact the Jurupa Community Services District at (951) 727-3524
6. Applicant is required to wipe off tables, chairs, and counters, sweep floors, completely remove any decorations, and deposit all trash in trash receptacles at the conclusion of the rental.
7. Overnight storage for facility rental supplies or equipment will not be provided by the Jurupa Community Services District.

Refund Policy:

_____ **(Initials)**

Facility Reservations - Cancellations of at least 60 days prior to the rental date will receive a refund of all fees paid minus the following:

- Current Cancellation Fee at time of cancellation
- Current Refund Processing Fee at time of cancellation
- Any Administrative/Transaction Processing Fee(s)
- Transfers are subject to processing fees and may be subject to cancellation fees.
- Cancellations less than 60 days prior to rental date will result in forfeit of 100% of all fees paid.
- Facility Reservation Deposits are non-transferable within Community Services Department Facilities.

JURUPA COMMUNITY SERVICES DISTRICT POLICIES TO WHICH APPLICANT MUST ADHERE:

1. Applicant(s) agree(s) to indemnify and hold harmless the Jurupa Community Services District, its agents, officers and employees from any and all claims for damage, liability, injury, loss of property, expenses and cost allegedly incurred or connected with requested rental.
2. Applicant will be held financially responsible for any damages to JCSD facilities and equipment, or be charged additional fees if the renter does not adhere to the agreement. Refusal by applicant to clean a facility may result in forfeiture of deposit, additional cleaning fees and/or denial of future reservations.
3. All renters are required to provide proof of liability insurance in the amount of \$ 1,000,000.00 general liability insurance coverage per occurrence or \$ 2,000,000.00 for general aggregate naming the Jurupa Community Services District its officers, agents, and employees as additionally insured. You will be notified, after the application is reviewed, as to whether insurance and/or Special Event insurance is required. All insurance certificates will be reviewed by the Recreation Coordinator. Failure to provide appropriate documentation will result in cancellation of reservation(s).
4. A security deposit, paid in full, is due at the time of the reservation date. This reservation is not guaranteed until security deposit and non-refundable application fee is paid. The balance of all facility rental fees is due no less than 30 days prior to the reservation date. Fees not paid by the deadline date will result in cancellation of the reservation(s). Payment is made payable to the Jurupa Community Services District. Only cash, checks, money orders, and credit card payments are accepted. However, if JCSD allows any outstanding balances to be paid within 30 days prior to the date of reservation date, then only cash, credit card, or money orders will be accepted (no checks). Please allow four to six (4-6) weeks to process the return of the security deposit after the reservation date.
5. Refund Policy:
Facility Reservations - Cancellations of at least 60 days prior to the rental date will receive a refund of all fees paid minus the following:
 - Current Cancellation Fee at time of cancellation
 - Current Refund Processing Fee at time of cancellation
 - Any Administrative/Transaction Processing Fee(s) including Non-Refundable application fees.
 - Transfers are subject to processing fees and may be subject to cancellation fees.
 - Cancellations less than 60 days prior to rental date will result in forfeit of 100% of all fees paid.
 - Facility Reservation Deposits are non-transferable within JCSD Facilities.
6. For indoor reservations, staff will assist in making chairs and tables accessible to the renter. All other JCSD equipment must remain within designated rental area. Please consult with staff at the facility you are reserving to make sure there are enough chairs and tables for your reservation. Additional chairs and tables brought by the applicant must first be approved in writing by an authorized representative of the Jurupa Community Services District.
7. Kitchens are designed for food warming and serving only, as cooking is prohibited. Applicant must furnish own towels and cleaning supplies. The applicant is encouraged to meet with facility staff prior to reservation to determine what kitchen appliances are available for use. Washing dishes and utensils in restroom sinks is strictly prohibited. Catering vendors must obtain a Riverside County Health Permit, and Insurance, and these must be preapproved by Jurupa Community Services District staff.
8. The applicant agrees that if the event listed on this Facility Reservation Application is open to the general public that the renter will not exclude any person from participating in, deny anyone the benefit of, or otherwise subject to, discrimination on the basis of race, color, national origin, age or disability.

Agreement: I, _____, have read and understand this Facility Reservation Application. I, the applicant, understand that approval of this Facility Reservation Application is not guaranteed until the signed copy of this application is returned to the applicant. The Jurupa Community Services District reserves the right to refuse or cancel any approved application. I, the applicant, will be responsible for the reservation(s) listed on this application and if I or my guests breach this contract/agreement or any JCSD Ordinance and JCSD/Department Policies in any way, then I will forfeit the deposit(s) and event will be cancelled. I will be responsible for any additional fees which will be imposed by Jurupa Community Services District.

In consideration for being a participant in the programs offered by the Jurupa Community Services District, I hereby consent and grant to the District the right, without fees, to make and use video tape recordings/still photographs of me, my event, my minor children, guests of my event, and/or dependents in my care, in any manner or form and for any lawful purpose at any time. I waive any right that I may have to review or approve the finished product, or the use to which it may be applied. I release and discharge the district and its employees from any liability to me, my children, my guests and/or dependents in my care by virtue of any representation that may occur in making, editing or use of said video tape recordings/still photography.

The Facility Reservation Application will be denied if, I, the applicant will not be present during the entire reservation period. My signature listed below indicates that the information I have provided is true and accurate.

_____/_____
Applicant's Signature (Printed Name) Date

_____/_____
Alternate's Signature (Printed Name) Date