



# Community Center Facility Reservation Form

| For Office Use Only |              |
|---------------------|--------------|
| Date Received:      | Received By: |
|                     |              |

Community Services Department (CSD)  
41810 Juniper St., Murrieta, CA 92562 | Phone: (951) 304-PARK (7275) | Email: CSD@MurrietaCA.gov

**Completion of this form does not guarantee your date request will be granted.**

**In order to hold a date, submit the completed form along with the required deposit to the Community Services Department for approval.**

### CONTACT INFORMATION

|  |                  |  |                  |
|--|------------------|--|------------------|
| Group/Organization:  |                  | Is group/organization a Federally recognized non-profit 501(c)?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, group must provide proof.</i> |                  |
| Host/Event Coordinator (MUST be on site at check-in/out.): |                  | Alternate Contact (MUST be on site during the event.):   |                  |
| Street Address:  |                  | Street Address:  |                  |
| City, State, Zip:  |                  | City, State, Zip:  |                  |
| Mobile Phone:  | Alternate Phone: | Mobile Phone:  | Alternate Phone: |
| Email Address:   |                  | Email Address:   |                  |

### GENERAL EVENT INFORMATION

- Reservation hours must include set-up and breakdown/clean-up time.
- Event must end at least an hour prior to the stated reservation end time in order to allow renter ample time to break-down, and clean the facility.
- Renters are not to exceed reservation times, and must not arrive early or depart past their reservation end time.

|  |  |  |  |
|--|--|--|--|
| Facility, check all that apply:<br><input type="checkbox"/> Multi-Purpose Room (MPR) <input type="checkbox"/> Annex <input type="checkbox"/> Kitchen <input type="checkbox"/> Other: |  | Type of Event:   |  |
| Date Requested (Day & Date):   | Reservation Times (Set-up to Clean-up):<br>to  | Estimated Attendance:  |  |
| Is event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No  | Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No   | Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| Will admission be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If yes, purpose of proceeds to be collected?</i>   | Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If yes, ABC permit is required.<sup>1</sup></i> | Will food be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>-If yes, a Health Permit may be required.<sup>2</sup></i>      |  |
| Is the event a fundraiser? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If yes, who will this event benefit?</i>   | What time will alcohol be served/sold?<br>(Service start time.)  | Will the event be catered? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>-If yes, list name of caterer below under Vendors.</i> |  |
| Will contributions be solicited? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If yes, what is the purpose of proceeds?</i>   |  | Will you bring your own food? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| Will items be offered for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If yes, what is the purpose of proceeds?</i>  |  |  |  |

### AUDIO / VISUAL / STAGE EQUIPMENT      VENDORS<sup>3</sup>

|  |  |   |   |                                |   |                                       |                                    |                                       |  |
|--|--|---|---|--------------------------------|---|---------------------------------------|------------------------------------|---------------------------------------|--|
| <p>Check below the equipment needed:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Cordless Microphone</td> <td><input type="checkbox"/> Projector Screen</td> </tr> <tr> <td><input type="checkbox"/> Wired Microphone</td> <td><input type="checkbox"/> Stage</td> </tr> <tr> <td><input type="checkbox"/> Microphone Stand</td> <td><input type="checkbox"/> Stage Lights</td> </tr> <tr> <td><input type="checkbox"/> Projector</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table> <p>Will renter bring any audio/visual/stage equipment or props on-site?<br/><input type="checkbox"/> Yes <input type="checkbox"/> No<br/><i>If yes, please list the equipment or props that will be brought on-site:</i></p> | <input type="checkbox"/> Cordless Microphone | <input type="checkbox"/> Projector Screen | <input type="checkbox"/> Wired Microphone | <input type="checkbox"/> Stage | <input type="checkbox"/> Microphone Stand | <input type="checkbox"/> Stage Lights | <input type="checkbox"/> Projector | <input type="checkbox"/> Other: _____ | <p>List all vendors that will remain on-site during the event.<br/><i>(If needed, use a separate sheet of paper for additional vendors.)</i></p> <p><input type="checkbox"/> If NONE, check box.</p> <p>Type of Vendor: _____<br/>Business Name: _____</p> <p>Type of Vendor: _____<br/>Business Name: _____</p> <p>Type of Vendor: _____<br/>Business Name: _____</p> |
| <input type="checkbox"/> Cordless Microphone   | <input type="checkbox"/> Projector Screen    |   |   |                                |   |                                       |                                    |                                       |  |
| <input type="checkbox"/> Wired Microphone  | <input type="checkbox"/> Stage               |   |   |                                |   |                                       |                                    |                                       |  |
| <input type="checkbox"/> Microphone Stand  | <input type="checkbox"/> Stage Lights        |   |   |                                |   |                                       |                                    |                                       |  |
| <input type="checkbox"/> Projector   | <input type="checkbox"/> Other: _____        |   |   |                                |   |                                       |                                    |                                       |  |

### INSURANCE<sup>4</sup>

**\*Requirement: The renter of the facility must obtain insurance as noted below.**  
Commercial General Liability (CGL) Insurance written on an occurrence basis to protect RENTER and CITY against liability or claims of liability which may arise out of this Agreement in the amount of one million dollars (\$1,000,000) per occurrence, and subject to an annual aggregate of two million dollars (\$2,000,000). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability.

## FEE SCHEDULE

| Description   | Multi-Purpose Room (MPR) |  |            | Annex     |              |            |
|---|--------------------------|--|------------|-----------|--------------|------------|
|   | RESIDENT                 | NON-RESIDENT   | NON-PROFIT | RESIDENTS | NON-RESIDENT | NON-PROFIT |
| <b>Facility Deposit (Refundable)</b>                  | \$500                    | \$700  | \$300      | \$100     | \$100        | \$100      |
| <b>Hourly Fee</b>                                     | \$100                    | \$200  | \$25       | \$30      | \$60         | \$15       |
| <b>Hourly Staff Fee, if required</b>                  | Included                 | Included   | \$25       | \$25      | \$25         | \$25       |
| <b>Kitchen</b>  | \$100 Flat Fee           | The kitchen at the facility is not intended for raw cooking, but may be used as a convenient space for the preparation of prepared/ready-to-serve foods or warming.  |            |           |              |            |
| <b>Security Fees (Required if alcohol is served.)</b> | \$80 per hour            | One Murrieta Police Officer is required to be scheduled for events serving alcohol. Minimum four (4) hours is required. CSD will provide a Security Form that the renter must take to the Police Department to pay for their event security. |            |           |              |            |
| <b>Late Fee</b>                                       | \$100                    | If all fees are not paid in full ten (10) business days prior to the event, a late fee will be applied to the account.   |            |           |              |            |
| <b>Cleaning Fee</b>                                   | \$100 per hour           | Facilities must be returned to the same condition as it was received at check-in. If not, a cleaning fee will be deducted from the facility deposit, and the balance (if any) will then be refunded.   |            |           |              |            |

## ADDITIONAL INFORMATION

|   |   |
|---|---|
| <sup>1</sup> ABC Permits (Alcohol Sold)   | A California State Daily License Authorization is required (Form ABC-221). Visit the California Department of Alcoholic Beverage Control website for more information and forms.  |
| <sup>2</sup> Health Permits (Food sold or served to the public during an open event.) | <p>Events that will have food for sale or are serving food to the public during an open event will need to obtain a Special Event Food Permit and/or Food Handlers card through Riverside County Department of Environmental Health. Once the permit/card is obtained, a copy must be provided to CSD.</p> <p>Riverside County Department of Environmental Health (Murrieta Office)<br/>38740 Sky Canyon Ct.<br/>Murrieta, CA 92563<br/>(951) 766-9454</p>  |
| <sup>3</sup> Vendors  | <p>It is the organizer's responsibility to ensure all vendors are compliant with City Ordinance. All vendors participating in or selling items at events on City property must have the following:</p> <ul style="list-style-type: none"> <li>• A City of Murrieta Business License (COMBL) or a Temporary Event Permit/One-Day Permit.</li> <li>• If a vendor does not have a COMBL, a Temporary Event/One-Day Permit can be obtained for a \$10 fee per vendor. The vendor must complete a <i>Temporary Event</i> application, and submit to the event organizer, and the organizer keeps this completed application for their files.</li> <li>• The event organizer is responsible for payment of the One-Day Permit. The organizer completes the Special Event Master List, and submits with payment directly to the Business License/Cashier located at City Hall no later than seven (7) business days prior to the event date. Late submittals will incur a \$5 per vendor per day fee.</li> </ul> |
| <sup>4</sup> Insurance  | <p>Commercial Liability Insurance is required to be obtained by the renter for their event. The renter must submit to the City the following insurance documents:</p> <ul style="list-style-type: none"> <li>• Certificate of Insurance which states \$1,000,000 per occurrence, and \$2,000,000 aggregate, with the <b>City added as an additional insured.</b></li> <li>• Also, an additionally insured endorsement is required, and should state the following as additional insureds: <b><i>"City of Murrieta, it officials, officers, employees and volunteers."</i></b></li> <li>• The certificate and endorsement must have the following City contact information:<br/><b><i>City of Murrieta<br/>1 Town Square,<br/>Murrieta, CA 92562</i></b></li> <li>• The completed certificate and endorsement must be submitted to CSD staff at least ten (10) business days prior to the event date in order to obtain approval from Risk Manager.</li> </ul>   |

## General Rules and Regulations

1. The following are **NOT** permitted:
  - Decorations using nails, tape, staples, or glue on the walls or on the stage, and tape on the floors.
  - Open flames.
  - Pets or animals inside the building.
  - Driving vehicles onto the turf or sidewalks to unload event items.
  - Climbing on the stage or stairs inside the building or climbing the trees or fencing outside the building.
  - Petting zoos or pony rides on the premises.
  - Throwing of rice, birdseed, confetti or anything similar in nature.
  - Parking on Juniper Street or Plum Avenue; in consideration of the neighboring homes, please park in designated stalls only.
2. For children's events, the Community Services Department (CSD) requires an adult-to-child ratio of 1:6.
3. The sound system is to be operated by Community Services Department staff **ONLY**. If you plan on using the Community Center's equipment, then you must notify CSD at least ten (10) business days prior to the reserved date. If you prefer, your own audio/visual equipment can be brought in.
4. Please submit any changes to the Reservation Request in writing no later than ten (10) business days prior to the event.
5. If the kitchen is reserved, renter must bring their own kitchen supplies.
6. For-profit activities are not allowed at this facility.
7. Staff is not allowed to accept tips.

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## Reservation Policies

### Please initial each statement:

- \_\_\_\_\_ 1. The Murrieta Community Services Department must receive requests for facility use at least thirty (30) days in advance of the event, and no earlier than one (1) year prior to the event.
- \_\_\_\_\_ 2. No non-City sponsored person or group may reserve any one facility more than two (2) times during a six (6) month period, and no more than four (4) times during any calendar year.
- \_\_\_\_\_ 3. Buildings and facilities will be available for use from the hours of 6:00 am to 11:00 p.m. In consideration of the neighboring homes, the event is to be over by 11:00 p.m., with breakdown completed by 12:00 midnight. If the scheduled closing time is exceeded, the renter of the facility will be charged the hourly fee applicable at the time of rental for any portion of an hour in excess of the scheduled closing time, the fee will be taken out of deposit.
- \_\_\_\_\_ 4. All fees are to be paid in full not less than ten (10) business days prior to the event. Any fees paid late may be assessed a one hundred dollar (\$100.00) late fee. All forms (i.e. Insurance, ABC License, Health Permit, security, etc.) must be submitted not less than ten (10) business days prior to the event; forms submitted late may be assessed a one hundred dollar (\$100.00) late fee.
- \_\_\_\_\_ 5. It shall be the responsibility of each reservation applicant to leave the facility clean and orderly. When using Community Services Department tables and chairs, the applicant shall be responsible for their set-up and return to proper storage space. If applicable, stoves, grills, ovens, and refrigerators will be cleaned properly after each use by the applicant. Applicants must satisfy that they will be personally responsible for the care and cleaning of the facilities, and that they will underwrite any damages due to their use of the facilities. Costs for any damages to Community Services Department facilities will be taken out of the deposit.
- \_\_\_\_\_ 6. Alcoholic beverages are allowed in the facility under the following circumstances: (A) One (1) Murrieta Police Officer is required for any event serving alcohol. (B) Alcohol being sold or admission fees being charged requires an ABC license. Failure to follow this policy will result in immediate closure of the facility and deposit forfeited.
- \_\_\_\_\_ 7. An hourly rate shall be charged for the use of all buildings. If a cancellation is made less than ten (10) business days prior to the scheduled reservation, the deposit fee is non-refundable. There will be a twenty-five dollar (\$25.00) service charge on all returned checks.
- \_\_\_\_\_ 8. Except where the deposit is forfeited pursuant to this policy, the City of Murrieta will issue a refund check for the deposit provided that the facility was cleaned and undamaged after the event, and that no unlawful activity took place during the event. Refund checks will be issued only to the group, organization or individual who submitted the original payment. Should additional cleaning need to be done by Community Services Department staff, it will be billed at \$100.00 per man-hour and deducted from the deposit. Allow up to thirty (30) days for the check to be processed and mailed.
- \_\_\_\_\_ 9. Any event violating this policy at any time during the use of the buildings or facility will be closed down immediately by Community Services Department staff or the Murrieta Police Department, and will be granted time only to clean the facility. All other guests or participants of said event, other than those cleaning, will be instructed to leave the premises.
- \_\_\_\_\_ 10. Any group granted the use of any park, recreation buildings or facilities shall use them only for such purposes as specified by said group on the reservation form, and shall limit the use to the building and/or facility requested.
- \_\_\_\_\_ 11. Kitchens at the facilities are not intended for cooking, but are to provide a convenient space for the preparation of pre-prepared/ready-to-serve foods. The Community Services Department is not responsible for supplying paper goods, cups, food, tea, coffee, condiments and/or containers.
- \_\_\_\_\_ 12. Stage usage is curtain forward, unless otherwise approved. Audio/visual equipment is only to be operated by Community Services Department staff. Request for use of the stage and/or equipment must be made at the time of the application for facility use, and no later than ten (10) business days in advance. If any audio visual equipment is requested and found not to be in proper working condition, staff will make every effort to contact the rental party as soon as possible. Audio visual equipment is not included in the facility rental fee, but provided as a convenience, if available, and is not guaranteed. A refund will not be issued due to equipment failure occurring during a reservation.
- \_\_\_\_\_ 13. No non-City owned electronic equipment may be connected to any city audio/visual equipment other than a standard laptop computer with a standard monitor/projector connection and performed by Community Services Department staff.
- \_\_\_\_\_ 14. Permission to use any facility does not constitute an endorsement of any organization's beliefs, policies, or procedures by the City of Murrieta or its employees.

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I have read and agree to adhere to the above rules. I understand violation of any of the above rules may result in my event being cancelled, and forfeiture of all fees paid.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# "Waiver of Liability, Assumption of Risk, and Indemnity Agreement"

**Waiver:** In consideration of being permitted to reserve (facility) on the above listed date(s) and time(s) , I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The City of Murrieta, its officers, employees, and agents from liability **from any/all claims including the negligence of the City of Murrieta, its officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in this event.

**Assumption of Risks:** Participation in this event carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks and concussions to 3) catastrophic injuries including paralysis and death.

***I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in this event and I hereby assert that my participation is voluntary and that I knowingly assume all such risks.***

**Indemnification and Hold Harmless:** I also agree to INDEMNIFY and HOLD the City of Murrieta HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in this activity and to reimburse them for any such expenses incurred. I hereby acknowledge that as a voluntary participant that I am not an employee of the City of Murrieta, and that I am not covered under the City's workers' compensation plan. I intend to perform voluntary services for or in the City of Murrieta without compensation. As a condition of performing the above referenced volunteer activities, I hereby knowingly and unequivocally waive, release and discharge any and all rights that I, my heirs, assigns, agents or other representatives may have or which hereafter may accrue to me, to file any claim, lawsuit and/or any other cause of action against the City of Murrieta, its employees, officers, agencies, other volunteers and officials as a result of performing said volunteer services. In granting this full and complete release and waiver of liability on the part of the City of Murrieta, I specifically waive California Civil Code Section 1542, which states:

***A general release does not extend to claims, which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him, must have materially affected his settlement with the debtor.***

I expressly desire to release the City of Murrieta, its employees, officers, other volunteers, property owner, and officials from any financial responsibility to me for any personal injury and/or property damage I may incur as a result of my voluntary participation, even when it results from the negligence, both active and passive, of the City of Murrieta and/or its employees. I understand that accidents and injuries can arise out of my volunteer activities; knowing the risk, nevertheless, I hereby agree to assume those risks and to release and to hold harmless the City of Murrieta, its employees, officers, agencies, other volunteers and officials, who (through negligence or carelessness) might otherwise be liable to me (or my heirs, assigns, agents or other representatives) for damages. No promise, inducement, or agreement has been made to me to induce me to release the City of Murrieta from liability for any personal injury and/or property damage incurred by me as a result of my voluntary participation, nor has any promise, inducement, or agreement been made to me in return for the express waiver of rights referred to above.

**Initials:** \_\_\_\_\_

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgement of Understanding:** I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization, if applicable.

\_\_\_\_\_  
Title