



Wasco Recreation and Parks District
 1280 Poplar Avenue, Wasco CA 93280
 661-758-3081 FAX 661-758-4939

APPLICATION FOR USE OF FACILITY

Applicant/Representative: _____
 Address _____ City _____ State _____ Zip _____
 Phone(Home) _____ (Work) _____ (Cell) _____ Email _____
 Is applicant reserving on behalf of an organization, business or school? Yes No
 If yes, name organization, business or school _____

RESERVATION INFORMATION (Please note: Electrical Outlets Are Not Provided at Picnic Shelters)

Location/Facility Requested _____
 Facility Type Hall Kitchen Meeting Room Shelter Pool Field Rental Light Rental
 Date: Requested _____ Day(s) of Week _____
 Begin Time: _____ am/pm End Time _____ am/pm
 Please Describe the purpose of your reservation, including activities planned for the event _____

For Building Rentals Only: # of Tables _____ # of Chairs _____ (Limited number of tables/chairs available for reservations.)

GENERAL INFORMATION (PLEASE NOTE: APPLICANT MUST COMPLETE ALL CHANGES THAT APPLY TO THE RESERVATION REQUEST).

- Estimated Attendance: _____ Those Attending: Youth Adult Spectators Vendors Others _____
- Yes No Is this a private event?
 Yes No Is the reservation for non-profit organization? What is the non-profit #? _____
 Yes No Will you be using an inflatable jump house? Company? _____
 Yes No Will temporary equipment be brought to the site? Please describe _____
 Yes No Is the event open to the public?
 Yes No Will the event be advertised to the public? If yes, please provide copy to WRPD.
 Yes No Is this a fundraising event?
 Yes No Will an admission fee or donation be required to attend?
 Yes No Will there be amplified speech Or music? Please describe _____
 Yes No Will food or drinks be served at the event? Please describe _____
 Yes No Will food or drinks be sold at the event? (If yes, you must contact the Health Dept.)
 Please describe (include caterer if applicable) _____
 Yes No Will there be exhibitors or vendors at the event? Please describe _____
 Yes No Applicant understands the WRPD Refund Policy

Applicant certifies that he/she has read the policies and procedures stated on the reverse side of this application and the applicant and all members of the reservation party agree to abide by these policies and procedures. X _____

Applicant Signature

Date

Office Use Only	Fee Due _____	Deposit Required _____	Date Paid _____	Receipt # _____
_____	Documentation Required _____	Date Received _____	District Representative _____	

FACILITY RULES

The following are general guidelines regarding the use of District facilities. There may be additional rules specific to the facility being reserved. This information will be provided at the time of completion of the "Application for Use of Facility" form.

1. Smoking, and the use of glass bottles or glass containers are prohibited at WRPD facilities.
2. Vehicles must be parked in designated areas only. Driving on District turf areas is prohibited.
3. Users are responsible for leaving the facility in the same general condition as received. Failure to do so may result in the assessment of additional fees or forfeiture of deposit. Additionally, users are responsible for broken, damaged, missing or stolen WRPD equipment or property.
4. Use of equipment and supplies is to be restricted to those formally authorized for use.
5. No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all city, police and fire codes during their use of facility.
6. Applicant agrees to abide by Health and Safety Codes that require for everyone getting in the pool wear proper bathing suit/swim trunks and to abide by all posted rules and understands that lifeguard have full authority to enforce these rules. Termination of pool use may occur if lifeguards deem it necessary with no refund given.
7. For authorized use of District facilities where food, drink, merchandise, or services are sold, the user must obtain necessary city, county and/or state permits for such sales.
8. Advertising, sales or solicitations for a reservation event must be approved by WRPD.
9. Admission charges must be approved by WRPD.
- 10. Pony rides, petting zoos, dunk tanks, bounce houses and inflatable water features i.e. slides, are not allowed at District rentals.**
11. The District is not responsible for lost or missing articles.

INDIVIDUAL AND GROUP RESPONSIBILITY

1. Plans and decorations must be submitted and approved by WRPD at the time of completion of the "Application for Use of Facility" form.
2. The applicant/organization shall plan to accomplish the following within the time specified on the use of the facility form:
 - Putting up and taking down all decorations (including tape).
 - Setting up and taking down all furniture and returning the same to its proper storage area.
 - Any other preparation and cleanup associated with the activity being conducted.
3. Cellophane adhesives, nails, screws, staples, etc., in walls or on woodwork are **prohibited**. Masking tape only may be used.
4. At no time shall exits be covered or obstructed by decorations.
5. Use of kitchen does not include dishes, utensils, salt/pepper, etc. Usage of sinks and counters is allowed as well as refrigerator. Cutting/Slicing is not allowed on kitchen counters.

Application Instructions

1. Application must be in writing on the approved form and accompanied by rental fees.
2. Applicant signing the reservation form must be at least 18 years of age.
3. District facilities are available for reserved use Monday through Sunday from 8:00 a.m. to 10:00 p.m. subject to scheduling and approval by the facility supervisor.



WASCO RECREATION AND PARK DISTRICT RENTAL POLICIES

Thank you for choosing Wasco Recreation and Park District for your event. The following rental policies have been developed to help Wasco Recreation and Park District guests have a safe, pleasant experience:

1. **ALCOHOL IS NOT PERMITTED ON THE PREMISIES.** (Exception for Hall Reservations with proper Insurance)
2. **NO SMOKING inside any facility.** (During rentals must be at least 25 feet of any entrance/exit.)
3. The use of **glass bottles or glass containers is strictly prohibited** at WRPD facilities.
4. Do not take tables and chairs outside of the building.
5. **NO BOUNCING OR THROWING BALLS OF ANY KIND IN THE MEETING ROOMS.**
6. The number of guests must be limited to the maximum number stated in your application. **(Event may be cancelled if number of guests exceeds maximum number stated on the application)**
7. **Decorating the facility:**
 - Staff will provide racks with the requested number of tables and chairs for you to set up, arrange and decorate.
 - Masking tape only is allowed for decorating. Decorations are not allowed on windows, ceilings and walls.
 - No decorations allowed on the room partition.
 - No glitter, rice, breads, or any other substances that can mar the floors are allowed.
 - No candles allowed (flameless, battery operated are okay).
 - No fog machines allowed inside the hall.
8. **Kitchen Rental**
 - You must bring your own cleaning supplies, i.e., paper towels, sponges, dish and hand soap, etc. be prepared for accidental spills.
 - The kitchen is NOT to be used for cooking.
 - You must provide your own utensils, serving dishes, coffee makers and coffee etc.
 - **NO cutting** on counter tops, please bring your own cutting boards.
9. **CHILDREN MUST BE SUPERVISED BY ADULTS AT ALL TIMES.** Children are not allowed in rooms other the one(s) rented.
10. Be sure to give yourself enough time to clean the facility by the time you are scheduled to leave, as stated in your rental agreement. Any additional time required to clean up the facility will be charged at the same hourly rate as your rental, and will be deducted from your security/cleaning deposit. If you are eligible for the deposit refund check a check will be mailed out to you within two to three weeks.

Please Note:

- **You are responsible for the setup and cleanup of your party.** Please plan your rental times accordingly. WRPD provides rentals at reasonable prices and allows the use of tables and chairs free of charge. Please wipe clean all tables and chairs. Please restack all tables and chairs on the appropriate racks. Brooms and dust pans are provided for sweeping the floor. Ask staff for mops in case of wet or sticky messes to clean.

- **If you are renting one meeting room only, please be aware that the other side may be occupied at the same time as your party.**
- **Scheduled Departure Time:** This is the latest time your group must leave the building. Extended hours are NOT authorized and may result in an additional charge. Necessary clean up must be completed before the time of scheduled departure.
- **Early Departure:** If you end your rental early, please notify WRPD staff. If the facility is vacated early without cleaning the area or notifying WRPD staff, the renter will be held responsible for additional cleanup deemed necessary and for damage to or loss of District property.
- **User Presence:** The responsible person (signature below), or another designated person IS REQUIRED to remain at the building at all times during a scheduled reservation to oversee proper use of the facility. A user may be held responsible for damage to or loss of District property.
- **Extra Charges:** Charges for extra cleanup may result if cleanup work is not done properly. Charges may be reduced from your deposit refund check.
- **Damage/Loss Property:** Users will be charged at actual cost or replacement in situations where District property is damaged or lost as a result of use.
- **Flagrant Misuse of Facilities:** Future use of District facilities may be jeopardized as a result of a flagrant disregard for rules and/or damages to facilities.

I, the undersigned, agree to pay any deposit or fees that may be required for the use of the district property. I understand the District policies. I also agree to pay for any damages that may result while the property is in my possession. User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District's facilities. User agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District's facilities.

Signature: _____ Print: _____

Date: _____