

## Facility Reservation Application · Rules and Regulations

### I. RESERVATION AND PAYMENT

1. **Application** - Applicant or Day of Event Contact signing the Facility Reservation Application must be present during the event. Reservations are accepted up to 18 months prior to the date of the event. In addition to facility rental fees, applicant is responsible for costs of additional City Staff and/or resources assigned to the event. The number of Staff is determined by the type of event, attendance, and security needs. The number of Staff assigned is at the sole discretion of the Parks, Recreation and Community Services Director or designee.
2. **Fees** -
  - A) Applicant is responsible to pay the Down Payment, which is a minimum of three (3) hours of rental fees, plus security deposit and non-refundable processing fee, at time of application submission.
  - B) Alcohol fee will be charged and applied to permit if alcohol is to be served.
  - C) If applicant is reserving a picnic shelter, all fees must be paid at the time of application submission.
  - D) If applicant is reserving a facility for less than three (3) hours, all fees must be paid at the time of application submission.
  - E) All fees must be paid three (3) months in advance of the event. Failure to meet this deadline will subject the reservation to cancellation and forfeiture of any and all fees paid. Events scheduled less than three (3) months prior to the event date must be paid in full by credit card or money order.
3. **Security Deposit** - The required security deposit is due upon submittal of Facility Reservation Application and is not applied to the balance of rental fees. The security deposit will be refunded to the applicant identified on the Facility Reservation Application approximately 4-6 weeks after the event, provided the facility is returned to pre-event condition and no additional costs were incurred by the City for the event.
4. **Insurance** - Applicant may be required to obtain insurance for the event. Parks, Recreation and Community Services Department will determine if insurance is needed and notify the applicant. (Generally this consists of a \$1,000,000 general liability per occurrence and \$2,000,000 aggregate certificate that lists the City of Riverside as additionally insured).
5. **Special Event Permit** - Certain events require a Special Event Permit. Parks, Recreation and Community Services Department will notify the applicant if permit is required. If a Special Event Permit is required and is not obtained at least three (3) months prior to the event, the reservation is subject to cancellation.
6. **Event Security** - Security is required for events open to the public as deemed necessary or private rentals of 100 people or more. Security will be required at the ratio of 1 officer: 100 participants. Security must be obtained from the Riverside Police Department or be a Parks, Recreation and Community Services Department approved provider. **Security will be required for amplified sound, and/or alcohol services at event regardless of attendance number.**

### II. SET-UP PRIOR TO EVENT

1. **Storage** - Storage or pre-staging of event items prior to the contracted start time is not allowed. This includes both personal as well as professionally delivered items.
2. **Set-Up Time** - Set-up time must be included in the rental period. Access to the site is not allowed prior to the approved start time listed on Facility Reservation Application.
3. **Pre-Event Inspection** - Applicant or Day of Event Contact is required to complete the pre-event inspection with a City Staff member prior to occupying the facility. This establishes the condition of the facility and equipment prior to applicant's event. Applicant or Day of Event Contact will be responsible to restore facility and equipment to the pre-event condition; failure to do so will result in loss of security deposit amount.
4. **Tables and Chairs** - Parks, Recreation and Community Services Department provides and sets-up tables and chairs for indoor rentals. Applicant may supply, at their expense, additional units if on site quantities are not sufficient, subject to Fire Department occupancy for the facility and intended use. Insurance from outside vendor is required.
5. **Decorations** - Decorations and other environmental enhancements must be free standing and cannot be attached to the facility or fixtures by any means. Removal of existing facility decorations or fixtures, if any, is not allowed.
6. **Signs** - Exterior signs are not allowed. Interior signs are allowed provided they are pre-approved by City Staff and are free standing.
7. **Prohibited Items** - Candles, smoke/fog machines, vape/e-cigarettes, barbeques, deep fryers, outdoor ovens, and glitter or confetti are not allowed. Additionally, sand, oil, powder or other foreign substances are prohibited from being spread at any Parks, Recreation and Community Services Department facilities.

### III. RESPONSIBILITIES DURING THE EVENT

1. **Occupancy Limits** - The maximum number of participants for the facility cannot be exceeded. City Staff will restrict access to the event once room capacity has been reached.
2. **Supervision of Minors** - All minors must be adequately supervised at all times and are required to be in the appropriate rental area(s). Chaperones must be at least 21 years of age. City guidelines for the supervision of minors are; 1 adult: six minors ages 1-5 years; 1 adult: 15 minors ages 6 - 12 years; 1 adult: 20 minors ages 13 - 17 years. If supervision is deemed inadequate by City Staff on site, to ensure the safety of patrons and the preservation of City resources, additional Staff may be added per the supervision ratios identified above at the applicant's expense.
3. **Responsible Party** - The applicant and/or the applicant's organization have primary responsibility for the conduct and safety of all participants at the event. Any additional actions required by the City to maintain lawful conduct, safety of event participants and/or the protection of City property, will result in additional charges to the applicant or applicant's organization, and may result in termination of event.

### IV. RESPONSIBILITIES AFTER THE EVENT

1. **Clean-Up Time** - Clean-Up time must be included in the approved rental time and must be at least one (1) hour. Any additional time required beyond the time identified in the contract will be billed to the applicant at the rate of 1.5 times the applicable hourly rental rate.
2. **Cleaning Tasks** - Applicant is responsible for completing all cleaning tasks as needed. The Department will provide all customary cleaning supplies. Cleaning tasks are defined as, but not limited to:
  - A) Placing all trash in proper receptacles; additional trash bags are available as needed.
  - B) Floors must be swept and countertops wiped clean.
  - C) Kitchen, if applicable, must be returned to pre-event condition.
  - D) All event decorations and personal property must be removed from the facility.
3. **Post-Event Inspection** - Applicant or Day of Event Contact (same person who completed the Pre-Event Inspection) is required to complete the Post-Event Inspection condition of the facility and equipment.
4. **Pre & Post Inspection Evaluations** - Applicant will incur any additional costs to reinstate to the pre-event inspection condition of the facility and related equipment for damages caused by applicant's event.

### V. ADDITIONAL ITEMS

1. **Smoking/Vaping** – Smoking and vaping are prohibited and unlawful at any City facility including parking lots, trails and athletic fields; Riverside Municipal Code 9.08.140
2. **City Initiated Actions** - The City reserves the right at its sole discretion to cancel a reservation at any time for:
  - A) False or misleading information on Facility Reservation Application.
  - B) Failure to pay fees when due.
  - C) Failure to comply with any safety directive of a City representative.
  - D) Failure to abide by the Alcohol restrictions.
  - E) Failure of event participant(s) to abide by any safety or liability restrictions that may be violated before or during the event.
3. If a natural disaster, scheduling conflict, or other issues arise impacting the site or time requested of event, one of the following will occur: all refundable monies may be returned or credited, an alternative location may be provided, or the event may be rescheduled.
4. **Outdoor rentals** – Outdoor rentals may be credited or rescheduled due to inclement weather.
5. **Ongoing Rentals** - Ongoing/recurring rentals at pools, ball fields or any indoor facility must be reserved at least three (3) months at a time and pay one month in advance to guarantee dates. Subject to same Cancellation Policy.
6. **Discrimination** - For all events open to the public, the applicant agrees not to deny any participation to a qualified person on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.
7. All Riverside Municipal Codes are available on the City of Riverside website for your review.