



FACILITY RENTAL APPLICATION

Please print legibly in ink

This Facility Rental Application (FRA) should be submitted to the PRCSD at least (30) calendar days prior to the date requested in order to ensure adequate approval time. Facility use permits are issued to adults 21 years and older. The minimum time required per date is two (2) hours. This is an application only and is not an approved contract for facility rental. If approved, a Facility Rental Contract/Agreement outlining the rules, regulations and fees will be forwarded to the applicant. THE PROCESSING FEE IS NON-REFUNDABLE. Pending staff review, security services and liability insurance may be required. Do not advertise your event until an approved permit has been issued. Please initial that you have read and understand the information above. Initial: _____

Organization: _____ Title of Applicant: _____
Applicant Name: _____ Street Address: _____
Primary Phone: _____ City: _____ Zip: _____
Secondary Phone: _____ Fax: _____
Non-Profit Tax ID 501(c)(3) #: _____ E-Mail: _____

Facility: _____ Field/Room(s): _____
Single Use: Day of Week: [SUN-MON-TUE-WED-TH-FRI-SAT] (Check Applicable)
Date: _____
Setup Time: _____ am/pm to _____ am/pm
Event Time: _____ am/pm to _____ am/pm
Cleanup Time: _____ am/pm to _____ am/pm
Recurring Use: Day of Week: [SUN-MON-TUE-WED-TH-FRI-SAT] (Check Applicable)
Check One: [Daily-Weekly-Monthly-Other]
Start Date: ____/____/____ End Date: ____/____/____

Comments: _____

Additional Amenities:
[] Kitchen Kitchen will be reserved for the duration of the rental and the applicant is responsible for providing the caterer's valid Riverside County Health Permit and Food Transport Certificate to the PRCSD at least two (2) weeks prior to the event. The applicant is responsible for making sure that the caterer has a City of Riverside Business Tax Certificate.

Athletic Fields:
Will you need ball field lights? [] YES [] NO Field Use for: [] Practice [] Organized Games [] Tournament
League: [] Youth [] Adult [] Other _____
Applicant is responsible for scheduling lights for practice/games. Curfew for turning off lights is 10:00 pm

Event Type: _____ Is this event for a person under 18? [] YES [] NO
Attendance:
How many guests (Over 21 yrs. old): _____ (16 -20 yrs. old): _____ (under 16 yrs. old): _____ Total Number of Guests: _____
Is the event open to the public?* [] YES [] NO Will admission be charged? [] YES [] NO
Will there be deliveries? [] YES [] NO Will there be Vendors? [] YES [] NO
Will there be food? [] YES [] NO Will Vendors be accepting money? [] YES [] NO
Will Food be catered? ** [] YES [] NO Will there be dancing? [] YES [] NO
Will there be inflatables? * [] YES [] NO How will the event be advertised? [] Flyers [] Invitations [] Word of mouth [] Internet
(Additional Fee Per Unit) # of Units _____ [] Other: _____
Will there be live animals?* [] YES [] NO Invitations should not be sent out before an approved permit is issued. A copy of all advertising material must be provided to PRCSD prior to distribution.
Will there be live entertainment (DJ/Band)?* [] YES [] NO *May require Liability Insurance and/or security **Must provide County Health Permit
If you answered yes to any of the above questions, please explain: _____

Alcohol Permit* Request: Will alcohol be served at the event? [] YES (Security guards will be required) [] NO
(Additional fee) *The applicant is responsible for providing a copy of security contract to the PRCSD at least two (2) weeks prior to event.
*Service or consumption of alcohol by minors will result in immediate termination of event, loss of entire security deposit and subject to citation.
Acknowledgement: I hereby state that the information above is correct to the best of my knowledge.
Applicant Signature: _____ Date: ____/____/____

STAFF USE ONLY
FRA Received Date: ____/____/____ Received By: _____ Approved By: ____/____/____
Entered into RecWare: ____/____/____ Initial: _____ Insurance Binder Received: ____/____/____ Initial: _____
Deposit Received: ____/____/____ Initial: _____ Security Contract Received: ____/____/____ Initial: _____
[] Copy of advertising material for event [] Co-Sponsorship Letter [] Health Permit [] Copy of Security Contract
[] Copy of Liability Insurance [] 501(c)(3) Letter of Determination [] Business License [] Other: _____

**FACILITY CONTRACT/AGREEMENT
FACILITY USE RULES AND REGULATIONS**

(page 1-5)

RESERVATION AND PAYMENT

- 1) **Application** -Person signing the Rental Contract must be present during the event. Reservations may not be made less than 14 days nor more than 18 months prior to the date of the event. In addition to facility rental fees, applicant is responsible for all costs of City staff that may be assigned to the event. The number of staff assigned is at the sole discretion of the Parks, Recreation and Community Services Director or his assignee. The number of staff assigned is determined by the type of event, the number of expected participants and safety or security issues that may arise during the event.
- 2) **Fees** – All fees must be paid 30 days 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 30 days prior to the event must be paid in full by credit card or money order. Payment schedules for recurring events may be approved by the Department. The City will not reimburse applicant for other costs (entertainment, publicity, security, supplies, etc.) associated with the rental. A processing fee must be submitted with the application. **The application processing fee is non-refundable.** An additional Alcohol Permit fee will be charged if alcohol is to be served.
- 3) **Security Deposit** – The required Security Deposit is due when the Rental Application is approved. This deposit is not applied to the balance of rental or staff fees. The Security Deposit will be refunded to the applicant identified on the Rental Application in approximately 4 weeks after the event providing you did not voluntarily cancel/reschedule (**see #8**) your event and the facility was 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. The Department will determine if insurance is needed and notify the applicant. (Generally this consists of a \$1,000,000 general liability certificate that lists the City as additionally insured.)
- 5) **Special Event Permit** – Certain events require a Special Event Permit obtained from the City’s Development Department. The Department will notify the applicant if such a permit is needed. If a Special Event Permit is required and is not obtained at least 30 days prior to the event, then the reservation is subject to cancellation.
- 6) **Event Security** – Security is required for all events open to the public as deemed necessary. Security will be required at the ratio of 1 officer:100 participants. Security must be obtained from the Riverside Police Department or another Department approved provider. Security will be required if alcohol is served.
- 7) **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 origin, age or disability.
- 8) **Reschedule/Cancellation – Applicant requested actions are subject to the following charges**
 - a) 6 months prior to event – No charge
 - b) 5 months prior to event – 10% of deposit
 - c) 4 months prior to event – 20% of deposit
 - d) 3 months prior to event – 30% of deposit
 - e) 2 months prior to event – 40% of deposit
 - f) 59-31 days prior to event – 50% of deposit
 - g) 30-15 days prior to event – 100% of deposit
 - h) 14- 6 days prior to event – 50% of rental fees
 - i) 5 -0 days prior to event – 100% of rental feesNote: Application fee is non-refundable.

Initials _____

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 a Facility Request 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 by any event participant.
- e) Failure of an event participant(s) to abide by any safety or liability restrictions that may have been made before or during the event.
- f) Natural disasters, scheduling conflicts or other issues impacting the site or time requested, in which case one of the following will occur: all refundable monies may be returned to the applicant, an alternative location may be provided, or the event may be rescheduled.

Initials _____

SET UP PRIOR TO EVENT

- 9) **Setup Time** - must be included in the rental period. Access to the site is not allowed prior to the contracted start time.
- 10) **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.
- 11) **Pre-Event Inspection** - Applicant 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 will be responsible to restore facility and equipment to this same condition after the event.
- 12) **Tables and Chairs** – Applicant may supply, at their expense, additional units if on site quantities are not sufficient, subject to Fire Department maximums for the facility and intended use.
- 13) **Motor Vehicles** – The operation of motor vehicles on park grounds outside of designated streets and parking lots is strictly prohibited.
- 14) **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.
- 15) **Signs** – Exterior signs are not allowed. Interior signs are allowed provided they are pre-approved by City staff and are free standing.
- 16) **Prohibited Items** – Any type of flame containing, heat or smoke producing devices are not allowed. This includes but is not limited to: candles, smoke/fog machines, barbeques, deep fryers, outdoor ovens, etc.
- 17) **Foreign Substances** – Sand, oil, powder or other substances are prohibited from being spread on dance floors or other surfaces.

Initials: _____

**FACILITY CONTRACT/AGREEMENT
FACILITY USE RULES AND REGULATIONS**

(page 2-5)

RESPONSIBILITIES DURING THE EVENT

- 18) **Alcohol** – An Alcohol Permit is required to serve/consume alcohol. An additional Alcohol Permit fee will be charged. The event must also abide by the following:
 - a. Consumption must be inside the facility and cease 1 hour prior to the beginning of the cleanup time.
 - b. Alcohol is restricted to beer and wine only, no hard liquor is allowed.
 - c. No person under 21 years of age is allowed to drink or serve alcohol.
 - d. Alcohol must be kept and served in non-glass containers.
 - e. An ABC License is required to sell any alcoholic beverage.
 - f. A security guard must be present at all times.
- 19) **Smoking** – is prohibited and unlawful at any City facility including parking lots, trails and athletic fields.
- 20) **Occupancy Limits** - The maximum number of participants for the facility cannot be exceeded. In the interest of everyone’s safety, City staff will restrict access to the event once the Fire Code limit has been reached.
- 21) **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 25 years old. City guidelines for the supervision of minors are: one adult/six minors ages 1-5 years; one adult /14 minors ages 6-12 years; one 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.
- 22) **Special Considerations** – Some sites have specific rules not required at other City facilities. The event is also required to adhere to any specific site rules as well.
- 23) **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 preservation of City property, will result in additional charges to the applicant or the applicant’s organization.

Initials: _____

CLEAN UP AFTER EVENT

- 24) **Clean Up Time** – Clean up time must be included in the contracted rental time. 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.
- 25) **Cleaning Tasks** – Applicant is responsible for completing all cleaning tasks as need. 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.
- 26) **Post-Event Inspection** - Applicant (same person who completed the Pre-Event Inspection) is required to complete the Post-Event Inspection with a City staff member prior to leaving the facility. This establishes the returned condition of the facility and equipment.
- 27) **Pre & Post Inspection Evaluation** – Applicant will be assessed any additional costs incurred by City to reinstate the Pre-Event Inspection condition of the facility and related equipment for damages caused by applicant’s event.

Initials: _____

THE FOLLOWING RULES APPLY ONLY TO THE RENTAL AND USE OF ATHLETIC FIELDS AND FACILITIES ASSOCIATED WITH THE ATHLETIC FIELDS

ATHLETIC FIELD REQUESTS

- 28) **Field Allocation Meetings** – Organizations must comply with all regulations, including dates (e.g., deadlines for request submission, etc.), set forth in the Semi-annual Field Allocation Meetings hosted by PRCSO Facilities Staff (Facilities Staff).
- 29) **Specific Considerations** – In determining whether to grant field requests, Facilities Staff will consider past permits, league size (provided on the League Information Sheet), City programming needs, and allocation season.
- 30) **Blanket Permits** – Blanket permits will not be granted and should not be requested.
 - a. “Blanket permits” are permits that cover all of the athletic fields in a park, an athletic field for every day of the week, or fields for an entire day to prevent other organizations/users from obtaining that space, date, or time.
- 31) **Request Denial** – Facilities Staff may deny specific dates, times, fields and/or parks for any reason. Facilities Staff may make suggestions for alternate dates, times and/or fields that are open, if alternatives are available.

Initials: _____

SCHEDULE ADJUSTMENTS/CANCELLATIONS

- 32) **Reporting Adjustments** – Each organization will be responsible for reporting any adjustments needed or cancellations of permitted dates at least five (5) business days prior to the scheduled start of activities. Facilities Staff will be unable to make adjustments or cancel charges without at least five (5) days notice.

**FACILITY CONTRACT/AGREEMENT
FACILITY USE RULES AND REGULATIONS**

(page 3-5)

- 33) **Relocation due to Maintenance** – In the event maintenance is required on a permitted field, Facilities Staff will make every effort to relocate the organization without disrupting its schedule. If an organization cannot be relocated, the unused dates and charges will be removed from the permit and refunded, if necessary.
- 34) **Allocation Periods** – Organizations must adjust their schedules or requests to coincide with PRCSD allocation periods (February-June and July-December).
 - a. Organizations must seek separate permits for each allocation season. A single permit consisting of dates across both allocation periods will not be approved. Separate Facility Rental Applications must be submitted for each allocation period, and permits for each allocation period will be required. The \$25 processing fee will be required with each new field request.
- 35) **Requests to Adjust** – All requests to adjust, add, or cancel permitted dates must be made in writing via letter or email. Phone calls and voicemails will not be accepted.
- 36) **Cancellation due to Conditions** – Cancellations due to conditions that make fields unusable or dangerous that are not caused by the organization will be removed from the schedule, but organizations will be required to call or email Facilities Staff immediately to inform Facilities Staff of the condition.
- 37) **Cancellation of Lighting Schedules** – It is the responsibility of the organization to cancel any preexisting lighting schedules when permitted dates are cancelled for any reason. Failure to do so will subject the organization to the fees listed in Paragraph 69 below.

Initials: _____

WEATHER CANCELLATIONS

- 38) **Closure Notification by Staff** – In the event of stormy weather, Facilities Staff will notify all users of field closures via email by 3:00 pm on the reserved date.
- 39) **Storm during Activity** – If stormy weather begins while an organization is utilizing a field, play must be discontinued and the field will be deemed closed. Organizations must immediately call or email Facilities staff to inform them of the cancellation due to stormy weather.
- 40) **Permit Revoked/Suspended** – Organizations that continue to use fields during or immediately after stormy weather or when fields have been closed by PRCSD will have field permits and/or lighting access revoked or suspended.
- 41) **Cancellation of Lighting Schedules** – Organizations are responsible for cancelling all lighting schedules when field use is cancelled due to weather. Failure to cancel lighting schedules will subject the organization to the fees listed in Paragraph 69 below.
- 42) **Credit for Non-Use** – Organizations will be issued credits for dates that are unused due to weather conditions.

Initials: _____

FIELD USE – RULES

- 43) **Other Agreements** – Organizations issued permits to use City athletic fields and corresponding facilities must comply with any other agreements entered into with the City (e.g., concession agreements).
- 44) **Cleaning** – Organizations must keep the athletic fields and surrounding areas (i.e., bleachers, sidelines, parking lot, and restrooms) clean and free of litter, trash and other debris.
 - a. "Litter, trash and other debris" includes, but is not limited to food, peanut shells, sunflower seeds and liquid spills. Organizations must sweep or mop, if necessary, to remove such debris.
- 45) **Restrooms** – The PRCSD Parks Division will clean and stock the restrooms each morning.
- 46) **Securing Restrooms** – Organizations are responsible for locking the restrooms at the completion of their nightly use. Failure to do so will lead to revocation of restroom keys/access. Additional fees will be charged for maintenance, repairs, staff time, and any other costs that may apply if restrooms are left unsecured.
- 47) **Notification of Damage & Safety Concerns** – Organizations must immediately notify the City Call Center (826-5311) or Facilities Staff of any damage (e.g., broken items, graffiti, etc.) or safety concerns on the fields and in the surrounding areas.
- 48) **Storage Chase** – Organizations granted access to the storage chase must ensure it is kept clean, with electrical panels and other maintenance equipment accessible at all times. Failure to do so will result in loss of access.
- 49) **Posted Regulations** – Organizations and their participants must comply with all posted regulations.
- 50) **Alcohol** – Alcoholic beverages in the fields are prohibited.
- 51) **Vendors** – Vending of any kind in the park is prohibited, unless utilizing a City concession facility with a permit or reservation issued by PRCSD and an agreement in place.
- 52) **Vehicles on Fields** – Vehicles are not permitted on the grass or fields for any reason.
- 53) **Maintenance Vehicles** – Use of vehicles for field maintenance (e.g., ATVs, golf carts, etc.) must be approved by the PRCSD Director or designee.
- 54) **Protecting Fences & Backstops** – Organizations may not purposefully hit, kick, or throw balls into fences or backstops.
- 55) **Fees for Damage** – Any damage to fields, fencing, or facilities in general which results from a violation of this agreement may lead to additional fees charged to that organization to cover maintenance, repairs, staff time, and any other costs that may apply.

Initials: _____

FIELD USE – MAINTENANCE REQUIREMENTS

- 56) **Basic Maintenance** – The PRCSD Parks Division will be responsible for basic maintenance (i.e., mowing grass, scheduling/monitoring irrigation, turf maintenance) throughout the year.
- 57) **Cost for Brick Dust** – During field renovations (December- February), PRCSD will share the cost for brick dust with baseball and softball organizations with "home fields" (i.e., locations at which the organization has a long-term, recurring use and assists with the maintenance and overall upkeep).

**FACILITY CONTRACT/AGREEMENT
FACILITY USE RULES AND REGULATIONS**

(page 4-5)

- 58) **Payment of Brick Dust** – PRCSD Parks Division will determine the amount of brick dust/infield additive needed. If it is determined that additional infield material is necessary, organizations with home fields will be informed of the cost and will be asked to issue payment for half of the total expense, with PRCSD paying the remaining amount.
- 59) **Additional Brick Dust** – Organizations that wish to purchase more brick dust/infield material than PRCSD has provided may inquire with and must obtain approval from a PRCSD representative. Organizations will be responsible for the full price of all additional brick dust/infield materials.
- 60) **Non-City Vendors** – Organizations that wish to use non-City vendors to purchase more brick dust/infield material will be solely responsible for all charges. Such vendors must submit to the Recreation Coordinator or Assistant Recreation Coordinator a certificate of liability insurance, listing the City of Riverside as additionally insured, for \$1 million per occurrence and \$2 million aggregate, which must include workers compensation coverage. The certificate of liability is subject to approval by the City's Risk Manager. In addition, non-City vendors must have a valid City of Riverside business license.
- 61) **Lining the Fields** – Organizations will be responsible for lining the fields and field preparation (i.e., raking/dragging).
- 62) **Paint & Chalk** – Organizations may only use approved field paint and/or chalk. Information regarding approved types of paint and chalk is given at the Semi-annual Allocation Meetings.
- 63) **Burning Lines** – Burning lines on City fields is strictly prohibited.
- 64) **Equipment Not Provided** – PRCSD does not provide any of the following equipment for athletic field rentals:
- a. Bases, nets, goals/goalposts, base pegs, pitching rubbers, or plates.
- 65) **Installations Not Needing Approval** – Temporary, superficial markers (not including whiskers) and flags may be used without prior approval.
- 66) **Backstop Boards** – PRCSD Parks Division will replace backstop boards annually with standard lumber. Organizations that wish to upgrade to different materials will need to submit a request and obtain written permission from a PRCSD representative. Organizations will be responsible for the full costs of any upgrades.

Initials: _____

LIGHTING USE

- 67) **Field Lighting Access** – Access to field lighting controls will be granted to organizations with a history of good standing with PRCSD, but this access is subject to revocation.
- 68) **Schedule Coordination** – Organizations will be responsible for coordinating their own field lighting schedules during their permitted dates and times.
- 69) **Penalties for Non-Permitted Use** – Organizations who use field lights on dates and/or times not permitted will be subject to subsections a. and b. below for the first violation; a., b., and c. for subsequent violations; and d., if there is still non-compliance after imposing penalties under subsections a-c. The following penalties are also listed in the Fees and Charges Resolution.
- a. **Charges at the rate of \$36 per hour, per field;**
 - b. **\$50 Non-compliance fee per occurrence;**
 - c. **Suspension/revocation of lighting privileges; and**
 - d. **Denial of future Facility Rental Applications.**
- 70) **Bulb Replacement** – PRCSD Parks Division will replace bulbs for lighting when the minimum standard of 50 foot-candles for baseball infields and 30 foot-candles for outfield and multi-use fields is not being met. PRCSD will not accommodate requests to replace one or two bulbs at a time.

Initials: _____

ADDITIONAL INSTALLATIONS

- 71) **Written Consent** – Organizations must receive written consent from a PRCSD representative before installing any additional equipment or materials. Examples of "additional equipment or materials" include plates, base pegs/mounds, scoreboards, fencing, and additions in concession stands.
- 72) **Types of Installations** – With written approval by PRCSD, organizations may install temporary windscreens, banners, and/or dugout shades on fences but will be required to make necessary modifications to accommodate irrigation.
- 73) **Bill for Repairs** – Any reparation made as a result of damage caused by an additional installation will be billed to the organization.
- 74) **Removal/Cost for Removal** – Organizations will be responsible for removing windscreens, banners, and/or dugout shades immediately if they appear to be tattered, worn, faded, or have graffiti on them. Graffiti must be removed from any windscreens, banners, and/or dugout shades by the organization within 24 hours of notification from PRCSD. If an organization does not remove such items within 24 hours, PRCSD staff will remove them, and the organization will be billed for staff time and any other associated costs.
- 75) **Costs** – Organizations will be responsible for all costs to make and maintain additional installations.
- 76) **Other Policies and Regulations** – For installations requiring contractors, laborers, or non-City vendors of any kind, the organization must comply with all City vendor policies and regulations. Organizations can speak to Facilities Staff for more information regarding these policies and regulations.

Initials: _____

ARTIFICIAL TURF USE

- 77) **Turf Use** – Organizations permitted to use turf must follow the policies, procedures, and regulations in all other sections of this agreement.
- 78) **Additional Rules** – Additionally, the following are prohibited on the turf:
- a. Food and beverages, other than water.
 - b. Sunflower seeds, peanuts, chewing gum, etc.
 - c. Tobacco use of any kind.
 - d. The use of metal cleats.

**FACILITY CONTRACT/AGREEMENT
FACILITY USE RULES AND REGULATIONS**

(page 5-5)

- e. Driving stakes into the turf for any reason.
- f. All dogs and other pets.

Initials: _____

Acknowledgement of Conditions

I understand that I am submitting a Facility Request Application and that an approved reservation is not granted until I receive a signed and executed rental contract from the City. I also understand that events shall be bound by all rules and regulations and all applicable ordinances of the City of Riverside. The violation of any of the above Rules and Regulations or falsifying any other provisions of the application shall be grounds for immediate revocation of permission to use City facilities and fields as well as a basis for refusal of future permits to use City facilities and fields. The applicant shall be liable for loss, damage, or injury sustained by the City or any person whatsoever by reason of intentional acts or negligence of the person(s) to whom such permit is issued. Applicant agrees to hold harmless and indemnify the City of Riverside or agents and employees from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said person(s) shall be liable to the City for any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said person(s) shall be liable to the City for any and all damage to parks, fields, facilities, and buildings owned by the City, which damage results from the activity of the applicant or is caused by any participant in said activity or spectator at said activity.

Applicant Signature: _____

Date: _____

Print Name: _____

If Applicant is submitting this application to use an athletic field or any facilities surrounding or near an athletic field, please also sign and fill-in the corresponding lines below:

Signature: _____

Date: _____

Organization President

Print Name: _____

Signature: _____

Date: _____

Organization Vice-President

Print Name: _____

STAFF USE ONLY

Staff Signature: _____

Date: _____

Title: _____