

FACILITY USE APPLICATION

CITY OF PALM SPRINGS DEPARTMENT OF PARKS AND RECREATION
401 S. PAVILION WAY
PALM SPRINGS, CA 92262
(760) 323-8272

DUE DATE:

EQUIPMENT DESIRED FOR BASEBALL FIELDS :

EQUIPMENT DESIRED* : FIELD LIGHTS:
BASES: P.A. SYSTEM:
WATER: ELECTRICITY

*Availability of equipment subject to facility

DAY(S) OF WEEK
TIME EVENT OPEN TO PUBLIC TO
DATE(S) OF USE:

EQUIPMENT DESIRED FOR BALLROOM

FACILITY REQUESTED :
TOTAL TIME FACILITY TO BE
OF CHAIRS: # OF BANQUET TABLES:
WILL EVENT BE OPEN TO THE PUBLIC: WILL ADMISSION BE CHARGED ? IF SO, HOW MUCH ? \$
WILL BEER/ WINE BE SERVED? WILL A CHARGE BE MADE FOR BEER / WINE OR LIQUOR ?

APPLICABLE DEPOSIT/ CLEAN UP DEPOSIT : \$
* Refundable

APPLICANT NAME/ORGANIZATION:

PERSON IN CHARGE :

STREET ADDRESS/ P.O BOX

CITY / STATE/ ZIP:

PHONE A.M. PHONE P.M.

ALTERNATE PERSON IN CHARGE/
PHONE NUMBER

NATURE OF FACILITY USE:

The undersigned has recieved and understands the Rules & Regulations for facility Use and certifies that the information submitted is true and correct. The undersigned further understands that this application will be onsidered approved only when signed by a Recreation Supervisor.

The City of palm Springs makes no representation or warranty concerning the suitability of the facility or field for the use or event to be carried out by the applicant, or as to the condition of the facility or field. The applicant is responsible for checking the same before the event and is entitled to a refund if the facility or field is determined to unsuitable and use of the facility or field is declined.

SIGNED: TITLE: Date

POLICE: ABC LIQUOR LICENSE: APPROVED DENIED NO. OF UNIFORMED PSPD OFFICERS NO. OF PRIVATE SECURITY OFFICERS

COMMENTS:

APPROVAL: DATE:

BUSINESS LICENSE

APPLICANT HOLDS OR HAS BEEN ISSUED A VALID BUSINESS LICENSE(S): YES NO

OTHER APPROPRIATE LICENSES ISSUED:

APPLICANT BONAFIDE NONPROFIT (IRS 501 C-3 & STATE ARTICLES OF INCORPORATION) YES NO

NONPROFIT APPLICANT IN COMPLIANCE WITH SOCIAL SERVICE ORDINANCE : YES NO

COMMENTS:

APPROVAL: DATE:

FEES: CLEANUP/APPLICATION DEPOSIT (REFUNDABLE)

FACILITY RENTAL: DAYS X \$ / DAY \$

ALCOHOLIC BEVERAGE FEE \$

RENTAL ATTENDANT(S) PER HOUR X ATTENDANTS X HOURS \$

INSURANCE CHARGES \$

OTHER CHARGES (FIRE, POLICE, ETC.) \$

TOTAL \$

APPLICATION APPROVAL: Date:

NAME TITLE