

FACILITY USE APPLICATION

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

1
 DUE DATE

2 \$
 APPLICABLE DEPOSIT / CLEAN-UP DEPOSIT
*Refundable

3
 FACILITY REQUESTED

13
 APPLICANT NAME / ORGANIZATION

4
 DATE(S) OF USE

14
 PERSON IN CHARGE

5
 DAY(S) OF WEEK (CIRCLE DAYS REQUESTED)

15
 STREET ADDRESS / P. O. BOX

6
 TOTAL TIME FACILITY TO BE OCCUPIED

16
 CITY STATE ZIP

7
 TIME EVENT OPEN TO PUBLIC

17
 PHONE (8 A.M. - 5 P.M.) PHONE (EVENINGS)

8 EQUIPMENT DESIRED*: FIELD LIGHTS _____
 # OF BANQUET TABLES: _____ P.A. SYSTEM _____
 # OF CHAIRS _____ BASES _____
 WATER _____ ELECTRICITY _____
*Availability of equipment subject to facility.

18
 ALTERNATE PERSON IN CHARGE / PHONE NUMBER

9 SET UP: FLOOR PLAN ATTACHED YES NO

19
 NATURE OF FACILITY USE

10 WILL EVENT BE OPEN TO THE PUBLIC? _____

19 WILL BEER / WINE BE SERVED? _____

11 WILL ADMISSION BE CHARGED? _____ IF SO, HOW MUCH? _____

19 WILL A CHARGE BE MADE FOR BEER / WINE OR LIQUOR? _____

12 ANTICIPATED ATTENDANCE _____

TO BE COMPLETED BY APPLICANT

TO BE COMPLETED BY APPLICANT

The undersigned has received 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 considered 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 be unsuitable and use of the facility or field is declined.

20 SIGNED _____ TITLE _____ DATE _____

POLICE

ABC LIQUOR LICENSE: APPROVED DENIED
 NO. OF UNIFORMED PSPD OFFICERS ASSIGNED: _____ NO. OF PRIVATE SECURITY OFFICERS REQUIRED: _____
 COMMENTS: _____
 APPROVAL: _____ DATE: _____

BUSINESS LICENSE

APPLICANT HOLDS OR HAS BEEN ISSUED A VALID BUSINESS LICENSE(S). YES NO
 OTHER APPROPRIATE LICENSES ISSUED _____
 APPLICANT BONA FIDE 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	\$ _____

24 APPLICATION APPROVAL _____ DATE: _____
 Name Title

White / Office Yellow / Maintenance Pink / Applicant

FOR OFFICE USE ONLY

FACILITY USE APPLICATION CHECKLIST

BEFORE YOU FILL OUT THIS FORM, READ FACILITY USE RULES.

- 1 *DUE DATE* - Completed by Parks and Recreation Division staff. Due date for deposit and application.
- 2 *APPLICABLE DEPOSIT* - Completed by Parks and Recreation Division staff. Appropriate deposit due with application.
*Refundable approximately three (3) weeks after event.
- 3 *FACILITY REQUESTED* - State specifically the building, room, park, ball field, etc., that is to be rented.
- 4 *DATE(S) OF USE* - State the date you want to use the facility. If multiple dates, please write each date requested.
- 5 *DAY(S) OF WEEK* - Circle each day of the week you are requesting.
- 6 *TOTAL TIME FACILITY TO BE OCCUPIED* - Include time to be used for set up, event and clean up.
- 7 *TIME EVENT OPEN TO PUBLIC* - List time doors open and when event ends. Please remember that our facilities close to the public at 12:00 a.m.
- 8 *EQUIPMENT DESIRED* - List what you need in terms of equipment and furniture to conduct your activity. Equipment available to be discussed at time of rental.
- 9 *SET UP* - Please submit a set-up plan for your facility that will suit your activity. The Facility Manager will handle approval procedure with appropriate City departments.
- 10 *WILL EVENT BE OPEN TO THE PUBLIC?* - Answer "Yes" or "No."
- 11 *WILL ADMISSION BE CHARGED?* - State if admission will be charged and, if so, how much.
- 12 *ANTICIPATED ATTENDANCE* - State how many people are expected to attend.
- 13 *APPLICANT NAME / ORGANIZATION* - Write in the name of the person or organization for which the application is being made.
- 14 *PERSON IN CHARGE* - Write in the name of the person in charge of this event.
- 15 *STREET ADDRESS / P. O. BOX* - Write in the address as to where all correspondence should be directed.
- 16 *PHONE* - Write in a daytime phone as well as an evening phone of the person in charge.
- 17 *ALTERNATE PERSON IN CHARGE / PHONE NUMBER* - Designate someone who can be reached if the person in charge is unavailable. Name and phone number are sufficient.
- 18 *NATURE OF FACILITY USE* - Be specific as to what you will be doing at the facility.
- 19 *WILL BEER / WINE BE SERVED?* - State if alcoholic beverages will be served and if a charge is to be made. Answer each question "Yes" or "No."
- 20 ***SIGNATURE* - The person in charge must sign. This signature indicates that all rules are understood and the information given is correct.**

NOTE: FOLLOWING ARE REQUIRED REVIEWS FOR EACH APPLICATION FOR FACILITY USE. FACILITY MANAGER WILL HANDLE REVIEW PROCEDURES.

- 21 *POLICE* - To be completed by Police Sergeant.
- 22 *BUSINESS LICENSE* - To be completed by the Business License Division.
- 23 *FEES* - Will be determined by Recreation Facility Manager
- 24 *APPLICATION APPROVAL* - Application not complete until signature received by a Recreation Division Supervisor.
No advertising or event publicity allowed until approval received.

Applications will be processed with five working days of submittal. If you do not hear back in five days, please call 323-8272 for status report.