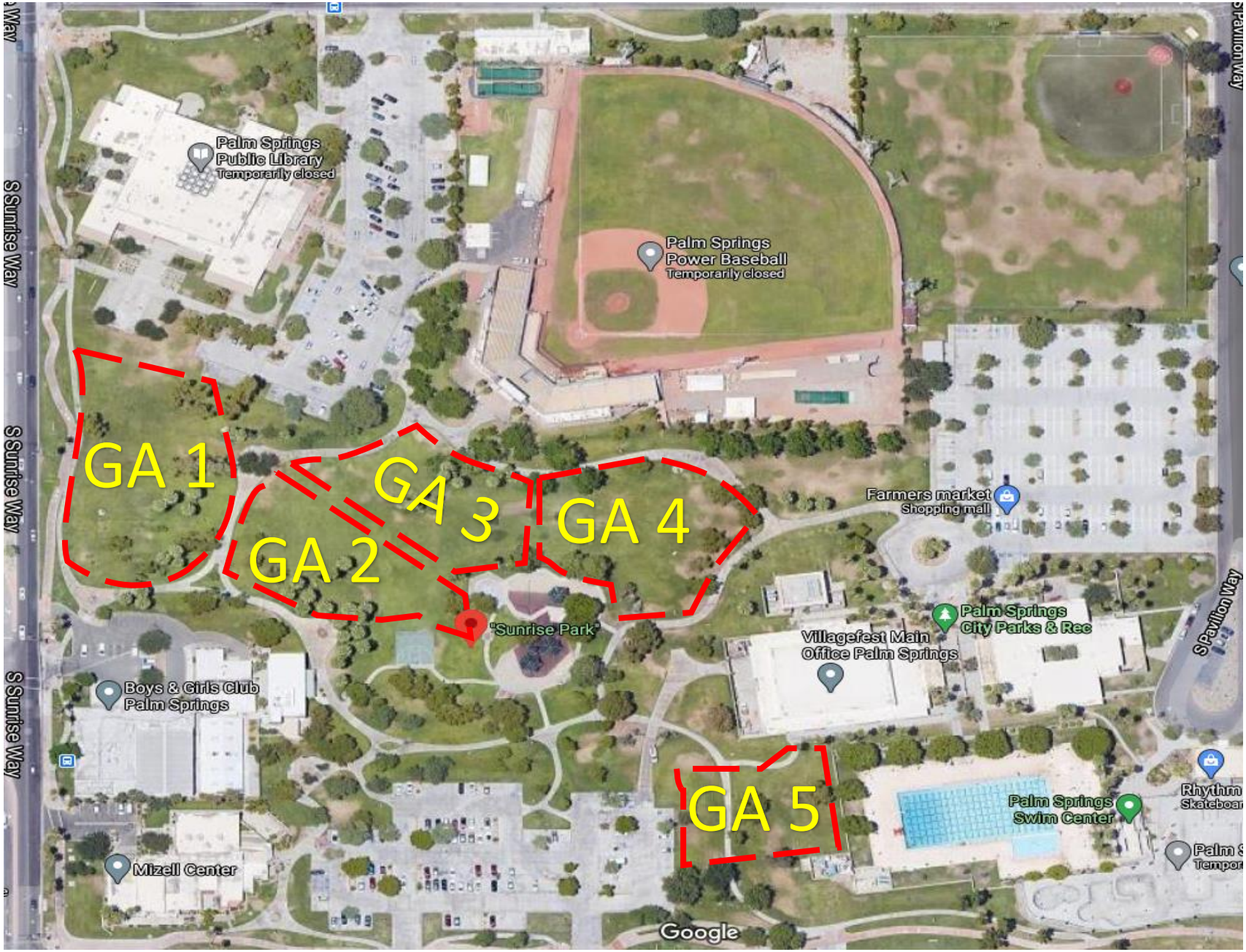
GA 1
GA 2
GA 3
GA 4
GA 5
Palm Springs Public Library
Temporarily closed
Palm Springs Power Baseball
Temporarily closed
Farmers market
Shopping mall
Sunrise Park
Villagefest Main Office Palm Springs
Palm Springs City Parks & Rec
Boys & Girls Club Palm Springs
Mizell Center
Palm Springs Swim Center
S Sunrise Way
S Pavilion Way
Google

City of Palm Springs Parks and Recreation Department
Facility Use Application

401 S. Pavilion Way, Palm Springs, CA (760) 323-8272

Step 1—Request

Date Rec'd:_____

Leisure Center	Pavilion	Park Rentals	
☐ Leisure Center Dance Room	☐ Pavilion	☐ Frances Stevens	☐ Victoria Park
☐ Leisure Center Community Room	☐ Pavilion Kitchen	☐ Ruth Hardy	☐ Baristo Park
☐ Leisure Center Craft Room	☐ Pavilion Stage	☐ Demuth Park	☐ Desert Highland Park
☐ Leisure Center Conference Room	☐ Stage Dressing Room	☐ Sunrise Park	☐ Picnic Grove
James O Jessie Desert Highland Unity Ctr	**Demuth Community Center**	**Swim Center**	
☐ Multi-Purpose Room	☐ Multi-Purpose Room	☐ Entire Pool	☐ Diving Board
☐ Basketball Gym	☐ Basketball Gym	☐ Baby Pool	☐ Light Towers
☐ Meeting Room	☐ Meeting Room	☐ Partial Pool	
Demuth Field Rentals	**Additional Field Rentals**	**Extra Requests**	
☐ Field 1 ☐ Field 2	☐ Power Stadium	☐ Bouncer/Jumper	☐ Field Lights
☐ Field 3 ☐ Field 4	☐ Cerritos Field	☐ Tables #_____	☐ Tennis/Pickleball Crts.
☐ Field 5 ☐ Field 6	☐ James O Jessie Field	☐ Chairs #_____	
☐ Field 7 ☐ Field 8	☐ Open Space At Demuth	☐	

Step 2—Additional Information:

Type of Event: ☐ **Meeting** ☐ **Wedding** ☐ **Birthday** ☐ **Family Gathering** ☐ **Musical/Play** ☐ **Other** **Event Date:**_____

Estimated Attendance:_____ **Is this Event open to the public** ☐ **Yes** ☐ **No** **Is there an entry fee** ☐ **Yes** ☐ **No**

Set-Up Time: _____ **to**_____ **Event Time:**_____ **to** _____ **Clean-up Time:** _____ **to** _____

(Hours Requested include set-up times) **Total Number of Hours:** _____

Will you have any or all of the following? ☐ **Disc Jockey/Live Band** ☐ **Live Entertainment** ☐ **Bouncer/Dunk Tank** ☐ **A/V System**

☐ **Caterer** ☐ **Dance floor** ☐ **Other (please describe):**_____

Will Alcohol be served? ☐ **Yes** ☐ **No** (Facility reservations only Pending approval)

Step 3—Rental and Refund Policy

I have read and understand this Facility Reservation Application including the summary of City ordinances and City/Department refund policies. _____ (initials)

Step 4— Application Information

Name of Applicant or person responsible: _____

Address:_____

Day Phone:_____ **Evening Phone:**_____ **Email:**_____

Is your organization a non-profit? _____ **if yes, please submit a copy of your letter of determination from the IRS.**

Step 5— Police Department Official Use Only

ABC Liquor License: ☐ **Approved** ☐ **Denied**

Number of Uniformed Officers: _____ **Number of Private Security Officers Required:**_____

Comments:_____

Approval:_____ **Date:**_____

Step 6— Business License: Applicant holds or has been issued a business license(s). ☐ **Yes** ☐ **No**

Other appropriate licenses issued:_____

Comments:_____

Approval:_____ **Date:**_____

Step 7—Approval Process (Staff Use Only)

Location Staff: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Approved **Pending** **Denied**

Customer Contacted on: Date:_____ **Initials:** _____

Final Payment due:_____

Application/Facility Deposit	$
Facility Fee	$
Alcohol Fee	$
Insurance Fee	$
Kitchen fee	$
Attendant Fee	$
PSPD Fee	$
Other Charges	$
Total DUE	

White Office Copy| Yellow Maintenance Copy |Pink Renters Copy

RESERVATION GUIDELINES

1. The applicant or authorized designee must be 18 years of age or older, and is responsible for reservation(s) listed on this application and for the conduct of all attendees.
2. No third party rentals will be allowed.
3. The applicant or authorized designee of 18 years of age or older is to be present during the time of reservation(s) with a copy of the approved permit present.
4. Facilities may not be scheduled more than twelve (12) months in advance for parks and twenty-four (24) months for the facilities.
5. All outside equipment must be approved by the Parks and Recreation Department prior to reservation date. Equipment includes, but it is not limited to: fog machines, dance floors, lights, etc. No pins, nails, or staples may be used on the walls, ceilings, furniture and fixtures. The use of tape is limited to blue "painters" tape. No candles are permitted in the facilities. Balloons are permitted in the building provided that they are removed at the end of the event. Any additional equipment, changes in room setup, or other last minute changes require approval from the Special Events Manager or their designee. City will not be held liable for lost or stolen items brought into the facility.
6. Overnight storage is not allowed at any City Facility.
7. Security Deposit Payment is required to secure the facility/date requested. Rental Payment will only be accepted after the application has been approved by the Parks and Recreation Department.
8. Any non-sufficient funds (NSF) checks will void reservation with no guarantee of re-securing rental date, and a $25 (NSF) Fee will be charged. Out-of-State checks are not accepted.
9. The Facility Permit is your proof of reservation, should the need arise to provide such proof keep it along with your payment receipts.
10. Refunds or credits are issued at the discretion of the Parks and Recreation Department and based on the refund policy and procedures.
11. Facility Reservation Deposits are non-transferable within Parks and Recreation Department Facilities.
12. Non-profit organizations are required to provide written verification of current non-profit status 501(C)3 form. Form is subject to verification.
13. Applicant shall provide a Certificate of Insurance in the amount of $1 million general liability, $2 million aggregate, naming the City of Palm Springs as additional insured and as a certificate holder or purchase insurance through the City at an additional cost. The endorsement page is required.
14. Residency Verification – At time of Security Deposit Payment a picture ID and a current utility bill is required to verify residency. (Other documents accepted are CA driver's license with a Palm Springs street address, Palm Springs lease agreement minimum 1 year, Palm Springs Business License, or property tax bill).
15. The City of Palm Springs, Parks and Recreation Department reserves the right to refuse or cancel any Facility Reservation Application at any time.
16. Read and initial the following City/Department rules and policies.

RESERVATION PERMIT GUIDELINES _____ **(Initials)**

FACILITY RENTAL GUIDELINES

1. When applicable, refund checks, including refundable deposits, are issued to the payer within 3 - 5 weeks after the conclusion of the reservation. Cancellation of a minimum 60 days prior to the rental date will receive all fees paid minus the following:
   - Current Cancellation Fee at time of cancellation
   - Current Refund Processing Fee at time of cancellation
   - Any Administrative/Transaction Processing Fee(s)
   - Cancellations less than 60 days prior to rental date will forfeit 100% of all fees paid. As well as any cancellation fees that are applicable.
   - Facility Reservation Deposits are non-transferable within Parks and Recreation Department Facilities.

RESERVATION DATE TRANSFER

- A reservation date transfer is subject to the current Transfer Processing Fee at time transfer is requested.
- Facility Deposits are non-transferable.

2. All rentals that serve alcohol require an alcohol fee and additional alcohol insurance, pending approval. In addition, all alcohol must be served by an approved licensed bartender.
   - Beer and wine **only** with alcohol content under 20% is permitted.
   - Beer and wine is to be in non-glass container.
   - Beer and wine may only be consumed inside designated rental area.
   - Beer and wine may be served for a maximum of four hours.
   - Alcohol shall stop being served 1 hour before end of the event.
   - No person under the age of 21 years old will be permitted to drink or serve alcohol.

- Must be approved by Parks and Recreation Department.

3. Alcoholic beverages may not be served to minors. The user's/renter's failure to comply, monitor and enforce this provision is grounds for terminating the event immediately and forfeiture of the refundable security deposits and all fees paid.
4. No alcohol will be permitted, if guest of honor is less than 21 years of age. In addition, alcohol will be prohibited when "the majority" (50% plus one) of guests in attendance are under the age of 21.
5. Security guard services are determined by the City of Palm Springs Police Department. One (1) Security Guard per 50 guests (event without alcohol). Anything exceeding the set guidelines will require next staffing requirement (i.e. 65 guests, 2 security guards). Events serving alcohol add two (2) guards to recommended total. Police Officers may be required to supplement security services for specific events (i.e. wedding, concerts, quinceaneras, etc.) It is at the discretion of the Special Events Sergeant at the Palm Springs Police Department to determine staffing levels for all events/rentals. Certain events may require more, some less. A copy of the security guard contract is required 3 weeks prior to the rental date. Security company is required to provide an insurance certificate naming the City additionally insured.
6. Facility capacities are in place for the safety of your guests. Plan carefully when scheduling your event. If you have questions regarding facility capacities contact the Parks and Recreation Department at (760) 323-8272.
7. Applicant is required to wipe off tables, chairs, counters, stove and oven if being used, sweep floors, completely remove any decorations, and deposit all trash in trash receptacles at the conclusion of the rental. ***Additionally, renters are required to put away all tables and chairs that were used for their rental.***
8. Overnight storage for facility rental supplies or equipment will not be provided by the City of Palm Springs except at the Pavilion and is a weekend rental. (tables, chairs, linens, decorations, etc.) must be picked up by 10:00 AM Monday morning or tenant will forfeit security deposit. No Sunday or holiday pickup is permitted. All arrangements must be made in advance with the Special Events Manager or their designee. If you do not make arrangements prior to your event, a fee of $100 will be deducted from your deposit.
9. Smoking is not permitted at any time in the facilities. Smoking is also prohibited in Parks (Palm Springs Municipal Code SEC. 6.10.081.)
10. Children attending events at Parks and Recreation Facilities must be supervised at all times. Children/teenagers are not permitted to run around inside the facilities. Once an event has begun, children/teenagers are required to stay inside of the building. No loitering is permitted outside the facilities by unsupervised children/teenagers.
11. All guests must use main entrance to the facilities. No entrance through side exit doors is permitted. Side doors are for emergency exit only. (The Pavilion back loading dock gate will be secured at 6:00 PM. Any authorized City representative has the right to enter your event at any time during the rental.)
12. Disorderly conduct, vandalism or damage to the facilities or property within/by the tenant or the tenant's guest will be basis for forfeiture of the deposit and/or termination of the event by the Special Events Manager or their designee.
13. No knives or weapons are permitted inside of the facilities.
14. Approval of your event does not include the rental of the parking lot. The parking lots are open to the public and are on a first come, first serve basis. City accepts no liability for damages, loss or theft for any vehicles parked in the parking lot.
15. All activities will end at the designated time as indicated on the Facility Use Application. All events MUST end by 12:00 AM. The load-out of all equipment and belongings, as well as the cleanup of the facility must be completed by 1:00 AM. NO EXCEPTIONS. Any use of the facility beyond this time will result in additional overtime rental charges and possible forfeiture of the rental deposit.
16. Ice machines may not be used to store food or beverages.
17. All bands must provide their own sound equipment and leads. All music (bands, DJ, etc.) must end at 12:00 AM. NO EXCEPTIONS!
18. If the tenant exceeds the anticipated number of guests; the rental deposit may be forfeited.
19. Client must provide a cleaning crew with a minimum of six (6) people to clean the facility. We recommend eight (8).
20. (Pavilion) The entire Pavilion floor must be completely cleaned—the manager/staff on duty will review the floor and determine if the space is clean enough to receive a full deposit. If not, a fee of $250 will be deducted from the deposit.

FACILITY RENTAL PERMIT GUIDELINES **_____ (Initials)**

PARK RENTAL PERMIT GUIDELINES: Reservations expecting more than six (6) guests are required to fill out a park permit application. A Special Events Application is required to be filled out if a reservation is expecting more than 100 estimated attendants and has the following components:

A. Commercial sales, including pre- and post-holiday sales;
B. Arts and Crafts Shows, trade shows, antique shows, and other similar events;
C. Carnivals, fairs, circuses, and similar activities;
D. Outdoor shows, concerts, and exhibitions;
E. Annual events; and
F. Short-term availability of an interest in real or personal property (e.g., a garage sale, space available for lease, etc.)

Special Event applications need to be submitted 90 days prior to event date.

1. For City Park reservations, the following cancellation policy applies:
   - Cancellation at least 30 days prior to the rental date will receive a 100% refund of fees paid minus the current Refund Processing Fee.
   - Any reservations made within 30 days of event date are non-refundable.
   - Any Administrative/Transaction Processing Fee(s).

Refund/Transfer requests must be made in person with original receipt, permit and reservation sign, prior to event date.

- Refunds are subject to an Administrative Processing Fee.
- Transfers requested are subject to an Administrative Transfer Fee.
- Refunds will be approved if rain or inclement weather occurs on the day of parks reservation.
- For weekend or holiday reservations, if the Park is not used due to weather conditions, such notification must be made to the Parks and Recreation Office by 5:00 p.m., the next business day.
- The Parks and Recreation Department may cancel any reservation due to adverse field conditions and/or required maintenance.

For Park reservations, the applicant is responsible for keeping the surrounding areas clear of trash during and at the conclusion of the reservation. This includes spectator and parking lot area.

2. Vehicles may not be driven into/onto areas of the park, other than the parking lot.
3. Reservations at park where lighting is not available must end no later than dusk.
4. Park Rules: No fires, alcoholic beverages, amplifiers, bands or disc jockeys (DJ's) or charcoal grills will be permitted.
5. All renters must adhere to City Municipal Code Chapter 11.44 Parks and Recreation Areas. If you need a copy of the PSMC, one can be provided upon your request.

PARK RENTAL PERMIT GUIDELINES _____ (Initials)

BOUNCER/JUMPER PERMIT GUIDELINES: A bouncer permit is required for all inflatable units. Inflatable bouncers that require water use are not permitted in City parks.

1. Bouncer permits are non-refundable.
2. The City of Palm Springs does not provide electricity at parks.
3. A certificate of insurance is required for all bouncers in the park. The insurance certificate must list the City of Palm Springs as additionally insured and certificate holder for $1 million dollars. Insurance certificates must be received by the Parks and Recreation Department two weeks prior to the event date. When faxing insurance certificates, please include the following information: customers name, park name, event date and fax it to (760) 323-8279 Attn: Bouncer Permits.

BOUNCER/JUMPER PERMIT _____ (Initials)

POOL RESERVATION PERMIT GUIDELINES: The following cancellation policy applies to all pool reservations:

1. Cancellation at least 60 days prior to the rental date will receive a 100% refund of fees paid minus the current Refund Processing Fee and Cancellation Fee.
2. Cancellations less than 60 days prior to rental date will result in forfeit of 100% of all paid fees.
3. Any Administrative/Transaction Processing Fee(s).
4. Refund/Transfer requests must be made in person with original receipt and permit.
5. Refunds are subject to an Administrative Processing Fee.
6. A reservation date transfer is subject to the current Transfer Processing Fee.
7. The Parks and Recreation Department may cancel any reservation due to adverse facility conditions and/or required maintenance.
8. No animals, fires, alcoholic beverages, amplifiers, bands or disc jockeys (DJ's), or propane grills will be permitted on pool deck unless approved by Events Manager or their designee.
9. The applicant is responsible for keeping the surrounding areas clear of trash during and at the conclusion of the reservation.
10. Glass bottles or containers are prohibited in pool complex.
11. Pool decks do not have electricity accessibility.
    The following RULES are designed for the safety of everyone. The Parks and Recreation Department reserves the right to amend these rules for the safety of its participants. The City of Palm Springs also reserves the right to refuse service to any participant who violates any of these rules or ignores direction from aquatics staff. Pool rules are designed for the safety of all participants. **Pool Rules:**
    - No person shall enter the aquatic facility without a lifeguard present.
    - A complete head and body shower must be taken before entering the pool.
    - No running at any time.
    - Bathing suits are required in all pools and attraction, including splash pads. No cut-offs allowed, denim, basketball or gym shorts.
    - Pool toys and properly fitted Coast Guard Approved lifejackets are permitted. Water Wings are acceptable with close parental supervision; this includes swimsuits with built in floatation devices.

- Children seven (7) years old and younger must be within arm's reach of an adult at all times.
- Smoking (vaping, tobacco products, and marijuana products are not allowed at the pool), gum chewing, and spitting are not permitted.
- Persons with open sores, cuts, or rashes are not permitted in pool or attractions; bandages are prohibited in the pool and attractions.
- Persons and/or children who are sick and/or have diarrhea are not permitted in the pool or attractions (no one with active diarrhea within the past 14 days is allowed to enter the pool).
- Abusive and/or foul language is prohibited and will not be tolerated.
- Diving is only permitted from diving boards.
    - No running on the diving board.
    - No double bouncing on the diving board.
    - No back flips off the diving board.
    - Wait for the lifeguard to tell you it is safe to go before jumping off the diving board.
- Hanging on ropes or lane lines is not permitted.
- Hanging and swinging on hand rails is not permitted.
- Horseplay (shoving, dunking, sitting on shoulders, etc.) is not permitted in pool or on deck.
- Possession of alcohol in pool complex is prohibited.
- Individuals assumed to be under the influence of alcohol and/or drugs will not be permitted to enter the aquatic facility.
- Emergency equipment is for emergency lifeguard use only. Only Lifeguards are permitted on lifeguard stands.

POOL RENTAL PERMIT _____ (Initials)

FACILITY RESERVATIONS (COMMUNITY CENTER ROOMS AND THE PAVILION) CANCELLATIONS of at least 60 days prior to the rental date will receive a refund of all fees paid minus the following:

- Current Cancellation Fee at time of cancellation
- Current Refund Processing Fee at time of cancellation
- Any Administrative/Transaction Processing Fee(s)
- Transfers are subject to a processing fees and may be subject to cancellation fees.
- Facility Deposits are non-transferable.
- Cancellations less than 60 days prior to rental date will result in forfeit of 100% of all fees paid.
- Facility Reservation Deposits are non-transferable within Parks and Recreation Department Facilities.

Park Reservations - Cancellation at least 30 days prior to the rental date will receive a 100% refund of fees paid minus the following:

- Any reservations made within 30 days of event date are non-refundable.
- Current Refund Processing Fee at time of cancellation.
- Any Administrative/Transaction Processing Fee(s)
- Transfer requests must be made in person with original payment receipt, permit, and reservation sign. Transfers are subject to a processing fee.
- Refunds will be approved if rain or inclement weather occurs on the day of the Park reservation.

Pool Reservations - Cancellations of at least 60 days prior to the rental date will receive a refund of all fees paid minus the following:

- Cancellation at least 60 days prior to the rental date will receive a 100% refund of fees paid minus the current Refund Processing Fee and Cancellation Fee.
- Any Administrative/Transaction Processing Fee(s).
- Refund/Transfer requests must be made in person with original receipt and permit.
- Transfers requested are subject to an Administrative Transfer Fee.
- The Parks and Recreation Department may cancel any reservation due to pool conditions and/or maintenance requirements.
- A reservation date transfer is subject to a current Transfer Process Fee at time transfer is requested.

FACILITY RESERVATION CANCELATION AND REFUND POLICY **_____ (Initials)**

CITY/DEPARTMENT POLICIES TO WHICH APPLICANT MUST ADHERE:

1. Applicant(s) agree(s) to indemnify and hold harmless the City of Palm Springs, its agents, officers and employees from any and all claims for damage, liability, injury, loss of property, expenses and cost allegedly incurred or connected with requested rental.
2. Applicant will be held financially responsible for any damages to City facilities and equipment, or be charged additional fees if he or she does not adhere to the agreement. Refusal by applicant to clean a facility may result in forfeiture of deposit and/or denial of future reservations.
3. All renters are required to provide proof of liability insurance in the amount of $ 1,000,000.00 general liability insurance coverage per occurrence or $ 2,000,000.00 for general aggregate naming the City of Palm Springs its officers,

agents, and employees as additionally insured. You will be notified, after the application is reviewed, as to whether insurance and/or Special Event insurance is required. All insurance certificates will be reviewed by the City's Risk Manager. Failure to provide appropriate documentation will result in cancellation of reservation(s). Endorsement page is required.

4. A security deposit, paid in full, is due at the time of the reservation date. This reservation is not guaranteed until security deposit is paid. The balance of all facility rental fees, including Aquatic Facility, is due no less than 30 days prior to the reservation date. Fees not paid by the deadline date will result in cancellation of the reservation(s). Payment is made payable to the City of Palm Springs. Only cash, checks (no out-of-state checks), money orders, and credit card payments are accepted. However, if the City allows any outstanding balances to be paid within 30 days prior to the date of reservation date, then only cash, credit card, or money orders will be accepted (no checks). Please allow four to six (4-6) weeks to process the return of the security deposit after the reservation date. (No out-of-state checks accepted).
5. For indoor reservations, staff will assist in making chairs and tables accessible to the renter. Staff will assist in set-up of tables and chairs. Any city equipment to be outside designated rental area must be approved. All other city equipment must remain within designated rental area. Please consult staff at the facility you are reserving to make sure there are enough chairs and tables for your reservation. Additional chairs and tables brought by the applicant must first be approved in writing by an authorized representative of the Parks and Recreation Department.
6. Kitchens are designed for food warming and serving only, as cooking is prohibited. Applicant must furnish own towels and cleaning supplies. The applicant is encouraged to meet with facility staff prior to reservation to determine what kitchen appliances are available for use. Washing dishes and utensils in restroom sinks is strictly prohibited. Catering vendors must obtain a City of Palm Springs Business License if selling; a copy of their Riverside County Health Permit and Insurance will need to be submitted for review. City Staff must pre-approve these forms.
7. The applicant agrees that if the event listed on this Facility Reservation Application is open to the general public that he or she will not exclude any person from participating in, deny anyone the benefit of, or otherwise subject to, discrimination on the basis of race, color, national origin, age or disability.
8. The following are required reviews for each application for facility use: Facility Manager will handle the review process:
    - Police: to be completed by Police Sergeant
    - Business License: to be completed by the Business License Division
    - Fees: will be determined by Facility Manager
    - Application Approval: Application is not completed until signatures and initials have been completed and application has been received by Recreation Division Supervisor. **(No advertising or event publicity allowed until approval is received).**

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 fields for the use or event to be carried out by the applicant, or as to the condition of the facility or fields. The application is responsible for checking the same before the event and is entitled to a refund if the facility or fields is determined to be unsuitable and use of the facility or fields are declined.

Applications will be processed within five days of submittal. If you do not hear back in five days, please call 760-323-8272 for status update.

Agreement: I, _____, have read and understand this Facility Reservation Application. I, the applicant hereby acknowledges that I have read, understand and will comply with all provisions of Chapter 11.44, Municipal Code, Palm Springs, California pertaining to use of Park and Recreation Facilities. Applicant hereby assumes all responsibility to leave areas in a neat and clean condition. Applicant agrees to hold harmless and indemnify the City of Palm Springs, California, from any and all liability for injury to persons or property occurring as a result of this activity and agrees to be liable to said City for all damage to any park, facility, building, pool, equipment and furniture owned or controlled by City, which results from the activity of permittee or is caused by any participant in said activity. I, the applicant, understand that approval of this Facility Reservation Application is not guaranteed until the signed copy of this application is returned to the applicant. The City reserves the right to refuse or cancel any approved application. I, the applicant, will be responsible for the reservation(s) listed on this application and if I or my guests breach this contract/agreement or any City Ordinance and City/Department Policies in any way, then I will forfeit the deposit(s) and event will be cancelled. I will be responsible for any additional fees, which will be imposed by the city. The City of Palm Springs Ordinances can be viewed online at www.PalmSprings.gov

The Facility Reservation Application will be denied if, I, the applicant will not be present during the entire reservation period. My signature listed below indicates that the information I have provided is true and accurate.

_____/_____ _____

(Applicant's Signature) Date (Printed Name)

_____/_____ _____

(Alternate's Signature) Date (Printed Name)