



Community Services Facility Rental

951-245-0442

recreation@lake-elsinore.org

WELCOME!

Whether you are a first-time visitor or a regular guest, we hope that the Lake Elsinore facilities will meet the needs for your upcoming event.

Included in this packet are important documents and information that you will need for completing the reservation process. We suggest that you read all enclosures thoroughly. If anything is unclear, or if you have additional questions, please make an appointment to meet with a facility reservation staff member.

When you decide on the date for your event, please fill out the Room Rental Application form and return it to us in person, by mail or email. The deadline for receipt of an application for the facilities is at least 30 days prior to the requested event date. Your application will be reviewed to determine room and date availability, and to confirm group status and fees.

Within five (5) working days following the submittal date, you will be provided with a tentative permit for you to look over. You will also automatically be sent an email with the proposed permit to sign should you agree. At the time of agreement you will be required to pay the deposit to secure your rental date and facility. By signing your Facility Use Permit you declare that you understand and agree to adhere to the regulations and policies of the facilities and to indemnify and hold harmless the City of Lake Elsinore.

Our Staff looks forward to assisting you. If you would like to schedule a tour of our facility, contact the Lake Elsinore Community Services Staff at 951-245-0442 or recreation@lake-elsinore.org

Thank you for choosing the Lake Elsinore for your upcoming event.



Community Services Department
 130 S. Main St., Lake Elsinore, CA 92530
 Phone: (951) 245-0442 email: recreation@lake-elsinore.org

For Office Use Only	
Date Received	Date Approved
Permit Number	Forms Due Date

Lake Elsinore Facility Rental Form

Please complete the following and return to the Lake Elsinore Community Services Department. Completion of this form does not guarantee that your request will be granted. If the facility is available the complete deposit must be submitted to reserve the date(s).

Group:			
Contact Person (MUST be on site at opening and closing times)		Alternate Contact Person	
Address	Day Phone	Address	Day Phone
City, Zip	Evening Phone	City, Zip	Evening Phone
E-Mail		E-Mail	

General Event Information

1. Room Requested: <input type="checkbox"/> L.C.C.-Gym/ Kitchen <input type="checkbox"/> L.C.C.-Dance <input type="checkbox"/> C.A.C. <input type="checkbox"/> S.A.C.- Memorial Hall <input type="checkbox"/> S.A.C.- Main Room		2. Date(s) requested:	3. Reservation hours:
<i>Your reservation must end no later than 11:00pm and you must be cleaned up and out by midnight.</i>			
4. Type of Event:	5. Set up time:	6. Time guest arrive:	7. Event end time: <i>(Time needed for clean-up: _____)</i>
7. Estimated attendance:	8. Is this event open to the public? Yes <input type="checkbox"/> No <input type="checkbox"/>		9. Will admission be charged? Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Will alcohol be served/ permitted? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, security is required before first guest arrival. \$75.00 surcharge also due for booking. Only beer and wine permitted, no "spirits" or hard alcohol allowed.</i>		11. Will you bring your own equipment? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, what will you bring? Answer in space 19.</i>	
12. Will food be served? Yes <input type="checkbox"/> No <input type="checkbox"/>	13. Will the event be catered? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Name of caterer _____)</i>		14. Will food be sold? Yes <input type="checkbox"/> No <input type="checkbox"/>
15. Will contributions be solicited? Yes <input type="checkbox"/> No <input type="checkbox"/>	16. Will items be offered for sale? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, what will be sold? Answer in space 19.</i>		17. Will you have Live music or DJ? Yes <input type="checkbox"/> No <input type="checkbox"/>
18. For questions 9 and 14-16, describe purposes for proceeds collected:		19. Other information needed:	

Fee Schedule

Description	LAKE COMMUNITY CENTER			SENIOR ACTIVITY CENTER			CULTURAL ARTS CENTER <i>*Public Meetings Only</i>		
	RESIDENTS	NON RESIDENT	NON PROFIT	RESIDENTS	NON RESIDENT	NON PROFIT	RESIDENTS	NON RESIDENT	NON PROFIT
Facility Fee	\$39.00 - \$120.00/hr	\$60.00 - \$160.00/hr	\$38.00 - \$82.00/hr	\$55.00 - \$82.50/hr	\$80.00 - \$120.00/hr	\$27.50 - \$41.50/hr	\$90.00/hr	\$125.00/hr	\$50.00/hr
Rental Fees	These fees are based on the number of hours requested for the rental, set up and clean up time are included as well. No refunds on fees if renter exits early. Deposit due at time of booking. Balance of fees are due a minimum thirty (30) days prior to use. See attached fee sheet for current updated fees.								
Security Fees	Security is required for attendance of 200 or more or if alcohol is being served. Proof of security is required a minimum of 30 working days prior to use. Security company must meet City criteria and use is subject to cancel if proof is not received by deadline.								
Cleaning	\$150 cleaning fee covers the cost of cleaning the rented facility after use. Applicants are required to remove all debris from rental activity including all trash, supplies, decorations, chairs and tables.								
Insurance	Commercial General Liability (CGL) Insurance written on an occurrence basis to protect RENTER and CITY against liability or claims of liability which may arise out of this Agreement in the amount of one million dollars (\$1,000,000) per occurrence and subject to an annual aggregate of two million dollars (\$2,000,000). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. You can obtain insurance through any vendor however, the coverage must meet the above listed information. Non endorsed or supported site offering insurance: visit www.theeventhelper.com for insurance quote.								

General Rules and Regulations

***All vendors must have the City of Lake Elsinore listed as additional insured. For insurance requirements, see insurance in fee schedule.**

The following are NOT permitted:

- o Decorations using nails, staple, or glue on the walls or windows.
 - o Open flames.
 - o Pets or animals inside the building
 - o Driving vehicles onto the turf or sidewalks to unload event items
 - o Climbing on the trees or fencing outside the building
 - o Petting zoos or pony rides on the premises
 - o Throwing of rice, birdseed, confetti or anything else similar in nature
 - o In consideration of the neighboring businesses, please park in designated stalls only
1. No audio/ visual equipment is available. You may bring your own audio/visual equipment if you prefer.
 2. Please submit any changes to the Reservation Request in writing no later than ten (10) business days before the event.
 3. Renters must bring their own kitchen supplies if the kitchen is requested. Cooking appliances (i.e. oven/ stove) are not provided.

Reservation Policies and Procedures

1. The Lake Elsinore Community Services Department must receive requests for facility use at least thirty (30) days in advance of the event and no earlier than one (1) year prior to the event.
2. No non-City sponsored person or group may reserve any one facility more than two (2) times during a six (6) month period and no more than four (4) times during any calendar year.
3. Buildings and facilities will be available for use from the hours of 6:00 am to 11:00 p.m. In consideration of the neighboring homes, the event is to be over by 11:00 p.m., with breakdown completed by midnight. Schedule time is critical. Any party exceeding the scheduled closing time will be charged the hourly fee applicable at the time of rental for any portion of an hour in excess of the scheduled closing time, to be taken out of Deposit.
4. Deposit due at booking. All other fees are to be paid not less than thirty (30) days prior to the event. Any fees paid late will be assessed a one hundred dollar (\$100.00) late fee. All fees are to be paid not less than thirty (30) days prior to the event. All forms (insurance, A.B.C., health permit, security, rental companies, etc.) must be submitted not less than thirty (30) days prior to the event. Any forms not submitted or fees not paid thirty (30) days prior to the event will be assessed a one hundred dollar (\$100.00) late fee.
5. It shall be the responsibility of each reservation applicant to leave the facility clean and orderly. When using Community Services District tables and chairs, the applicant shall be responsible for their set-up and return to proper storage space. Microwaves and refrigerators will be cleaned properly after each use by the applicant. Applicants must satisfy the Community Services Department that they will be personally responsible for the care and cleaning of the facilities and that they will underwrite any damages due to their use of the facilities. Costs for any damages to Community Services Department facilities will be taken out of the Deposit.
6. ONLY beer and wine alcoholic beverages are allowed. Failure to follow this policy will result in immediate closure of the facility and deposit forfeited.
7. An hourly rate shall be charged for the use of all buildings. If a cancellation is made less than ten (10) business days prior to the scheduled reservation, the deposit fee is non-refundable. Current approved NSF service charge will be assessed on all returned checks.
8. Except where the Deposit is forfeited pursuant to this policy, the City of Lake Elsinore will issue a refund check for the deposit provided that the facility was cleaned and undamaged after the event and that no unlawful activity took place during the event. Refund checks will be issued only to the group, organization or individual who submitted the original payment. Should additional cleaning need to be done by Community Services District staff, it will be billed at \$100.00 per man-hour and deducted from the Deposit. Allow forty-five (45) days for the check to be processed.
9. Any event violating this policy at any time during the use of the buildings or facility will be closed down immediately by Community Services Department staff or the Lake Elsinore Police Department and will be granted time only to clean the facility. All other guests or participants of said event, other than those cleaning, will be instructed to leave the premises.
10. Any group granted the use of any park or recreation buildings or facilities shall use them only for such purposes as specified by said group on the Reservation Form and shall limit the use to the building and/or facility requested.
11. Kitchens at the facilities are not intended for cooking, but are to provide a convenient space for the preparation of pre-prepared/ready-to-serve foods. The Community Services Department is not responsible for supplying paper goods, cups, food, tea, coffee, condiments and/or containers.
12. Reserving party is responsible for all guests or participants of said event. All youth in attendance must be supervised at all times.
13. Permission to use any facility does not constitute an endorsement of any organization's beliefs, policies, or procedures by the City of Lake Elsinore or its employees.

I have read and agree to adhere to the above rules. I understand violation of any of the above rules may result in my event being cancelled and forfeiture of all fees paid.

Signed: _____

Dated: _____

Continue to next page to agree-to and sign the waiver of liability, assumption of risk, and indemnity agreement.

"Waiver of Liability, Assumption of Risk, and Indemnity Agreement"

Waiver: In consideration of being permitted to reserve (facility) on the above listed date(s) and time(s) , I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The City of Lake Elsinore, its officers, employees, and agents from liability **from any/all claims including the negligence of the City of Lake Elsinore, its officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in this event.

Assumption of Risks: Participation in this event carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks and concussions to 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in this event and I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY and HOLD the City of Lake Elsinore HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in this activity and to reimburse them for any such expenses incurred. I hereby acknowledge that as a voluntary participant that I am not an employee of the City of Lake Elsinore and that I am not covered under the City's workers' compensation plan. I intend to perform voluntary services for or in the City of Lake Elsinore without compensation. As a condition of performing the above referenced volunteer activities, I hereby knowingly and unequivocally waive, release and discharge any and all rights that I, my heirs, assigns, agents or other representatives may have or which hereafter may accrue to me, to file any claim, lawsuit and/or any other cause of action against the City of Lake Elsinore, its employees, officers, agencies, other volunteers and officials as a result of performing said volunteer services. In granting this full and complete release and waiver of liability on the part of the City of Lake Elsinore, I specifically waive California Civil Code Section 1542, which states:

A general release does not extend to claims, which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him, must have materially affected his settlement with the debtor.

I expressly desire to release the City of Lake Elsinore, its employees, officers, other volunteers, property owner, and officials from any financial responsibility to me for any personal injury and/or property damage I may incur as a result of my voluntary participation, even when it results from the negligence, both active and passive, of the City of Lake Elsinore and/or its employees. I understand that accidents and injuries can arise out of my volunteer activities; knowing the risk, nevertheless, I hereby agree to assume those risks and to release and to hold harmless the City of Lake Elsinore, its employees, officers, agencies, other volunteers and officials, who (through negligence or carelessness) might otherwise be liable to me (or my heirs, assigns, agents or other representatives) for damages. No promise, inducement, or agreement has been made to me to induce me to release the City of Lake Elsinore from liability for any personal injury and/or property damage incurred by me as a result of my voluntary participation, nor has any promise, inducement, or agreement been made to me in return for the express waiver of rights referred to above.

Initials: _____

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgement of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

Signature

Date

Name of Organization

Title

PARK AND FACILITY FEES

Effective January 1, 2019 Any new rentals, reservations, and usage will be subject to the following fees:

Park Facilities

Facility	Non-Profit Fee	Resident Fee	Non Resident Fee
All Park Shelters/ Gazeebos (with roof)	\$43.00	\$43.00	\$65.00
Picnic Areas with no roof	\$22.00	\$22.00	\$33.00
Tennis Court	\$5.00 (2 hrs)	\$5.00 (2hrs)	\$8.00 (2hrs)
Grass Area/ Open Space	\$25.00 (hr)	\$25.00 (hr)	\$38.00 (hr)
Baseball/ Softball/ Soccer Field	\$30.00 (hr)	\$30.00 (hr)	\$45.00 (hr)
Field Lights	\$13.00 (hr)	\$13.00 (hr)	\$20.00 (hr)

- Reservations must be made at least four (4) days in advance and no more than 180 days in advance.
- Reservations guarantee your area. Areas with no reservations are first come first serve.
- Jumpers are only allowed from approved vendor list and any rental with a jumper must pay a \$100 security deposit. No power is provided at the parks.
- Outside vendors for private parties must provide \$1 million dollar general liability insurance naming City of Lake Elsinore as additional insured. (Example: catering company, entertainment, etc.)
- Parties with more than guests must apply for special exemption from Community Services Department.
- Parties exceeding 200 guests must apply for special event permit from Community Services Department.
- Field and light reservation specifics can be found at www.lake-elsinore.org/fields

Indoor Facilities

Facility	Non-Profit Fee	Resident Fee	Non Resident Fee
Lake Community Center	\$82.00 (hr)	\$120.00 (hr)	\$160.00 (hr)
Dance Room (add on)	\$38.00 (hr)	\$39.00 (hr)	\$60.00 (hr)
Gym	\$44.00 (hr)	\$81.00 (hr)	\$100.00 (hr)
Senior Activity Center	\$41.50 (hr)	\$82.50 (hr)	\$120.00 (hr)
Memorial Hall	\$27.50 (hr)	\$55.00 (hr)	\$80.00 (hr)
Main Room	\$27.50 (hr)	\$55.00 (hr)	\$80.00 (hr)
Cultural Arts Center (*public meetings only)	\$50.00 (hr)	\$90.00 (hr)	\$125.00 (hr)

- Reservations must be made at least 30 days in advance and no more than 180 days in advance. Rental fees, contracts, and insurance due no later than 30 days prior to rental.
- Reservations require a \$500 refundable damage/ breach of contract deposit.
- All facility rentals require the renter to provide a \$1 million dollar general liability insurance naming City of Lake Elsinore as additional insured.
- Reservations require user to pick up all materials associated with reservation. Cleaning fee charged to return facility to original condition. \$150.00 for Lake Community Center. \$75.00 for Senior Activity Center.
- Security contract required for rentals of more than 200 persons and/or if alcohol is present at rental.
- Alcohol surcharge, \$75.00. ONLY beer and wine permitted.

COMMUNITY SERVICES DEPARTMENT

951-674-3124

recreation@lake-elsinore.org

www.lake-elsinore.org/recreation