



# STRAWBERRY RECREATION DISTRICT

## Rental Agreement, Waiver and Release



Organization Name: \_\_\_\_\_

Applicant/Main Contact: \_\_\_\_\_

E-mail address for Applicant/Main Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Is this event open to the public?  Y  N

Number of Participants: \_\_\_\_\_ Age of Youth: \_\_\_\_\_

**NOTE:** Strawberry Recreation District may restrict attendance based on your given estimate.

Are you a non-profit organization?  Y  N Non-Profit Number: \_\_\_\_\_

Is the event a fundraiser?  Y  N Will Admission be charged?  Y  N How Much? \_\_\_\_\_

Will Alcoholic beverages be served?  Y  N Will Alcoholic beverages be sold?  Y  N

**What arrangements will be made for:** Supervision of activity? \_\_\_\_\_

Clean Up? \_\_\_\_\_ Traffic Control? \_\_\_\_\_

Policing? \_\_\_\_\_ ABC permit number: \_\_\_\_\_

(Alcohol & Beverage Control Permit)

**Facilities:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Gym<br>Capacity (265 seated, 564 assembly)      | <input type="checkbox"/> 1st Floor Meeting Room<br>(54 seated, 64 assembly) | <input type="checkbox"/> 1/2 Field A<br>(South, near pool / Rec. Center) |
| <input type="checkbox"/> Pool<br>Capacity (127 people)                   | <input type="checkbox"/> 3rd Floor Meeting Room<br>(50 seated, 61 assembly) | <input type="checkbox"/> 1/2 Field B<br>(North, near Belvedere Drive)    |
| <input type="checkbox"/> Kitchen<br>(stove, refrigerator, counter space) | <input type="checkbox"/> Other: _____                                       | <input type="checkbox"/> 1/4 Field C<br>(Zone to be determined)          |
| <input type="checkbox"/> Pool Party w/Platform Area                      | <input type="checkbox"/> Pool Party w/1st Floor                             | <input type="checkbox"/> Gym Sports Party                                |
| <input type="checkbox"/> Tennis Courts                                   |   |  |

**Dates of Use:** \_\_\_\_\_

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**Requested Dates & Times of use:**

|           |                          |       |   |       |   |    |       |   |       |   |
|-----------|--------------------------|-------|---|-------|---|----|-------|---|-------|---|
| Monday    | <input type="checkbox"/> | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> | to | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> |
| Tuesday   | <input type="checkbox"/> | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> | to | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> |
| Wednesday | <input type="checkbox"/> | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> | to | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> |
| Thursday  | <input type="checkbox"/> | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> | to | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> |
| Friday    | <input type="checkbox"/> | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> | to | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> |
| Saturday  | <input type="checkbox"/> | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> | to | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> |
| Sunday    | <input type="checkbox"/> | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> | to | _____ | : | _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> |

If you have additional dates and times or multiple times on a day please write them below:

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**Pool Rental Notes:** Reservations must be at least 3 weeks in advance of event date. Cancellations must be at least 1 week prior to event date and will be charged a \$50 administrative fee.

Pool Party Rental Hours

|        |                     |                          |
|--------|---------------------|--------------------------|
| Spring | March - Mid June    | Saturday or Sunday 5-7pm |
| Summer | Mid June - August   | Saturday or Sunday 6-8pm |
| Fall   | September - October | Saturday or Sunday 5-7pm |

### HOLD HARMLESS AGREEMENT

We/I have read the rules and regulations governing the use of Strawberry Recreation District Property, SRD Aquatics Facility, SRD Fields and Parks. We/I agree to comply with each of them as a condition of granting permission for the use applied above. As an applicant for the use of Strawberry Recreation Facilities, I hereby agree to assume all risks for loss, damage, liability, cost or expense that may arise during or be caused in any way by use or occupancy of an area or facility of the Strawberry Recreation District. I further agree that in consideration of being permitted to use said facility, I will save and hold Strawberry Recreation District and/or its employees free and harmless and indemnified from any loss, claim, liabilities, attorney fees, costs, damages, and/or injuries to persons and property that in any way may be caused by or during applicant's use, or occupancy of said areas and/or facilities. I have carefully read this agreement, waiver, and release, and fully understand its contents. I am aware that this is a release of liability and for any future liability and a contract between myself and the Strawberry Recreation District and I execute same of my own free will.

Driver's License Number: \_\_\_\_\_ Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT INFORMATION:**  Check (payable to SRD)  Cash  Bank Card Expiration Date: \_\_\_\_\_

Name on Bank Card: \_\_\_\_\_ Bank card #: \_\_\_\_\_

Use permit approved by: \_\_\_\_\_

**STAFF:** Mark all approved dates and times in red ink and make notes as appropriate

**OFFICE USE ONLY:** Date received: \_\_\_\_\_ Received by: \_\_\_\_\_ Check #: \_\_\_\_\_  Cash  Visa  Master Card Fee(s) paid \$ \_\_\_\_\_

Date & Amount of Refund: \_\_\_\_\_

If all or portion of deposit is not refunded give reason and amount withheld: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The STRAWBERRY RECREATION CENTER operates under the jurisdiction of the Strawberry Recreation District and is intended primarily for recreations, cultural, educational and social programs. Individuals and groups are permitted and encouraged to use the center, which is available on a reservation basis.



# STRAWBERRY RECREATION DISTRICT

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STRAWBERRY RECREATION DISTRICT  
Important Reminders for Permit Applications

**Please Initial:**

- \_\_\_\_\_ 1. I have read both sides of the District's Facility Application/Contract, completed the application and signed in the appropriate place.
- \_\_\_\_\_ 2. The hours I have noted on the permit include my set-up/decoration and clean-up time. I am not permitted to enter the building prior to the time listed on my permit. Under jeopardy of losing my deposit and paying additional fees. I must clean up and vacate by my designated time.
- \_\_\_\_\_ 3. I am aware that I am responsible for the building and equipment during my event as well as the actions of my guests. Additional fees will be charged for damages in excess of security deposit.
- \_\_\_\_\_ 4. I understand that all rooms, including the gymnasium must be vacated no later than midnight, including clean-up time. It is suggested that, depending on the size of the party, activities conclude between 10:00 PM and 11:00 PM (10:30 for large events held in gym) to allow sufficient time for clean up. Furthermore, parking for the gymnasium should be in the District parking lot on the lower level with overflow parking in school lot across the street. Access to the gymnasium level is via the elevator or adjacent stairway. If parking in the lot or on the street, please be respectful of our neighbors and keep sounds to a minimum.
- \_\_\_\_\_ 5. I am responsible for the removal and disposal of all decorations (including tape if used), table coverings, tableware, food, kitchenware and all other supplies. All tables and chairs must be cleaned and returned to their storage location. I must remove all trash, clean up spills and leave the room clean. Event trash may be discarded in the dumpster located in the southwest corner or the District's parking lot. I am aware that the Strawberry Recreation District is not responsible for any lost, forgotten or stolen items.
- \_\_\_\_\_ 6. No nails, tacks, fasteners or other devices may be attached to the floors, walls, ceilings or any parts of the building. Decorations may be attached by means of tying or using (blue) painter's masking tape on walls. NO tape of any kind is permitted on the floor.
- \_\_\_\_\_ 7. I understand that filling out and handing in the application form with deposit does not guarantee the reservation. The application must be approved by the appointed reservation coordinator and/or District Manager and possible conflicts with District activities must be reviewed.
- \_\_\_\_\_ 8. I understand that invitations should not be sent out for the event until written confirmation is received.
- \_\_\_\_\_ 9. CANCELLATION / REFUND POLICY: Cancellations made at least 3 months prior to event date will be charged a \$25 handling fee. Cancellations made prior to 2 months of event will receive a 60% refund of rental fees & security deposit. Cancellations prior to 1 month of event will receive a 25% refund of rental fees & security deposit. No refund for cancellations made within 1 month of event.
- \_\_\_\_\_ 10. I understand that my event shall comply with all requirements of applicable Health and Safety Codes, District ordinances and policies and any other applicable laws including, but not limited to, the local sound ordinance, County Code 6.70.010-6.70.030.
- \_\_\_\_\_ 11. The required amount of tables and chairs for event shall be requested at the time of submitting rental application. Available number of tables and chairs may vary from published quantities due to other activities scheduled at the same time. Additional tables and chairs may be rented by individuals from an outside source if necessary.

Thank you for renting our facility. We hope that yours is an enjoyable event. Please let us know if we can be of further assistance.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

District Representative \_\_\_\_\_ Date \_\_\_\_\_



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### APPLICATION PROCEDURES

1. Security Deposit must accompany application. Rental Fees are due at least 3 months prior to event date. Applications are not transferable.
2. Hours of use stated in the application **must include** set-up and clean-up time. No entry prior to allotted time and no extending past contracted exit time.
3. All applicants must comply with the State Alcoholic Beverage Policy if alcoholic beverages are sold.
4. At the discretion of the District, security, and/or custodial personnel may be required and the cost of it shall be absorbed by the applicant.
5. Applications for use of the Center by Youth Groups must be signed by an adult sponsor who shall attend and supervise the event.
6. If applicant cannot be present, a designated individual's name must be placed on the application.
7. **CANCELLATION / REFUND POLICY:** Cancellations made at least 3 months prior to the event date will be charged a \$25 handling fee. Cancellations made prior to 2 months of event will receive a 60% refund of rental fees & security deposit. Cancellations prior to 1 month of event will receive a 25% refund of rental fees & security deposit. No refund for cancellations made within 1 month of event.
8. Reservations may be revoked at any time at the discretion of the District Manager, where there has been a violation of approved regulations. The entire deposit will be forfeited.
9. The applicant and organization are personally responsible for all damages to the facility.

### FACILITY RULES AND REGULATIONS

1. Applicant shall comply with all requirements of applicable Health and Safety Codes, district ordinances and policies or any other applicable laws including but not limited to the local sound ordinance, County Code 6.70.010-6.70.030.
2. Upon completion of activities, the facility must be restored to clean and sanitary conditions at the sole expense of the applicant. Applicant shall provide a responsible person who will examine the building jointly with custodian upon completion of use and clean up.
3. The meeting rooms and gymnasium/ auditorium shall be available 8:00 am (8:30 on Sunday) to 12 midnight. Events must conclude no later than **10:30 PM** to allow proper clean-up time and abide by the 11 pm County Noise Ordinance. Clean up must be completed and property vacated by midnight. A penalty fee of \$200 per hour (or any part thereof) will be charged if the facility is not vacated by midnight.
4. Parking for activities in the gymnasium shall be in the District's parking lot or the overflow lot as Strawberry Point School. All equipment must be loaded and unloaded from the parking lot and may be transported to the second level via the elevator.
5. Except with the express approval obtained beforehand from the Board of Directors, the sale of merchandise in the building is prohibited.
6. All activities for which the building is licensed shall at all times be conducted in a peaceful and orderly manner.
7. Participation in any activity involving the Recreation Center shall be limited so as not to exceed posted maximum capacity figures.
8. **The gym floor shall not be mopped. All spillage shall be wiped up with a cloth immediately.** Dancing wax and use of shoe taps is not permitted on gym floor.
9. **No nails, tacks, fasteners,** or other devices may be attached to floors, wall, ceilings, or any parts of the building. Decoration may be attached by means of tying or (blue) painter's masking tape to walls and projections. **No tape of any kind permitted on the floor.** All decorations may be placed in such a manner as to not obstruct entrance or exit doors. Only fireproof or fire retardant materials may be used in decorations.
10. Groups using the District tables and chairs are responsible for their own set-up and take down. Plan on a crew of 5-6 strong persons to do set-up and take down as the tables are heavy and if are handled improperly, will damage the floor and the group will be charged for the damage.

### FIELD RULES AND REGULATIONS

1. The field may NOT be used with the FIELD CLOSED signs are posted.
2. The files may be reserved when it is NOT being used for District sponsored activities. Check with the District Office for reservation procedures.
3. The North Field (Field A) is available for youth (under 12 years) only. The South Field (Field B) is available for youth (12 and up) only. Adults may use North field. Special softball game rules include:
  - a. Balls hit to tennis court path are automatic 1st base hits.
  - b. Balls hit into tennis courts are automatic out.(Note: Field has limited right field area – restricted flight balls are preferred.)
4. Unreserved use TIME LIMIT: Two hours (if group is waiting)
5. No ball is to be hit except from designated home plate.
6. No playing (or practicing) golf on the field.
7. No dogs (or other animals) allowed on the field.
8. No vehicles allowed on the field.
9. Activities such as Frisbee, volleyball, kickball etc., which require a limited portion of the fields, are requested to do so in such a manner as to not restrict ball diamond use.
10. District staff has authority from the Board of Directors to enforce the above rules.

