



# 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 Participants: \_\_\_\_\_

**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, 560 assembly)           | <input type="checkbox"/> 1st Floor Meeting Room<br>(50 seated, 60 assembly) | <input type="checkbox"/> Private Pool Party<br>Capacity (100 people) |
| <input type="checkbox"/> Gym Sports Party                                     | <input type="checkbox"/> 3rd Floor Meeting Room<br>(50 seated, 61 assembly) | <input type="checkbox"/> Rec Pool Party w/1st Floor                  |
| <input type="checkbox"/> Kitchen Only<br>(stove, refrigerator, counter space) | <input type="checkbox"/> Courtyard  | <input type="checkbox"/> Rec Pool Party w/Picnic Tables              |
|   | <input type="checkbox"/> Other: _____                                       |  |

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

**Requested Dates & Times of use: (MUST Include Set-up and Clean-up time)**

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:

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

**OFFICE USE ONLY:** Date received: \_\_\_\_\_ Received by: \_\_\_\_\_ Check #: \_\_\_\_\_  Cash  Visa  Master Card  AMEX

Fee(s) paid \$ \_\_\_\_\_ Bookkeeper: \_\_\_\_\_ Calendar: \_\_\_\_\_



# STRAWBERRY RECREATION DISTRICT

## Rental Agreement, Waiver and Release



### 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.

**Pool Rental Notes:** Reservations must be at least 4 weeks in advance of event date. A separate permit application and waiver form will be e-mailed to you after payment and this form is received.

**PHOTOS:** SRD reserves the right to photograph facilities, activities, and program participants for potential future use. All photos will remain the property of Strawberry Recreation District and may be used for publicity or promotional purposes only.

Driver's License Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

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

**PAYMENT INFORMATION:**  Check (payable to SRD)  Cash  Bank Card (Visa, MC, AMEX)

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

Expiration Date: \_\_\_\_\_ CVC Code (on back of card): \_\_\_\_\_

Payment Description (office use only): \_\_\_\_\_

**OFFICE USE ONLY:** Date received: \_\_\_\_\_ Received by: \_\_\_\_\_ Check #: \_\_\_\_\_  Cash  Visa  Master Card  AMEX 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



## Rental Agreement, Waiver and Release

Important Reminders for Permit Applications. Please initial and confirm each item

### Initials

- \_\_\_\_\_ 1. I have read both sides of the District's Facility Application/Contract, completed the application and signed/initialed all required places.
- \_\_\_\_\_ 2. The hours requested on the Rental Agreement include my set-up/decoration and clean-up time. I am not permitted to enter the facility prior to the time listed on my permit. I understand that all activities must conclude early enough to allow sufficient time for clean-up. Under jeopardy of losing my deposit and paying additional fees, I must end my event, finish any clean up, and vacate the room by my designated time. All rooms, including the Reception Hall/Gymnasium, must be vacated no later than 10:30pm, and all renters, guests, and service providers must vacate SRD property no later than 11:00pm.
- \_\_\_\_\_ 3. Events in the Reception Hall/Gymnasium should use the District parking lot with overflow parking at the school across the street. Please minimize use of residential street parking. All loading/unloading of rented equipment/furniture must be done in District parking lot. Access to the gymnasium level is via the elevator or adjacent stairway. Please be respectful of neighbors when leaving the facility by keeping noise to a minimum.
- \_\_\_\_\_ 4. I am aware that I am responsible for the facilities and equipment during my event as well as the actions of my guests. Lost/stolen equipment and damage to District property may result in forfeiture of security deposit. Additional fees will be charged for damages in excess of security deposit.
- \_\_\_\_\_ 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 designated storage location. I must remove all trash from the room(s), clean up spills, and leave the room clean. Event trash may be discarded in the dumpsters located in 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. All information provided in this Rental Agreement form is factual and accurate. I understand that submitting a Rental Agreement with rental fees & deposit does not guarantee the reservation. Applications must be approved by the appointed coordinator and/or District Manager, & possible conflicts with District activities reviewed prior to reservation booking. I understand invitations should not be sent out for the event until written confirmation is received.
- \_\_\_\_\_ 8. I understand that all payments including rental fees and security deposit are due at time of booking. SRD will not hold a reservation until payment is received.
- \_\_\_\_\_ 9. **CANCELLATION / REFUND POLICY:** Cancellations made at least three (3) months prior to the scheduled event date will receive a full refund. Cancellations made at least two (2) months prior to event date will receive a 60% refund. Cancellations made at least one (1) month prior to event date will receive a 25% refund. Cancellations made less than one (1) month prior to event date will not receive a refund. **All refunds are subject to a \$25 processing fee.**
- \_\_\_\_\_ 10. I understand that my event shall comply with all applicable laws including, but not limited to, Health and Safety Codes, District ordinances and policies, and the local sound ordinance, County Code 6.70.010-6.70.030.
- \_\_\_\_\_ 11. Special requests for tables/chairs and other equipment shall be made at the time of submitting rental application. The number of available tables and chairs may vary from published quantities due to other activities scheduled at the District. Additional tables and chairs may be rented from an outside source at the renter's expense.
- \_\_\_\_\_ 12. **Standards of Behavior:** For the enjoyment and safety of everyone, Strawberry Recreation District expects all participants to treat the people and facilities connected to SRD with respect and abide by all rules and direction from the SRD staff. Strawberry Recreation District reserves the right to refuse service or passes to anyone for failure to abide by these standards. Privileges including passes may be revoked at any time by authorized personnel.

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 \_\_\_\_\_



# STRAWBERRY RECREATION DISTRICT

## Rental Agreement, Waiver and Release



### APPLICATION PROCEDURES

- Submit signed SRD Rental Agreement. All Rental Fees & Deposit must accompany the signed Rental Agreement application.
- The "Applicant/Main Contact" must be an adult who remains onsite for the duration of the rental. If applicant cannot be present, a designated individual's name must be included on the application. Applications/rentals are non-transferable.
- Applications for use of the SRD Facilities by youth groups must be signed by an adult sponsor (21+). The adult sponsor shall attend and supervise the event for the entire duration of the rental.
- Set-up/decoration and clean-up time must be included in the stated hours of use on your Rental Agreement. No entry prior to approved start time is permitted, and the event may not extend past approved end time.
- Proof of residency for the Strawberry Resident Rate, or proof of non-profit status for the Non-Profit Rate, is required and must be submitted with the Rental Agreement application.
- The SRD facilities shall be available from 8:00AM (8:30AM on Sunday) to 10:30PM daily. Events/activities must conclude no later than 10:00 PM. All facility renters, guests, and service providers must vacate all indoor spaces by 10:30PM, and the SRD property by 11:00 pm. A penalty fee of **\$200 per hour** (or any part thereof) will be charged if the facility is not vacated by 10:30PM.
- 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.
- All applicants and guests must comply with the State Alcoholic Beverage Policy if alcoholic beverages are sold and with all laws governing the consumption of alcohol.
- At the discretion of the District, security, and/or custodial services may be required, and the cost of services shall be charged to the applicant. Events with more than 100 people, events scheduled past 5:00pm, and/or events with alcohol will require security. SRD will directly contract all security services for events, no exceptions.
- **CANCELLATION / REFUND POLICY:** Cancellations made at least three (3) months prior to the scheduled event date will receive a full refund. Cancellations made at least two (2) months prior to event date will receive a 60% refund of rental fees. Cancellations at least one (1) month prior to event date will receive a 25% refund of rental fees. Cancellations made less than one (1) month prior to event date will not receive a refund of rental fees. **All refunds are subject to a \$25 processing fee.**
- Reservations may be revoked at any time at the discretion of the District Manager. All fees and security deposit paid will be forfeited.
- Falsifying information on the Rental Agreement, misrepresentation of your event, or violations of approved regulations or the SRD Standards of Behavior will result in cancellation of your reservation, and forfeiture of all fees and security deposit paid.
- The applicant and organization are personally responsible for their events and the actions/behavior of their guests and any professional vendors used. Applicants are responsible for any damages to the SRD facility, features, and/or property.

### SET UP

- No entry prior to approved start time as indicated on your SRD Rental Agreement form.
- **New policy as of 7.2017:** SRD will no longer issue keys for facility access to one-time renters. Security services and/or SRD Staff will facilitate entry and locking the building for each one-time rental event in the multipurpose room. This policy will not apply to regular "Periodic Renters", defined as renters booking 9 or more rental dates in a calendar year, and who demonstrate respect for SRD facilities and policies, and the Strawberry community.
- **No nails, tacks, fasteners,** or other devices may be used on floors, walls, ceilings, or any parts of the building. Decorations 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.** Furniture and decorations cannot be placed in such a manner as to obstruct entrance/exit doors. Only fireproof or fire retardant materials may be used in decorations.
- The District provides tables and chairs for use during events. Renters are responsible for their own set-up and take down. SRD recommends a crew of 5-6 persons for set-up and take down as the tables are heavy.
- Renters will be charged for any damage to furniture, floors, or the facility that results from improper handling of equipment.

### EVENT

- Renters shall direct guests and vendors to use the District's main parking lot or the overflow lot at Strawberry Point School for all events in the Reception Hall/Gymnasium. All equipment should be loaded/unloaded from the parking lot. **Please do not use residential streets for parking after 9:00pm.**
- Except with the express prior approval of the Board of Directors, the sale of merchandise in the building is prohibited.
- Attendance for any activity in SRD Facilities shall be limited so as not to exceed posted maximum capacity figures.
- All event activities, including amplified music and vendor services, must end promptly at 10PM. SRD recommends events with over 100 participants end by 9:30pm in order to clean up and exit the facility by 10:30pm.

### CLEAN UP

- Upon completion of activities (no later than 10pm) the facility must be restored to clean and sanitary conditions at the sole effort and expense of the renter by 10:30pm. Applicant/main contact will examine the building with security/SRD staff prior to exiting the facility.
- The gym floor shall not be mopped. All spillage shall be wiped up with a cloth/towel immediately. Dancing wax and use of shoe taps is not **permitted on gym floor.**

### Standards of Behavior

For the enjoyment and safety of everyone, Strawberry Recreation District expects all participants to treat the people and facilities connected to SRD with respect and abide by all rules and direction from the SRD staff. Strawberry Recreation District reserves the right to refuse service or passes to anyone for failure to abide by these standards. Privileges including passes may be revoked at any time by authorized personnel.



# STRAWBERRY RECREATION DISTRICT

## Rental Agreement, Waiver and Release



### Facilities & Rentals

#### Rental Information

Strawberry Recreation District facilities are available for rental on a first-come, first-served basis. Reservations can be made up to a year in advance. A completed "SRD Rental Agreement" and refundable security deposit is required to begin the rental process. A SRD facilitator and/or security may be required. Rental fees are based on the number of hours the room is used, including set-up and clean-up. Renters are responsible for set-up, take-down and clean-up.

**All rental fees, security fees and deposit must be submitted at time of booking.**

**\*Non-Profit** (Must provide copy of document showing non-profit I.D. number/status)

#### One-Time Use

(Eight or less booked rental dates per calendar year)

Fees	Gym (with or w/o kitchen) 3-hour minimum	Gym Sports (No Kitchen Entry/No Food) 2-hour minimum	Kitchen Only (No Gym Entry) 2-hour minimum	1st or 3rd Floor Meeting Room (Loft or Barn) 1.5 hour minimum
Resident	\$102 per hr.	\$58 per hr.	\$46 per hr.	\$33 per hr.
Regular Rate	\$176 per hr.	\$95 per hr.	\$61 per hr.	\$67 per hr.
*Non-Profit	\$118 per hr.	\$67 per hr.	\$53 per hr.	\$40 per hr.
Commercial	\$213 per hr.	\$154 per hr.	\$61 per hr.	\$77 per hr.

**Gym Sports/Activity Birthday Party Rental:** \$187/2hr w/food by entry door only.

**Courtyard:** \$19.00 per hr.

#### Periodic/Ongoing Use

(Monthly, Weekly, Biweekly, Etc. with nine-booked rental dates per calendar year)

Fees	Gym (with or w/o kitchen) 3-hour minimum	Gym Sports (No Kitchen Entry) 2-hour minimum	Kitchen Only (No Gym Entry) 2-hour minimum	1st or 3rd Floor Meeting Room (Loft or Barn) 1.5 hour minimum
Resident	\$89 per hr.	\$50 per hr.	\$42 per hr.	\$20 per hr.
Regular Rate	\$145 per hr.	\$81 per hr.	\$55 per hr.	\$39 per hr.
*Non-Profit	\$102 per hr.	\$61 per hr.	\$48 per hr.	\$28 per hr.
Commercial	\$187 per hr.	\$146 per hr.	\$56 per hr.	\$45 per hr.

#### Field, Court & Outdoor Rental Rates

For Field Rental Information please see "Field Rental Agreement, Waiver and Release" form

**NOTE:** Until complete payment of all fees are received by our office, all rates are subject to change without prior notice.

#### ADDITIONAL FEES

1. A fully refundable Cleaning/ Security/ Non Disturbance/ Damage/ Key deposit must accompany application deposits:

**Gymnasium/ Auditorium: \$1,000      1st or 3rd Floor Meeting Room: \$200      Private Pool or Gym Sports: \$400**

All or portions of the Deposit will be retained if:

- Additional clean up is required including, but not limited to: removal of trash/decorations, reorganizing SRD furniture, clean up of spills, stains, and/or marks on walls/floors
- Damage to District facilities, features, and/or property
- The Sheriff's Department responds to legitimate disturbances or complaints including excessive noise
- If the facility is not vacated by contracted departure time.
- If issued key(s) is not returned.

2. Events with more than 70 people, events scheduled past 5:00pm, and/or events with alcohol, will require security. SRD will directly contract security services for events and the cost for security will be charged to the renter @ \$80/hour.