

STRAWBERRY RECREATION DISTRICT 2020 Rental Application, Contract and Release

Organization Name: _____

Applicant/Main Contact Name: _____

(must have Rec Desk Account - Rental can not be approved without account)

Applicant/Main Contact Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone #: _____ Secondary Phone #: _____

Secondary Contact Name: _____

Secondary Contact Email: _____

Secondary Contact Phone #: _____

Type of Activity: _____ Event Description: _____

Number of Participants: _____ Age of Participants: _____

NOTE: Strawberry Recreation District may restrict attendance based on fire codes

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

Is this event open to the public? Y N ABC permit number: _____

What arrangements will be made for: (Alcohol & Beverage Control - REQUIRED TO SELL)

Supervision of activity? _____

Clean Up? _____

Traffic Control? _____

Facilities:

- Gym 1st Floor Meeting Room 3rd Floor Meeting Room
- Capacity (265 seated, 560 assembly) (50 seated, 60 assembly) (50 seated, 61 assembly)
- Gym Sports Party Kitchen Only Courtyard
- (stove, refrigerator, counter space)

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
 Rental Fee(s) paid \$ _____ Processing Fees (CC Only) \$ _____ Security Deposit \$ _____ Security Guard Fee \$ _____

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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. (Driver's license and utility bill required for residents - Proof of non-profit status for ALL non-profits). Falsifying information on the Rental Agreement, misrepresentation of your event, or violations of approved regulations or the SRD Standards of Behavior will result in cancelation of your reservation, and forfeiture of all fees and security deposit paid.

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.

Applicant Full Name: _____

Driver's License Number: _____

Date of Birth: _____

Are you a non-profit organization? Y N

Non-Profit Name: _____ Non-Profit ID #: _____

Signed: _____ Date: _____

PAYMENT INFORMATION:

Check (payable to SRD)

Cash

Bank Card (Please circle one: Visa, MC, AMEX)

CREDIT CARD REQUIRED FOR ALL RENTALS FOR ANY INCIDENTALS

Name on Bank Card: _____ Bank card #: _____

Expiration Date: _____ CVC Code (on back of card): _____

Address on Credit Card:

Street Address: _____ City: _____

State: ____ Zip: _____

Payment Description (office use only):

Rental Fee(s) paid \$ _____ Processing Fees (CC Only) \$ _____
Security Deposit \$ _____ Security Guard Fee \$ _____

Date & Amount of Refund: _____

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

All deposits paid with credit card are subject to a 3% non-refundable processing fee.

STRAWBERRY RECREATION DISTRICT

Initial All

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- _____ 1. I have read Strawberry Recreation District's (SRD) Facility Application/Contract and completed the application in full. All information provided in this Rental Application form is factual and accurate.
- _____ 2. I understand that all payments including rental fees, security deposit and security guard fees are due at time of booking. SRD will not process a reservation until payment is received.
- _____ 3. I understand that submitting a Rental Application with rental fees & deposit does not guarantee the reservation. Applications must be approved by the appointed Director and/or District Manager. I understand that my rental is not confirmed until written confirmation is received from SRD.
- _____ 4. I, the "Applicant/Main Contact" am over 21 and will remain onsite for the duration of the rental. I understand that if I am unable to be present for the duration of the event, an SRD approved designated individual, over 21, must be included on the rental application. Youth group applications must be signed by an adult sponsor (21+). The adult sponsor must attend and supervise the entire duration of the rental.
- _____ 5. I understand special requests for tables/chairs and other SRD equipment must be submitted with this rental application. The number of available tables and chairs may vary from published quantities due to other activities scheduled at SRD. Additional tables and chairs may be rented from an outside source at the renter's expense. Renters are responsible for their own set-up and take down.
- _____ 6. Security services are required for events with alcohol and events with more than 60 attendees. SRD will contract all security services for events, no exceptions. Cost for these services will be paid for exclusively by applicant.
- _____ a. One (1) security guard – 150 or less attendees b. Two (2) guards - over 150 attendees.
- _____ 7. SRD staff or security services will facilitate entry and locking the building for each one-time rental. Check with office for details. This policy does not apply to regular "Periodic Renters", defined as renters booking 9 or more rental dates in a calendar year.
- _____ 8. Additional SRD contract cleaning services are available upon request and will be paid for exclusively by applicant.
- _____ 9. Hours requested on the Rental Application include set-up/decoration and clean-up time. I am not permitted to occupy the facility prior to or past the time listed on my rental agreement and understand doing so may result in loss of deposit or cause me to incur additional fees.
- _____ 10. I understand that use of the facility either prior to or after contract time will result in additional charges equal to 2x the contract hourly rate.
- _____ 11. 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.
- _____ 12. All events should use the SRD parking lot. When school is not in session, overflow parking is available at the school across the street.
- _____ 13. All loading/unloading of equipment/furniture must be done in the SRD parking lot. Access to the gymnasium level is via the elevator or adjacent stairway.
- _____ 14. 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. No nails, tacks, fasteners or other devices may be attached to the floors, walls, ceilings or any parts of the building.
- _____ 15. 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.
- _____ 16. 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.
- insured.

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Initial All

- _____ 17. 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.
- _____ 18. I understand that my use of the kitchen will be for the sole and exclusive purpose of preparing food for my event. I am responsible for turning off any/all kitchen appliances used during my event and will leave the kitchen in a clean condition, free from food, scraps or residue.
- _____ 19. 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 SRD property may result in forfeiture of security deposit. Additional fees will be charged for damages in excess of security deposit.
- _____ 20. I agree to 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 guests must comply with the State Alcoholic Beverage Policy and with all laws governing the consumption of alcohol.
- _____ 21. I agree to ensure all my guests/attendees are respectful of neighbors when parking, entering and exiting the facility, and will keep noise to a minimum.
- _____ 22. In addition to forfeiture of deposit funds, I understand I will be charged for any damage to furniture, floors, or the facility that results from improper handling of equipment.
- _____ 23. **INSURANCE AND DAMAGE RESPONSIBILITY:** A certificate and proof of insurance for a minimum of \$1,000,000 for property damage and public liability is required for any event in which alcohol is served or the number of participants is in excess of 60. This certificate of insurance must name Strawberry Recreation District as additional insured.
- _____ 24. **CANCELLATION / REFUND POLICY:** All refunds stated below will incur a \$25.00 processing fee. Rental fees and deposits paid for with a credit card are subject to a 3% credit card processing fee, which is non-refundable. Rental fee cancellation schedule:
- a. All cancellations will receive a full deposit refund
 - b. Three (3) months prior to the scheduled event date will receive a full refund
 - c. Two (2) months prior to event date will receive a 60% refund
 - d. One (1) month prior to event date will receive a 25% refund
 - e. Less than one (1) month prior to event date will not receive a refund

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.

Applicant's Signature _____ Date _____

District Representative _____ Date _____

KEY CODE GIVEN TO GROUP (office use only):

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Rental Fees

All rental fees, security guard fees (if required) and deposit must be submitted at time of booking. Until complete payment of all fees are received by our office, all rates are subject to change without prior notice.

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

One-Time Use

(Monday - Thursday)

(Eight or less booked rental dates per calendar year)

Fees	Gym (with or w/o kitchen) 3-hour minimum	Gym Sports (No Kitchen Entry) 2-hour minimum	1st Floor Meeting Rm 1.5 hour minimum	3rd Floor Meeting Rm 1.5 hour minimum
Resident	\$120 per hr.	\$65 per hr.	\$40 per hr.	\$35 per hr.
Regular	\$200 per hr.	\$110 per hr.	\$75 per hr.	\$70 per hr.
*Non-Profit	\$118 per hr.	\$67 per hr.	\$42 per hr.	\$40 per hr.
Commercial	\$250 per hr.	\$175 per hr.	\$90 per hr.	\$80 per hr.

Periodic/Ongoing Use

(Monthly, Weekly, Biweekly, Etc. with 9-booked rental dates)

Fees	Gym (with or w/o kitchen) 3-hour minimum	Gym Sports (No Kitchen Entry) 2-hour minimum	1st Floor Meeting Rm 1.5 hour minimum	3rd Floor Meeting Rm 1.5 hour minimum
Resident	\$95 per hr.	\$55 per hr.	\$30 per hr.	\$25 per hr.
Regular Rate	\$165 per hr.	\$90 per hr.	\$50 per hr.	\$43 per hr.
*Non-Profit	\$102 per hr.	\$61 per hr.	\$30 per hr.	\$28 per hr.
Commercial	\$200 per hr.	\$165 per hr.	\$60 per hr.	\$60 per hr.

Prime Time Rates

(Friday, Saturdays and Sunday)

Fees	Gym One Time Use (with or w/o kitchen) 3-hour minimum	Gym Periodic Use (with or w/o kitchen) 3-hour minimum	Gym Sports One Time Use (No Kitchen Entry) 2-hour minimum	Gym Sports Periodic Use (No Kitchen Entry) 2-hour minimum
Resident	\$145 per hr.	\$105 per hr.	\$85 per hr.	\$65 per hr.
Regular Rate	\$225 per hr.	\$185 per hr.	\$125 per hr.	\$105 per hr.
*Non-Profit	\$125 per hr.	\$110 per hr.	\$75 per hr.	\$65 per hr.
Commercial	\$275 per hr.	\$225 per hr.	\$200 per hr.	\$200 per hr.

ADDITIONAL FEES

- 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 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.

- SECURITY: SRD will directly contract security services for events and the cost for security will be charged to the renter @ \$50/hour per guard.