



CITY OF GUADALUPE
Parks & Recreation Department
918 Obispo Street, Guadalupe, CA 93434
(805) 356-3894 Telephone

APPLICATION FOR FACILITY USE

FACILITY REQUESTED	
City Hall: <input type="checkbox"/> Auditorium <input type="checkbox"/> Kitchen <input type="checkbox"/> Council Chambers <input type="checkbox"/> Senior Center <input type="checkbox"/> Downtown Parking Lot <input type="checkbox"/> O'Connell Park <input type="checkbox"/> LeRoy Park <input type="checkbox"/> Other _____	
Notes: _____ _____	
Name: _____ Today's Date _____	
Address: _____ City: _____ Zip: _____	
Telephone: _____ (Business) (Home)	
Name of Organization: _____	
Relationship to Organization: _____	
Purpose: _____	
Please check one box: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Profit <input type="checkbox"/> Other	
Person in charge during event: _____	
EVENT INFORMATION	
Event Date: _____ Event Type: _____	
Hours: _____ am/pm to _____ am/pm (Please include set-up and clean-up)	
Estimated Attendance: _____ Youth _____ Adult _____ Total	
Percentage attending that are residence: _____%	
Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, City Permits will be required.	
Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, City Permits will be required.	
Equipment Requested: (Check all that apply and give quantity desired)	
<input type="checkbox"/> Tables _____ <input type="checkbox"/> Chairs _____ <input type="checkbox"/> Other _____	
Notes: _____ _____	

AGREEMENT FOR USE OF FACILITIES

The undersigned, herein known as the Applicant, understands and agrees that he or she or the organization that he/she represents shall assume all risk for loss, damage, liability, injury, cost and/or expense that may occur during or as result of the use or occupancy of the facility. The Applicant further agrees that in consideration of permission to use the facility, he, she or the organization agrees to indemnify, hold harmless, and defend the City of Guadalupe, its elected officials, officers, agents, volunteers and employees, from any and all liability, actions, claims, damages, costs or expenses, including attorney's fees and costs and expenses of suit, which may be asserted by any person, including Applicant, from any cause whatsoever, directly or indirectly, arising out of or in connection with the activities of Applicant, its agents and employees, or their use or occupancy of the facility. Applicant's indemnification does not extend to claims occurring as a result of the City's sole negligence or willfully wrongful acts or omissions. The Applicant further agrees to be personally responsible for any damages sustained to the grounds, building, furniture or equipment as a result of occupancy of the facilities.

Signature _____ Date _____

SECURITY

Security Officers Required Yes No Number Required _____

Security Service Confirmed Yes No Date: _____

Police Department Presentation Signature:

_____ Date: _____

ASSIGNMENT & FEES

Room/Location	Length	Rate	Sub-Total
Personnel	Length	Rate	Sub-Total
Payment Method: <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash Notes:		Security Deposit	Sub-Total
		Cleaning Deposit	
		Equipment Deposit	
		Sub-Total	
		Total	
		Total Deposits	
	Total Amounts		

APPROVAL

Recreation Department Approval: Yes No

Signature: _____ Date: _____

City of Guadalupe
Rules for Use of Restrooms at
Jack O'Connell Park and LeRoy Park

It is the intent of the City of Guadalupe to allow the after-hours and weekend use of the bathrooms at Jack O'Connell Park and LeRoy Park for organized group activities. To accomplish this requires the following:

- Individuals or organizations engaged in group activities at Jack O'Connell Park or LeRoy Park must make arrangements and reservations in advance through the City of Guadalupe Recreation Department.
- Any individual or organization granted use of the park restrooms will be provided a key to the restrooms by the City. That key is for the individual or organization's use only and may not be duplicated or loaned out to any other individual or group. The key must be returned to the City after the group activity is completed. Should the key be lost or stolen, the individual or organization will be liable for the City's cost to rekey the bathroom locks.
- Any individual or organization granted use of the park restrooms shall be held responsible for opening and closing the restrooms and making sure no vandalism or unusual dirtying or littering of the bathrooms takes place while the restrooms are open and therefore in that individual or organization's care.
- Any individual or organization granted use of the restrooms shall be held responsible for reimbursing the City for any loss or damage which may occur while the restrooms are open and therefore in that individual or organization's care. That includes any loss or damage which may occur should the bathrooms be left open after the group activity is concluded.
- Permission for use of the restrooms shall only be granted under the condition that the above rules are followed. Permission to use the restrooms may be revoked at any time for failure to follow these rules.

I have read, understand, and agree to abide by the above rules for restroom use at City parks.

Name: _____

Phone Number: _____

Address: _____

City: _____

Organization: _____

Signature: _____

Date: _____

Public Works Supervisor or Recreation Director

Date

BATHROOM KEY TO BE RETURNED: _____

Date bathroom key returned

City staff signature