

SHELTER RESERVATION GUIDELINES

1. The applicant or authorized designee of 18 years of age or older, is responsible for reservation(s) listed on this application and for the conduct of all attendees. No third party rentals will be allowed.
2. The applicant or authorized designee of 18 years of age or older is to be present during the time of reservation(s).
3. Shelters may not be scheduled more than twelve (3) months in advance.
4. Shelters reservation(s) for business profit or subletting will not be allowed at any city Shelter.
5. All outside equipment must be approved by the Community Services Department prior to reservation date. Equipment includes, but it is not limited to: fog machines, dance floors, lights, etc.
6. Overnight storage is not allowed at any City Shelter.
7. Payment is required to secure the Shelter/date requested. Payment will only be accepted after the application has been approved by the Community Services Department.
8. Any non-sufficient funds (NSF) checks will void reservation with no guarantee of re-securing rental date.
9. The Shelter Permit is your proof of reservation, should the need arise to provide such proof keep it along with your payment receipts.
10. Refunds or credits are issued at the discretion of the Community Services Department and based on the refund policy and procedures.
11. Shelter Reservation payments are non-transferable within Community Services Department Facilities.
12. For non-profit organizations - provide written verification of current non-profit status 501(C) 3 form. Form is subject to verification.
13. Applicant shall provide a Certificate of Insurance in the amount of \$1 million general liability, \$2 million aggregate, naming the City of Rialto as additional insured and as a certificate holder or purchase insurance through the City at an additional cost, if a Jumper or Fun House is used.
14. Residency Verification - At time of Security Deposit Payment a picture ID or a current utility bill is required to verify residency.
15. The City of Rialto, Community Services Department reserves the right to refuse or cancel any Shelter Reservation Application at any time.
16. Read and initial the following City/Department rules and policies.
17. **No alcohol, fireworks or smoking allowed in ANY city parks at any time**

CITY/DEPARTMENT POLICIES TO WHICH APPLICANT MUST ADHERE:

1. Applicant(s) agree(s) to indemnify and hold harmless the City of Rialto, its agents, officers and employees from any and all claims for damage, liability, injury, loss of property, expenses and cost allegedly incurred or connected with requested rental.
2. Applicant will be held financially responsible for any damages to City facilities and equipment, or be charged additional fees if he or she does not adhere to the agreement. Refusal by applicant to clean a Shelter may result in forfeiture of deposit and/or denial of future reservations.
3. All renters are required to provide proof of liability insurance in the amount of \$ 1,000,000.00 general liability insurance coverage per occurrence or \$ 2,000,000.00 for general aggregate naming the City of Rialto its officers, agents, and employees as additionally insured. You will be notified, after the application is reviewed, as to whether insurance and/or Special Event insurance is required. All insurance certificates will be reviewed by the City's Risk Manager. Failure to provide appropriate documentation will result in cancellation of reservation(s).
4. All fees, paid in full, is due at the time of the reservation date. This reservation is not guaranteed until security deposit is paid. Fees not paid by the deadline date will result in cancellation of the reservation(s). Payment is made payable to the City of Rialto. Only cash, checks, money orders, and credit card payments are accepted. However, if the City allows any outstanding balances to be paid within 30 days prior to the date of reservation date, then only cash, credit card, or money orders will be accepted (no checks). Please allow four to six (4-6) weeks to process any return of the shelter.

REFUND POLICY

1. Cancellation at least 30 days prior to the rental date will receive a 100% refund of fees paid minus the following:
2. Any reservations made within 30 days of event date are non-refundable.
3. **The current Refund Processing Fee of \$10, will be taken at time of cancellation for all cancellations.**
4. The Administrative/Transaction Processing Fee of \$10.
5. Refunds, transfers and date changes requests must be made in person with original payment receipt, permit, and reservation sign. All changes are subject to a processing fee.
6. Refunds will be approved if rain or inclement weather occurs on the day of the shelter reservation, excluding any Insurance and Jumper Permit payments.
7. **All Refunds will be made via Check.** Check refunds will be mailed to the address provided within six weeks of the refund date.

8. **Refund Policy subject to change without notice.**

9. **No refunds will be issued if your event is canceled by the police, or if you violate any Park rules or regulations.**

2.45.050 - Rules and regulations.

- A. **Amplified Sound.** The use of any system of amplifying sounds, as defined in Section 2.45.020 of this chapter, whether for speech or music or otherwise, is prohibited in any park unless an authorization is first secured.
- B. **Golf.** No person shall play or practice golf or use golf clubs in any area of a park.
- C. **Model Aircraft.** No person shall operate any motor driven model aircraft (i.e., helicopters, airplanes, rockets, etc.) in a park.
- D. **Parking.** No person shall operate or park any vehicle as defined in the California Vehicle Code within a park, except upon areas designated for such use. No person shall park, abandon, or otherwise allow to remain, any such vehicle or other conveyances in city park facilities between the hours of ten p.m. and six a.m. except with written permission of the department or as otherwise posted.
- E. **Litter.** No person within any park or facility shall leave any garbage, trash, cans, bottles, papers or other refuse elsewhere than in the receptacles provided therefore.
- F. **Interference.** No person within any park or facility shall use or attempt to use or interfere with the use of any table, space or facility within the park or facility which at the time is reserved for any other person or group which has received authorization from the department therefor. Unless the actual use of table, space, area, building, or facility referred to in any such authorization is commenced within one hour after the period covered by such authorization begins, such authorization shall thereupon be void and all rights under such authorization may be canceled by the department.
- G. **Posted Regulations.** No person shall engage in any activity in any park contrary to regulations the department has caused to be posted therein prohibiting certain activities in certain areas or otherwise controlling conduct therein.
- H. **Weapons.** No person shall have in his/her possession any firearm, air gun, slingshot, or bow and arrow in any park or public facility.
- I. **Flora.** No person other than a duly authorized city employee in the performance of his or her duty or persons participating in city-sponsored activities shall dig, remove, destroy, injure, mutilate or cut any tree, plant, shrub, bloom or flower, or any portion thereof, growing in any park.
- J. **Removal of Turf or Soil.** No person other than a duly authorized city employee in the performance of his or her duty shall remove any wood, turf, grass, soil, rock, sand or gravel from any park.
- K. **Marking, Damaging, or Disturbing any Structure.** No person other than a duly authorized city employee in the performance of his or her duty shall:
 - i. Cut, break, deface, or disturb any rock, building, monument, sign, fence, bench, structure, apparatus, equipment or property in a park;
 - ii. Mark or place thereon any mark, writing or printing;
 - iii. Attach thereto any sign, card, display or other similar device, except as authorized.
- L. **Fires.** No person shall light or maintain any fire in any park or facility unless such fire is lighted and maintained only in a stove or place provided for such purpose.
- M. **Fireworks.** No person shall have in his/her possession any type of fireworks in any city park or public facility.
- N. **Solicitation or Sale.** Other than youth leagues, no person shall solicit in any manner or for any purpose, or sell or offer for sale, any goods, wares or merchandise in any park or facility, unless upon prior written authorization by the department or other department of the city.
- O. **Alcoholic Beverages and Smoking.** Alcoholic beverages are not permitted on city property, including buildings, parks and parking lots. Smoking is not permitted in any city building.
- P. **Glass Beverage Containers.** No person shall have in his/her possession any glass beverage container in any city park.
- Q. **Hours of Use.** It is unlawful for any person other than a duly authorized city employee to enter, loiter or remain in or on any city park facility at any time between the hours of ten p.m. and six a.m. except as may be otherwise posted at the entrance to the facility or with written permission of the department.
- R. **Climbing Trees or Other Objects.** No person shall climb any tree, or walk, stand or sit upon monuments, vases, fountains, railings, or upon any other property not designated or customarily used for such purposes.
- S. **Automobiles and Other Conveyances.** It is unlawful for any person other than a duly authorized city employee to operate or drive an automobile, bicycle, motorcycle, truck, trailer, wagon, motor scooter, or other conveyances on other than roads or paths designated for that purpose except with permission of the department or special events committee. A bicyclist shall be permitted to wheel or push a bicycle by hand over any grassy area or trail or path reserved for pedestrian use. Automobiles, bicycles, motorcycles, trucks, trailers, wagons, motor scooters or other conveyances shall at all times be operated with reasonable regard to the safety of others. In no event shall the maximum speed of any such conveyance exceed ten miles per hour except as otherwise noted. All such conveyances when left unattended shall be parked in an area and manner designated. No such conveyance shall be left unattended in any place or position where other persons may trip over or be injured by them.
- T. **Domestic Animals.** No domestic animals will be allowed in the park except seeing eye dogs or by written permission of the department.
- U. **Sports Lighting and Electrical Usage.** Field lighting is available subject to approval by the department. Proper light usage, as outlined on field reservation application, must be adhered to.
- V. **Loitering and Boisterousness.** It is unlawful for any person or group of persons to engage in conduct within a park or public building that is boisterous, threatening, abusive, insulting, or incites riot, or conduct or behavior tending to cause or causing a breach of the public peace and enjoyment of the facility.
- W. **Restrooms.** No person shall loiter in or about such facilities nor shall any person use such facilities for purposes other than those intended.
- X. **Compliance Required.** No person shall enter, be or remain in, any park or building of the city unless he/she complies with all of the regulations set forth in this chapter and the administrative policy statement regarding management and use of facilities.
- Y. **Enforcement of Applicable Laws and Ordinances.** All persons entering upon land owned, managed, controlled or operated by the city shall abide by the rules and regulations of the city, the laws of the state of California, federal laws, and all applicable county and/or municipal ordinances.

(Ord. 1234 (part), 1995; Ord. 1225 (part), 1995)

2.45.060 - Violation—Penalty.

Violation of any provision of this chapter shall be punishable as an infraction, and the imposition of a fine of one hundred fifty dollars. (Ord. 1225 (part), 1995)

For any questions please visit YourRialto.com or
Contact us at (909) 421-4949