



SHELTER RESERVATION APPLICATION

CITY OF RIALTO
Community Services Department
Office: 214 North Palm Ave., Rialto, CA 92376
Phone (909) 421-4949 www.yourrialto.com

Shelter Information:

<input type="checkbox"/> Anderson Park # _____	<input type="checkbox"/> Roger Birdsall Park # _____	<input type="checkbox"/> Warren Frisbie Park # _____
<input type="checkbox"/> Jerry Eaves Park # _____	<input type="checkbox"/> Alec Fergusson Park # _____	<input type="checkbox"/> Rialto City Park # _____
<input type="checkbox"/> Bud Bender Park # _____	<input type="checkbox"/> Flores Park # _____	<input type="checkbox"/> Joe Sampson Park # _____

Event Information: **Date of Event:** _____

Type of Event: Meeting Wedding Birthday Family Gathering Shower Other: _____
 Estimated Attendance (Max 50): _____ Is this event open to the public? Yes / No
 Set-up Time: _____ to _____ Event Time: _____ to _____ Clean-Up Time: _____ to _____
 Will you have any or all the following?
 Live Entertainment Caterer Propane Grill Charcoal Grill Other (please describe): _____

Applicant Information:

Name of Organization (if applicable): _____
 Name of Applicant or responsible party: _____
 Address: _____ City _____ Zip Code _____
 Phone: _____ Email: _____

Is your Organization a Rialto Non-Profit? _____ If yes, please submit a copy of your letter of determination form the IRS.

Agreement: I, _____, have read and understand this Shelter Reservation Application. I, the applicant, understand that approval of this Shelter Reservation Application is not guaranteed until the signed copy of this application is returned to the applicant. The City reserves the right to refuse or cancel any approved application. I, the applicant, will be responsible for the reservation(s) listed on this application and if I or my guests breach this contract/agreement or any City Ordinance and City/Department Policies in any way, then I will forfeit the deposit(s) and event will be cancelled. I will be responsible for any additional fees which will be imposed by the city. The City of Rialto Ordinances can be viewed online at www.Yourrialto.com. The Shelter Reservation Application will be denied if, I, the applicant will not be present during the entire reservation period. My signature listed below indicates that the information I have provided is true and accurate.

RELEASE AND INDEMNITY: _____ (Initials) _____

I agree to waive and release the City of Rialto, its officers, agents, employees, and volunteers from any claims, costs, liabilities, expenses or judgments, including attorney's fees and court costs arising out of my use of City facilities as contemplated by this application or any illness or injury resulting therefrom ("Claims"), and hereby agree to indemnify and hold harmless the City from and against any and all Claims, except for injury resulting solely from gross negligence or willful misconduct on the part of the City.

Cancellation/Refund Policy:

1. Cancellation at least 30 days prior to the rental date will receive a 100% refund of fees paid minus the current Administrative Processing Fee of \$10.
2. Any reservations made within 30 days of event date are non-refundable.
3. Refund/Transfer requests must be made in person with original receipt, permit and reservation sign, 30 days prior to event date.
4. Refunds and transfers are subject to an Administrative Processing Fee of \$10.
5. Refunds will be approved if rain or inclement weather occurs on the day of shelter reservation.
6. For weekend or holiday reservations, if the shelter is not used due to weather conditions, such notification must be made to the Community Services Department Director by 5:00 p.m., the next business day.
7. The Community Services Department may cancel any reservation due to adverse field conditions and/or required maintenance.

City Policy 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 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 fees, paid in full, is due at the time of the reservation date. Payment is made payable to the City of Rialto through credit card only. Please allow four to six (4-6) weeks to process any cancellation/return of the shelter.

I have read and understand this shelter reservation application including the summary of city ordinances and city/department refund policies.

Signature: _____	Date: _____
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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 three (3) months in advance.
4. Shelter's 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. Residency Verification - At time of Security Deposit Payment a picture ID or a current utility bill is required to verify residency.
14. The City of Rialto, Community Services Department reserves the right to refuse or cancel any Shelter Reservation Application at any time.
15. Vehicles may not be driven into/onto areas of the park, other than the parking lot.
16. Reservations at park shelters where lighting is not available must end no later than dusk.
17. Any charcoal grills or propane grills are allowed with permit only.
18. Park shelters do not have electricity.
19. All renters must adhere to City Ordinance Chapter 2.45 Sections 2.45.020 -2.45.060 (provided for your review on the reverse side of your shelter reservation sign and on your Shelter Reservation Guidelines page).
20. **No alcohol, fireworks, amplifiers, bands, DJs, or smoking allowed in ANY city parks at any time.**

2.45.050 - Rules and regulations.

CITY/DEPARTMENT POLICIES TO WHICH APPLICANT MUST ADHERE:

- 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.



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- 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 always 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 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)