



SHELTER RESERVATION APPLICATION

CITY OF RIALTO
Parks, Recreation & Community Services Department
Office: 214 N. Palm Ave., #204 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:
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Type of Event: Meeting Wedding Birthday Family Gathering Shower Other: _____

Estimated Guests/Attendees _____ Is this event open to the public? Yes No

Will your event include these activities? Live Entertainment/DJ/Band Food Caterer BBQ Grill Jumper/Bounce House

Carnival Rides Game Truck Animals Alcohol Canopies/Tents Other (please describe): _____

Applicant Information:

First name _____ Last Name: _____ DOB: _____

Name of Organization/Company (if applicable): _____ Nonprofit Corporation

Address: _____ City _____ Zip Code _____

Phone: _____ Email: _____

For Nonprofit Organization rates, please submit a copy of your letter of determination form the IRS. Tax ID _____

Applicant 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 a Permit is provided to the applicant. **The City reserves the right to refuse or cancel any approved application.** I will be present during the entire reservation period, or I will forfeit the deposit(s) and the event will be cancelled. I will be responsible for the reservation permitted by 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 the event will be cancelled. I will be responsible for any additional fees which will be imposed by the city for damages exceeding he deposit. The City of Rialto Ordinances can be viewed online at www.yourrialto.com.

My signature and initials listed below indicate that I understand this agreement, and the information I have provided is true and accurate.

RELEASE AND INDEMNITY:	(Initials)
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I agree to waive and release the City of Rialto, it's 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/Transfer/Deposit Return Policy:	(Initials)
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1. Cancellation at least 30 days prior to the rental date will receive a 100% refund of fees paid minus the Reservation Processing Fee of \$13.40.
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 or permit 30 days prior to event date.
4. Refunds and transfers requested within 30 days are subject to an Administrative Fee of \$10.00.
5. Refunds will be approved if rain or inclement weather occurs. On the day of shelter reservation, email recreation@rialto.ca.gov to report conditions.
6. The Parks, Recreation & Community Services Department may cancel any reservation due to adverse field conditions and/or required maintenance.
7. For Deposit payments in person, Money Order only. Deposit payments accepted by debit/credit card online.
8. Deposits will be returned after Shelter Cleanup is verified. Deposits paid Online will be returned as a mailed check in 4-6 weeks. Deposits paid by Money Order must be picked up before Thursday, at 5:00pm, following the event date or will be returned as a mailed check in 4-6 weeks.

City Policy to which applicant must adhere:	(Initials)
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1. Applicant agrees 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 exceeding the initial deposit amount. Refusal by applicant to clean a Shelter may result in forfeiture of deposit and/or denial of future reservations.
 3. All fees due in full at time of reservation. We accept Cash, Visa and Mastercard Debit/Credit Cards and Checks; no out of state checks accepted.
 4. **Rental check-out must be completed by 7:30pm on the day of reservation using the QR Scan Code or Rental Cleanup Checklist.**
- I have read and understand this shelter reservation application including the summary of city ordinances and city/department refund policy.**

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 listed on this application, and for the conduct of all attendees. The applicant must be present the entire duration of the reservation. No third-party rentals will be allowed.
2. Only one (1) Shelter will be permitted to rent per each applicant, per day, with 50 maximum guests unless otherwise authorized by the Special Events Planning Team (SEPT).
3. Shelters may not be scheduled for reservation more than three (3) months in advance.
4. Shelter reservations for business profit or subletting are not allowed at any city Shelter unless authorized by the Special Events Committee.
5. All outside equipment must be approved by the Parks, Recreation & Community Services Department prior to reservation date. Outside equipment includes, but it is not limited to; Inflatables, Bounce Houses, Jumpers, Mechanical Rides, Carnival Attractions, and similar equipment unless otherwise authorized by the Special Events Committee. Items may be subject to Liability Insurance Proof.
6. Payment is required to secure the Shelter/date requested. Payment will only be accepted after the application has been approved by the Parks, Recreation & Community Services Department.
7. Any non-sufficient funds (NSF) checks will void reservation with no guarantee of re-securing rental date.
8. The Shelter Permit is your proof of reservation, should the need arise to provide such proof keep it along with your payment receipts.
9. Refunds or credits are issued at the discretion of the Parks, Recreation & Community Services Department and based on the refund policy and procedures.
10. Shelter Reservation payments are non-transferable within Parks, Recreation & Community Services Department Facilities.
11. Overnight storage is not allowed at any City Shelter.
12. The City of Rialto and Parks, Recreation & Community Services Department reserves the right to refuse or cancel any Shelter Reservation Application at any time.
13. Vehicles may not be driven into/onto areas of the park, other than the parking lot.
14. Reservations at park shelters where lighting is not available must end no later than dusk.
15. Park shelters reservations do not guarantee electricity.
16. 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 permit, Shelter Reservation Application, and online at the QR code).
17. **No alcohol, fireworks, 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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2.45.050 - Rules and regulations continued.

CITY/DEPARTMENT POLICIES TO WHICH APPLICANT MUST ADHERE:

- 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 (\$150). (Ord. 1225 (part), 1995)

Please Scan to View:

Check-out Procedure/Cleanup Checklist & Park Shelter Rental Policy



Please Scan to View:

City Ordinances



NOTE: For immediate assistance on your event day, please contact our helpful staff below.
(Saturday - Sunday) (909) 744-4498 or (Monday – Friday) (909) 421-4949



PARK SHELTER RENTAL DEPOSIT PROCEDURES

Dear Permit Holder:

On the day of your event, the following cleanup procedures will be in effect. These procedures are designed to provide you with a positive experience in our parks and shelters, while maintaining standards of cleanliness and safety at our facilities.

NOTE: For immediate assistance on your event day, please contact our helpful staff below.

(Saturday - Sunday) (909) 744-4498 or (Monday – Friday) (909) 421-4949

The permit holder is responsible for communicating all park regulations and guidelines to their group, attendees, and co-hosts. No Alcohol, No Smoking, No Vehicles on Grass, No Amplified Sound, No Unauthorized Jumpers, No Unauthorized Amusement Equipment. Violations forfeit deposit.

HOW TO RECEIVE YOUR SECURITY DEPOSIT REFUND

1. THE AREA YOU RESERVED MUST BE CLEANED UP AND LEFT IN THE ORIGINAL CONDITION. If you have concerns with the condition of the area when you arrive, please contact Park Maintenance staff at (909) 744-4498 prior to beginning your rental.
2. ALL PARK FACILITIES AND GROUNDS SHOULD BE LEFT UNDAMAGED.
3. ALL RENTERS MUST COMPLY WITH THE PARK RULES AND REGULATIONS.
[Chapter 2.45 – Park and Recreation Facility Regulations](#)
4. LIABILITY INSURANCE AND PRIOR APPROVAL IS REQUIRED FOR but not limited to: Jumpers, Bounce Houses, Mechanical Rides, Carnival Style Equipment and more. Proof of Liability Insurance must be provided to the Parks, Recreation & Community Services department **14-days prior** to your reservation, no exceptions.
5. The permit holder will be billed for damages or losses exceeding the initial deposit amount.
1. The Deposit Fee will be refunded after the reserved area has been inspected by Rialto Parks, Recreation & Community Services personnel, and it is determined that all Park Shelter Reservation policies were followed. Deposits paid Online will be returned as a mailed check in 4-6 weeks. Deposits paid by Money Order must be picked up before Thursday, at 5:00pm, following the event date or will be returned as a mailed check in 4-6 weeks.
6. Security staff will review park grounds at the end of the rental. If alcohol or other prohibited items are discovered, the deposit will be automatically forfeited.
7. **Rental check-out must be completed by 7:30pm on the day of reservation using the QR scan code or Rental Cleanup checklist.**

We recommend arriving early to check shelter conditions prior to beginning your rental.



RENTAL CLEANUP CHECKLIST

Customer Name:		Contact Phone Number:	
Permit Number:		Rental Date:	
Deposit Paid By:	<input type="checkbox"/> Online Debit/Credit <input type="checkbox"/> In Person - Money Order		

Use the QR Scan Code to check-out



If you are unable to use the QR Scan Code to check-out:

Complete the checklist below, initial each area and sign.

Email signed checklist to recreation@rialtoqa.gov with (3) photos of the cleaned shelter.

**FAILURE TO SEND PHOTOS OF THE CLEANED SHELTER BEFORE 7:30PM ON THE DAY OF RESERVATION
MAY FORFEIT YOUR CLEANUP DEPOSIT**

	Shelter area must be cleaned, and left in the original condition	Renter Initials	Staff Initials	Notes
<input type="checkbox"/>	All litter and garbage, including micro-litter, (bottle caps, confetti etc.) must be removed from ground, tables, and surrounding areas, bagged, and put into or near garbage cans.			
<input type="checkbox"/>	Remove debris and wipe down all tables, and surfaces (where applicable).			
<input type="checkbox"/>	Remove all decorations including tape, staples, string, table coverings etc. and other items brought into rental area.			
<input type="checkbox"/>	Coals must be disposed of in fireproof containers.			
<input type="checkbox"/>	General cleaning of spills, cake, food, soiled or sticky areas and cooking debris.			
<input type="checkbox"/>	Signature of Renter & Staff →	Renter Signature		Staff Signature

The Deposit Fee will be refunded by Money Order or Check after shelter cleanup is verified by Rialto Parks, Recreation & Community Services personnel, and it is determined that all Park Shelter Reservation policies were followed.

For office use only	Amount Paid	Amount Owed	
Deposit Fee	\$		Refund To:
	Total: \$		Date Refunded:
			Refund amount:
<input type="checkbox"/> Staff:			Vendor #:

We recommend arriving early to check shelter conditions prior to beginning your rental.