



## RESERVATION GUIDELINES

- All applicants must be present at the proposed event.
- Payment must be made to secure the facility/date requested. Payment will only be accepted after the application has been approved by the Community Services Department.
- The Facility Permit is your proof of reservation, should the need arise to provide such proof keep it along with your receipt.
- Refunds or credits are issued at the discretion of the Community Services Department and based on the refund policy and procedures.
- The adult applicant or other designated person is responsible for the conduct of all participants, and must be in attendance for the duration of the reservation.
- Provide written verification of non-profit status 501(C)3 or a utility bill or driver's license to verify non-profit or residency required, respectively.
- Provide a certificate of insurance in the amount of \$1 million general liability, \$2 million aggregate, naming the City of Fontana as additional insured or have city insurance cost listed on the registration receipt.
- Read and initial the following City/Department rules and policies.

### Facility Reservation Permit

\_\_\_\_\_ (Initials)

1. When applicable, refund checks, including refundable deposits, are issued to the payee within 4 -6 weeks after the conclusion of the reservation.
  - Cancellation at least 60 days prior to the rental date will receive 100% of refund.\* (minus \$10 processing fee)
  - Cancellation less than 60 days prior to date will result in a loss of 100% of fees paid.\* (plus \$10 processing fee)
  - Refund/Transfer fees apply.

**\* \$100.00 cancellation fee applies.**
2. All rentals that serve alcohol require an alcohol deposit and additional alcohol insurance, pending approval.
  - Beer and wine only with alcohol content under 20% is allowed.
  - Beer and wine is to be in non-glass dispenser/container.
  - Beer and wine may only be consumed inside Community Center.
  - Beer and wine may be served a maximum of four hours, but no later than 10pm.
  - No person under the age of 21 years old will be permitted to drink or serve alcohol.
  - Must be approved by Community Services Department.
3. Security guard services (a minimum of two guards) will be required anytime there are over 100 guests, music entertainment and/or alcohol is served. For groups in excess of 500 people an additional guard is required. Security guard(s) will be arranged by the Community Services Department.
4. Facility capacities are in place for safety of your guests. Plan carefully when scheduling your event. If you have questions regarding facility capacities contact the Community Services Department at (909) 428-8360.
5. Wipe off tables, chairs, and counters, sweep floors, and completely remove any tape and/or other decoration material.
6. Deposit all trash in trash receptacles. (Overnight storage will not be provided by the City of Fontana)

### Park/Shelter Permit

\_\_\_\_\_ (Initials)

1. Reservations expecting more than 100 guests are required to fill out a special events application. (pending approval)
2. For shelter reservations, the following cancellation policy applies:
  - Cancellation at least 30 days prior to the rental date will receive 100% of refund. (minus \$10 processing fee)
  - Refund/Transfer requests must be made in person with original receipt, permit and reservation sign.
  - Refunds are subject to a \$10 processing fee, Transfers are subject to a \$5 processing fee.
  - Refunds will be approved if rain or inclement weather occur on the day of shelter reservation.
  - For weekend or holiday reservations, if the shelter is not used due to weather conditions, such notification must be made to the Community Services Office by 5:00 p.m., the next business day.
  - The Community Services Department may cancel any reservation, due to adverse field conditions and/or required maintenance.
  - Park shelters do not have electricity.
3. For shelter reservations, the applicant is responsible to keep surrounding areas clear of trash during and at the conclusion of the reservation. This includes spectator and parking lot area.
4. Vehicles may not be driven into/onto areas of the park, other than the parking lot.
5. Reservations at park shelters where lighting is not utilized must end no later than dusk.
6. Park Rules: **No** animals, fires, alcoholic beverages, amplifiers, bands or disc jockeys (DJ's) or charcoal grills permitted.
7. All renters must adhere to **ordinance 19-1**, listed on pg. #3 (of this application).

### Bouncer/Jumper Permit

\_\_\_\_\_ (Initials)

1. A bouncer permit is required for all inflatable units. Inflatable bouncers that require water use are not permitted in City parks.
2. Bouncer permits are non-refundable.
3. **The City of Fontana does not provide electricity at parks and/or shelters.**

- A certificate of insurance is required for all bouncers in the park. The insurance certificate must list the City of Fontana as additionally insured for \$1 million dollars. Insurance certificates must be received by the Community Services Department two weeks prior to the event date. When faxing insurance certificates, please include the following information: customers name, park name, event date and fax it to (909)428-2546 attn: bouncer permits.

**Garden Plot Permit** \_\_\_\_\_ (Initials)

- Garden plot permits require an additional application. See staff

**Pool Reservation Permit (seasonal)** \_\_\_\_\_ (Initials)

- The following cancellation policy applies to all pool reservations:
  - Cancellation at least 60 days prior to the rental date will receive 100% of refund. (minus \$10 processing fee)
  - The Community Services Department may cancel any reservation, due to pool conditions and or maintenance.
  - Refund/Transfer fees may apply.
- No animals, fires, alcoholic beverages, amplifiers, bands or disc jockeys (DJ's), live entertainment and/or charcoal grills permitted on pool decks.
- The applicant is responsible to keep surrounding areas clear of trash during and at the conclusion of the reservation. This includes spectator and parking lot area.
- Glass bottles or containers are prohibited in pool complex.
- Pool decks do not have electricity accessibility.

The following RULES are designed for the safety of everyone. The Community Services Department reserves the right to amend these rules for the safety of its participants. The City of Fontana also reserves the right to refuse service to any participant who violates any of these rules or ignores direction from aquatics staff.

Pool Rules: Pool rules are designed for the safety of all participants.

- No person shall enter the aquatic facility without a lifeguard present.
- A complete head and body shower must be taken before entering the pool.
- No running at any time.
- Bathing suits are required and must be hemmed; no cut-offs allowed.
- Floatation devices (lifejackets, water wings, etc.) are not permitted.
- Children 8 years old and younger must be accompanied by an adult.
- Smoking, gum chewing, and spitting are not permitted.
- Persons with open sores, cuts, or rashes are not permitted in pool complex; bandages are prohibited in pool.
- Persons and/or children who are sick and/or have diarrhea are not permitted in the pool .
- Abusive and/or foul language is prohibited and will not be tolerated.
- All persons entering pool complex are required to pay the admission fee. (Parents that are supervising their children, and are not swimming, are exempt at Heritage Pool.
- Diving is only permitted from diving boards. (see "Diving Board Rules")
- Hanging on ropes or lane lines is not permitted.
- Hanging and swinging on hand rails is not permitted.
- Horseplay (shoving, dunking, sitting on shoulders, etc.) is not permitted in pool or on deck.
- Possession of alcohol in pool complex is prohibited.
- Individuals assumed to be under the influence of alcohol and/or drugs will not be permitted to enter the aquatic facility.
- Emergency equipment is for emergency lifeguard use only. Only Lifeguards are permitted on lifeguard stands.

**City of Fontana Ordinance #19-1**

THE FOLLOWING ACTS ARE PROHIBITED IN PARKS:

ANIMALS: Bring horses, goats, cats, fowls, dogs or any other animals into Parks except by special permit.

BIRDS & ANIMALS: Wound, kill or catch or attempt to wound any bird or animal.

BOISTEROUS CONDUCT: Indulge in any loud, boisterous conduct or use of profane language.

CAMPFIRES: Make fires in any places other than in stoves provided.

CONDUCT: Practice, carry on, conduct or solicit for any trade, occupation or business except with special permit.

DAMAGE PLANTS/TREES: Cut, deface, remove or damage any tree, plant, wood, turf, sand, gravel or earth or pick any flowers or fruit without special permit.

GAMES: Play games except in authorized areas set aside for that purpose.

LIQUOR: Have, possess, carry, sell or consume any intoxicating liquor.

PARKING: Park vehicles except at places especially provided for such purposes.

RUBBISH: Throw or deposit rubbish except in containers for such purposes.

SELLING: Sell any goods except by special permit.

SPEEDING LIMIT: Drive or operate any motor vehicle in excess of five miles per hour in any park.

SWIMMING/WADING: Swim, wade bathe in or pollute the water of any fountain, pond, lake or stream.

VEHICLES: Propel any vehicle, cycle or automobile on any footpath or elsewhere other than roads provided.

PICNIC, MEETINGS OR PARADES: No company, society or organization shall hold or conduct any picnic celebration, parade or services without a special permit.

PUBLIC TOILETS: No person shall loiter at or about any toilet facility open to the public.

CLOSING TIME: No person shall enter, loiter or remain in any park at anytime between 10:00 p.m. - 7:00 a.m. of the following day unless they have a special permit.

**REMEMBER YOU ARE RESPONSIBLE FOR KNOWING CITY PARK RULES!**

**The City of Fontana does not provide ELECTRICITY at parks and/or shelters.**

**Revised 5/08**

Applicant's last name or name of Organization: \_\_\_\_\_ Date of event: \_\_\_\_\_

**CITY/DEPARTMENT POLICIES TO WHICH APPLICANT MUST ADHERE**

1. Request must be submitted in writing prior to facility reservation. Applicant(s) agree(s) to indemnify and hold harmless the City of Fontana, 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 facility may result in forfeiture of deposit and/or denial of future reservations.
3. All renters are required to provide proof of financial responsibility by means of liability insurance in a \$ 1,000,000.00 general liability insurance coverage per occurrence or \$ 2,000,000.00 for general aggregate naming the City of Fontana 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.
4. A 100% of deposit is due at the time of the reservation, and the facility rental fee balance is due prior to the reservation date. Fees not paid by the deadline date may cause a cancellation of the reservation. Payment is made payable to the City of Fontana. Only cash, check, money orders, and credit card payments are accepted. Please allow four (4-6) weeks to process the return of the deposit.
5. Refund Policy: Facility/Pools\* - Cancellations at least 60 days prior to rental date will receive 100% of their deposit. Less than 60 days prior to date will result in a loss of 100% of all paid fees. Shelter\* - Cancellations made 30 days prior to rental date will receive 100% refund. Less than 30 days of rental date will result in 100% loss of fees paid.  
\* A \$10.00 processing fee applies to all facility cancellations. An additional cancellation fee of \$100.00 may apply.
6. For indoor reservations, staff will assist in making chairs and tables accessible to the renter. Equipment must be used inside the building. Please consult staff at the facility you are reserving to make sure there are enough chairs and tables for your reservation. Additional chairs and tables brought by the applicant must first be approved in writing by an authorized representative of the Community Services Department.
7. Kitchens are designed for food warming and serving only, as cooking is prohibited. Applicant must furnish own towels and cleaning supplies. The applicant is encouraged to meet with facility staff prior to reservation to determine what kitchen appliances are available for use. Washing dishes and utensils in restroom sinks is strictly prohibited. Caterers: A list of qualified licensed caterers will be provided when food is served at the Jessie Turner Health & Fitness Center, Heritage Neighborhood Center, Fontana Library, and Center Stage Theater. Catering services require a valid San Bernardino County Health Permit, food transport certificate, as well as a valid City of Fontana Business License.
8. The applicant agrees that if this activity is open to the general public that he or she will not exclude any qualified person from participating in, deny anyone the benefits of, or otherwise subject anyone to, discrimination on the basis of race, color, national origin, age or disability.

Agreement: I, \_\_\_\_\_, have read and understand this Facility Request Form including the summary of City ordinances and City/Department Policies and have signed all pages to this Facility Request Form. I also received a copy of the summary of City Ordinances and City/Department Policies. I understand that approval is not granted until the signed copy is returned to the applicant and the City reserves the right to refuse or cancel any approved reservation. I will be responsible for the reservation and if I or my guests breach this agreement or any City ordinances and City/Department Policies then I may forfeit the deposit and incur additional fees which will be imposed by the City.

The Facility Request Form may be denied if I or my alternate indicated that we will not be present during the rental time. My signature indicates that the information I have provided is true. If any of the information in this facility reservation form is found to be untrue, then the City of Fontana has the right to cancel this reservation. Cancellations made by the applicant no less than thirty (30) days notice may cause forfeiture of the deposit. Facilities may not be scheduled for more than six (6) months in advance.

\_\_\_\_\_/\_\_\_\_\_  
Applicant's Signature (Printed Name) Date

\_\_\_\_\_/\_\_\_\_\_  
Alternate's Signature (Printed Name) Date

