



**City of Fontana  
Community Services Department**

Date Rec'd: \_\_\_\_\_

**FACILITY RESERVATION APPLICATION**

**Step 1- Request**

**Banquet/Meeting Facility**

- Cypress Neighborhood Center
- Don Day Neighborhood Center
- Heritage Neighborhood Center
- Jessie Turner Community Center
- Fontana Community Senior Center

**Banquet/Meeting/Specialty Facility**

- Art Depot
- Josephine Knopf Center
- Steelworkers' Auditorium (Lewis Library)
- Other: \_\_\_\_\_

**Pool Facility**

- Don Day     Miller     Heritage
- Aquatic Center     Martin Tudor Splash
- Park/Shelter
- Bouncer/Jumper

**Step 2 – Additional Information:**

**DATE OF EVENT:** \_\_\_\_\_

Type of Event:  Meeting     Wedding     Birthday     Family Gathering     Musical/Play     Other: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Is this event open to the public?    Yes \_\_\_\_\_ No \_\_\_\_\_

Set-up Time: \_\_\_\_\_ to \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_ Clean-Up Time: \_\_\_\_\_ to \_\_\_\_\_

(Hours requested include set-up and clean-up times) **TOTAL NUMBER OF HOURS:** \_\_\_\_\_

Will you have any or all of the following?     Disc Jockey/Live Band     Live Entertainment     Bouncer/Dunk Tank

Caterer     Dance Floor     Kitchen     A/V System     Other (please describe): \_\_\_\_\_

Will alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_ Security required? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Facility reservations only) Pending approval

How many security guards are required: \_\_\_\_\_

**Step 3 - Refund Policy**

I have read and understand this Facility Reservation Application including the summary of City ordinances and City/Department refund policies. \_\_\_\_\_ (initials)

**Step 4 – Applicant Information**

Name of Organization (if applicable): \_\_\_\_\_

Name of Applicant or person responsible: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is your organization Fontana Non-profit? \_\_\_\_\_ if yes, please submit a copy of your letter of determination from the IRS.

**Step 5 – Approval Process**

(Staff use only)

Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved                  Pending                  Denied

Customer contacted on: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Final payment date: \_\_\_\_\_

Facility Deposit	\$
Alcohol Deposit	\$
Insurance Fee	\$
Alcohol Insurance Fee	\$
Reservation Fee	\$
Kitchen Fee	\$
Security Fee	\$
Other	\$
<b>Total</b>	<b>\$</b>

## 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. Facilities may not be scheduled more than twelve (12) months in advance.
4. Facility reservation(s) for business profit or subletting will not be allowed at any city facility.
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 Facility.
7. Security Deposit Payment is required to secure the facility/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 Facility 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. Facility Reservation Deposits 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 Fontana as additional insured and as a certificate holder or purchase insurance through the City at an additional cost.
14. Residency Verification – At time of Security Deposit Payment a picture ID and a current utility bill is required to verify residency.
15. The City of Fontana, Community Services Department reserves the right to refuse or cancel any Facility Reservation Application at any time.
16. 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 payer within 4 -6 weeks after the conclusion of the reservation.
  - Cancellation of at least 60 days prior to the rental date will receive of all fees paid minus the following:
    - Current Cancellation Fee at time of cancellation
    - Current Refund Processing Fee at time of cancellation
    - Any Administrative/Transaction Processing Fee(s)
  - Cancellations less than 60 days prior to rental date will forfeit 100% of all fees paid. As well as any cancellation fees that are applicable.
  - Facility Reservation Deposits are non-transferable within Community Services Department Facilities.

#### RESERVATION DATE TRANSFER:

- A reservation date transfer is subject to the current Transfer Processing Fee at time transfer is requested.
  - Facility Deposits are non-transferable.
2. All rentals that serve alcohol require an alcohol deposit and additional alcohol insurance, pending approval. In addition, all alcohol must be served by an approved licensed bartender.
    - Beer and wine only with alcohol content under 20% is allowed.
    - Beer and wine is to be in non-glass container.
    - Beer and wine may only be consumed inside designated rental area.
    - 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. Alcoholic beverages shall not be served to minors. The user's/renter's failure to comply, monitor and enforce this provision is grounds for terminating the event immediately and forfeiture of the refundable security deposits and all fees paid.
  4. No alcohol will be allowed, if guest of honor is less than 21 years of age. In addition, alcohol will be prohibited when "the majority (50% plus one) of guests in attendance will be under the age of 21.
  5. 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 100 people an additional guard is required, and an additional fee is required. Security guard(s) will be arranged by the Community Services Department.
  6. Facility capacities are in place for the safety of your guests. Plan carefully when scheduling your event. If you have questions regarding facility capacities contact the Community Services Department at (909) 349-6900.
  7. Applicant is required to wipe off tables, chairs, and counters, sweep floors, completely remove any decorations, and deposit all trash in trash receptacles at the conclusion of the rental.
  8. Overnight storage for facility rental supplies or equipment will not be provided by the City of Fontana.

### Park/Shelter Permit

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

Reservations expecting more than 100 guests are required to fill out a special events application 90 days prior to event date.

1. For shelter reservations, the following cancellation policy applies:
  - Cancellation at least 30 days prior to the rental date will receive a 100% refund of fees paid minus the current Refund Processing Fee.
  - Any reservations made within 30 days of event date are non-refundable.
  - Any Administrative/Transaction Processing Fee(s).
  - Refund/Transfer requests must be made in person with original receipt, permit and reservation sign, prior to event date.
  - Refunds are subject to an Administrative Processing Fee.
  - Transfers requested are subject to an Administrative Transfer Fee.
  - Refunds will be approved if rain or inclement weather occurs 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.

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.

2. Vehicles may not be driven into/onto areas of the park, other than the parking lot.
3. Reservations at park shelters where lighting is not available must end no later than dusk.
4. Park Rules: No animals, fires, alcoholic beverages, amplifiers, bands or disc jockeys (DJ's) or charcoal grills or propane grills will be permitted.
5. **Park shelters do not have electricity.**
6. All renters must adhere to City Ordinance Chapter 19 Sections 1-3 (provided for your review on the reverse side of your shelter reservation sign and on your Facility Reservation Permit).

**Bouncer/Jumper Permit**

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

A bouncer permit is required for all inflatable units. Inflatable bouncers that require water use are not permitted in City parks.

1. Bouncer permits are non-refundable.
2. **The City of Fontana does not provide electricity at parks and/or shelters.**
3. A certificate of insurance is required for all bouncers in the park. The insurance certificate must list the City of Fontana as additionally insured and certificate holder 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: customer's name, park name, event date and fax it to (909) 349-6911 Attn: bouncer permits.

**Garden Plot Permit**

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

1. Garden plot permits require an additional application. See Community Services Department staff.

**Pool Reservation Permit (seasonal)**

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

The following cancellation policy applies to all pool reservations:

1. Cancellation at least 60 days prior to the rental date will receive a 100% refund of fees paid minus the current Refund Processing Fee and Cancellation Fee.
2. Cancellations **less** than 60 days prior to rental date will result in forfeit of 100% of all paid fees.
3. Any Administrative/Transaction Processing Fee(s).
4. Refund/Transfer requests must be made in person with original receipt and permit.
5. Refunds are subject to an Administrative Processing Fee.
6. A reservation date transfer is subject to the current Transfer Processing Fee.
7. The Community Services Department may cancel any reservation due to adverse facility conditions and/or required maintenance.
8. No animals, fires, alcoholic beverages, amplifiers, bands or disc jockeys (DJ's) or charcoal grills or propane grills will be permitted on pool decks.
9. The applicant is responsible to keep surrounding areas clear of trash during and at the conclusion of the reservation.
10. Glass bottles or containers are prohibited in pool complex.
11. 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 in all pools and attraction, including splash pads. No cut-offs allowed, denim, basketball or gym shorts.
- Pool toys and floatation devices (lifejackets, water wings, etc.) are not permitted; this includes swim suits with built in floatation devices.
- Children 7 years old and younger must be within arm's reach of an adult at all times.
- Smoking, gum chewing, and spitting are not permitted.
- Persons with open sores, cuts, or rashes are not permitted in pool or attractions; bandages are prohibited in the pool and attractions.
- Persons and/or children who are sick and/or have diarrhea are not permitted in the pool or attractions.
- Abusive and/or foul language is prohibited and will not be tolerated.
- All persons entering pool complex are required to pay the admission fee.
- Diving is only permitted from diving boards. (see "Diving Board Rules" are available at each pool site)
- 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.

**Refund Policy:**

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

**Facility Reservations** - Cancellations of at least 60 days prior to the rental date will receive a refund of all fees paid minus the following:

- Current Cancellation Fee at time of cancellation
- Current Refund Processing Fee at time of cancellation
- Any Administrative/Transaction Processing Fee(s)
- Transfers are subject to a processing fees and may be subject to cancellation fees.
- Facility Deposits are non-transferable.
- Cancellations **less** than 60 days prior to rental date will result in forfeit of 100% of all fees paid.
- Facility Reservation Deposits are non-transferable within Community Services Department Facilities.

**Park Shelter Reservations** - Cancellation at least 30 days prior to the rental date will receive a 100% refund of fees paid minus the following:

- Any reservations made within 30 days of event date are non-refundable.
- Current Refund Processing Fee at time of cancellation.
- Any Administrative/Transaction Processing Fee(s)
- Transfer requests must be made in person with original payment receipt, permit, and reservation sign. Transfers are subject to a processing fee.
- Refunds will be approved if rain or inclement weather occurs on the day of the shelter reservation.

**Pool Reservations** - Cancellations of at least 60 days prior to the rental date will receive a refund of all fees paid minus the following:

- Cancellation at least 60 days prior to the rental date will receive a 100% refund of fees paid minus the current Refund Processing Fee and Cancellation Fee.
- Any Administrative/Transaction Processing Fee(s).
- Refund/Transfer requests must be made in person with original receipt and permit.
- Transfers requested are subject to an Administrative Transfer Fee.
- The Community Services Department may cancel any reservation due to pool conditions and/or maintenance requirements.
- A reservation date transfer is subject to a current Transfer Process Fee at time transfer is requested.

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

1. 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 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 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 of reservation(s).
4. A security deposit, paid in full, is due at the time of the reservation date. This reservation is not guaranteed until security deposit is paid. The balance of all facility rental fees, including Aquatic Facilities/ Pools, is due no less than 30 days prior to the reservation date. Fees not paid by the deadline date will result in cancellation of the reservation(s). Payment is made payable to the City of Fontana. 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 the return of the security deposit after the reservation date.
5. Refund Policy:
  - Facility Reservations** - Cancellations of at least 60 days prior to the rental date will receive a refund of all fees paid minus the following:
    - Current Cancellation Fee at time of cancellation
    - Current Refund Processing Fee at time of cancellation
    - Any Administrative/Transaction Processing Fee(s)
    - Transfers are subject to a processing fees and may be subject to cancellation fees.
    - Cancellations less than 60 days prior to rental date will result in forfeit of 100% of all fees paid.
    - Facility Reservation Deposits are non-transferable within Community Services Department Facilities.
  - Park Shelter Reservations** - Cancellation at least 30 days prior to the rental date will receive a 100% refund of fees paid minus the following:
    - Current Refund Processing Fee at time of cancellation.
    - Any Administrative/Transaction Processing Fee(s)
    - Transfer requests must be made in person with original payment receipt, permit, and reservation sign. Transfers are subject to a processing fee.
    - Refunds will be approved if rain or inclement weather occurs on the day of the shelter reservation.
  - Pool Reservations** - Cancellations of at least 60 days prior to the rental date will receive a refund of all fees paid minus the following:
    - Cancellation at least 60 days prior to the rental date will receive a 100% refund of fees paid minus the current Refund Processing Fee and Cancellation Fee.
    - Any Administrative/Transaction Processing Fee(s).
    - Refund/Transfer requests must be made in person with original receipt and permit.
    - Transfers requested are subject to an Administrative Transfer Fee.
    - The Community Services Department may cancel any reservation due to pool conditions and/or maintenance requirements.
    - A reservation date transfer is subject to a current Transfer Process Fee at time transfer is requested.
6. For indoor reservations, staff will assist in making chairs and tables accessible to the renter. However the renter will be responsible for setting up tables and chairs. Any city equipment to be outside designated rental area must be approved. All other city equipment must remain within designated rental area. 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. Catering vendors must obtain a City of Fontana Business License, San Bernardino County Health Permit, and Insurance, and these must be preapproved by City staff.
8. The applicant agrees that if the event listed on this Facility Reservation Application is open to the general public that he or she will not exclude any person from participating in, deny anyone the benefit of, or otherwise subject to, discrimination on the basis of race, color, national origin, age or disability.

Agreement: I, \_\_\_\_\_, have read and understand this Facility Reservation Application. I, the applicant, understand that approval of this Facility 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 Fontana Ordinances can be viewed online at [www.fontana.org](http://www.fontana.org).

The Facility 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.

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

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