

INSTRUCTION FOR ORANGE COVE FACILITY USE APPLICATION

1.....FILL OUT FACILITY USE APPLICATION AND SIGN IT

Fill out the application for Facility Use as completely as possible. Read all instructions and agreement of this application and sign it.

2.....TURN IN FACILITY USE APPLICATION TO ORANGE COVE CITY HALL

Once the application has been completed, it must be turned in at the Orange Cove City Hall, 633 Sixth Street, Orange Cove, California 93646 with the following:

a) Processing fee of **\$45 - this is a non-refundable fee.** If your application is approved, the processing fee is applied toward your fees. **If the application is denied or if canceled, the processing fee is not refundable;**

b) Deposit (See attached rates for facility)

c) A copy of a PROOF OF RESIDENCY. This can be a copy of valid applicant's driver's license showing an Orange Cove address, a copy of a utility bill with applicant's name and Orange Cove address, or an approved ID card with Orange Cove address. **If "PROOF OF RESIDENCY" is not turned in, applicant will be charged non-resident rates**

3.....IF A DANCE (WITH OR WITHOUT ALCOHOL) IS BEING HELD IN CONJUNCTION WITH ACTIVITY

Once the application has been approved and you are hiring a security guard company, you must turn in your security guard application a month before your event. Completed and the security arranged, the application must be turned in at the Orange Cove City Hall with the following:

- a) A signed contract from an **approved security company;**
- b) A copy of a valid photo ID of applicant showing applicant is at least 21 years of age;
- c) Activity will end by 11:00 p.m. At 12:00 a.m. you need to exit the building ensuring the building is clean as you received.

4.....IF ALCOHOL OR FOOD IS BE SOLD WITH OR WITHOUT A DANCE/DINNER

Complete the Alcohol Permit and obtain the necessary security. Once the application has been completed and the security arranged, the application must be turned in at the Orange Cove City Hall with the following:

- a) A signed contract from an approved security company;
- b) A copy of a photo ID of applicant showing applicant is at least 21 years of age.
- c) If Alcohol or Food is sold a permit must be obtained.
(Alcohol permit through ABC (Alcohol Beverage Control in Fresno) and Food permit through the Fresno County Health Dept.) The Alcohol Permit must be turned in within ten (10) working days of the date of Applicant for Facility Use was turned in. If it is not, **you may forfeit your \$45 processing fee and be required to submit a new application and an additional \$45 processing fee to reactivate your eligibility for the use of the facility and become dependent upon the availability of that date.**

5.....SECURITY REQUIREMENTS -Security is required during all events during dinner and/or dances with or without alcohol. The City requires one uniformed security guard for every 50 people. (The Orange Cove Police Department requirements shall be one uniformed security guard for every 50 people present). Security guard firm shall be licensed with the City and have the proper insurance/bonding. All applications for functions open to the public held in a public facility will be reviewed by the City of Orange Cove to determine what, if any, private security will be required. The type of event, anticipated attendance, location and other relative factors will be considered.

CITY OF ORANGE COVE
633 Sixth Street, Orange Cove, California (559) 626-4488
FACILITY USE APPLICATION

This reservation application is issued in accordance with the policies outlined in the attached packet. All reservation forms must be signed and returned before consideration of use approval. Submission of a reservation request does not constitute approval. All applications must be presented to the City Manager and or City Council for final approval.

Name: _____ Organization/Representative: _____

Mailing Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Date of Use: _____ Nature of Use: _____

Expected Attendance: _____ Time: From _____ am/pm To: _____ am/pm
(For the community center, hours of operation shall not exceed 11:00 p.m. All occupants must exit the building by 12:00 a.m., and the facility must be left clean and in the same condition received.)

Other information, please specify: _____

DECORATING/REHEARSAL: Date: _____
From _____ a.m./p.m. To _____ a.m./p.m.

INSURANCE REQUIRED:

Name of Insurance Company: _____

(Please provide Certificate of Insurance showing the City of Orange Cove as an additional Insured. See details on next page and must be received a month before event.)

FACILITY REQUIRED:

(Please Check) _____ (R) Resident _____ (N) Non Resident

(No Smoking in Public Buildings pursuant to Ordinance No. 284)

_____ J.O. Eaton Park
_____ Sheridan Park
_____ Victor P. Lopez Community Center
_____ OTHER (Please specify)

Date: _____

Applicant Name: _____ Applicant Signature: _____

Date: _____ Approved or Denied Administration Signature: _____

FACILITY RATES

J.O. Eaton Memorial Park

Park Fees will be updated at a later time.

For major events, if you would like to use the park space, please complete the application and submit

Bandshell Use: Hourly rate: \$25 (electricity not guaranteed). To ensure, bring your own generator and extension cord.

Sheridan Park

Park fees will be updated at a later time.

COMMUNITY CENTER RENTAL FOR FUNERAL SERVICES

This is a free service to Orange Cove residents only. Non-residents: \$300

***Days of use:** Monday-Friday (only) upon availability and no observed holidays.
(Saturday/Sunday at full cost)

***Hours of operation:** 8:00 a.m. – 4:00 p.m. Set-up time may take place the day before during working hours based upon availability. If not, the setup will be on the day.

*****If additional time is needed after 4:00 p.m., no later than 6:00 p.m., the additional hourly rate is \$25.**

CERTIFICATE OF LIABILITY INSURANCE

A Certificate of Liability of Insurance, including an Additional Insured Endorsement, will need to be purchased for Building Rentals and some Park Rentals. You can make this purchase through your homeowner's insurance or use the following link.

To Obtain A Quote for your low-risk- Special Event: <http://eventinsure.com>

A Certificate of General Liability Insurance, Listing the City of Orange Cove as Additional insured with a minimum of \$1,000,000 (Some events require more coverage depending on the risk level.

The name to reflect under Certificate Holder and the Additional Insured Endorsement:

City of Orange Cove
633 6th Street
Orange Cove, CA 93646

You must also list the location address in the description box on the certificate.

VICTOR P. LOPEZ RURAL ECONOMIC DEVELOPMENT/JOB TRAINING CENTER

Decorating/Rehearsal Rates: \$50.00 an hour, day before the event only.

(Usage of the Victor P. Lopez Community Center must be by invitation only, and security will be required for wedding receptions and 15th Birthday Parties.

RATES

RESIDENT:

\$1,500.00 + \$1,000.00 Deposit (Refundable \$900.00) (Non-refundable \$100.00)

NON-RESIDENT:

\$2,500.00 + \$1,000.00 Deposit (Refundable \$900.00) (Non-refundable \$100.00)
The deposit is contingent on the facility being left in good standing when leaving.

A \$45 processing fee is required at the time of application; it is non-refundable. If your application is approved, the processing fee is applied toward your rate fees. If the application is denied or canceled, the processing fee is not refundable.

(Rates include hall, tables, and chairs. The use of the kitchen is a separate cost.

KITCHEN USE: \$50 AN HOUR

RATES FOR ORANGE COVE NON-PROFIT ORGANIZATION
(Excluding Dances)

Hourly Rates for Orange Cove Non-Profit Organization: \$50.00
Non-Resident Non-Profit Organization hourly rates are doubled

COMMERCIAL EVENTS:

Rates and contracts will be reviewed by the administration.

CLEAN UP FEES

The facility must be cleaned at the conclusion of the event, including the gym, kitchen, hallways, and bathrooms. All tables and chairs must be stacked and stored in their designated rooms. Any items brought in by the event sponsor must be removed by the end of the event. The kitchen must be cleaned and closed at least two hours before the event ends. The applicant must schedule a walk-through with a City employee one business day prior to the event, between 8:00 a.m. and 4:00 p.m. A final walk-through will be conducted with City staff and the applicant/s before the facility is vacated at 12:00 a.m. Staff will inspect the facility the day after the event to determine if additional cleaning is required. If extra cleaning is needed, a fee of \$90.00 per hour will be charged. Once the facility is reviewed for cleanliness, the refundable deposit will be processed within 3 weeks of the event. If any portion of the deposit is withheld, an itemized report will be provided.

CITY OF ORANGE COVE

633 Sixth Street, Orange Cove, California (559) 626-4488

ADDENDUM TO USE OF FACILITY

DECORATING/REHEARSAL: If decorating or rehearsal is required **prior to the date of the event, an additional charge of \$50.00 per hour will be required.**

CLEAN UP FEES: The facility must be cleaned up at the end of the day of the event to the satisfaction of City Staff. This includes the gym, kitchen, hallway, and bathrooms. All tables and chairs must be stacked and stored in the proper room. Any items brought by the event sponsor must also be removed by the end of the event. The Kitchen should be cleaned and closed two hours prior to the end of the event. A city employee will conduct a walk-through at the end of the event to determine whether **additional cleaning is required.** If additional cleaning up of the facility is required the following day after an event, a fee of **\$50.00 per hour will be charged.** Once the facility has been inspected and determined to be in satisfactory condition, the deposit will be processed within three (3) weeks of the event and mailed to the applicant.

AVAILABLE CHAIRS AND TABLES: There are currently 230 chairs and 43 tables available. Tables seat 8 persons.

Print: _____

Signature: _____

Approved: _____

Date: _____

The following information below must be filled out: All below questions must be answered.

Will food or drink be served? (Circle one).....Yes No
(If Yes need time: Begins: _____am/pm Ends:_____am/pm
Security must be present

Will food or drink be sold? (Circle one).....Yes No
(If Yes need time: Begins: _____am/pm Ends:_____am/pm
Security must be present

Will there be dancing?(Circle one).....Yes No
(If Yes need time: Begins: _____am/pm Ends:_____am/pm
Security must be present

Will there be a dinner and alcohol served?(Circle one).....Yes No
(If Yes need time: Begin: _____am/pm Ends:_____am/pm
Security must be present

*Will alcoholic beverages be served?(Circle one).....Yes No
(If Yes need time: Begin: _____am/pm Ends:_____am/pm
Security must be present

*Will alcoholic beverages be sold?(Circle one).....Yes No
(If Yes need time: Begin: _____am/pm Ends:_____am/pm
Security must be present

(*Serving/Selling alcoholic beverages requires specific insurance coverage)

ALL REQUIREMENTS OF ABC LICENSING REGULATIONS SHALL BE ADHERED TO

I, _____, agree to follow all rules, regulations and policies of the City of Orange Cove and the Orange Cove Police Department on the use of the facility requested. **I understand that I am responsible for any, and all, repair costs for damages to the building, park and/or surrounding areas.**

I understand the City of Orange Cove **will not be held responsible for items brought to this activity as requested in this application which becomes lost, stolen or damaged before during or after activity. This is to include damage or loss due to any mechanical failure that may occur.**

The City of Orange Cove reserves the right to require that the building user provide adequate liability insurance coverage for the City and the user against claiming for money or damages. The City requires a Certificate of Insurance showing that adequate coverage is in effect before the event can be held. The Lessee shall save, keep and hold harmless the City of Orange Cove, its officers, agents, employees, and volunteers from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason or in the course of use which may be occasioned by any willful or negligent act or omissions of the Lessee, any of the Lessee's employees, or guest. The City of Orange Cove will not be held liable for any accident, loss or damage. I also understand that in accordance with the law smoking is prohibited in public buildings pursuant to Ordinance No. 284.

Signature of Applicant: _____ Date: _____

RATES AND FEES ARE SUBJECT TO CHANGE UPON CITY MANAGER OR CITY COUNCIL APPROVAL, AND/OR CITY SPONSORED EVENTS WILL TAKE PRECEDENCE AND MAY BUMP OTHER RESERVED EVENTS

--- ALL FEES ARE DUE WITHIN 10 WORKING DAYS OF ACTIVITY DATE. DEPOSIT IS DUE WHEN APPLICATION IS SUBMITTED. FEES AND DEPOSITS ARE NOT REFUNDABLE IF EVENT IS CANCELED WITHIN 30 DAYS PRIOR TO EVENT. NON-REFUNDABLE PROCESSING FEE IS DUE WHEN APPLICATION IS SUBMITTED.

CITY OF ORANGE COVE UNIFORMED SECURITY GUARD REQUIREMENTS

Private security officers are required whenever there is a dance, dinner, and/or alcoholic beverages being served at any function being held at a City owned facility.

All Security Companies must be **Licensed** with the Department of Consumer Affairs, Bureau of Security and Investigating Services. The Security companies must have a business licenses to do business in the City of Orange Cove and must be turned in with the application.

Private security companies are listed in the telephone directory, internet, and on the State web site www.bsis.ca.gov

RULES FOR THE USE OF THE VICTOR P. LOPEZ CENTER

1. **As per the Orange Cove Police Department requirements there shall be one uniformed security guard for every 50 people present and no less than 3 uniformed security guards at any given time per event.** There shall be a least one uniformed security guard at the entrance of the community center patrolling the entrance and the hall corridor at all times during the social function. There shall be a least two uniformed security guards in the center at all times. Uniformed security guard firm shall be licensed with the City and State of California and have the proper insurance/bonding. Initial.
2. Hours of operation shall not exceed 12:00 a.m. At midnight the facility must be all cleaned up, ready to present to city staff. The consumption of alcoholic beverages (no bottled or glass containers) is allowed only inside the gym with proper supervision and approval. Initial.
3. There shall be no bottled alcohol beverages allowed while entering into the building other than what is being hosted by the party. Initial.
4. The use of restrooms is limited only to those at the main entrance. Initial.
5. The party will be responsible for verifying the possession of required invitation. Admittance will only be allowed after proof of invitation. A uniformed security guard can be accompanied with the party checking the invitation. Initial.
6. The party shall adhere to the City of Orange Cove Social Host Ordinance Initial.
7. Attendance shall never exceed the number approved by the City Council Initial.
8. There shall be no use of the kitchen area after finishing with dinner except for the kitchens cleaning. The kitchen must be shut down and cleaned 2 hours before event concludes Initial.
9. Anchor Avenue entrance will be used as the main entrance for all events Initial.
10. No smoking or loitering allowed anywhere on the premises Initial.
11. All children are to remain inside the center with proper supervision Initial.
12. The center shall be kept clean and free of litter at all times Initial.
13. Expected attendance must correspond to the number stated on application. Any violation in this manner will result in stoppage of further entry or cancellation of the event for public safety. Initial.
14. Guests must remain in the center while event is in progress Initial.

15. All acoustical panels and sound system equipment must not be disturbed, dirtied, or damaged_____Initial.
16. I, understand and agree to all of the stipulations mentioned above and will adhere to them accept all responsibility if violated. Anything over 12:00 Midnight will result in a charge of \$200 an hour that will be deducted from your deposit.
SIGNATURE OF RESPONSIBLE PARTY_____

OFFICE USE ONLY----

Reviewed by City Manager: Comments:_____

Date:_____

FINANCE DEPARTMENT:

FEES PAID? ____YES ____NO (IF YES HOW MUCH?_____DATE:_____)

DEPOSIT? ____YES ____NO (IF YES HOW MUCH?_____DATE:_____)

APPLICATION REQUEST: _____GRANTED _____DENIED

INVITATION REQUIRED: _____YES _____NO

SECURITY REQUIRED: _____YES _____NO

Date:

Signature:_____

Reason if application is denied:_____