

CITY OF BRAWLEY

PARKS AND RECREATION AND COMMUNITY SERVICES GUIDELINES FOR USE OF PUBLIC FACILITIES

The City of Brawley welcomes and encourages community groups and individuals to use parks and recreation facilities. Certain parks and facility space may be reserved for various functions, provided that such use does not conflict with regularly scheduled parks and recreation department programs. Any organization, group or individual desiring reserved use of a park and recreational facility must make application to the parks and recreation department on forms provided. The Director subject to availability and the applicant's eligibility will approve reservations. Approval shall be granted only to responsible adults. The applicant is required to be in attendance (during the entire event) at the function for which the application is made. City government functions and recreation programs shall have priority over other uses of all parks and recreation facilities. Priority for use of facilities is established as follows:

GROUP I: Resident groups, organizations, or schools, holding functions which provide a community service in the area of education recreation, health or welfare and are free to the participants.

GROUP II: Resident groups, organizations or schools, holding functions which provide a community service in the area of education, recreation, health, or welfare for which the participants are charged.

GROUP III: Resident, private party

GROUP IV: Non-Resident private party

GROUP V: Commercial

INELIGIBLE ORGANIZATIONS:

City facilities may not be used by any group or organization, which has as its objectives the overthrow of the United States government or by any individual, or organization deemed subversive as defined in the State of California Code. Permission for use of the City's facilities is subject to all rules and regulations governing the use of said facility. Permission may be revoked at any time for failure to adhere to prescribed rules. No use shall be permitted if it is determined to be contrary to the interest of the City of Brawley. All persons, groups or organizations using public facilities must abide by municipal, state and federal laws. **ALCOHOLIC BEVERAGES ARE PROHIBITED ON CITY PROPERTY**, except by City Council approval. All gambling is prohibited. Smoking is allowed in only designated areas.

RESERVATIONS:

Reservations for use of facilities may be made for up to six (6) months in advance and not less than two (2) weeks prior to usage, provided that the deposit is paid at the time of approval and that all rent, estimated fees and estimated personnel costs are paid two weeks prior to the function. Deposits and all estimated costs must be in the form of a cashier's check, payable to the City of Brawley. Non-payment will result in cancellation of the reservation.

DEPOSIT:

All renters will be required to make a cleaning/damage deposit. The deposit is refundable by city check, subject to the condition of the facility or other reasons, and will be sent by mail approximately twenty (20) days after the date of usage.

ESTIMATED FEES AND PERSONNEL COSTS:

All estimated fees and personnel costs must be paid two weeks prior to the function. Over payment of fees is refundable by city check, subject to condition of facility or other reasons, and will be mailed approximately twenty (20) days after the date of usage. If personnel and use fees exceed estimates, all fees must be paid within (30) days.

CANCELLATION CLAUSE:

Any group not giving sufficient notice of cancellation (7 days) shall forfeit deposit fee. The City of Brawley reserves the right to cancel any agreement if a use is misrepresented or if a use is determined to be inappropriate, a high risk liability exposure or detrimental to the facility surrounding neighborhood.

FACILITY ATTENDANT:

A member of the city staff will be on duty, at all times, while facilities are being used unless otherwise specified by the city. The employee shall have full access to all activities at any time in order to insure that all rules, regulations, city and state laws are being observed.

INSURANCE REQUIREMENTS:

The City requires proof of liability insurance in the minimum amount of \$ 1,000,000 per occurrence, \$ 1,000,000 aggregate naming the City of Brawley as additional insured, for the use of the Lions Center Gymnasium, the Lions Center Pool, the Brawley Senior Center Main Hall and meeting room, the Cattle Call Arena and horseshow ring as well as the Del Rio Community Center and all parks. The City may require proof of liability insurance from any user of any public facility, if it deemed necessary. There must be an additional endorsement naming the City of Brawley, 383 Main St, Brawley, as additionally insured. Proof of insurance must be received two weeks prior to usage.

LIABILITY:

It is distinctly understood and agreed that applicant assumes all risk of loss, damage liability, injury, cost and expense that may arise during or be caused in any way by such use or occupancy of the facilities, the applicant will save and hold the city harmless for any loss, claims and liability or damages, and/or injury to persons and property that in any way may be caused by the applicants use or occupancy of said facilities.

SECURITY:

The City shall require security guards licensed and certified by the State of California as deemed necessary by the Park and Recreation Director on a case by case basis. The minimum number of guards will be determined by the City Police Chief. Guards should be scheduled 2 hour before and 2 hours after each function. The City of Brawley Police Department must approve all security.

SET-UP & CLEAN-UP:

Renters are responsible for their own set-up and clean up and the rental agreement must include adequate time to accomplish these tasks. Tables and chairs must be wiped clean and put away; floors must be swept and mopped. Mops and broom will be made available. Both the inside and outside of the facility must be left clean. A charge per man, per hour, will be deducted from the cleaning/damage deposit for any additional clean-up provided by city staff.

PLASTIC GARBAGE BAGS:

When using the any city facility or parkstie and seal all trash in 33-gallon heavy-duty trash bags and place neatly in the nearby dumpster. Any group not adhering to this will have additional cleanup charges deducted from their deposit. Refuse bins may be required for special functions.

MISCELLANEOUS:

No advertising shall be exhibited, no petitions shall be circulated, not solicitations or sales shall be made in the building or on the ground without written permission from the Parks and Recreation Director.

APPLICATION FOR USE OF SPORTS FACILITIES:

All persons, groups or organizations using sports facilities must adhere to the above listed guidelines for use of public facilities. Applications to reserve a sports facility must be submitted at least two weeks in advance and not more than 60 days prior to the time of usage. City staff supervision will not be required unless otherwise specified. Overnight Camping in City Parks is prohibited with one exception. Camping is allowed in Cattle Call Park on a case by case basis with written approval from the Director of Parks and Recreation.

CURFEW:

A 10:00 p.m. curfew is in effect for all lighted City parks. All other parks close at sunset. No sports league play shall begin a new inning/quarter/half after 10:00 p.m. A 10:00 p.m. curfew is in effect for all public buildings available for rent. Only, by written permission of the Director will this curfew be extended for special events. Light charges are \$20 per hour, per field.

BOUNCERS AND WATERSLIDES:

Bouncers and waterslides are prohibited in public parks and facilities unless they are a part of a special event for Groups I & II. This is on a case by case basis with written approval from the Director of Parks and Recreation.

ROAD CLOSURES:

Requests for road closures is only for Groups I & II. A map of the road closure must accompany the application request.

CATTLE CALL ARENA:

The Cattle Call arena and horseshow ring are for equestrian events only. No other use will be permitted.



DEPARTMENT OF PARKS
AND
RECREATION

CITY OF BRAWLEY

LIONS MEMORIAL CENTER
225 A STREET
BRAWLEY, CALIFORNIA
92227
PHONE: 344-5675

CITY OF BRAWLEY PARKS, RECREATION AND COMMUNITY SERVICES APPLICATION AND AGREEMENT

FOR THE USE OF CITY-OWNED PARKS AND RECREATIONAL FACILITIES

ACTIVITY DATE (S) _____ ACTIVITY _____

NAME OF APPLICANT _____ ADDRESS _____

HOME PHONE _____ WORK PHONE _____

ORGANIZATION _____ NON-PROFIT # _____

Will this activity be a fund-raiser? Yes ☐ No ☐

Admission fee, entry fee or donation? Yes ☐ No ☐

If yes, where will the proceeds go? _____

FACILITY REQUESTED

- ☐ Lions Center Gymnasium
☐ Lions Center Conf. Room
☐ Lions Center Kitchen
☐ Lions Center Entire Facility
☐ Lions Center Pool
☐ Senior Center Main Hall
☐ Senior Center Meeting Room
☐ Senior Center Kitchen
☐ Senior Center Entire Facility
☐ Cattle Call Large Arena
☐ Horseshow Ring
☐ Cattle Call Entire Facility
☐ Park _____
☐ Teen Center Recreation Room
☐ Teen Center Kitchen
☐ Del Rio Community Center Room

TIMES AND ATTENDANCE

Approx. attendance _____ Adults
_____ Minors
Set-up & Starting _____ AM/PM
Guests Arrive at _____ AM/PM
Ending & Clean-up _____ AM/PM
Total Hours _____

I WOULD LIKE TO USE THE FOLLOWING EQUIPMENT:

_____ # Tables _____ Other
_____ # Chairs _____
_____ Trash Cans _____

I, the undersigned, shall indemnify, defend, and hold harmless the City of Brawley, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of in any way connected with Permittee's use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Brawley, its officers, employees or agents.

I, the undersigned, have read the City of Brawley Use and Rental Information, the above statement, and the facility regulations on the reverse side of this permit, understand them fully, and agree to abide by them.

APPLICANT'S SIGNATURE _____

TITLE _____ DATE _____

STAFF NOTES: _____

CHARGES AND DEPOSITS

PRIORITY _____

APPLICATION: ☐ APPROVED ☐ DENIED BY: _____

EMPLOYEE REQUIRED ☐

FACILITY	HRS	CHARGE	TOTAL	DATE:
☐ Lions Center	_____ @	\$ _____	\$ _____	
☐ Senior Center	_____ @	\$ _____	\$ _____	
☐ Cattle Call	_____ @	\$ _____	\$ _____	
☐ Parks	_____ @	\$ _____	\$ _____	
☐ Lions Pool	_____ @	\$ _____	\$ _____	
☐ Teen Center	_____ @	\$ _____	\$ _____	
☐ Del Rio Community Center	_____ @	\$ _____	\$ _____	

NEEDED:	COMPLETED:
☐ Security	☐
☐ Insurance	☐
☐ Council Approval	☐

Paid On _____ # _____

Refundable Deposit \$ _____ Paid On _____ # _____

Total Fees \$ _____

CC ☐ Parks
☐ Recreation
☐ Senior Citizens
☐ Buildings
☐ _____

Refund Approval ☐ Yes ☐ No
Amount of Refund: _____

Entered on Calendar ☐
Copies issued by: _____

Employee: _____