

### FACILITY RESERVATION FORM

Contact Name \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Organization Name \_\_\_\_\_ Non-Profit ID # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_  
(Address you want the Security Deposit mailed to.)

Email Address \_\_\_\_\_

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Hours of Use (Including Set-up & Clean-up) \_\_\_\_\_ to \_\_\_\_\_

#### Facility Requested

- Azalea Hall - Entire Facility
- Azalea Hall - Hewitt Room (Includes Kitchen)
- Azalea Hall - Senior Room
- Azalea Hall - Kitchen
- Library Conference Room
- McKinleyville Activity Center
- Teen & Community Center - Entire Facility
- Teen & Community Center - Multi-purpose Rm.
- Teen & Community Center - Music Room
- Teen & Community Center - Kitchen

#### Services Requested

- Event Host (\$19.50/hr.)
- Commercial Event Host (\$37.25/hr.)
- Set-up Services
- Clean-up Services
- Insurance (required for alcohol or 200+)
- Projector Rental (\$50 Rental Fee)

**See the Facility & Park Rentals brochure or [mckinleyvillecsd.com](http://mckinleyvillecsd.com) for rental fees and for more information.**

#### Event Information

- Are you providing insurance?  Yes  No
- Is entertainment being offered?  Yes  No
- Is there amplified music?  Yes  No
- P.A. system required?  Yes  No
- Decorating the facility?  Yes  No
- Alcoholic beverages served?  Yes  No
- Alcoholic beverages sold?  Yes  No
- Food served?  Yes  No
- Food sold?  Yes  No
- Are you using a caterer?  Yes  No
- Charging admission?  Yes  No
- Contributions solicited?  Yes  No

Required when serving alcohol or 200+ people.  
If yes, type \_\_\_\_\_  
Band name/type \_\_\_\_\_

If yes, Event Host & insurance required.  
If yes, ABC License required.

If yes, Department of Health Food Permit required.  
Caterer Name \_\_\_\_\_

- Handicap accommodations must be requested at the time facility reservations are made.
- There shall be no discrimination against or segregation of any persons in connection with the use of public facilities.
- Rental fees are due and payable 30 working days prior to the event date. Fees paid with less than 30 days must be paid in full by cash, credit card or money order. Checks will not be accepted less than 30 days prior to your event.
- Rental fees are refundable up to 60 days prior to the scheduled event less a \$15 administrative fee. Cancellations less than 59 days prior to the event will result in partial loss of deposit and/or rental fees paid. See "Guidelines, Rules & Regulations Governing Use of District Facilities" for complete Cancellation policy.
- **District reserves the right to cancel events for failure to meet fee deadlines and event requirements.**

The undersigned, responsible individual, acting as representative of the organization entering into this agreement, certifies that the above information is correct, agrees to pay the required fees 30 working days prior to the event and meet all event requirements at least 5 working days prior to the scheduled event, agrees to obtain adequate insurance coverage for the event, including coverage from outside vendors, agrees to obey the rules and regulations as provided, and assumes full personal and financial responsibility for any damages sustained to the buildings, grounds, furniture, or equipment, and for the acts and conduct of all persons on premises at the time of the event.

The undersigned, responsible individual, and organization designated above jointly and severally agree to hold McKinleyville Community Services District, it's employees, agents, volunteers, and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss or damages to property occasioned by or arising out of the use of the facilities, equipment and premises of the MCSD.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Acknowledgement of Receipt and Understanding of Guidelines, Rules & Regulations Governing MCSD Facility Reservation & Use**

Please initial each of the following statements to acknowledge your understanding of these policies:

\_\_\_\_\_ Cancellation of Reservations: Reservations may be cancelled up to 60 days prior to use with a full refund less a \$20 administrative fee. Cancellation 30-59 days prior to scheduled use will result in forfeiture of ½ of the deposit. Cancellations 11-29 days prior to scheduled use will result in forfeiture of entire deposit. Cancellations 10 or fewer days prior to use will result in forfeiture of deposit and ½ rental and service fees paid. Such requests must be in writing or the Event Cancellation Notice must be signed and returned to the District's main office for the event to be recognized as officially cancelled.

\_\_\_\_\_ The user is responsible to set up, take down, and restore the facility to the appropriate condition unless the user has purchased such services from the District. Failure to leave the facility in appropriate condition will result in loss of entire cleaning and damage deposit. \*This is non-negotiable. If you find the facility is not in appropriate condition when you arrive to your reserved time please call 839-9003 immediately and report it.

\_\_\_\_\_ All decorations must be flameproof and removed at the end of the event. Candles may not be used unless they are not lit. Only decorations that can be fastened and supported by removable tape (i.e. Scotch Brand removable tape, 3M Picture Hanger with Command Adhesive, and 3M Wall Hooks with Command Adhesive) are allowed. Nails, hooks, tacks, staples, or screws may not be used.

\_\_\_\_\_ If helium balloons are used and not removed cleaning and damage deposit will not be refunded.

\_\_\_\_\_ For all vendors and annual/regular users, please be advised that the County Possessors is requiring MCSD to submit rental information for all regular users including annual events. You may be subject to additional property taxes based on the County Possessors requirements. This fee has nothing to do with MCSD, if you have any questions or concerns regarding this fee please contact them directly at: (707) 476-2329

The Rules and Regulations attached to this document are adopted from the District's Rules and Regulations regarding the Recreation and Park System. As such, this document does not represent all rules and regulations regarding facility use and is intended to cover those regulations considered most important by the District. Users must adhere to ALL District regulations regarding facility use. For a complete copy of referenced materials, please contact the Parks & Recreation office at (707) 839-9003.

I have read the attached Rules and Guidelines and fully understand my responsibility as a renter of McKinleyville Parks and Recreation facility.

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**Guidelines, Rules & Regulations Governing Use of District Facilities**

**GENERAL RENTAL REGULATIONS**

1. All users must submit a fully completed Facility Reservation Form at least 10 working days prior to the event. Reservations made less than 30 days in advance must be paid in full at the time of reservation and must be paid with cash, credit card or money order. Checks will not be accepted less than 30 days prior to event.
2. All potential users must pay a facility use deposit and complete the Facility Reservation Form in order to reserve the facility. All other corresponding fees are due and payable 30 working days prior to the scheduled event and all required permits, insurance and/or licenses are due 5 working days prior to the scheduled event. Please note the following:
  - Fees are as stated in the Facility Reservation Brochure.
  - The facility deposit is fully refundable provided the facility is restored to the appropriate condition. If additional cleanup is required or damage sustained to the facility or its equipment, a portion of or all of the deposit may be forfeited. Should additional cleanup or repairs be required, additional charges may apply. Should there be no additional cleanup or damages, the full deposit shall be refunded within 14 working days after the event.
  - An event host is required for all events where alcoholic beverages will be served or sold. A minimum charge will be a two-hour block, with the maximum being the duration of the event plus overtime if applicable. District event host requests must be followed at all times.
  - Users may be required to submit a certificate of insurance in the amount of \$1,000,000 which names the District as certificate holder and includes an endorsement to the policy with the District named as additional insured. Each certificate shall contain a 30-day cancellation notice to the District. Users proposing to sell or serve alcoholic beverages must submit a Certificate of Public Liability and Host Liquor Liability in the amount of \$500,000 naming the District as additional insured with a 30-day cancellation notice. Users unable to secure the coverage specified above may do so through the District.
  - Prior to the event, all users proposing to sell alcoholic beverages must submit proof of compliance with the regulations of the Alcohol and Beverage Control Board.
  - Prior to the event, all users proposing to sell food items must submit proof of compliance with the regulations of the County of Humboldt Department of Public Health.
3. All activities must be carried out in compliance with the executed facility reservation form and these rules and regulations. Activities not carried out pursuant to the facility reservation form and these rules and regulations are an infraction and may result in forfeiture of the scheduled event as well as forfeiture of deposit and all fees paid. Any damages exceeding the deposit will be charged to the person responsible for the rental.
4. Users are responsible to monitor and maintain the posted facility maximum occupancy. Exceeding the posted maximum occupancy will result in immediate cancellation of the event.
5. If, after the normal operating hours of the District, the user requires a District employee, other than the event host, to return to work to provide a service (i.e. the user setting the alarm off), the user may be charged a minimum two hour call out fee.
6. The District reserves the right of full access to all activities at any time to insure all rules and laws are being observed. The District reserves the right to suspend any individual or group from using any District facility if their behavior is determined to be abusive, destructive or in violation of any District rule, without refund. The District reserves the right to cancel a scheduled event, with a full refund.
7. For some events, the District may require users to provide outside security services at user's expense.
8. Adult Chaperones are required (1 per 20 youth age seventeen and younger) for all youth activities and must remain present at all times. Names and phone numbers of chaperones must be submitted to the District prior to the event.
9. In regard to rental of Azalea Hall, McKinleyville Senior Center property may not be used or moved.
10. In regard to the Activity Center, users may only utilize District designated recreation equipment and other equipment as provided by the user.
11. In regard to the Teen & Community Center, only spaces specifically requested on the reservation form will be available to renters. The recording studio and music equipment will not be available for rent with the entire building. Only rentals of the music room and recording studio will have access to the music equipment and instruments.
12. Cancellation of Reservations: Reservations may be cancelled up to 60 days prior to use with a full refund less a \$15 administrative fee. Cancellation 30-59 days prior to scheduled use will result in forfeiture of ½ the deposit. Cancellations 11-29 days prior to scheduled use will result in forfeiture of entire deposit. Cancellations 10 or fewer days prior to use will result in forfeiture of deposit and ½ rental and service fees paid. Such requests must be in writing or the Event Cancellation Notice must be signed and returned to the District's main office for the event to be recognized as officially cancelled.

**REGULATIONS PERTAINING TO ALCOHOLIC BEVERAGES**

13. Alcoholic beverages may be served and consumed at District facilities in connection with special events if requirements to do so are completed as outlined under 2D and 2E above.
14. Use of alcoholic beverages is only permitted to those 21 years or older.
15. A District Event Host must be present at all times, including setup and cleanup, during an event where alcoholic beverages are served.
16. The user is responsible to maintain sufficient control of the event – including participants, the facilities, and parking lot. Where the District determines there is insufficient control, an event may be cancelled. No refund will be given.

**REGULATIONS PERTAINING TO FACILITY SET-UP AND CLEAN-UP**

17. The user is responsible to set up, take down, and restore the facility to the appropriate condition unless the user has purchased such services from the District. Failure to leave the facility in appropriate condition will result in loss of entire deposit.

18. All beverage storage containers such as ice tubs, beer kegs, etc., are restricted to the kitchen only.
19. Entrance mats must be kept inside the building.
20. All decorations must be flameproof and removed at the end of the event. Candles may not be used unless they are not lit. Only decorations that can be fastened and supported by removable tape (i.e. Scotch Brand removable tape, 3M Picture Hanger with Command Adhesive, and 3M Wall Hooks with Command Adhesive) are allowed. Nails, hooks, tacks, staples, or screws may not be used.
- A. If helium balloons are used and NOT removed the entire deposit will not be refunded.
21. All furniture and equipment, when utilized, must be used for its intended purpose.
22. Birdseed, rice or confetti may not be thrown inside or outside the facility.
23. Some cleaning supplies are available in marked designated areas; requests for additional items can be made to the Event Host.

#### **REGULATIONS PERTAINING TO DANCES, PARTIES AND AMPLIFIED MUSIC**

24. Sponsors of activities for persons under eighteen (18) years of age must enforce the "NO RE-ENTRY RULE", meaning no person will be allowed to leave the premises and re-enter.
25. Lighting for all dances must be sufficient to ensure the safety of all participants.
26. Should a participant be expelled from an event, user must ensure participant is removed from the premises, including the area surrounding the facility.
27. Amplified music shall only be allowed as follows: Mondays – Thursdays (prohibited unless otherwise approved by the District) Fridays and Saturdays – through 2:00 am; Sundays – through Midnight.
28. All doors and windows must be kept closed during those periods where amplified music is played.
29. Noise levels from the amplification system must comply with the noise regulations of Humboldt County.
30. Responsible individuals must make sure people are not littering or being noisy outside the facility.
31. Cleanup of the surrounding park is required immediately after your event, as part of your facility use agreement.

#### **ADDITIONAL FACILITY USE REGULATIONS**

All Users must adhere to and comply with the following policies and/or rules and regulations:

##### **Anti-Discrimination Policy**

MCSD has zero tolerance for harassment or any other form of discriminatory behavior, as set forth in this Policy Against Discrimination. The District does not tolerate discrimination or harassment based on gender, pregnancy, childbirth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, military or veteran status, or any other status protected by federal, state, or local law. MCSD requires that all patrons of facilities adhere to MCSD policy. MCSD will respond to any discriminatory behavior in an appropriate manner, including, but not limited to, termination of facility agreement and/or future facility use, reporting to appropriate legal authorities or other appropriate responses.. All incidences of discriminatory behavior are to be reported to the MCSD General Manager immediately.

For all communications, both written and electronic, MCSD does not tolerate any correspondence that degenerates into improper use. MCSD's technology resources are governed by District policies. Under no circumstances may anyone use MCSD's technology resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way, such as sexually explicit or racially disparaging messages, jokes, or cartoons.

Article IV of the District's Parks and Recreation - Rules and Regulations, governs the following rules:

32. No person shall:
  - Willfully mark, deface, injure, tamper with, or displace or remove any property contained within the recreation and park system; and
  - Trespass upon any area where prohibited; and
  - Hunt, molest or otherwise harm wildlife and plant life within the recreation and park system.
  - Discharge any weapon of any type for any reason within the recreation and park system.
  - Pollute waters or dump refuse not created within the recreation and park system. For refuse created within the recreation and park system, not dump, deposit or leave any trash, except in proper receptacles.
  - Operate motorized vehicles within the recreation and park system except in those areas designated as driveways or for parking.
33. Fires will be allowed on grounds only in those areas equipped with District-provided equipment designated for the containment of fires.
34. There is to be no camping or loitering permitted on the grounds of outdoor facilities between sunset and sunrise.
35. Pets may be off leash at outdoor facilities only in designated areas only and must be under voice control at all times. Animal owners are responsible for removal of animal excrement from the facility.

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