



City of Costa Mesa
Parks and Community Services Department
FACILITY USE APPLICATION ▪ ONE TIME RENTALS ▪ NO ALCOHOL
Please Type or Print Neatly

Permit #: _____

This application is NOT a Permit. Dates/Times are not guaranteed until you receive your rental permit from City staff. Refundable deposit must be received or on file at the time of booking. For questions please call (714) 327-7528.

Contact Information
Name: _____
Company/Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Primary Phone #: _____
Secondary Phone #: _____
Email Address: _____
Non-Profit: <input type="checkbox"/> No <input type="checkbox"/> Yes (501c3 letter required)
IRS Non-Profit Number: _____

Event Information
<i>Facility Hours: Sun. - Fri.: 8:00AM to 10:00PM; Sat.: 8:00AM to 11:00PM</i>
Purpose of event: _____
Expected attendance: _____
Will food/beverages be served? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a caterer on site? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a DJ or live amplified music? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event have fees for attendees or vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the event open to the Public? <input type="checkbox"/> Yes <input type="checkbox"/> No
I acknowledge that there is NO alcohol allowed during this rental. Initial _____
Additional equipment you will provide: _____

Rental Dates									
Room Name/ Equipment Rental	Date	Day	Time In Includes Setup Time	Event Start Time	Event End Time	Time Out Includes Clean- Up Time	Office Use Only		
							Total Hours	Rate/ Hour	Subtotal
Subtotal									
Deposit Amount									
Grand Total									

Waiver: I, the undersigned, do hereby agree to indemnify and hold harmless the City of Costa Mesa, and any of its officers, agents, or employees from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the Rules, Regulations and Policies governing the facility as set forth by the City of Costa Mesa. Said patron will accept all responsibility for any damage to premises, furniture, equipment, or grounds resulting from use of facility. Damage done to the facility or failure to adhere to stated rules and policies may result in prohibiting of the following: future rentals to renter, future similar events, future similar event types.

I have received the facility rental packet for the City of Costa Mesa's Parks and Community Services Department and I agree to the waiver above.

Signature _____ Print Name _____ Date _____

FOR OFFICE USE ONLY

Rental Application <input type="checkbox"/> Approved <input type="checkbox"/> Denied Department Approval _____ Date _____	<input type="checkbox"/> Deposit <input type="checkbox"/> R+R <input type="checkbox"/> Designation Contact <input type="checkbox"/> Setup Diagram	Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> 501c3 Received Caterer: <input type="checkbox"/> Yes <input type="checkbox"/> Info <input type="checkbox"/> Insurance Deposit \$ _____ R# _____ CSR # _____ Remaining balance _____ Final Payment Due Date _____
--	--	--

City of Costa Mesa
***Parks & Community Services
Department***

DESIGNATION OF CONTACT

Facility: _____

Date of Event: _____

Name of Event: _____

Check-In Time: _____

Check-Out Time: _____

I, _____ (permit holder), signed as the authorized agent for the referenced permit hereby authorize those listed below as authorized agents to sign-in for said event in my absence. Permit holder still assumes responsibility for all happenings at event.

I will give those named below a copy of the facility Rules and Regulations so they are aware of all facility rules prior to arrival.

Signature of Authorized Agent on Permit

Please list contacts for sign-in:

Name & Phone # _____



City of Costa Mesa ▪ Department of Parks and Community Services

FACILITY RENTAL RULES AND REGULATIONS

I. Reservation Requirements

I have read and agree to the Reservation Requirements (section I)

_____ Applicant Initials

- A. **Applicant** must be at least 18 years of age. The applicant or a designated authorized agent must be on site at the event during all rental hours.
- B. **Rental Time:** The facility reservation time is divided into three categories. The renter is responsible for all fees during these times. Facility Staff will be on hand to admit you into the facility at the time you have specified on the rental application.
 1. **Preparation Time:** This is designated for permit holders to set-up and prepare the rented room(s) prior to the start of the event. No guests are allowed inside the facility during preparation time.
 2. **Event Time:** This time is designated for the duration of the event with guests inside of the rented room(s).
 3. **Clean-Up Time:** Clean-up time is required and must be at least one-half (1/2) hour after event time. All personal items must be removed from the facility. Any remaining items will be disposed.

II. Fees and Deposits

I have read and agree to the Fees and Deposits (section II)

_____ Applicant Initials

- A. **Deposit(s):** Refundable damage deposit is due at the time of application. Deposit will be refunded in full, provided permit holder abides by approved contracted rental time and there is no damage to the facility and/or facility equipment. Refund will be distributed 4 to 6 weeks after event date.
- B. **Fees:** Rental fees are due sixty (60) days before the day of the event. If applicant is paying with a credit card, the cardholder's name must match the applicant name. All facility fees are subject to change at any time. Ongoing users have the option of paying room fees in full or paying quarterly.
- C. **Rental User Descriptions**
 - a. **Resident Non Profit:** Local clubs and organizations who have their headquarters in the city of Costa Mesa. Nonprofit rentals must submit their Federal Tax Exempt ID Number and a copy of the organization's 501(c)(3) letter.
 - b. **Resident Private:** Residents who live in the City of Costa Mesa and are requesting facility use for a private party. Proof of Residency is required.
 - c. **Non-Resident Private:** Patrons who do not reside in Costa Mesa and are requesting facility use for a private party. This classification also includes non-profit organizations that are not based in the City of Costa Mesa.
 - d. **Commercial Resident:** Businesses or Commercial Groups located in the City of Costa Mesa who are requesting facility use. This includes any renting group selling merchandise and/or services, or charging fees for entrance and/or participation in event. Proof of Business address is required.
 - e. **Commercial Non-Resident:** Businesses or Commercial Groups located outside Costa Mesa who are requesting facility use. Any renting group selling merchandise and/or services, or charging fees for entrance and/or participation in event.

III. Cancellations or Modifications to Permit

I have read and agree to the Cancellation or Modifications to Permit (section III) Applicant Initials

- A. Rental Transfers/Modifications:** Request to transfer rental date or change finalized rental documents (layout, times, room, catering, etc.) must be made in writing thirty (30) days prior to rental date to the Facility Rental Coordinator. Transfers/modifications of reservation submitted under thirty (30) days are subject to a \$25 transfer fee per permit modification.
- B. Rental Cancellation:** Cancellation requests must be made in writing and submitted to the Facility Rental Coordinator thirty (30) days in advance. Cancellations will be subject to a \$25 cancellation fee per permit modification. For all cancellation requests made with less than a thirty (30) day notice, rental fees will be forfeited. The City reserves the right of cancellation with ninety (90) day notice*. Cancellation by the City will result in a full refund. *Note: If a cancellation is necessary, notice will be given as far in advance as possible, but not less than ninety days, barring unforeseen emergency or act of nature.
- C. Cancellations/Transfers for Ongoing Rentals:** For all cancellations/transfers, ongoing users are required to submit a written request twenty one (21) days prior to rental date. For requests submitted under twenty one (21) days, cancellations will result in rentals fees being forfeited. Transfers, if available, will be charged a \$25 transfer fee.

IV. Facility Policies

I have read and agree to the Facility Policies (section IV) Applicant Initials

- A. Food and Beverages:** Community Center rooms permit outside food and non-alcoholic beverages. Due to the special flooring and regulations, food and drinks at the Downtown Recreation Center Pool and Gymnasium are not allowed.
- B. Catering:** If applicants use a licensed catering company, the catering company must provide a copy of their liability insurance with the City of Costa Mesa as additionally insured. An additional \$100 deposit is required for a catered event.
- C. Alcohol:** Alcohol is not permitted during any facility rental.
- D. City Equipment:** Tables and chairs are included with the rental fees. Additional equipment is available for an additional fee. All City property (tables, chairs, equipment) must remain inside the facility at all times.
- E. Smoking:** Smoking or vaping is not allowed in any public facilities or parking lot. If the facility is located within a park there is no smoking or vaping within fifty (50) feet of any park perimeter. (CM Municipal code 8-133)
- F. Music:** Live amplified music is not allowed at any events. Use of a DJ is ONLY allowed in the Adobe Room at the Balearic Community Center.
- G. Security:** Rentals may require one or more city-approved, private security personnel. Applicants will be notified during the application review process of any security requirements.
- H. Insurance:** The City of Costa Mesa may require the rental applicant to furnish a "Certificate of Insurance for Liability" in the amount of no less than \$1,000,000 per occurrence, naming the City of Costa Mesa as additionally insured. Applicants will be notified during the application review process of any insurance requirements. Any events requiring insurance must submit certificate no less than three (3) weeks before event date.
- I. Decorations:** No objects are to be suspended, attached or affixed to ceilings, walls, windows, floor, or carpeted areas. No tape, tacks or pins are to be used on facility property or furnishings. No candles, confetti, or glitter are allowed in or around the facility. No smoke machines, fog machines, or confetti cannons are allowed. It is suggested that the patron concentrate on table decorations and portable room decorations only.
- J. Piñatas and Bounce Houses:** Piñatas and Bounce Houses are not permitted.
- K. City Staff:** City staff will be on site to assist you with any issues that may arise. Staff is allowed to enter your event at any time.
- L. Animals:** Service animals are the only animals permitted inside the building during a facility rental.
- M. Room Capacities:** The room capacity will be enforced at all times. If your event exceeds the maximum capacity, it will be in jeopardy of being closed down by City staff, fire department, or police department. You will forfeit any fees paid for the facility rental, including the security deposit.
- N. Parking:** There is no parking, loading or unloading in any area other than marked parking stalls.

- O. **Deliveries:** Staff is not authorized to sign for any deliveries on behalf of the applicant. The applicant or designee must accept all deliveries. The “set-up time” is the earliest time for any scheduled deliveries.
- P. **Storage:** Due to limited space, there will be no storage provided for facility rentals. All renter’s materials brought into the building must be removed at the end of the rental period.

V. Check-in/Check-out Procedures

I have read and agree to the Check-in/Check-out Procedures (section V) _____ **Applicant Initials**

- A. **Room Layout:** Rental applicant is responsible for submitting a room layout a minimum of two (2) weeks prior to event date. The applicant may be required to have a facility walk through meeting with the Facility Rental Coordinator for approval of room layout.
- B. **Set-up:** Upon renter arrival, City staff will have the room set-up based on the submitted room layout. If no room layout is submitted, the room will be left empty. Any adjustments to the room layout after the applicant has arrived may be accommodated based on staff availability.
- C. **Check-in:** Upon arrival, the renter or designated agent will enter the facility office and sign-in. City staff and the renter will conduct a pre-event inspection of the room.
- D. **Late/No Show Rentals:** If the applicant holder does not arrive within fifteen (15) minutes of the start of their reservation, staff will call applicants and designated agents. The city reserves the right to cancel all events if the applicant or a designated agent does not check in with staff thirty (30) minutes after the EVENT start time. All rental fees will be forfeited.
- E. **Clean-up:** The applicant is responsible for wiping spills from tables, chairs, walls, carpet; removal of trash can liners to outside dumpsters; removing large pieces of trash, balloons, etc. from the carpet area and stage: and cleaning of the kitchen. Clean-up may include vacuuming, mopping, and removal of debris from any furniture or facility equipment. All personal items must be removed from the facility. All items remaining in the facility will be subject to disposal and \$150 fee. Additional cleaning required or damages done by renting group and assessed by City staff after rental are subject to additional fees. Fees for additional cleaning and/or damages will be retained from the rental deposit.
- F. **Check-out:** Renter or designated agent must notify city staff when room has been cleaned after the completion of event. The renter and City staff will conduct a post-event inspection of the room. The renter will leave the room in the same condition as they entered the room.
- G. **Use of Time in the Facility:** Patron must abide by prepaid rental time stated on the permit. Unauthorized use of time outside of time stated on the permit will result in a fee of \$155/hr. There are no refunds for any unused rental time that has been prepaid.

Acknowledgement

I have read and agree to the City of Costa Mesa, Parks and Community Services Department’s Facility Rental Rules and Regulations.

Applicant Name (Print): _____ **Signature:** _____ **Date:** _____



CREDIT CARD AUTHORIZATION
City of Costa Mesa
Parks and Community Services
77 Fair Drive, Costa Mesa, CA 92626
Phone: (714) 754-5300 • Fax: (714) 754-5166

The following information must be provided to process your payment.

PLEASE PRINT

Applicant: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Name as it appears on the credit card: _____

Billing Address: _____

Card Number: _____

3-digit Security Number: _____ Expiration Date: _____

Amount: \$_____

Description of Charge(s): _____

Cardholder's Signature:
