



# City of Desert Hot Springs

65950 Pierson Boulevard, Desert Hot Springs, CA 92240 • www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

## FACILITY USER PERMIT APPLICATION CHECKLIST

Name: \_\_\_\_\_

### Required Documents:

Application (page 1 completed and page 6 signed)

Copy of Drivers License

Certificate of Insurance

General Liability (\$1,000,000 per occurrence; property damage insurance \$1000,000; city names as additional insured; evidence the use of facilities)

Liquor Liability if being served (\$1,000,000 limit)

ABC Liquor License (if being served)

501(c)3 Non-Profit Certificate (if applicable)

Business License (if available): \_\_\_\_\_

### Fees (profit)

Refundable Security Deposit of \$500.00

Hourly Rate: \$50.00 per hour x \_\_\_\_\_ hours = \$ \_\_\_\_\_

### Fees (non-profit) - proof of non-profit status is required

Refundable Security Deposit of \$500.00

Hourly Rate: \$25.00 per hour x \_\_\_\_\_ hours = \$ \_\_\_\_\_

501(c)3 Certificate

**Please note that application will not be accepted without receipt of above documents and fees**



# City of Desert Hot Springs

65950 Pierson Blvd. • Desert Hot Springs, CA 92240  
Telephone (760) 329-6411 x219 www.cityofdhs.org

OFFICE USE ONLY	
Case No.	
Permit No.	
Rental Fee	
Deposit	
Total Fees:	
Check#/Cash/CC	
Approved/Denied	
Deposit Returned	

## FACILITY USE PERMIT APPLICATION For the Use of City Parks, Recreation and Community Facilities in Conjunction with Special Event permits

### PLEASE READ RULES AND REGULATIONS

*The City of Desert Hot Springs provides facilities for use by members of the public. Please respect the fact that these facilities are used by members of the public for various functions throughout the year. Therefore, it is essential that these facilities be kept clean and orderly.*

*All reservations and applications must be submitted **45-days prior** to the date of the event.*

**RENTER'S FULL RESPONSIBILITY:** *The renter assumes full responsibility for the character, acts, and conduct of all persons admitted to the premises and for any/all damage to the facility.*

### REQUESTED FACILITY:

Carl May Community Center  
 Wardman Park Swimming Pool  
 Wardman Park Tennis Courts  
 Wardman Park  
 Veteran's Memorial Park  
 Constitution Park  
 Frank Hodge Skate Park

Mission Springs Park  
 Tedesco Park  
 Henry V. Lozano Community Center  
 Rotary Park  
 Hot Springs Park  
 Furbee Swimming Pool

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ (a copy will be required for attachment to application)

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

Type of Organization:                      Profit                      Non-Profit (include certificate)

Activity Date(s): \_\_\_\_\_

Time From: \_\_\_\_\_ AM      PM      Time To: \_\_\_\_\_ AM      PM

Purpose of Facility Use(s): \_\_\_\_\_

Number of Participants: \_\_\_\_\_

**REQUIRED FOR ALL RENTALS:**

1. COMPLETED AND SIGNED APPLICATION FOR FACILITY USE PERMIT
2. COPY OF DRIVERS LICENSE
3. INSURANCE(S)
4. ABC LIQUOR LICENSE (IF APPLICABLE)
5. NON-PROFIT CERTIFICATE

**CARL MAY COMMUNITY CENTER/ HENRY V. LOZANO COMMUNITY CENTER**

1. DAMAGES: Renter assumes full responsibility for any damage done to equipment and/or building due to misuse, negligence and vandalism. If damages occur, renter shall be billed for repairs and/or replacement.
2. No alcoholic beverages are allowed under any circumstances, unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance coverage in the amount of \$1,000,000 limit.
3. DEPOSITS: \$500.00 Security Deposit must be paid at the time the completed facility use permit application is filed. Additional charges for the hourly rate of City (and police if required) employees may apply. If after rental, the facility is not clean, the security deposit will not be returned, and future use of the facility will be prohibited.
4. KEYS: All keys must be returned to the City Hall the next working day after the event.
5. KITCHEN: Kitchen must be cleaned after the event.
6. TABLES AND CHAIRS: Tables and chairs must be cleaned after the event.
7. DECORATIONS: Do not put staples, nails or scotch tape into/on walls, paneling on room dividers.
8. INSURANCE REQUIREMENTS: Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must be able to provide evidence of the same coverage, naming the City as an additional insured. Acceptable insurances shall be with an insurance company with an AM Best rating no less than A:VII and an admitted carrier in the State of California.
9. SUPERVISION: Renter must provide adequate supervision and provide one person in identified vest or uniform for every 100 people in attendance. Provide no less than one person for every 100 people in attendance, to remove ground trash and empty trash receptacles as they become full and immediately following the event.

**SWIMMING POOL:**

1. DAMAGES: Renter assumes full responsibility of any damages to equipment and building, due to misuse and negligence. If damage occurs, renter shall be billed for repairs and/or replacement.

2. No alcoholic beverages are allowed under any circumstances, unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance coverage in the amount of \$1,000,000 limit.
3. DEPOSITS: \$500.00 Security Deposits must be paid at the time the completed facility use permit application is filed. Additional charges for the hourly rate of City (including police if required), employees may apply. If after rental, the facility is not cleaned, the security deposit will not be returned, and future use of the facility will be prohibited.
4. INSURANCE REQUIREMENTS: Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must be able to provide evidence of the same coverage, naming the City as an additional insured. Acceptable insurances shall be with an insurance company with an AM Best rating no less than A:VII and an admitted carrier in the State of California.
5. SUPERVISION: There will be no less than two certified lifeguards on duty at all times when the pool facility is being rented. Renter may supply certified lifeguards upon proof of valid certification. City certified lifeguards will be provided by City at full cost to the Renter. In the event that the City or renter are unable to provide lifeguards for the facility, the event will be cancelled.
6. A maximum of 75 people inside the pool and pool area are allowed at any one time.
7. WAIVERS: If applicable, all participants are required to submit indemnification, holding the City harmless from any and all liability. Submit all documentation no less than ten days prior to the event.

**PARK RESERVATIONS:**

1. DIGGING OR SOD REMOVAL: Do not dig or otherwise damage lawn areas. Renter is responsible for damage to trees and landscaping. Renter will be billed for repairs.
2. No alcoholic beverages are allowed under any circumstances, unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance coverage in the amount of \$1,000,000 limit.
3. DEPOSITS: \$500.00 Security Deposit Deposits must be paid at the time the completed facility use permit application is filed. Additional charges for the hourly rate of City (including police if required), employees may apply. If after rental, the facility is not cleaned, the security deposit will not be returned, and future use of the facility will be prohibited.
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5. FEES: BOUNCER: \$ 50.00 (the key for the electrical box can be picked up the Thursday before the event and must be returned the next working day).
6. SUPERVISION: Renter must provide adequate supervision and provide one person in identified vest or uniform for every 100 people in attendance. Provide no less than one person for every 100 people in attendance, to remove ground trash and empty trash receptacles as they become full and immediately following the event.
7. BBQ: Do not pour grease on grass; renter's deposit will not be returned.
8. POSTING: Do not staple or nail anything to the trees, park furniture or park identifying signage.

**FRANK HODGE SKATE PARK:**

1. No alcoholic beverages allowed under any circumstances, unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance will be needed with a \$1,000,000 limit.
2. DEPOSITS: \$500.00 Security Deposit Deposits must be paid at the time the completed facility use permit application is filed. Additional charges for the hourly rate of City (including police if required), employees may apply. If after rental, the facility is not cleaned, the security deposit will not be returned, and future use of the facility will be prohibited.
3. INSURANCE REQUIREMENTS: Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must provide evidence of the same coverage, naming the City as an additional insured. Acceptable insurances shall be with an insurance with an AM Best rating no less than A:VII and an admitted carrier in the State of California.
4. FEES: BOUNCER: \$ 50.00 (the key for the electrical box can be picked up the Thursday before the event and must be returned by the next working day).
5. SAFETY GEAR: Renter attests that all safety requirements shall be followed.

**TENNIS COURTS:**

1. No alcoholic beverages allowed under any circumstances, unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance will be needed with a \$1,000,000 limit.
2. DEPOSITS: \$500.00 Security Deposit Deposits must be paid at the time the completed facility use permit application is filed. Additional charges for the hourly rate of City (including police if required), employees may apply. If after rental, the facility is not cleaned, the security deposit will not be returned, and future use of the facility will be prohibited.
3. INSURANCE REQUIREMENTS: Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must provide evidence of the same coverage, naming the City as

- 4. an additional insured. Acceptable insurances shall be with an insurance with an AM Best rating no less than A:VII and an admitted carrier in the State of California.
- 5. FEES: BOUNCER: \$ 50.00 (the key for the electrical box can be picked up the Thursday before the event and must be returned the next working day).

**RIGHT TO CHANGE RULES**

THE CITY OF DESERT HOT SPRINGS RESERVES THE RIGHT, AT ANY TIME, TO MAKE CHANGES IN OR RESCIND ANYONE OR MORE OF THESE RULES AND REGULATIONS OR MAKE SUCH OTHER AND FURTHER RULES AND REGULATIONS AS IN THE CITY'S DISCRETION MAY, FROM TIME TO TIME, BE NECESSARY FOR THE SAFETY, CARE AND CLEANLINESS OF THE PREMISES.

**AGREEMENT**

I hereby certify that I (renter's name) \_\_\_\_\_, am an authorized representative of said organization and that the information provided is true and correct. I will be responsible for any damage or unnecessary abuse of building or equipment on rental site premises. I agree to indemnify, defend and hold the City of Desert Hot Springs, its employees, officers, agents and volunteers harmless and free from liability of any nature arising from the use of City rental facilities including reimbursement of any legal fees incurred in the defense of such claims. I certify that I have read the Rules and Regulations of this form, and hereby agree to abide by all rules and enforce the same.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For insurance, contact:**

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**Allstate Insurance**  
14201 Palm Dr. #106  
Desert Hot Springs, CA 92240  
Phone: 760-329-2965  
Fax: 760-329-7245

**GLH Insurance**  
11924 Palm Dr. #1  
Desert Hot Springs, CA 92240  
Phone/Fax: 760-329-2539

**B L & H Insurance Services**  
PO Box 250  
Desert Hot Springs, CA 92240  
Phone: 760-251-4764  
Fax: 760-329-6999

**Nancy Breeden Insurance**  
65935 Pierson Blvd. #A  
Desert Hot Springs, CA 92240  
Phone: 760-329-1754

**BAF Insurance Services**  
18300 Kris Ave.  
Desert Hot Springs, CA 92240  
Phone: 760-251-2008

**Qualified Retirement & Insurance Services**  
PO Box 250  
Desert Hot Springs, CA 92240  
Phone: 760-251-4764  
Fax: 760-329-6999

## **Facility Rental Mandatory Cleaning List**

The City of Desert Hot Springs requires that any person or persons renting, reserving, or using any City facilities clean inside and outside of said facility after usage. The City facility must be returned in the same condition prior to the rental or use of said facility.

### **Cleaning List:**

1. TURN OFF AIR CONDITIONING AND/OR HEATER.
2. TURN OFF ALL LIGHTS.
3. CLEAN AND RETURN ALL DISHES; CLEAN SINK.
4. WIPE DOWN COUNTERTOPS, APPLIANCES AND REMOVE ANY DEBRIS ON WALLS.
5. EMPTY GARBAGE.
6. CLEAN BATHROOMS.
7. REPLACE TABLES, CHAIRS ETC TO POSITIONS AS BEFORE USE.
8. VACUUM ALL FLOORS.
9. EMPTY AND CLEAN REFRIGERATOR.
10. CLEAN ANY AND ALL TRASH OR DEBRIS FROM OUTSIDE OF BUILDING.

**THE ABOVE MUST BE ACCOMPLISHED AFTER EVERY USE TO ENSURE RETURN OF SECURITY DEPOSIT.**

## **CITY OF DESERT HOT SPRINGS FACILITIES RENTAL FEES**

### **PRIVATE AND NONPROFIT USAGE FEES**

#### **Security Deposits**

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- Security Deposit is \$500.00
- Non-profit Security Deposit is \$500.00  
Proof of nonprofit status is required.

#### **Hourly Rates**

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- Hourly Rate \$50.00 an hour
- Non-profit Hourly Rate \$25.00 an hour  
Proof of nonprofit status is required.



# City of Desert Hot Springs

## Facility Cleaning Checklist

The City of Desert Hot Springs requires that any person(s) renting, reserving, or using any City facilities, clean inside and outside of said facility after usage. The City facility must be returned in the same condition prior to the rental or use of said facility.

Name: \_\_\_\_\_

### **Cleaning list:**

- Turn off air conditioning and/or heater.
- Turn off all lights
- Clean and return all dishes; clean sink
- Wipe down countertops, appliances and remove any debris on walls
- Empty garbage
- Clean bathrooms
- Replace tables, chairs, etc. to positions as before use
- Vacuum all floors
- Empty and clean refrigerator
- Clean any and all trash or debris from outside of building

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

The above must be accomplished after every use.

**After your event is over, please return this signed page to City Hall  
(Public Works Department), with key, to ensure return of security deposit.**