



CITY OF BANNING PARKS AND RECREATION DEPARTMENT
•789 N. San Geronio Ave, Banning CA 92220 • 951-922-3242 • recreation@banningca.gov •
PARKS AND RECREATION DEPARTMENT
FACILITY RENTAL INFORMATION PACKET

Thank you for your interest in renting a City of Banning (City) Parks and Recreation Department facility. Enclosed is information to help you plan and prepare for your event, including fees, policies and procedures for utilizing City facilities.

It is important that you read each section carefully and understand the information. If something is not clear, please ask a Parks and Recreation staff member to provide clarification. Prior to reserving any facility, you will be required to sign a waiver form indicating you understand the information provided to you, and will adhere to the City's policies and rules.

You may inquire about facility availability by calling or stopping by the Community Center (address and phone number below). Please note that no date is reserved until the Facility Use Application and accompanying reservation fee are received and accepted by the City.

After a contract is signed and the deposit is paid, the remaining fees are due no later than thirty (30) days prior to the event date. If fees are not paid by this date, your reservation will be cancelled and the reservation fee will be forfeited.

If you have any questions, please call the Parks and Recreation Department at 951-922-3242.

Thank you,

City of Banning Parks and Recreation Department
789 N. San Geronio Ave. Banning CA 92220
recreation@banningca.gov



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FACILITY RENTAL GENERAL INFORMATION & FEES

Definitions

Throughout this document, the following definitions will apply:

The City of Banning will be referred to as City.

The reserving party/renter/applicant will be referred to as Applicant.

Reservation Scheduling

Facility reservations are accepted on a first-come, first-served basis. Residents and groups may reserve City facilities up to nine (9) months in advance of the rental date. Reservations must be made at least thirty (30) days in advance of the rental date.

Reservation Deposit

Facility reservations are not secured or placed on the calendar until a non-refundable reservation fee has been collected. The reservation fee will be applied toward your facility rental fees. Reservation fees are \$25 (private rental) or \$10 (non-profit) for any Facility. Applicant forfeits the reservation fee if the event is cancelled, including a requested change of date. **All reservation fees for Repplier Park Aquatic Center must be paid up front to reserve a date due to high demand of the facilities.**

Reservation Payment

All reservation fees are required to reserve a City facility. The reservation deposit is due to the City no later than thirty (30) days in advance of the event. Fees are not refunded for reserved time not used.

The City reserves the right to adjust fees at any time.

Security Guard Contract

If applicable, a security guard contract must be provided to City Staff at least (14) days in advance of the event. If this deadline is not met, reservation is subject to cancellation.

Security Deposit

A security deposit is required for all facility rentals. Security deposits are processed immediately upon receipt and will be returned after the event date if proper cleaning is completed, approved times were adhered to, and no damages or violations occur to the facility. If damage occurs and is less than the deposited amount, the difference will be refunded to the applicant. Applicant shall be required to pay the full cost of materials, labor, replacement, repairs and/or damages for any amount owed to the City over and above the cleaning and damage deposit, if applicable.



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Facility inspections are conducted by City staff prior to and immediately following events to determine the condition of the facility. Applicants are prohibited from arriving early and staying later than their reserved time. Violators will forfeit a portion of their Security deposit to be charged for the additional time. Security deposits will be refunded ONLY if all criteria are met, the rental time was adhered to, and no damage to the facility occurred.

Facility Attendant

A Parks and Recreation staff person must be present at all times when the facility is in use by the applicant prior to, during and following the event. There will be an additional fee included for events scheduled after regular facility operating hours. The attendant will be available to answer procedural questions, explain equipment use, and monitor the event/facility.

Applicant Verification

The person applying for use of the facility must be a responsible person at least twenty-one (21) years old.

Applicant accepts supervisory and liability responsibilities for the rental of a City facility. A current driver's license or other valid government-issued photo identification card is required to verify age and identity of the applicant.

Only the name(s) listed on the application are authorized to submit rental changes. Changes must be approved by staff and additional fees may apply. Changes must be made at least (14) days before your event.

Right to Refuse Rental

City reserves the right to refuse to reserve a facility for any of the following reasons, including, but not limited to: facility is not available due to another reservation or unsatisfactory record of use in the past by applicant; all requirements of this policy, the City Council, or the Parks & Recreation Commission are not met by applicant; the activity is not compatible with accepted legal and moral standards; applicant misrepresented facts at the time of reserving the facility; and/or City deems the facility unsuitable for the specified event or not usable or unsafe due to natural causes, repair or renovations to the facility.

Facility Cancellation

The City reserves the right to cancel any event if the applicant knowingly made a false statement or omitted material facts on the facility rental application. Cancellation may result in the loss of reservation and/or other fees paid to City. Refunds are at the sole discretion of the City and allocated per the refund policy.

Applicant acknowledges the facility may be rendered unusable or otherwise unavailable by the City due to circumstances beyond the City's control, including but not limited to flooding, fire,



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natural disaster, other acts of God, criminal acts or acts of war or terrorism and/or repair or renovations to the facility. In the event the facility should become unavailable due to any such circumstances, notice will be given to applicant as far in advance as possible, and the City will refund all fees paid by applicant. The City is not liable for consequential damages the applicant may experience, including but not limited to lost profits, lost opportunity and any costs incurred in connection to the applicant's event.

FACILITY RULES & CONDITIONS

Facility Use Restricted to Applicant

Use of the facilities is restricted to the applicant and/or organization named on the application. Applicants must also name the authorized users, who will be authorized to open the facility with staff. No substitutions. Subleasing of the facility is not allowed and will result in cancellation of the event and forfeit of any deposit or fees paid to the City for use of the facilities.

Compliance with Federal, State and Local Laws

Applicant and its organization/entity/group/guests shall abide by all Federal, State, County, and City laws, rules, ordinance and regulations at all times while on the City premises, including the parking lot. Applicant is responsible for all guest behavior.

Minor Guest Supervision

At all gatherings of young people, at least one (1) adult (over 21 years) per twenty (20) youths must be present throughout the duration of the event. Guests must remain in the room(s) rented. Children are not allowed outside rented rooms without adult supervision.

City Equipment

All City equipment must remain on the property. City equipment that is lost or stolen during an event is the responsibility of the applicant. City will deduct the amount necessary to cover any replacement, repairs, damages or losses to the City equipment from the applicant's cleaning and damage deposit. Any unauthorized use of equipment belonging to the City will result in additional fees automatically being charged to your rental. Sitting or standing on tables is not permitted. Applicant will be fully responsible for any damaged tables/chairs.

Parking

Parking availability is not guaranteed and may be limited. Parking is permitted in designated spaces. Overnight parking is not permitted.

Storage/Lost or Stolen Items

Storage of applicant's supplies and equipment is not available at City facilities prior to, during or following the event.



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City is not responsible for any items left in or on City property, or for lost or stolen items and will not be responsible for any items delivered before or left after an event. Any items left in or on City property may be disposed of at the discretion of City staff.

DECORATIONS

All decorations must be fire-resistant and set-up by applicant and/or hired service in the allotted time scheduled.

No alterations of fixtures or decoration of the facility shall be made without prior permission of the City.

Decorations and/or any type of wire or cord may not be hung, draped, tacked, or nailed on any walls, windows, ceiling or light fixture inside/outside the facility. Wall-safe tape is to be used when hanging any type of decorations. **No** nails, tacks, duct tape or staples are allowed.

No free-floating balloons are permitted because of lights and air vents.

Rice, birdseed, confetti, hay, straw, sand and glitter are not permitted inside or outside any facility.

City staff reserves the right to request the removal of any decoration which may be considered a fire or safety hazard or which may be damaging to City equipment or the facility.

Candles must be completely enclosed in glass with the top of the container at least 2 inches above the flame.

The glass enclosure must be securely attached to a base made of fire-resistant material. No candelabras or hand-held candles are permitted.

KITCHEN USE

Additional fees for kitchen use are listed in the fee schedule.

Applicant or its catering representative must receive a kitchen walk-through and instructions on the day of scheduled event. The applicant is ultimately responsible for the proper use, care and clean-up of the kitchen.

Applicant should bring cleaning supplies such as cloths and cleaning products. Mops and brooms are available.

All food and beverage supplies and coffee urn pre-heating are the responsibility of the applicant.



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**PARKS AND RECREATION DEPARTMENT
FACILITY RENTAL INFORMATION PACKET
BANNING MUNICIPAL CODE & STATE REGULATIONS**

Smoking

It is unlawful to smoke and/or to use, carry or hold a lighted pipe, cigar, cigarette, or any other lighted smoking product or equipment used to burn any tobacco products, weed, plants or any other combustible substances within the boundary of any municipal park, trail or facility.

Occupancy

A maximum number of persons are allowed by Fire Code within each area of the facility. Please ascertain that number and comply.

Open Flames

Fire code does not permit smoke/fog machines or open flame devices except those needed for food preparation.

City staff reserves the right (at any time) to extinguish or deny open flames which staff feels may be unsafe, improperly located or secured, or which may cause harm or damage to occupants or facility.

Noise

City staff may instruct the applicant to turn down or discontinue music due to violation of the City Noise Ordinance.

Use Objectives

The use of City facilities shall not be granted, permitted, or provided to any individuals, society, or organization which has as its objective, or as one of its objectives, the overthrow or advocacy of the overthrow of the present form of Federal, State or local government by force or violence or other unlawful means.

APPLICANT'S CLEANING RESPONSIBILITIES

Each event will be allowed a maximum of one (1) hour following the function for clean-up of the facility.

A security deposit is collected to ensure proper use and clean-up of facilities, and to cover repairs, damages, replacements or loss to any City facility or equipment. Security deposits will be refunded if proper use and clean-up has been completed as determined by staff. Please note: the facility attendant scheduled at your event does not make security deposit refund determinations. The applicant will be required to pay the full cost of materials and labor to repair damages over and above the security deposit.

City will provide vacuum, wet and dry mops, bucket and brooms to assist applicants. Please do not use dry mops on wet spots.



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Facilities are to be left in a clean and orderly condition. Any cleaning or damage expense incurred other than normal wear to the facility will be deducted from the security deposit or billed to the responsible person or organization. Tables and chairs are to be wiped clean and returned to proper storage.

Security deposits will not be returned (or returned in full) if your event causes the need for any of the following: cleaning beyond the normal, staying longer than agreed to on application; daily maintenance; reconfiguring tables and chairs to original formation and/or storage space; repairs or replacement due to structural or equipment damage; Fire Department response due to false alarm or exceeding room capacity per the Fire Code; Sheriff's response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace.

GUIDELINES FOR REQUIRING SECURITY

Applicant's Responsibility to Obtain Security

If required by the City to obtain security for an event, the applicant must secure the required number of bonded uniformed security personnel for the event. All fees for this service will be paid for by the applicant to the security company. The security company must be a City-approved company and must have liability insurance on file with the City. Applicant must provide the City with a security contract showing the dates, times, number of guards and location of the guard service at least fourteen (14) days prior to the scheduled event. If the contract is not provided on or before this deadline, your event will be cancelled.

Other Events Requiring Security

Events requiring security may include, but are not limited to, the following: youth events; wedding receptions; bands (live music); special equipment use; events held indoors and outdoors; displays; large groups; night events; and events with valuable property.

Alcoholic Beverages

The presence of alcoholic is **not** allowed in the City of Banning facilities.

Size of Group

The size of the group may determine the need for security; however, any size group may be requested to provide security as determined by City staff.

Number of Security Personnel

The number of security personnel may vary depending on the type of event and what is deemed adequate to provide safety of city property, staff, event attendees and the applicant's welfare.



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Responsibilities of Security Personnel

Security personnel are to ensure the safety of City property, City staff, and the applicant's and event guests' welfare. Security personnel will be in uniform, and must check in with applicant and assigned City staff prior to the start of the event. Security personnel shall keep a low profile, enter the event occasionally or when necessary, and generally patrol all indoor/outdoor areas of the facility. Security shall remain on site for the entire contracted time of the event.

INSURANCE REQUIREMENTS

The City reserves the right to require an applicant to provide liability insurance in coverage amounts consistent with City requirements. The applicant should be required, as a condition of the approval a certificate of insurance naming the City as an additional insured.

There will be a \$10.00 insurance processing fee charged with any rental that requires insurance.

For a description of the type and limits of coverage to be required, please read the following:

A public facilities user ("User") is granted the privilege to use public facilities for a designated and approved purpose subject to the payment of a User fee and the full satisfaction of the following insurance requirements.

User shall procure and maintain for the duration of the public facilities user ("Use") insurance against claims for injuries to persons or damages to property which may arise from or in connection with such use. The cost of such insurance shall be borne solely by the User.

Minimum Scope of General Liability Insurance

Coverage shall be "occurrence" based, comprehensive, and at least as broad as Insurance Services Office Commercial General Liability coverage (Form CG0001).

Minimum Limits of General Liability Insurance

Unless a higher limit is specified by City, User shall maintain limits of no less than \$1,000,000 (\$2,000,000 for use of the Aquatic Center) per occurrence for bodily injury, personal injury and property damage. The aggregate limit shall apply separately to this location or the general aggregate limit shall be twice the required occurrence limit.

Other Insurance Provisions

The policy or policies are to contain or be endorsed to contain, the following provisions:

The City, its officers, officials, employees and volunteers are to be covered as additional named insured with respect to: products and completed operations of the User. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.



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The User's insurance coverage shall be primary insurance to the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the User's insurance and shall not be required to contribute.

Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

Coverage shall state that the User's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.

Each insurance policy required by this clause shall be endorsed to state the coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice to the City by certified mail, return receipt requested, has been given to the Entity.

Verification of Coverage

Users shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City Attorney. All endorsements are to be received and approved by the City at least two (2) weeks before the Use commences. We also require a notice of cancellation from the insurance company if the insurance is cancelled.

Indemnification/Hold Harmless/Release of Liability

User will inspect the City facility prior to Use to determine that it is in a safe and appropriate condition for the event. User waives, releases and discharges any and all claims of any kind that may result from User's Use of the City facility. User will indemnify, defend, protect and hold harmless City and its elected and appointed boards, directors, officers, employees, agents, contractors, and representatives from and against any and all actions, costs, judgments or damages (including, without limitation, court costs and reasonable attorneys' fees) of any kind whatsoever resulting from or in any way connected with any injury or property damage, excepting acts caused by the sole negligence or willful misconduct of City indemnified parties.

Facility Rental Notes:

- Room set-up and clean-up are the responsibility of the applicant.



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REFUND POLICY

If cancellation of the reservation is necessary, the Parks and Recreation Department must be notified immediately in writing by the primary applicant.

In the event that the facility rental is cancelled more than fourteen days prior to their rental date, the entire reservation fee will be forfeited, and all remaining paid rental and staff fees will be refunded to the applicant.

Rental Cancellations that are requested less than fourteen days prior to the scheduled rental date will result in forfeiture of 50% of the facility rental and staff fees or the \$25 reservation fee, whichever is greater.

Rental Cancellations that are requested within twenty-four hours of the scheduled rental date will result in a forfeiture of all paid rental and staff fees.

Rental cancellations on the day of the scheduled use, due to the failure of the renter to follow the parameters set forth in the FUA will result in the forfeiture of the reservation fee and all paid rental and staff fees.

If the renter chooses to conclude their use of the facility before the time designated on the FUA, there will be no refund on the rental fees.

Please allow 4 weeks for refunds processing. Credit and Debit Card transactions will be refunded to original card used for payment; Cash and Check transactions will be refunded by check. No refunds will be given in cash.

No checks will be accepted 60 days prior to reservation.

RETURNED CHECKS – There is a minimum \$25.00 fee for first time returned checks; fee may increase thereafter.



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**PARKS AND RECREATION DEPARTMENT
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 Facility Use Fees**

	Max. Occupancy	Private/ Commercial	Non Profit	Staff Fees	Security Deposit	Insurance Required
COMMUNITY CENTER						
Gymnasium	150 Max.	\$182.00	\$91.00	\$30 per hour Weekdays \$40 per hours Weeknights/ Weekends	\$100.00 Non-Profit \$200.00 Private/ Commercial	Yes
Large Meeting Room	25 Max.	\$91.00	\$45.00	\$30 per hour Weekdays \$40 per hours Weeknights/ Weekends	\$100.00 Non-Profit \$200.00 Private/ Commercial	Yes
Kitchen and Gym	150 Max.	\$250.00	\$125.00	\$30 per hour Weekdays \$40 per hours Weeknights/ Weekends	\$100.00 Non-Profit \$200.00 Private/ Commercial	Yes
Kitchen		\$125.00	\$63.00	\$30 per hour Weekdays \$40 per hours Weeknights/ Weekends	\$100.00 Non-Profit \$200.00 Private/ Commercial	Yes
Art Welch Community Center		\$285.00	\$145.00	\$30 per hour Weekdays \$40 per hours Weeknights/ Weekends	\$100.00 Non-Profit \$200.00 Private/ Commercial	Yes
SENIOR CENTER						
Nutrition Site	75 Max.	\$130.00	\$65.00	\$30 per hour Weekdays \$40 per hours Weeknights/ Weekends	\$100.00 Non-Profit \$200.00 Private/ Commercial	Yes
Multi- Purpose Room	35 Max.	\$120.00	\$60.00	\$30 per hour Weekdays \$40 per hours Weeknights/ Weekends	\$100.00 Non-Profit \$200.00 Private/ Commercial	Yes
PARK FACILITIES						
Amphitheater Stage Repplier Park	N/A	\$90.00	\$90.00	N/A	N/A	No
Picnic Shelter	N/A	\$45.00	\$45.00	N/A	N/A	No



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Ballfield (per field)	N/A	\$45.00	\$45.00	N/A	N/A	No
Ballfield Lights	N/A	\$30.00 (per hour, 2 hour min.)		N/A	N/A	No
Dysart Park		\$190.00	\$190.00			
Playhouse Bowl Building	50 Max.	\$120.00	\$60.00	\$30 per hour Weekdays \$40 per hours Weeknights/Weekends	\$100.00 Non-Profit \$200.00 Private/Commercial	Yes
Roosevelt Park Building	50 Max.	\$120.00	\$60.00	\$30 per hour Weekdays \$40 per hours Weeknights/Weekends	\$100.00 Non-Profit \$200.00 Private/Commercial	Yes
BANNING MUNICIPAL POOL						
Pool (Lifeguards included)	180 Max.	\$210 per hour	\$210.00 per hour	N/A	\$100.00 Non-Profit \$200.00 Private/Commercial	Yes (\$2 million)
Cabana Rental per Open Swim Session	25 Max.	\$90.00	\$90.00	N/A	N/A	No
OTHER FACILITIES						
Vacant Lot 150 E. Ramsey St.		\$400.00	\$400.00	N/A	N/A	Yes



Banning Parks & Recreation

City of Banning Community Services Insurance Requirements

The City of Banning will require the following to approve insurance for your contract:

1) Limits of insurance:

(a) General Liability insurance with limits of not less than \$1,000,000 for bodily injury and property damage for all facilities and a general aggregate of \$2,000,000, except for the Aquatic Center which must have a limit of not less than \$2,000,000 for bodily injury and property damage and a general aggregate of \$4,000,000.

2) Certificate holder should appear as follows:

City of Banning

P.O. Box 998

Banning, CA 92220-0998

3) The certificate of insurance should read "The City of Banning, its officers, officials, employees and agents are additional insured as respects to General Liability. This insurance is primary, and our obligations are not affected by any other insurance carried by such additional insured whether primary, excess, contingent, or on any other basis.

4) Additional insured endorsement, with primary and non-contributory language or a primary insurance endorsement, for General Liability insurance (including ongoing operations and completed operations). The additional insured should read, "The City of Banning, its officers, officials, employees, agents and volunteers". Examples of primary insurance language are "Such insurance as is afforded by the policy is primary and any other insurance shall be excess and not contribute to the insurance afforded by this endorsement" or "This insurance is primary, and our obligations are not affected by any other insurance carried by such additional insured whether primary, excess, contingent, or on any other basis".

Additional Endorsement Certificate holder should appear as follows:

City of Banning

P.O. Box 998

Banning, CA 92220-0998

Certificate of Liability Insurance Example



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	
	PHONE (A/C No. Ext):	FAX (A/C No.):
	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID#:	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	AUTO SUBR INSR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (E & OCCUR) \$
	CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>					MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO. SECT <input type="checkbox"/> LOC					PRODUCTS - COMPROP AGG \$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (E & accidents) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS					\$
	NON-OWNED AUTOS					\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY					NO STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? <input type="checkbox"/>	Y/N				E.L. EACH ACCIDENT \$
	(Mandatory in NH)					E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under SPECIAL PROVISIONS below					E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Additional Insured Endorsement Example

POLICY NUMBER: Your Policy Number

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

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APPLICATION FOR FACILITY USE PERMIT

Organization Name: _____

Contact Person: _____

Authorized Users: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

Check One: ☐ Private/Commercial ☐ Non Profit #: _____

Activity: _____

Date(s) Requested: _____

Time Requested*: _____ From _____ To _____
*includes set up and clean up time

Expected Attendance: _____ Public Invited? ☐ Yes ☐ No

Please Check Requested Facility(ies):

BANNING MUNICIPAL POOL

- ☐ Pool (180 Max.) Lifeguards included* \$210.00 per hour
☐ Cabana Rental (25 Max.) \$90.00 per Open Swim Session
Number of Cabanas _____ (2 Max.)

PARK FACILITIES

Private/Commercial Non Profit

- | | | |
|--|----------------|----------|
| <input type="checkbox"/> Amphitheater Stage Replier Park* | \$90.00 | \$90.00 |
| <input type="checkbox"/> Picnic Shelter: _____ Park | \$45.00 | \$45.00 |
| <input type="checkbox"/> Ballfield: _____ Park (per field) | \$45.00 | \$45.00 |
| Number of fields requested: _____ | | |
| <input type="checkbox"/> Ballfield Lights: _____ Park | \$30.00 | \$30.00 |
| (Per hour, 2-hour minimum) | | |
| <input type="checkbox"/> Dysart Park* | \$190.00 | \$190.00 |
| <input type="checkbox"/> Playhouse Bowl Building (50 Max)* | \$120.00 | \$60.00 |
| <input type="checkbox"/> Roosevelt Park Building (50 Max)* | \$120.00 | \$60.00 |
| <input type="checkbox"/> Other: _____ | Costs may Vary | |

Electricity Needed: Yes No

Will you have a jumper/inflatable (Insurance required)? Yes No

COMMUNITY CENTER

Private/Commercial Non Profit

- | | | |
|--|----------|----------|
| <input type="checkbox"/> Gymnasium (150 Max.)* | \$182.00 | \$91.00 |
| <input type="checkbox"/> Large Meeting Room (25 Max.)* | \$91.00 | \$45.00 |
| <input type="checkbox"/> Kitchen and Gym (150 Max.)* | \$250.00 | \$125.00 |
| <input type="checkbox"/> Kitchen* | \$125.00 | \$63.00 |
| <input type="checkbox"/> Art Welch Community Center* | \$285.00 | \$145.00 |

Long Tables requested (10 long tables): Yes No #: _____

Round Tables requested (15 Round tables) Yes No #: _____

Chairs requested (60 chairs): Yes No #: _____

SENIOR CENTER

- | | | |
|--|----------|---------|
| <input type="checkbox"/> Nutrition Site (75 Max.)* | \$130.00 | \$65.00 |
| <input type="checkbox"/> Multi-Purpose Room (35 Max.)* | \$120.00 | \$60.00 |

OFFICE USE ONLY

Date Received: _____ By: _____

Entered: _____

Fees: Rental: \$ _____

*Insurance Processing Fee \$10.00

(Non-Refundable Deposit: \$25.00)

Staff (building rentals only):

\$30.00 X _____ hours (Weekdays)

\$40.00 X _____ hours (Weekend/Nights)

Total Staff: \$ _____

Total: \$ _____

Security Deposit:

\$100.00 for non-profit

\$200.00 for Private/Commercial

Rental Fees Waived: Yes No

Staff Fees Waived: Yes No

Security Deposit: \$ _____

Security Deposit Receipt #: _____

Payment #1: \$ _____

Payment #1 Receipt #: _____

Payment #2: \$ _____

Payment #2 Receipt #: _____

Insurance Received: Yes No

Inflatable Insurance Received: _____

Electricity Approved: Yes No

Comments:

**Please write down Receipt Numbers
when payments are made and staple a
copy of the receipt to this form.**

POLICIES GOVERNING THE USE OF CITY OF BANNING FACILITIES

1. Applications for use of facilities must be submitted to the Community Center Office a minimum of thirty (30) working days prior to the requested dates.
2. An Application Deposit (\$25.00 non-refundable) Must accompany a completed Facility Rental Application. If an application is approved, the Application Deposit becomes non-refundable and will be applied to the total rental fees, deposits will be returned for denied applications. Please note: The application deposit is waived for groups having a working agreement with the City of Banning (e.g. Banning Unified School District, etc.)
3. All applications are subject to final approval by staff, and he/she shall have the right to deny use to any applicant.
4. All events are subject to a Security Deposit (\$200/Private or Commercial Groups, \$100/Non-Profit Groups), and the Security Deposit must be submitted at least thirty (30) days prior to rental date. Security deposit must be paid in cash only. CHECKS WILL NOT be accepted for the Security Deposit. The Security Deposit will be refunded the Wednesday after completion of the event, provided the facility has been cleaned, no repairs are needed, and all equipment is returned. If damage to the facility is sustained during the event, or equipment is damaged or missing, charges will be determined by City Staff and deducted from the deposit.
5. User of the facility shall assume full liability for injury to person or damage to property caused by negligence or the improper or unauthorized usage of the facility. As a result, applicants must provide a Certificate of Insurance, naming the City of Banning as additional insured, with limits of \$1,000,000.00 Bodily Injury and Property Damage combined and \$2,00,000 general aggregate. The amounts for the Aquatic Center are \$2,000,000 Bodily Injury and Property Damage combined and \$4,000,000 general aggregate. Special Event Insurance packets may be picked up by applicant at the Community Center. There will be a \$10.00 insurance processing fee charged with any rental that requires insurance.
6. Depending upon the nature of the event, applicants may also be required to secure any or all of the following: Special Event Permit, Security Guards (1 for 100 people), etc.
7. Decorations are not permitted unless prior approval is given. If permitted, the following requirements apply:
 - Decorations may not be fastened to light fixtures
 - Only masking tape may be used to hang decorations
 - Existing Facility Decorations may not be removed
 - Open flame devices are prohibited
 - All decorations must be removed following the event
8. Absolutely **no alcoholic beverages** will be permitted at any facility.
9. All events must be completed according to reservation. No event may extend past 12:00 A.M., and all facilities must be completely cleaned and vacated by 1:00 A.M.
10. All facilities (including parking lots) must be returned to original condition following all events.
11. **For outdoor rentals** staff will make every effort to ensure the facility is cleaned, however due to the facility being open to the public throughout the day and limited staffing this may not be feasible.
12. Staff fees will be required for groups using park site buildings. Staff fees will also be required for community center or senior center facilities outside regular working hours (Monday – Friday, 8:00 A.M. – 5:00 P.M.). In addition, groups reserving a Picnic Shelter, who require special maintenance prior to use, will be charged a minimum of two (2) hours staff time. Staff fees are:
 - \$30.00/hour Monday – Thursday (8:00 A.M. – 9:00 P.M.)
 - \$40.00/hour Monday – Thursday (9:00 P.M. – 1:00 A.M.), Fridays, Saturdays, Sundays, and City Holidays.

I, on behalf of the above-named organization certify that I have read and understand the policies governing the rental and use of the City of Banning facilities that are laid out above and in the Facility Rental Information Packet and agree to abide by and enforce these policies. I understand that I may be held responsible on behalf of the organization for any damages or unnecessary abuse of the buildings, grounds or equipment as a result of the occupancy of this reservation.

Signature of Applicant: _____ Date: _____