

**CITY OF KERMAN
COMMUNITY SERVICES DEPARTMENT**

Application for Facility Use

INSTRUCTIONS

1. **Fill Out Facility Use Application And Sign It:** Fill out the front side of the application as completely as possible. Please note that the Time of Activity, Decorating Time and Kitchen Use Time can be changed as you get closer to the date of the activity. If the fee has already been paid when changes are made, your refundable deposit will be adjusted to reflect the changes.

Read the Agreement on the reverse side of the application and sign it.

2. **Turn In Facility Use Application To Community Services Department:** Once the application has been completed it must be turned in at the Kerman Community Services Department, 15101 W. Kearney Blvd, Kerman, CA 93630.

3. **Getting Facility Use Application Approved.** Within 10 working days of the date all applicable paper work has been turned in to the Kerman Community Services Department, a copy of the approved application, Rental contract, Application for Alcohol/Dance permit, List of Security Companies, and an invoice for deposit required will be mailed. If payment of deposit is not received by the date indicated on the invoice, you will forfeit your approved date and be required to submit a new application to reactivate your eligibility for the use of the facility and become dependent upon the availability of that date. All remaining fees are due a minimum of 90 days prior to the activity.

4. **If A Dance (With Or Without Alcohol) Is Being Held In Conjunction With Activity:** Complete the Application for Alcohol/Dance Permit and obtain the necessary security as required from the list of companies provided. Once the application has been completed and the security arranged, the application must be turned in at the Kerman Community Services Department with the following:
 - (a) a signed contract from an approved security company;
 - (b) a copy of a photo ID of applicant showing applicant is at least 21 years of age; and
 - (c) the applicable Dance Permit fee of \$15.00.

The Dance Permit Application must be turned in within 30 working days of the Application for Facility Use approval notification. If it is not, you may forfeit your \$15 processing fee and be required to submit a new application and an additional \$15 processing fee to reactivate your eligibility for the use of the facility and become dependent upon the availability of that date.

5. **If Alcohol Is To Be Served And/Or Sold But A Dance Will Not Be Held:** Complete the Application for Alcohol/Dance Permit and obtain the necessary security as required from the list of companies provided. Once the application has been completed and the security arranged, the application must be turned in at the Kerman Community Services Department with the following:
 - (a) a signed contract from an approved security company; and
 - (b) a copy of a photo ID of applicant showing applicant is at least 21 years of age; and
 - (c) the applicable Alcohol Permit fee of \$15.00
 - (d) Application ABC License (If alcohol is to be sold)

The Alcohol Permit must be turned in within 30 working days of the Application for Facility Use approval notification. If it isn't, you may forfeit your \$15 processing fee and be required to submit a new application and an additional \$15 processing fee to reactivate your eligibility for the use of the facility and become dependent upon the availability of that date.

CITY OF KERMAN
RECREATION & COMMUNITY SERVICES DEPARTMENT
FACILITY USE APPLICATION
Office: (559) 846-4809 Fax: (559) 842-5217 or (559) 846-4802

APPLICANT:

Requested Date _____ Purpose _____ Estimated Attendance _____

Name of Applicant/Responsible Person _____

Sponsoring Group/Organization (if applicable) _____

Address _____

Telephone (Home) _____ (Work) _____ (Cellular) _____

(Fax) _____

Email _____

FACILITY REQUESTED:

COMMUNITY/TEEN CENTER

- Multi-Purpose Room (Maximum Capacity: 450 theater style, 400 dining w/tables, 475 dancing w/o seating)
- Central/North Rooms (Maximum Capacity: 250 theater style, 220 dining w/tables, 350 dancing w/o seating)
- Central Room (Maximum Capacity: 160 theater style, 150 dining w/tables, 300 dancing w/o seating)
- North/South Rooms (Maximum Capacity: 90 theater style, 80 dining w/tables, 120 dancing w/o seating)

PARKS & OTHER FACILITIES

- Senior Center (Maximum Capacity: 80 dining w/ tables)
- Scout Hut (Maximum Capacity: 72 dining w/ tables)
- Kerckhoff Park Cabana – North / South (Circle one)
- Kerckhoff Park Dance Pavilion
- Lions Park Pavilion

EVENT REQUIREMENTS

Time of Activity _____ Begins: _____ Ends: _____

Decorating Time (applicable@ CTC Only) Friday Begins: _____ Ends: _____

Saturday Begins: _____ Ends: _____

Kitchen Use Time (applicable@ CTC Only) Saturday Begins: _____ Ends: _____

SET-UP REQUIREMENTS: (Community/Teen Center Only – Additional Fees may apply)

Banquet Tables

___ Table(s) for Gifts ___ Table(s) for Cake ___ Tables for Buffet
Indicate # requested _____ Indicate # requested _____ Indicate # requested _____
___ Microphone ___ Audio ___ Video Screen ___ PA system
___ Dance Floor ___ Round Tables (Up to 12)
Indicate # requested _____

INSURANCE/PERMITS:

Alcohol? Yes ___ No ___
Dance? Yes ___ No ___

RATES AND FEES ARE SUBJECT TO CHANGE UPON CITY COUNCIL APPROVAL. CITY SPONSORED/CO-SPONSORED EVENTS WILL TAKE PRECEDENCE AND MAY BUMP OTHER RESERVED EVENTS. ALL FEES ARE DUE 90 DAYS PRIOR TO ACTIVITY DATE. DEPOSITS ARE NOT REFUNDABLE IF EVENT IS CANCELLED LESS THAN 30 DAYS PRIOR TO EVENT. NONREFUNDABLE PROCESSING FEE OF \$10.00 IS DUE WHEN APPLICATION IS SUBMITTED.

AGREEMENT AND RELEASE OF LIABILITY

The Applicant agrees to indemnify the City of Kerman and its agents, employees, and officers against any and all liability, losses, claims, damages, fees of attorneys, and other expenses which the City or its agents, employees, or officers, may sustain or incur in consequence of the use by Applicant of the facilities or arising out of any act or activity conducted by the Applicant on facilities owned by the City, including, but not limited to, sums paid or incurred in connection with claims, suits, or judgment or paid or incurred in attempting to procure release from liability for any person injured as a result of the activities referred to herein.

In addition, Applicant agrees to defend and hold harmless the City of Kerman, its employees, agents, and officers against any and all claim, loss, damage, or liability arising out of any conduct by Applicant on the facilities owned by the City.

Dated _____
Signature _____ Print Name _____

Deposit Fee \$ _____ Date Paid _____ Dept. Receipt Number _____
(NOTE: A PORTION OF DEPOSIT IS NOT REFUNDABLE IF CONDITIONS OF PERMIT ARE NOT MET)

Staff Approval _____ Permit Number _____ Date _____

FOR OFFICE USE

RECREATION DEPARTMENT APPROVAL

Dept. Representative _____
Date reviewed _____
Insurance Coverage Provided: Y / N Issuing Company _____ Policy # _____
Alcohol Permit Issued: Y / N
Dance Permit Issued: Y / N
Security Contract Provided: Y / N Company Name _____ # of Guards _____