



Valley Center Parks & Recreation District

Application for Use of Facilities

(When returning completed application by mail, please send to P.O. Box 141, Valley Center, CA 92082-0141)

Community Center/Main Office

28246 Lilac Road/Box 141
Valley Center, CA 92082
Phone (760) 749-8852
Fax (760) 749-8893

- Community Hall (150 max)
- Room No. 3 (50 max)
- Room No. 5 (50 Max)
- Kitchen
- Outside Pavilion*
- *Maximum 350 people
- Athletic Fields

Applications accepted at VCPRD main office, 28246 Lilac Road, Valley Center.

For Single Use, Check Here Date Required: _____ No. of People: _____

For Multiple Use, Check Here: Days/Dates Required: _____

Time Required: _____ Departure Time: _____ Total Hours: _____

Name of Person in Charge of Event: _____ Phone Number: _____

Organization Name: _____

Address: _____ City, ST Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Fax No: _____ Email Address: _____

Alternate Contact: _____ Phone Nos: (1) _____ (2) _____

Outdoor Amplified Sound? Yes No If "YES" what type? _____

I understand that my reservation request for use of the facility is not final until application is completed, signed and payment in full has been made. **NOTE: REFUNDABLE DEPOSITS WILL BE RETURNED NO SOONER THAN 2 WEEKS AFTER EVENTS ARE HELD.**

Applicant's Signature: _____ Date: _____

Office Use Only

Application Date: _____ VCPRD Representative: _____ Approved

Approving Official Signature: _____ Denied



Valley Center Parks & Recreation District

Agreement for Use of Facility(ies)

Community Hall
28246 Lilac Road
Valley Center, CA 92082
Phone (760) 749-8852
(760) 749-8893

Community Hall/Meeting Rooms/Pavilion

User Fee: _____ Security Guard Deposit: _____ Other: _____
Cleaning Deposit _____ Round Table(s) Cost: _____ Total Costs: _____

Please note: Maximum occupancy of Hall is 150. Maximum occupancy of Pavilion events is 350. NO EXCEPTIONS.

TYPE OF EVENT: _____

Rental of Pavilion includes use of 20 banquet tables and 200 chairs. Round tables w/umbrellas are available for rent at \$10 each.

AT NO TIME IS EXCESSIVE AMPLIFIED MUSIC OR SOUND ALLOWED.

APPLICANT WILL WILL NOT be serving alcohol (BEER & WINE ONLY ALLOWED). If applicant will be serving alcohol, then APPLICANT must complete and submit a signed authorization and release to VCPRD no later than two weeks prior to the scheduled event. Failure to do so will result in cancelation of the event.

GENERAL CONDITIONS: The undersigned, who is to be in charge of the event, is 21 years of age or older. **APPLICANT** agrees that he/she will be responsible to the Board of Directors of Valley Center Parks and Recreation District (VCPRD) for the use and care of the VCPRD's property and facilities. He/she further agrees that the character of entertainment will conform to that stated in this application and be subject to review by VCPRD management.

Furthermore, any individual, group or organization using any VCPRD facility or structure, and leaving same in an unacceptable, disorderly, or damaged condition, shall be subject to a **financial penalty**. The term "use/using" pertains to either non-reserved/scheduled, or reserved/scheduled, use. The financial penalty shall be the total cost required to restore the VCPRD property to its condition prior to the subject use. VCPRD will attempt to notify the user of the unacceptable condition as soon as possible. Regardless whether such notification is given, the financial penalty will be assessed immediately after the unacceptable condition is discovered. Failure of the user to physically correct the unacceptable condition (if there is sufficient time before the next user), or to pay the financial penalty, will constitute JUST CAUSE by VCPRD to disallow that user (applicant) future access to any or all of VCPRD's properties or structures.

The undersigned further agrees that this application is subject to the Rules and Regulations of the governing Board and other applicable laws of the State of California, County of San Diego, and agrees for his/her self and ALL OTHERS for whom this application is made, that the same are accepted and all will be observed.

WAIVER: Applicant(s)/User(s) will indemnify, hold harmless, and defend VCPRD its Board and its individual members, employees and agents from all liability from loss, damages, or injury to persons or property in any manner arising out of, or incidental to the performance of this agreement.

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THE AFOREMENTIONED GENERAL CONDITIONS FOR USE OF VCPRD'S COMMUNITY HALL/MEETING ROOMS/PAVILION FACILITIES. FURTHERMORE, I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR RETURNING THE RENTED PREMISES TO THE CONDITION PRIOR TO USE.

Print Name of Person in Charge of Event: _____ Phone No: _____

Applicant's Signature: _____ Date: _____

Applicant's Address: _____

**RULES AND REGULATIONS GOVERNING USE OF
VALLEY CENTER PARKS AND RECREATION DISTRICT
FACILITIES & PAVILION AREAS**

1. **CURFEW HOURS** have been set and adopted by the Board of Directors of the VCPRD for the building and outside pavilion areas as follows:
 - a. **Weekends (Friday - Saturday) – 12:00 MIDNIGHT (clean-up completed, and facilities/buildings secured)**
 - b. **Weekdays (Sunday – Thursday) – 10:00 P.M. (clean-up completed, and facilities/buildings secured)**

FAILURE TO COMPLY TO CURFEW WILL RESULT IN FORFITURE OF CLEANING DEPOSIT

****AT NO TIME IS EXCESSIVE, AMPLIFIED MUSIC OR SOUND ALLOWED****

After 9:00 p.m., music/sound must be kept at a moderate to low level, especially when using the outside facility. **MUSIC STOPS AT 10:00 P.M.** Security will be provided with a decibel level measure; and failure to adhere to the required noise level following request by them to lower the level may result in shut down of party or event.

2. Alcohol is allowed (**BEER AND WINE ONLY**) by signed request only, obtained from the VCPRD. In accordance with the LAW, **underage drinking is prohibited**. Violations of this LAW will result in shut-down of the event and potential for law enforcement intervention.
3. A maximum of 350 people will be allowed to attend any outside event. Users of the meeting rooms and hall shall abide by the posted maximum capacity of said meeting room(s).
4. Strict adherence to all County Ordinances; i.e., all exits must be kept clear at all times; and no more than posted number of persons in any room at any time. Also, **SMOKING** is **NOT ALLOWED** on District premises at all.
5. All rooms and/or pavilion area must be left clean. Tables should be cleaned after use, and floors swept if unusual amount of dirt or litter results from any meeting/event. Decorations must be removed immediately. Use of tape, tacks, etc., (except at Gazebo area) is expressly prohibited.
6. All tables and chairs must be returned to original position (in storage closet or outside sheds).
7. No equipment may be taken from the premises. **CHAIRS AND TABLES INSIDE BUILDING CANNOT BE TAKEN TO OUTSIDE AREAS.**
8. Any damage or broken equipment must be reported immediately so that it can be repaired or replaced.
9. Any trash generated by any meeting/event should be emptied into the large trash bin at the rear of buildings unless prior arrangements have been made with the District's janitorial service. Plastic liners (provided by the VCPRD) for the trash cans must be replaced.

10. When kitchen facilities are used, all appliances (refrigerator, stove tops, counters, and ovens) must be cleaned after use. Sinks must be kept free of all coffee grounds, food waste, grease and garbage. **THERE IS NO GARBAGE DISPOSAL IN SINKS.**
11. Restrooms must be left clean, free of litter and paper, and toilets must be flushed.
12. The sidewalk, steps and walkway immediately outside the main building and restrooms must be clean and free of litter.
13. Parking is allowed only in areas designated for parking. The ENTRANCE and EXITS must remain clear at all times during the event. Vehicles in non-designated parking areas will be subject to towing at owner's expense.
14. All children must be adequately supervised by responsible adults AT ALL TIMES.
15. **Any Vendor using the facilities during an event must notify VCPRD. If you/they are selling any items (including food) you/they are required to have appropriate licenses, certificates, and/or County Health Permits.**
16. At termination of meeting/event, person(s) responsible for use of building and premises must:
 - a. Close and lock all doors and windows;
 - b. Turn off lights (building lights and/or pavilion/gazebo/dance/hall lights);
 - c. Turn off heating/air conditioning thermostat;
 - d. Check and lock restrooms;
 - e. Ensure all appliances are turned off.

****SECURITY WILL DO A FINAL WALK-THROUGH TO ENSURE EVERYTHING IS SECURE AND TO ENSURE THERE IS NO DAMAGE TO VCPRD FACILITIES OR EQUIPMENT****

17. Each party/group/organization using the Community Hall/Pavilion areas must provide their own cleaning products and tools (broom, mop, etc.).
18. Keys shall be issued to the Applicant no later than two (2) days before the event.
19. No gang style dress is allowed on premises at any time.

I/We, the undersigned, hereby acknowledge that I/We have received a copy of the Rules and Regulations Governing Use of Valley Center Parks and Recreation District's Community Hall Facilities and Pavilion Area and understand our responsibilities. I/we also understand that I am/we are responsible for clean-up of the VCPRD facilities and premises immediately following use.

Signature _____ Date _____

****PLEASE CONTACT THE VCPRD OFFICE AT (760) 749-8852 IF YOU FIND THE BUILDING/PREMISES LEFT IN DISREPAIR OR UNCLEAN CONDITION UPON ARRIVAL. IF YOU REACH THE OFFICE AFTER REGULAR BUSINESS HOURS, PLEASE LEAVE YOUR MESSAGE ON THE ANSWERING MACHINE. THANK YOU.****

**REQUEST FOR AUTHORIZATION
TO SERVE BEER AND/OR WINE ON
VALLEY CENTER PARKS AND RECREATION DISTRICT PROPERTY**

- Location: **Community Hall**
- Pavilion Area**
- Room 3**
- Room 5**
- Adams Park**

Date of Event: _____

I/We _____ hereby request permission and authorization to serve beer and/or wine/champagne to only the attending persons 21 years and older at the scheduled event to be held on _____ at the reserved Valley Center Parks and Recreation District property identified above from _____ a.m./ p.m. to _____ a.m./p.m.

NO HARD LIQUOR PERMITTED

RELEASE

The undersigned, who is to be in charge of the exercises/event, is 21 years of age or older. The users will indemnify, hold harmless, and defend VCPRD, its Board and its individual members, its employees, and agents from all liability from loss, damages, or injury to persons or property in any manner arising out of, or incidental to the performance of this Agreement.

The undersigned does hereby agree to these conditions.

Print Name: _____

Signature of Responsible Party: _____

Address: _____

City/ST/Zip: _____

Phone No: _____