



CITY OF ESCONDIDO FACILITY RESERVATION PACKET

No matter what the event may be, the City of Escondido can accommodate your needs with one of a variety of unique venue options, affordable pricing, and friendly customer service oriented staff.

Reservation Packet Includes:

- Facility Reservation Application Page 2
- Activity Information Checklist Page 3
- Facility Reservation Agreement Page 4-5

After selecting the location that best fits the type of activity you are requesting to host, submit the Facility Reservation Application to the appropriate location listed below. If you are not sure which facility would best fit your needs , please contact a Community Services representative at (760) 839-4691.

City Hall—Community Services Desk

201 North Broadway
Escondido, CA 92025
(760) 839-4691
recreation@escondido.org

- Meeting Rooms
- Picnic Areas
- Washington Park Recreation Building
- Adult Softball Fields

East Valley Community Center (EVCC)

2245 East Valley Parkway
Escondido, CA 92027
(760) 839-4382
recreation@escondido.org

- Meeting Rooms
- Basketball Gymnasium
- Dance & Exercise Room
- Municipal Pools
- Sporting Fields

Escondido Sports Center (ESC)

3315 Bear Valley Parkway
Escondido, CA 92025
(760) 839-5425
recreation@escondido.org

- Kit Carson Amphitheater
- Roller Hockey Arenas
- Indoor Soccer Arenas
- Skate Park
- Tennis Courts
- Mathes Dance & Exercise Room
- Mathes Meeting Room

Park Avenue Community Center (PACC)

210 Park Avenue
Escondido, CA 92025
(760) 839-4688
recreation@escondido.org

- Meeting Rooms
- Auditorium
- Garden Gazebo
- Dance & Exercise Room

Escondido Public Library

239 South Kalmia Street
Escondido, CA 92025
(760) 839-4684
library@escondido.org

- Meeting Rooms
- Business Center
- Public Technology Resources
- Grand Piano for Recitals



FACILITY RESERVATION APPLICATION

Office Use Only:
Permit #: _____
Facility : _____

CONTACT INFORMATION

Applicant/Organization: _____ Today's Date: _____
 Organization Website: _____ 501(c)(3) Nonprofit #: _____
 Contact Person: _____ Email: _____
 Address: _____ City/State/Zip: _____
 Phone 1: _____ Home Work Cell Phone 2: _____ Home Work Cell
 Is the day of event contact the same? Yes No *(If no, please provide day of event contact information below)*
 Contact Name and Cellular Phone #: _____

RENTAL INFORMATION

Park/Facility: _____ Area/Room: _____
 Event Name: _____ Type of Activity/Event: _____
 Total Expected Attendance: _____ Any Youth? Yes No Is this event open to the public? Yes No
 Will you charge a fee? Yes No Purpose of Fee: _____ Amount Per Person: _____

DATES

This request is: One-time Only Weekly Monthly From: _____ To: _____
 Days of the Week: Mon Tue Wed Thu Fri Sat Sun Exceptions: _____
 For regularly scheduled meetings, which week of the month do you meet? 1st 2nd 3rd 4th 5th

TIMES *(Charges are assessed from open to close)*

Open Time: _____ am/pm Close Time: _____ am/pm Total Hours: _____
 Event Begins: _____ am/pm Event Ends: _____ am/pm

EQUIPMENT

Type of Setup Requested: _____ # of Tables: _____ # of Chairs: _____
 Podium PA/Audio Equipment Digital Projector Other: _____

LIABILITY WAIVER

I agree to indemnify, defend, and hold harmless the City of Escondido, its officers, agents, and employees from any and all loss, damage, liability, cost, or expenses arising out of or resulting from the use of equipment or property owned by or under the control of the City of Escondido whether or not that liability, loss, or damage is caused by or arises out of any act or omissions of the City of Escondido, its officers, agents, or employees.

I also understand that the City of Escondido does not carry insurance to cover participants in the activities in which I, my child, or my ward is participating. I understand there are risks associated with these activities, and I assume the risk of any injuries that I, my child, or my ward may sustain during any of the activities. I forever discharge the City of Escondido, its officers, agents, and employees from any lawsuits, damages, claims, or judgments resulting from any personal injuries or property damages that I, my child, or my ward may sustain while using City property or equipment, or while participating in an activity sponsored by the City of Escondido.

I understand that the City may take photographs/videos for the use in City publications, Web sites, and news releases without my written consent

I certify that the above information is correct.

Applicant's Signature: _____ Date: _____

Applicant Name (Print): _____



ACTIVITY INFORMATION CHECKLIST

- Allowable items may include but are not limited to the items below.
- Policy restrictions may prevent the availability or approval of items at some facilities.
- Additional items may be allowed upon staff approval.

Please mark the Items you plan to rent or bring to your event/meeting?

✓ Yes	✓ Own	✓ Rent	Item	Notes/Business License #
	N/A		Air Jump	
	N/A	N/A	Alcoholic Beverages	Must obtain an alcohol permit
			*Amplified Music/Sound (i.e., Dj, Live Band/Group, Stereo)	
			Balloons/Decorations	
			Barbeque	
			Canopy	
			Carnival Games/Equipment	
			Chair/Tables	
			Catered Food	
			Dance Floor	
			Entertainer or Performer	
			Food Machines/Truck (i.e., snow cone, hot dog machine)	
			Piano	
			Piñata	
	N/A		Rock Climbing Wall	
			Sport Equipment	
N/A	N/A	N/A	Taco Cart Equipment/Vendors	Taco carts are not allowed on City property
			Other, please specify in notes	

***Amplified sound must not exceed 80 decibels at 50 feet from noise.**

Office Notes: <hr/> <hr/> <hr/> <hr/> <hr/>	Total Fees: _____ CLNG Fee: _____
	Payment Type: _____
	Payment Info: _____
	Receipt #: _____
	Air Jump Co: _____
Approved By: _____ Approval Date: _____	Vendor BL#: _____



FACILITY RESERVATION AGREEMENT

Office Use Only:
Permit #: _____
Facility : _____

Read thoroughly, initialing and signing where needed. Permit holders are expected to follow City guidelines and are responsible for the behaviors of those in attendance at their gathering.

The following information was taken from the Library and Community Services Facility Use Policy. A full copy of the policy may be requested by contacting the Community Services staff at (760) 839-4691.

General Information for all locations

- Groups must adhere to all City, police, and fire codes during the use of City facilities.
- Children must be supervised by adults at all times.
- Organizations reserving facilities may not charge admission to events scheduled in City facilities nor shall there be auctioning games or selling of merchandise, goods, wares, or activities to raise money without the approval of the Director of Library and Community Services, and assessment by the Police Department. This will not apply to the sale of items to bonafide members of nonprofit organizations within their own group.
- **Music:** Amplified music will be allowed with the written approval of the Director of Library & Community Services, or Director’s designee. Request for use of amplified music must be submitted at the time an application for use is submitted. A Special Event Permit may be required dependent on reservation location. Groups are responsible for noise levels which shall not exceed a one-hour average sound level of 80 decibels at 50 feet from the noise source.
- **Smoking:** Smoking is not permitted in City buildings, or within twenty feet outside per state code. In addition, smoking is not permitted between twenty feet and eighty feet from an entrance, exit, or operable window of a City-owned building if signs are posted at the specified distance from the building entrance that indicate such prohibition. No person shall smoke outside of a public place where a sign is posted prohibiting smoking in such area.
- **Animals:** In Kit Carson Park and Grape Day Park, dogs must remain on a leash at all times. In Dog Park, dogs must remain on a leash unless in a dog pen. No animals, except service animals, are permitted in any other City facilities or parks without specific authorization by the Department responsible for approving the permit.
- **Insurance:** Groups utilizing City facilities may be required to provide liability insurance coverage naming the City of Escondido as an additionally insured party, and/or waivers signed by each participant. The additional insurance coverage and/or waivers must meet the standards established by the City Attorney. More information under Alcohol and Insurance Guidelines. I
- **Portable Restrooms for Large Events:** The City may require organizations to provide portable restrooms for their event. The cost for the restrooms shall be paid for by the reservation permit applicant. The number of units required will be at the County of San Diego’s discretion.

I have read and understand this information. *Renter Initials:* _____

Park Information

- **Park Reservations:** Picnic areas are held until 12:00 noon on the day of the reservation.
- **Portable Barbeques:** Propane is preferred. Permit holders using coal barbeques must take coals with them.
- **Sport Equipment:** Equipment is allowed. Do not drive stakes into the grass, use sand bags when needed.
- **Electricity:** Power is only available in the Tree Lake Area #1 and both El Arroyo areas of Kit Carson Park. Power capacity is 110 volts and may be used for small items such as a coffee pot, crock pot, small radio, etc. If higher voltage is required for event equipment, you must rent a generator.
- **Portable Canopies:** Standard-sized pop up canopies are allowed. Canopies over 400 sq. ft. require additional fees and an approved permit from the Fire Department.
- **Special Equipment:** A special equipment permit is required for inflatable or specialized equipment. More information under Vendor Guidelines.
- **Kit Carson Amphitheater:** The actual time of performances or events held in the Amphitheater shall be limited to the hours between 10:00 a.m. and 10:00 p.m. Cleanup of the Amphitheater shall be completed by 11:00 p.m. Any special requests for times outside of these hours will require City approval. Noise levels in the Amphitheater shall not exceed a one-hour average sound level of 80 decibel at 50 feet from the noise source.

I have read and understand this information. *Renter Initials:* _____

Fee Information

- Fees are quoted on either a daily or hourly rate dependent on location and classification of the applicant.
- An additional fee will be required to cover the operation of facilities during non-business hours. This fee may include staff costs (overtime or holiday pay) in addition to other services required; such as electricity, heating, and air conditioning. Any additional fees shall be determined by the Director of Library and Community Services, or designated representative.
- **Cleaning/Damage Deposit:** A refundable cleaning/damage deposit will be required by any person or group using City facilities and/or equipment. Any damage to equipment, facilities, or parks shall be the responsibility of the applicant. Following an inspection, if it is determined that the area reserved was not left in the condition it was received, all or a portion of such deposits may be withheld to further comply with established rules. Should cleanup/damage exceed the deposit fee, the applicant will be held responsible for paying the additional costs.
- **Cancellations:** If the applicant wished to cancel their reservation, a refund of fees paid will be made if the correct Department is notified of the cancellation at least 30 days prior to the date of the activity/event. Refunds requests will be assessed a 25% handling charge of the total permit fees. Cancellations made less than 30 days before the activity/event date are non-refundable.

I have read and understand this information. *Renter Initials:* _____



FACILITY RESERVATION AGREEMENT

Decorating and Housekeeping Guidelines

- Those renting City meeting facilities are responsible for providing their own refreshments and housekeeping details. At some locations, groups may be required to setup and/or teardown tables and chairs, as well as general cleaning of the areas they use. Applicants may bring their own equipment or rent equipment from a vendor with the approval of the Library and Community Services Department. A list of items must be submitted with the application for use of the facility. All chairs, wedding canopies, or any other furniture setup for the event must have rubber tips.
- Decorations, displays, and mounting materials, such as tape, are permitted with approval of Library and Community Services staff. Groups are responsible for providing display/decor material, mounting, and for the removal of all materials after the activity, and the applicant is responsible for cleaning up all trash, decorations, signage and advertisements. Mounting materials must not leave marks or damages.
- No throwing or dispensing of anything such as rice, birdseed, glitter, confetti or silly string is allowed. Rose petals are permitted.
- No open flames or candles are permitted; however, flameless candles are permitted.
- Deflate and discard balloons in trash receptacles; they must not be released into the air.

I have read and understand this information. *Renter Initials:* _____

Vendor Guidelines

- **Business License:** Any business or individual conducting a commercial activity in City facilities and parks (i.e., vendors, caterers) is required to have an Escondido business license. If such activity is occurring as part of a group’s approved usage of City facilities, the group is responsible for ensuring that a business license is obtained by the business or individual at least two-weeks in advance of the activity. For information on business license approval timelines and policies, please contact the Business License Department at (760) 839-4659.
- **Special Equipment:** Any person/group renting equipment, or hiring a vendor must comply with City regulations. Special equipment may not be used at Adobe Circle. It is the applicant’s responsibility to notify Community Services staff at least one week prior to the event of any special equipment changes. A list of vendors may be requested by contacting the Community Services Desk at (760) 839-4691.
- No taco cart vendors or taco cart equipment will be allowed at City facilities or parks.
- Food trucks are not permitted on City property without the express written permission of the Library and Community Services Department.

I have read and understand this information. *Renter Initials:* _____

Alcohol and Insurance Guidelines

- **Alcohol:** Permission to sell/serve alcoholic beverages may be granted by the Director of Library and Community Services or Director’s designee, with specific conditions outlined on the “Application and Permit for Use and Sale of Alcoholic Beverages” available at the Community Services desk. The request must be submitted a minimum of 60 days in advance of the proposed usage of City facilities. Permission will not be granted to sell/serve alcoholic beverages at events held in City Hall facilities during normal business hours.
- **Insurance:** Liability and property damage insurance, in the amount of \$1 million or more, may be required for physical activities, special events, or any gathering that may present safety concerns. All applicants must provide a certificate of insurance with a separate endorsement naming the City of Escondido as an additionally insured party to the satisfaction of the City Attorney. Electronic or faxed copies of the insurance certificate and endorsement shall be submitted to Community Services staff for approval at least thirty days prior to the event date. Proof of insurance must be submitted by required deadline or the reservation will be cancelled. Information on purchasing insurance through the City of Escondido is available upon request

I have read and understand this information. *Renter Initials:* _____

Advertising Information

- No advertising or other public notice of a proposed usage of City facilities or parks shall occur without the approval of the facility use permit for the requested facilities and parks. Any advertising or ticket sales undertaken by the sponsor is undertaken at the sponsor’s risk should the application be denied.
- The placement of any advertising, display, or signage on City property requires approval by Library and Community Services Department staff. No banners, signs, flyers, or other advertising that may be detrimental to the public health, safety, or well-being, or which contain products not intended for consumption or use by minors of all ages shall be placed on City property. This shall include such programs, activities, or products in any form, including organizational logos, characters, or product names. A list of all banners, signs, etc. that will be displayed during any event scheduled, including details of all pertinent information, shall be submitted to the Director of Library and Community Services or her Director’s designee prior to the event. The use of the facilities shall be denied to an individual or group who abuses or violates regulations, or engages in activities that disturb the operation of the City facilities.

I have read and understand this information. *Renter Initials:* _____

Violations of City ordinances or permit conditions (alcohol on the premises, etc.) by any group will result in the immediate revocation of the permit and the cancellation of the remainder of the scheduled activity.

I have read and understand the terms of this facility agreement.

Print Name: _____

Date: _____

Signature: _____