



APPLICATION AND PERMIT FOR FACILITY USE

CITY OF EL CAJON
RECREATION DEPARTMENT
200 CIVIC CENTER WAY
EL CAJON, CA 92020

ROOM OR FIELD REQUESTED: _____

LOCATION: REN HILL WELLS BOST KEN FHC CVMS AVZP TUTTLE OTHER _____

PERIOD OF USE: ONE TIME ONLY WEEKLY MONTHLY OTHER _____

DATE(S) _____ DAY(S) OF USE _____

START TIME (INCLUDE SET-UP) _____ AM / PM END TIME (INCLUDE CLEAN-UP) _____ AM / PM

NAME OF ORGANIZATION: _____

PURPOSE OF MEETING: _____

IS THIS MEETING OPEN TO THE GENERAL PUBLIC? NO YES IF YES, UNDER WHAT CONDITIONS? _____

EXPECTED ATTENDANCE: _____ ADULT GROUP – 18 & OVER YOUTH GROUP – 17 & UNDER

FOOD PREPARATION: NO YES IF YES, WHAT TYPE? POTLUCK LIGHT REFRESHMENT FULL MEAL

WILL FEES OR ANY COLLECTION OF FUNDS BE INVOLVED ON SITE? NO YES IF YES, FOR WHAT PURPOSE? _____

EQUIPMENT NEEDED: (QUANTITY) FOLDING CHAIRS: _____ TABLES: _____ OTHER: _____

SPECIFIC USE CONDITIONS: _____

HOLD HARMLESS / LIABILITY

It is understood and agreed that applicant shall be solely responsible for the activities conducted by it or subject to its control, and applicant agrees to and does hereby hold the City harmless from any and all liability or alleged liability arising out of, or in any way relating to the activities conducted by said applicant; and in the event suit is brought arising out of any such activities, applicant will defend City and pay any and all attorney's fees and court costs incurring in such suit.

I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED ON BOTH SIDES OF THIS PERMIT. MY SIGNATURE INDICATES AGREEMENT TO COMPLY WITH RULES AND STATEMENTS ON BOTH SIDES OF THIS PERMIT.

ORGANIZATION PRESIDENT SIGNATURE: _____ DATE: _____

PRINT NAME: _____ EMAIL ADDRESS: _____

STREET ADDRESS: _____ CITY: _____ ZIP: _____

TELEPHONE: HOME: _____ BUSINESS: _____ CELL: _____

ADDITIONAL CONTACT PERSON: _____ TITLE: _____

TELEPHONE: HOME: _____ BUSINESS: _____ CELL: _____

**Submit this application in person at the desired facility or mail to:
The City of El Cajon – Recreation Department at the address above.**

FOR CITY USE ONLY

SPECIAL USE/PAYMENT CONDITIONS: _____

CLASS _____
PERMIT RECEIVED BY _____
DATE _____
APPROVED BY _____ DATE _____
FEE PAID _____ RECEIPT # _____
(Date or Month)

STATEMENT OF RULES AND AGREEMENT

Use at City Community Centers is governed by City Council Policy, City Code, and Recreation Department Operational Procedures. You are asked to comply with the following conditions for use:

A. USE RULES

1. Applicant shall not transport into, nor consume upon the premises, any intoxicating beverages or liquors.
2. Applicant is responsible for cleanliness, turning off all utilities and leaving facilities in same condition as received.
3. Smoking is not permitted in public buildings or City parks.
4. Youth groups must have an adult present and in charge at all times.
5. You may not exceed the posted room capacity.
6. Your activity must be held only in areas for which this permit is issued.
7. The department may, in unusual circumstances, move your activity to another room.
8. All tables, chairs, and other equipment used must be returned to proper storage at the end of your activity.
9. Sound level in rooms is to be kept low enough so that it does not disturb other park users.
10. Depending on the nature of your use, you may be required to provide the City with a Certificate of Liability Insurance naming the City of El Cajon as an additionally insured party on a separate endorsement page.
11. Some users may be required to obtain clearance from the City Business License Officer in the Finance Department.
12. A minimum group size of 20 persons is recommended for use of meeting and activity rooms at recreation facilities.
13. Selling and/or fundraising in City parks and buildings require advance approval.

B. NON-CANCELLATION POLICY

Cancellations of less than forty-eight (48) hour notice may be charged the basic use and special service fees applicable to the missed event.

C. FEE PAYMENT

1. Your permit is not valid until all fees are paid for entire term of the application or unless other arrangements have been approved.
2. Fees must be paid in full at least seven (7) days prior to the event or first meeting date requested. If fees are not paid by that time, this permit may be cancelled and you must re-apply for use.
3. If your group has requested and been granted permission to pay fees on a monthly or quarterly basis, those payments must be received at least seven (7) days prior to the first meeting for which those payments apply. If fees are not paid by that date, this permit may be cancelled and you must re-apply for use.
4. If your group is required to pay a cleaning deposit, it will be refunded in full approximately four (4) weeks after event if the facility is left in a clean and orderly condition.