



Date Request Taken:	_____
Taken By:	_____
User Class:	_____
Deposit Taken: \$	_____
Payment in full due:	_____

**Rental Requests must be made a minimum of 7 days prior to usage. NO EXCEPTIONS**

Rental Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
 Arrival Time Includes set up/Departure Time is After Clean up

Renter's Name/Organization: \_\_\_\_\_

Address \_\_\_\_\_  
 Number Street City Zip

Telephone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Additional Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

What will facility be used for? \_\_\_\_\_. Is your Activity open to the public? Yes / No  
 Number of People expected? (Including players and spectators) \_\_\_\_\_ Will concessions or merchandise be sold? Yes / No  
 Will alcoholic beverages be sold or made available to participants? Yes / No Will there be music or a DJ? Yes / No

**READ BEFORE SIGNING**

The group or organization using the facility will comply with the laws of the State of California, the City of Livingston and the codes and rules established by the Livingston Recreation Department.

1. The rental group will be responsible for all persons in the group or organization and liability for all persons in attendance.(maximum 70 people)
2. The rental group must assume liability for any damages done to the facility or equipment, and will leave the facility in the satisfactory condition. Groups leaving the facility without cleaning satisfactorily will lose their deposit.
3. The rental group will be responsible to see that no one in attendance to the facility during their rental is under the influence of or has in their possession, alcoholic beverages or drugs.(Please note that should any alcohol or drugs be found on the premises, the rental will be terminated and NO money will be refunded!!)
4. The group will vacate the facility at the time designated on this application. RENTAL TIME INCLUDES SET UP AND CLEAN UP.
5. All activity shall be under control and shall be operated and supervised to the satisfaction of the Recreation Department. If the activity is not operated or supervised to the satisfaction of the Recreation Department Staff, it may result in the loss of consideration of future requests from the sponsoring organization and /or cancellation of the activity at that time.
6. The Recreation Department reserves the right to shift activities to other facilities if available and necessary. Renter shall not sublet reservation booking to any other party. Renter must have a copy of a use permit in their possession during reservation hours.

**Extra permits may be required depending on the event held in the facility. It is the renter's responsibility to obtain applicable permits 2 weeks prior to usage.**

**Insurance:** Insurance will be required for league rentals and sports tournaments, fundraising events and all events that are open to the public or that have an anticipated attendance of over 500 people (whether public or private). Insurance may be provided by a private carrier in the form of a Certificate of Insurance. Proof of insurance must be provided at least thirty (30) working days prior to an event or the event is subject to cancellation.

**Other Conditions::** There will be a **\$27 fee** on all returned checks. Any activities or special arrangements not specifically authorized on your rental agreement/use permit are prohibited. Applicants agree to abide by all rules and regulations of the facility rented

**HOLD HARMLESS AGREEMENT**

*The applicant is an authorized agent of the group submitting this application. The applicant(and/or his/her)organization making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Livingston. The applicant further agrees that in consideration of being permitted to use said facilities, HE/SHE AND THE GROUP WILL DEFEND, INDEMNIFY AND HOLD THE CITY OF LIVINGSTON, RECREATION DEPARTMENT AND THEIR AGENTS AND EMPLOYEES HARMLESS FROM ANY LOSS, CLAIMS AND LIABILITY OR DAMAGES AND/OR INJURIES TO PERSONS AND PROPERTY that in any way may be caused by the applicant's use or occupancy of the facilities. To be reimbursed on any and all deposits, the original deposit receipt must be submitted to City Hall after the event. Once submitted a check will be mailed within 30 days from the day the receipt was submitted, less any damage or cleaning costs incurred as a result of your event.*

*I/We, the undersigned, have read the above information and agreement and agree to comply with the terms of this agreement.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**BE SURE YOU PUT THE CORRECT TIME OF ARRIVAL. CITY STAFF WILL MEET YOU AT THE FACILITY TO INSURE YOU HAVE EVERYTHING YOU NEED. YOUR 6 HOUR RENTAL BEGINS AT YOUR REQUESTED ARRIVAL TIME.**

Request Approved: _____	Request Denied because _____
By: _____	Date _____
Fee: _____	Date/PD. _____
STAFF ASSIGNED/Contact #: _____	Deposit Amt. _____
Special Instructions: <b>**Your site Supervisor will contact you after 5pm the day before your rental to find out what time you want to meet and have the facility opened.</b>	

**Class I**

Recreation or City sponsored or co-sponsored activities

**Class II**

Resident non-profit organizations such as Community leagues or service organizations, student organizations, Livingston Churches or schools conducting a community fundraiser for community purpose or benefit.

**Class III**

Individual residents or resident groups conducting classes, activities or parties. Private groups that have select memberships and/or specific intent, i.e. employee clubs, corporations, company picnics, family picnics and or reunions.

**Class IV**

Non Resident individuals or groups. (Not residing in the City of Livingston)

**Resident/Non-Resident Description**

Must have a Livingston address or live within the Livingston School District boundaries to be considered a Livingston Resident.

The Recreation Center is rented on a 6 HOUR BASIS and includes staff supervision. The fees listed do not include dance permits. They do not include additional insurance if additional insurance is required. 2 time slots are available 9am to 3pm or 4pm to 10pm. This is a public school facility and NO ALCOHOL is allowed in or around the facility.

Facility	Class I	Class II	Class III	Class IV	Deposit
<b>Walnut CDC Party Room</b>					
Main Room Only 6 hours	0	\$100**	\$100	\$140	\$150

\*\* Variance may be requested by non-profit groups.

Deposits are required on Classifications II, III, & IV before reservations are confirmed. Payment in full is due at the time the reservation is made.

*Events open to the public must have additional insurance coverage. There may be other permits that must be obtained depending on event.*

**Fee Work Sheet:**

User Class: \_\_\_\_\_ Fee: \_\_\_\_\_

Start Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

Total Hours: \_\_\_\_\_

# in attendance \_\_\_\_\_

**Total Fee: \$** \_\_\_\_\_ **Deposit Total: \$** \_\_\_\_\_

**Other Special Requests:**