



Community Services Department  
 Facility Rental Form  
 41810 Juniper St. Murrieta, CA 92562  
 Phone (951) 304-7275 Fax (951) 696-0928

Please complete the following and return to the Murrieta Community Services Department. Completion of this form does not guarantee that your request will be granted. If the facility is available the complete deposit must be submitted to reserve the date(s).

**Group:**

<b>Contact Person</b> ( <u>MUST be on site at opening and closing times</u> )		<b>Alternate Contact Person</b>	
<b>Address</b>	<b>Day Phone</b>	<b>Address</b>	<b>Day Phone</b>
<b>City, Zip</b>	<b>Evening Phone</b>	<b>City, Zip</b>	<b>Evening Phone</b>

**General Event Information**

1. Facility Requested:	8. Will the event be open to the public?	Y/N
2. Date(s) requested:	9. Will Admission fees be charged?	Y/N
3. Purpose of Activity:    Birthday Party    Family Party    Team Party	10. Will contributions be solicited?	Y/N
Other (specify)	11. Will food or any other items be sold?	Y/N
4. Event Hours (Include set up and clean up):	12. Will alcohol be served?	Y/N
5. Time guests will arrive:	For questions 9-11, describe purposes for proceeds collected?	
6. Estimated Attendance:		
7. Specific Equipment to be brought onto site:		
	13. Will food be served?	Y/N
	14. Will the event be catered?	Y/N
	15. Will you have Live Music or a DJ?	Y/N

For Office Use Only

Date Received	Received By	Approved By	Date Approved	Notes:
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Description	Private Party-Resident	Private Party-Non Resident	Non-Profit
Facility Deposit	\$500	\$700	\$300
Hourly Rental Rate	\$100	\$200	\$25
Insurance	Any person/group reserving a facility must provide a \$1,000,000 insurance policy naming the City of Murrieta as additionally insured.		
Security Fees	Two Murrieta Police Officers are required for any event serving alcohol. An event for anyone under the age of 21 is not permitted to serve alcohol (ex. Sweet 16 Party). \$150 per hour with a four hour minimum, a total of \$600 for the first four hours. \$150 for each additional hour.		
Staff fees if Required	Included	Included	\$25
Late Fee	\$100 late fee if all fees are not paid 10 days prior to event		

**TURN OVER FOR ADDITIONAL INFORMATION, RULES AND REGULATIONS**

## General Rules and Regulations

1. The following are NOT permitted:
  - o Decorations using nails, tape, staples, or glue on the walls or on the stage
  - o Pets or animals inside the building
  - o Driving vehicles onto the turf or sidewalks to unload event items
  - o Climbing on the stage or stairs inside the building or climbing the trees or fencing outside the building
  - o Petting zoos or pony rides on the premises
  - o Throwing of rice, birdseed, confetti or anything else similar in nature
  - o Parking on Juniper Street or Plum Avenue; in consideration of the neighboring homes, please park in designated stalls only
2. For children's events, the Community Services District requires an adult-to-child ratio of 1:6
3. The sound system and stage lighting are to be operated by Murrieta Community Services District staff ONLY. You may bring your own audio/visual equipment if you prefer
4. Please submit any changes to the Reservation Request in writing no later than ten (10) business days before the event
5. All applicants must bring their own kitchen supplies if the kitchen is requested
6. For-profit activities are not allowed at this facility

## Reservation Policies and Procedures

1. The Murrieta Community Services District must receive requests for facility use at least thirty (30) days in advance of the event and no earlier than one (1) year prior to the event.
2. No non-City sponsored person or group may reserve any one facility more than two (2) times during a six (6) month period and no more than four (4) times during any calendar year.
3. Buildings and facilities will be available for use from the hours of 6:00 am to 11:00 p.m. In consideration of the neighboring homes, the event is to be over by 11:00 p.m., with breakdown completed by midnight. Schedule time is critical. Any party exceeding the scheduled closing time will be charged the hourly fee applicable at the time of rental for any portion of an hour in excess of the scheduled closing time, to be taken out of Deposit.
4. All fees are to be paid not less than ten (10) business days prior to the event. Any fees paid late will be assessed a one hundred dollar (\$100.00) late fee.
5. It shall be the responsibility of each reservation applicant to leave the facility clean and orderly. When using Community Services District tables and chairs, the applicant shall be responsible for their set-up and return to proper storage space. Stoves, grills, ovens, and refrigerators will be cleaned properly after each use by the applicant. Applicants must satisfy the Community Services District that they will be personally responsible for the care and cleaning of the facilities and that they will underwrite any damages due to their use of the facilities. Costs for any damages to Community Services District facilities will be taken out of the Deposit.
6. Alcoholic beverages are allowed in the facility under the following circumstances: (A) Two (2) Murrieta Police Officers are required for any event serving alcohol. (B) Any party for persons under the age of 21 is not permitted to have alcohol in the facility. (C) No alcohol can be sold or admission fees charged. Failure to follow this policy will result in immediate closure of the facility.
7. An hourly rate shall be charged for the use of all buildings. If a cancellation is made less than ten (10) business days prior to the scheduled reservation, the deposit fee is non-refundable. A twenty-five dollar (\$25.00) service charge will be charged on all returned checks.
8. Except where the Deposit is forfeited pursuant to this policy, the City of Murrieta will issue a refund check for the deposit provided that the facility was cleaned and undamaged after the event and that no unlawful activity took place during the event. Refund checks will be issued only to the group, organization or individual who submitted the original payment. Should additional cleaning need to be done by Community Services District staff, it will be billed at \$65.00 per man-hour and deducted from the Deposit. Please allow two (2) to four (4) weeks for the check to be processed.
9. Any event violating this policy at any time during the use of the buildings or facility will be closed down immediately by Community Services District staff or the Murrieta Police Department and will be granted time only to clean the facility. All other guest or participants of said event, other than those cleaning, will be instructed to leave the premises.
10. Any group granted the use of any park or recreation buildings or facilities shall use them only for such purposes as specified by said group on the Reservation Form and shall limit the use to the building and/or facility requested.
11. Kitchens at the facilities are not intended for cooking, but are to provide a convenient space for the preparation of pre-prepared/ready-to-serve foods. The Community Services District is not responsible for supplying paper goods, cups, food, tea, coffee, condiments and/or containers.
12. Stage usage is curtain forward, unless otherwise approved. Audio visual and computer equipment is only to be operated by Community Services District employees. Request for use of the stage and/or equipment must be made at the time of the application for facility use and no later than ten (10) days in advance. If any audio visual equipment is requested and found not to be in proper working condition, staff will make every effort to contact the rental party as soon as possible. Audio visual equipment is not included in the facility rental fee, but provided as a convenience, if available, and is not guaranteed. A refund will not be issued due to equipment failure occurring during a reservation.
13. No non-City owned electronic equipment may be connected to any city audio/visual equipment other than a standard laptop computer with a standard monitor/projector connection and performed by a Community Services District employee.
14. Permission to use any facility does not constitute an endorsement of any organization's beliefs, policies, or procedures by the City of Murrieta or its employees.

I have read and agree to adhere to the above rules. I understand violation of any of the above rules may result in my event being cancelled and forfeiture of all fees paid.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_