



# FACILITY RESERVATION APPLICATION

## 1. RENTER (Primary contact for facility rental)

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Verified 21 Years Old (Staff Initials): \_\_\_\_\_

Name of Organization (If Applicable): \_\_\_\_\_ Non-Profit?  YES  NO

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Phone: (\_\_\_\_\_) \_\_\_\_\_ Secondary Phone: (\_\_\_\_\_) \_\_\_\_\_

## 2. EVENT INFORMATION

Facility: \_\_\_\_\_ Type of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours: Doors Open \_\_\_\_\_ am / pm Out by \_\_\_\_\_ am / pm  
(Set-up and clean-up times must be included in the rental hours.)

Additional person in charge: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
(This person would be responsible in case the Renter is not available the day of the event ONLY.)

Ticket Sales and/or Concessions Sold?  YES  NO Music and/or Dancing?  YES  NO

Alcohol to be served?  YES  NO (Alcohol is NOT allowed for youth events, indoor and outdoor athletic rentals, and/or outdoor areas.)

Alcohol Hours: \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm (Four (4) hours maximum. Alcohol must stop an hour prior to the end of event.)

Will alcohol be sold?  YES  NO (ABC License Required. 415-356-6500, 33 New Montgomery St., Suite 1230, SF, CA 94105)

Will you require the following?  Field Lights (Westlake Only)  Field Lines  Bases  Goals/Nets

## 3. USAGE AGREEMENT (Please read and initial to confirm understanding of each item)

\_\_\_\_\_ **CANCELLATION POLICY:** A renter may cancel a reservation by submitting a request in writing to the administration office. Fees will be assessed as follows: If a reservation is canceled more than 30 days before the date of the rental, a \$100 cancellation fee will be deducted from the rental deposit and the remaining fees will be refunded. If a reservation is canceled less than 30 days before the date of the rental, \$250 from the deposit will be forfeited and the remaining fees will be refunded.

\_\_\_\_\_ **CHANGES TO RESERVATION:** All changes must be made in writing by the renter listed on the facility rental permit on/or before the final payment due date. Changes after the payment due date are not allowed. The renter may request one change at no charge; all subsequent changes will incur a \$50 change fee. Changes to the permit contract include adjusting the rental hours. Changing the facility and/or date of the rental will also be considered a change; however, if the facility/ date change is made less than 30 days from the original rental date, an additional fee of \$100 will be assessed. Changing facility and/or date will not be allowed after the original final payment due date.

### 3. USAGE AGREEMENT (CONTINUED)

**FINAL PAYMENT/ LATE FEES:** Final balance must be paid two weeks before the rental date. Staff will note your final payment due date on your permit contract. Credit cards will not be automatically charged. Rentals not paid by the final payment due date will incur a \$100 late fee, payable by cash or credit card only. If the balance is not paid one week before the rental date, the reservation may be canceled, and any fees paid may be forfeited.

**DEPOSIT FEE:** The deposit will be refunded no sooner than 45 days after your event. Failure to comply with the terms of your contract, clean-up, and rental agreement will result in a forfeiture of all or a portion of your deposit. Deposits paid by cash or check will be refunded via a check from the City of Daly City. This check will be mailed to the address provided on this application. Deposits paid by credit card will be refunded to the original credit card. If the original credit card is no longer available, contact the Administration Office immediately.

**DECORATIONS:** Damage to the walls, floors, tables, and chairs from your decorations may result in the forfeit of the deposit and/or additional charges. To reduce damage, use painter's tape to adhere decorations to the walls and windows. The use of tacks, pins, nails, or tapes (other than painter's tape), decorative wax candles (lit or unlit) and confetti/ glitter is NOT ALLOWED.

**RECYCLING POLICY:** As a renter, you are expected to recycle at least Eighty-five percent (85%) of your cans, bottles, and clean cardboard. Recycle containers will be provided by the City of Daly City for your rental. Please feel free to take your recycling with you at the end of your rental.

**COVID WAIVER:** I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to, or infected by COVID-19, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at City of Daly City facilities may result from the actions, omissions, or negligence of myself and others.

**LIABILITY RELEASE:** I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my guests or myself including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind, that I or my guests may experience or incur. On my behalf, and on behalf of my guests, I hereby release, covenant not to sue, discharge, and hold harmless City of Daly City, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expense of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of City of Daly City, its employees, agents, and representatives.

*As the renter, I understand and agree to the terms and guidelines, set by the Department of Recreation Services. Any misrepresentation of this rental as described at the time of application, and/or any infractions committed by the renter and/or guests and vendors will risk the event being canceled immediately and all paid fees forfeited. The renter may also be liable for any civil and/or criminal action arising there from any misrepresentation and/or infraction.*

*Signature*

*Date*

**FOR STAFF USE ONLY**