



CITY OF DELANO RECREATION DEPARTMENT
925 ELLINGTON STREET, DELANO, CALIFORNIA 93215 • PHONE 661-721-3335 ~ FAX: 661-720-9760

FACILITY USE APPLICATION

The following facilities are not to be used for private social events such as weddings, parties, funerals, dinners, dances, etc. Food and beverages are prohibited at our indoor facilities.

- Ellington Gymnasium \$50 per hr. & 100 deposit
Morningside Ballfield \$20 per hr. No lights available
LTV. Tech Center Training 1 \$50 per hr. 2 hr. min & \$100 deposit
Chavez Ballfield \$20 per hr. or \$50 per hr. with lights
Memorial Youth Ballfield \$20 per hr. or \$50 per hr. with lights
LTV. Tech Center Training 2 \$50 per hr. 2 hr. min & \$100 deposit
Jefferson Ballfield \$20 per hr. or \$50 per hr. with lights
11th Avenue Dance Room \$50 per hr. & \$100 deposit
LTV. Tech Center Conference \$100 per hr. 2 hr. min & \$100 deposit

(Print) Primary Contact Renter: Birth Date:

Organization (if applicable): Date of Application:

Address: City: State: Zip:

Primary Phone: 2nd Phone: Other:

E-mail: Attendance: Event date(s):

Use start time: Use end time: Total Hours:

Purpose / Description of use:

Terms & Deposits:

- Any applicable deposits will be returned to the Primary Renter by mail within 30 days after the date of the event.
You are responsible for the cleanup of trash and debris at and around the area used at the conclusion of that use.
Any items and/or equipment left at the facility will not be the responsibility of the City of Delano.
Facility use should not go beyond agreed upon end time.
Changes to reservations must be made in person by Primary Contact Renter at least (7) calendar days prior to the event date.
All Fees paid are not refundable.

I have read, understood, and agree to all the terms and conditions listed above. Initial:

ACKNOWLEDGEMENT:

I hereby certify that I have read and understand all terms and conditions in the rules and regulations regarding use of the facility that I am renting. I further agree to hold the City of Delano, its governing board, the individual members thereof, and all officers, agents, and employees free and harmless from any loss, damage, liability, costs or expenses that may arise during (or caused in any way) such use or occupancy of City property.

Applicant's Signature: Date:

OFFICE STAFF USE ONLY

Liability insurance: Rental rate (1): Rental rate (2): Additional fees: Insurance fee: Deposit amount: Total due: Date: Amount paid: Receipt #: Balance: Entered by: Deposit returned: Address: Entered by: Notes:

## INSURANCE AND PERMIT REQUIREMENTS

**ORGANIZATION / RENTER (NAME):** \_\_\_\_\_ **DATE OF EVENT:** \_\_\_\_\_

The Certificate of Insurance and necessary permits are due 30 days prior to the event if held at Leonard T. Velasco Technology Center, Ellington Gymnasium, Delano Soccer Park, 11<sup>th</sup> Avenue Dance room and Delano Ballfields.

The Certificate of Insurance must be in the name of the person / organization who signs this permit. It must also clearly show the liability limits and policy dates to be valid.

- A Homeowner's or Tenants Insurance policy can usually provide insurance for your rental. Check with your insurance agent.

The items checked below are required for your rental at:

- LTV Technology Center  Ellington Gymnasium  Delano Soccer Park  11<sup>th</sup> Avenue Dance Room  
 \_\_\_\_\_ Ballfield

1. \_\_\_\_\_ Certificate of Insurance for Commercial General Liability coverage for a minimum of:

	Low Risk	Intermediate	High Risk
Description	Policy Limits	Policy Limits	Policy Limits
Each Occurrence	\$1,000,000	\$2,000,000	\$5,000,000
General Aggregate	\$2,000,000	\$4,000,000	\$10,000,000
Products / Completed Operations Aggregate	\$1,000,000	\$2,000,000	\$5,000,000
Worker's Compensation	\$1,000,000	\$1,000,000	\$1,000,000
Auto Liability	\$1,000,000	\$2,000,000	\$5,000,000
Liquor Liability	Yes, if Applicable	Yes, if Applicable	Yes, if Applicable

- a. The Certificate of Liability Insurance must provide Description and Location to **Description of Operations and Location** section.
- b. The following statement should be added to **Certificate holder** section.  
*City of Delano*  
*"Officers, agents, employees, successors and assigns"*  
*P. O. BOX 3010*  
*Delano, CA 93216*
- c. Must attach an **Endorsement Page** with the following statement.
  - i. *"shall indemnify, defend, and hold harmless City of Delano, its officers, agents, and employees against any and all liability, claims, and actions."*