

Staff Only

TIME REC'D

STAFF INITIALS



CITY OF ONTARIO
 RECREATION & COMMUNITY SERVICES
 "CREATING COMMUNITY, ONE PIECE AT A TIME."
RESERVATION APPLICATION

Staff Only

TRANSACTION NUMBER

PAYMENT DUE

STEP #1 – APPLICANT INFORMATION

ORGANIZATION NAME:

PRIVATE NON-PROFIT GOVERNMENT OTHER _____

NAME OF APPLICANT OR PERSON RESPONSIBLE: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

PRIMARY PHONE: () _____ ALT. PHONE: () _____

EMAIL ADDRESS: _____ ESTIMATED EVENT ATTENDANCE: _____

TYPE OF EVENT: _____

STEP #2 – REQUESTED DAY/DATE/TIME

1 ST CHOICE:					2 ND CHOICE:						
SET-UP TIME:	AM PM	TO	AM PM	EVENT TIME:	AM PM	TO	AM PM	CLEAN-UP TIME:	AM PM	TO	AM PM

STEP #3 – FACILITY REQUEST (CIRCLE YOUR SELECTION)

COMMUNITY CENTER & PARK FACILITIES							
ANTHONY MUNOZ	MPR	KITCHEN	SOCCER FIELD	SOFTBALL FIELD	POOL(SEASONAL)	PICNIC #1	PICNIC #2
DE ANZA	MPR	KITCHEN	CLASSROOM	GYM	PICNIC SHELTER	SOFTBALL	SOCCER
DOROTHY QUESADA	MPR	KITCHEN	CLASSROOM	SOFTBALL FIELD	SOCCER FIELD	POOL(SEASONAL)	
SENIOR CENTER	MPR	KITCHEN	CLASSROOM	MEETING ROOM			
WESTWIND	MPR	KITCHEN	CLASSROOM	GYM	POOL(SEASONAL)	PICNIC #1	PICNIC #2
		SOFTBALL FIELD	NORTH SOCCER FIELD	SOUTH SOCCER FIELD		PICNIC #3	PICNIC #4
PARK, PICNIC & ATHLETIC FIELD FACILITIES				SPECIAL REQUESTS			
CELEBRATION PARK		PICNIC #1	PICNIC #2	PLEASE LIST -			
CYPRESS PARK		PICNIC					
HOMER BRIGGS PARK		PICNIC #1	PICNIC #2	PICNIC #3	TABLES/CHAIRS	KITCHEN	
JAY LITTLETON BALLPARK		FIELD	CONCESSIONS	SCOREBOARD	FIELD PREP	BASES	
JOHN GALVIN PARK		EAST	WEST		SCOREBOARD	P.A. SYSTEM	
KIMBALL PARK		SOFTBALL FIELD	SOCCER FIELD		*MICROPHONE	*PROJECTION SCREEN	
ONTARIO MOTOR SPEEDWAY		FIELD					
VETERANS PARK		FIELD	PICNIC		ATHLETIC LIGHTS		
VINEYARD PARK		PICNIC #1	PICNIC #2	POOL (SEASONAL)	ON TIME	OFF TIME	

I understand that submission of this application does not constitute acceptance or approval. (Please Initial)

FOR OFFICE USE ONLY

COORDINATOR DATE		SUPERVISOR DATE		RESERVATION FEE	\$
CO-SUPPORTED		CO-SPONSORED		SECURITY DEPOSIT	\$
INSURANCE REQUIRED		SECURITY REQUIRED		RESERVATION TOTAL	\$
PARKS EMAIL		POLICE EMAIL		TRANSACTION	
APPROVAL DATE		CUSTOMER CONTACTED		STAFF INITIALS	

RESERVATION GUIDELINES

The guidelines listed below are intended to provide basic information pertaining to most facility reservations. This list is not comprehensive and does not cover all possible reservation applications. Applicants are encouraged to contact the Recreation & Community Services Department to obtain specific guidelines regarding their facility reservation application.

1. This copy is your proof of reservation, should the need arise to provide such proof. Keep attached your receipt and contract with you during your reservation.
2. When applicable, refund checks, security deposits are issued to the payee within 2-3 weeks after the conclusion of the reservation and mailed in the form of a check to the address listed on application.
3. For outdoor reservations, the following cancellation policy applies (for rain, or any other circumstances):
 - For weekday reservations, cancellation notice must be received at least 24 hours prior to the beginning of the reservation.
 - For weekend reservations, such notification must be made to the Recreation & Community Services Department 24 hours prior to the beginning of the reservation.
 - The Recreation & Community Services Department may cancel any reservation, due to adverse weather conditions or otherwise, that will potentially cause damage to the facility.
4. Refunds or credits are issued at the discretion of the Recreation & Community Services Department.
5. Please wipe off tables and counters, sweep floors, and completely remove any tape and decoration materials. Place all trash in trash receptacles. The applicant is responsible to see that the facility and all immediate surrounding areas are clear of trash at the conclusion of the reservation. This includes spectator areas. Security deposits may be withheld if facility is not left in satisfactory condition, department personnel will determine.
6. The applicant is responsible for the conduct of all members of the reservation party, may not sub-lease, lend, share or give away space and be in attendance for the duration of the reservation.
7. Vehicles may not be driven into/onto areas of the park, other than the parking lot.
8. Reservations at park sites where lighting is not utilized shall end no later than dusk.
9. Per the municipal code, applicant must arrive to the facility within (1) one-hour of the start time of the reservation. Failure to do so relinquishes your right to the reserved facility.
10. Alcohol is prohibited at all Recreation & Community Services facilities.

HOLD HARMLESS AGREEMENT

I, the undersigned, shall indemnify, defend and hold harmless the City of Ontario and its officers, officials, employees and agents from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with user's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, regarding use of said facility listed, except such loss or damage which was caused by the sole negligence or willful misconduct of the City of Ontario.

I hereby acknowledge that I am an agent of the above listed organization and I am authorized to sign this application and hold harmless agreement. I further acknowledge that I have read, understand and agree to comply with all policies for park/facility reservations. Any required insurance certificate must name the City of Ontario as additional insured.

I understand that submission of this application does not constitute acceptance or approval.

Signature of Applicant:

Date: