



**City of Santa Barbara
Parks and Recreation Department
P.O. Box 1990
Santa Barbara, CA 93102**

Westside/ Mackenzie/Ortega - Fax: (805) 963-7569 Phone: (805) 897-2560

Louise Lowry Davis Center - Phone: (805) 897-2568

Franklin Center - Fax: (805) 963-7607 Phone: (805) 897-2582

PICNIC Rentals/620 Laguna Street - Fax: (805) 564-5480 Phone: (805) 564-5418



APPLICATION FOR FACILITY USE PERMIT

Park Requested: _____ **Area:** _____

Facility Requested: _____ **Area or Room:** _____

Equipment Requested: _____

Will food be served? No Yes, describe: _____

Will kitchen be used? No Yes, describe: _____

Date(s): _____ **Day(s):** M Tu W Th F Sa Su

Hours: Set-up: _____ **to** _____ **Event:** _____ **to** _____ **Breakdown:** _____ **to** _____

Note: Times listed above considered firm, so review the time you need from setup to breakdown. Monitors/Rangers inspect & check site based on these times.

Estimated Attendance: _____ **Event Description:** _____

Applicant: _____ **Organization:** _____

Mailing Address: _____ **City:** _____ **Zip:** _____

Cell Phone: _____ **Alternate Phone:** _____ **Fax:** _____ **Email:** _____

Use Category (check one): Private/Commercial Non-Profit (# _____) Govt. Agency

Amplified sound or music used (allowed only in certain parks & facilities)? No Yes, describe: _____

Alcoholic beverages served (allowed only in certain parks)? No Yes, describe: _____

Will alcoholic beverages be sold or provided by caterer? No Yes (ABC Permit is required)

Have you arranged for extra security measures? No Yes, Please specify _____

For Parks/Picnic Areas - Requesting permission to bring an inflatable bouncer (allowed only in certain parks)? No Yes

Electricity required (available only in certain parks)? No Yes, # of hours needed? _____

Requesting use of on-site barbeque (available only in certain parks) No Yes, describe: _____

Vehicle access needed into park (allowed in certain parks & subject to approval)? No Yes describe: _____

STATEMENT OF HOLD HARMLESS AND UNDERSTANDING

Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the property, employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the work to be performed pursuant to this agreement or occupancy, operation, maintenance, enjoyment and use of any City premises under this agreement to the extent permitted by law.

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY

Comments: _____

Security guards requirement Yes No Date confirmed _____

**CITY OF SANTA BARBARA
FACILITY / EQUIPMENT USE / RULES AND REGULATIONS**

1. Authorized individuals or groups shall agree to comply and accept all policies, rules and regulations pertaining to the use of City Property. Any violation of said policies, rules and regulations shall be cause for permit revocation and immediate departure from facilities. Authorized individuals or groups shall be solely responsible for the conduct of members or participants (including individuals entering the area whether considered a member, affiliate or not) In any activity authorized to be held and agree to limit admission to stated capacity of the facility, and for the use of all properties, equipment or other resources there in; and shall agree to be responsible for any damages or mistreatment of any part of the facilities or equipment as indicated on the permit and to pay the cost of any repairs or replacement therefore.
2. All City ordinances must be observed, including no smoking, sound and use of alcoholic beverages.
3. Authorized individuals or groups shall not sell any intoxicating liquors, wine or beer on the premises of any City facility without appropriate approval, as necessary from the Alcoholic Beverage Control Office, the Police Department or Center Administration Office. **Beer (in cans-no kegs or bottles) and wine may be served to guests during wedding receptions, etc. Use only plastic or paper cups – no glass. No hard liquor is allowed on the premises. NO ALCOHOL ALLOWED FOR YOUTH-RELATED OR ATTENDED EVENTS.**
4. Authorized individuals or groups shall immediately report to the facility Director/Monitor any irregularities, serious problems or emergencies, related to the use of the facility.
5. Permits for use of the Community Center are not transferable.
6. City is not responsible for any lost or stolen articles.
7. City reserves the right to full access to all activities at any time in order to insure that all rules and regulations are being observed.
8. City keys shall not be duplicated
9. No equipment or furnishings (tables, chairs, and etc.) shall be removed from the premises of indoor or outdoor facilities and all equipment must be returned to the usual storage area after usage. **No confetti, gum, or candy allowed. Indoor decorations shall be limited to table decorations. Groups using kitchen shall furnish dishes, silverware, towels, soap, etc. Authorized individuals or groups using kitchen facilities, shall agree to leave the kitchen in the condition received, including all trash and garbage removal to outside dumpsters. NO COOKING ALLOWED IN KITCHEN – FOR HEATING OF FOOD ONLY.**
10. **All activities must cease at time specified on the permit** or by 10:30 p.m. Amplified sound or music that can be heard by the general public in residential areas must cease by 10:00 p.m. Allow 30-45 minutes for clean up. Plan accordingly and terminate activity in time to vacate the building at the time specified on the permit. An additional charge at the current hourly rate will be made for any portion of an hour your event exceeds the closing time specified on your permit. Refunds are not made on early closings.
 - (A) **DAVIS & WESTSIDE CENTERS – All activities must cease at time specified on the permit** or by 9:30 p.m. Amplified sound or music that can be heard by the general public in residential areas must cease by 9:00 p.m. Allow 30-45 minutes for clean up
11. Security deposit will be returned to the applicant within 30 days of the check deposit by City and will be determined by staff report on morning following the use of facility.
12. Applicants are responsible for leaving keys in designated place after function for weekday events. Failure to do so will subject application to a fine and/ or rejection for future use of room.
13. Facilities and Parks/Picnic Sites will be reserved on a first-come, first-served basis. **Only one application to be pending at any time.**
14. A fee will be required in addition to facility use and deposit fees **for kitchen use and facility clean-up.**
15. **All fees must be paid in full four (4) weeks prior to event for Indoor Facilities. Full payment is required upon booking Picnic Sites. Checks should be made payable to City of Santa Barbara.**
16. Fees and charges are subject to change. (Note: Generally fees are adjusted on an annual basis and charges would affect any users on or after the effective date – usually September 1.)
17. The Municipal Code restricts posting of handbills and posters on telephone boards, sign posts and public property. Permission of the owner must be obtained to post materials on private property. Facility use permits are subject to cancellation **without a refund** if the City's sign ordinance is violated.
18. Approved security guards and or monitors may be required for some events as determined by City staff.
19. Violation of any of the above stated rules and conditions of use of The Community Center may be cause for retention of all or part of the security maintenance deposit.