



Hayward Area Recreation and Park District
 1099 E Street, Hayward CA 94541-5299
 (510) 881-6700

Application/Permit for Use of Recreation Facility

FOR OFFICE USE ONLY

Date _____

Received by _____

APPLICANT INFORMATION

Name: _____ Organization (if applicable) _____

Address: _____ City: _____ Zip Code _____

Home Phone: _____ Daytime Phone: _____ Cell Phone _____

E Mail: _____ Is your organization non-profit? No Yes Non-Profit # _____

Name of person in charge day of event: _____ Phone: _____

RENTAL/EVENT INFORMATION

Facility Requested:

- | | |
|-------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Ashland Community Center | <input type="checkbox"/> San Felipe Community Center |
| <input type="checkbox"/> Castro Valley Community Center | <input type="checkbox"/> San Lorenzo Park Recreation Center |
| <input type="checkbox"/> Eden Mansion | <input type="checkbox"/> Southgate Community Center |
| <input type="checkbox"/> Hayward Senior Center | <input type="checkbox"/> Weekes Park Community Center |
| <input type="checkbox"/> Kenneth C. Aitken Community Center | <input type="checkbox"/> Other _____ |

Date/Day Requested _____ Anticipated attendance: Adults _____ Children _____

Total Hours of use (including time needed for setup & cleanup): _____ am/pm _____ am/pm

Type of function (dance, meeting, reception, etc.) _____ Will alcohol be served? _____

Event Type Youth Event Adult Event

Will a fee be charged? If so what: _____ Will function be open to public? Yes No

FEE COMPUTATION (DISTRICT USE ONLY)

Use fee per hour	\$ _____ for first 3 hours	\$ _____
Additional hour(s)	\$ _____ @ _____ hours	\$ _____
Alcohol permit fee	Under 60 persons \$100 Over 60 persons \$200	\$ _____
Refundable security deposit	Cash _____ Credit Card _____	\$ _____
Total fees		\$ _____
Non-refundable deposit		\$ _____
Contract # _____	Balance due	\$ _____

LESSEE'S AGREEMENT

The Hayward Area Recreation and Park District grants to the lessee, permission to use the facility as indicated above. Use of facility shall begin and terminate on the date(s)/time(s) indicated above. Lessee agrees to pay the Hayward Area Recreation and Park District the total fee stated above for the use of said facility in accordance with the rules and policy indicated on this application. Lessee hereby agrees to hold harmless, defend and indemnify the Hayward Area Recreation and Park District and its Officers, Agents and Employees from any loss, damage, cost of expense that might arise during or be caused by the use or occupancy by lessee of leased facility.

I, the undersigned, hereby certify that I, as or on behalf of, the lessee, agree to be responsible for any damages to the building, furniture or equipment accruing through occupancy of use of said facility by the lessee. Any damages sustained to the above shall be compensated within five (5) days of notice of payment due.

I hereby certify that I have read and understand the Hayward Area Recreation and Park District's rules and policy and agree that they are made a part of this agreement by reference and that I will abide by the same. It is acknowledged that all reservations are granted with the understanding that the Hayward Area Recreation and Park District may cancel such reservations should the facility be required for District activities.

I have read the policy for reservation of facility and understand the policy regulating alcohol consumption, regulating amplification equipment and clean up. I further agree to be responsible for the conduct of all members in my party, both adults and children, including reimbursement to the District for any financial damage caused by a member in my party. (initial) _____

Signature of Applicant

Date

Supervisor Approval

Date

GENERAL POLICY

1. The Hayward Area Recreation and Park District was primarily created as a social force dedicated to the conservation, development, and wise use of recreational resources in order to satisfy the social, leisure and health goals of the people residing within the District.
2. Recreation and park programs and parks/facilities have been established for the benefit of the local residents without discrimination as to race, religion, sex, economic status, or place of residence within the District.
3. The Board of Directors shall have absolute authority and control over parks and facilities under their jurisdiction and shall not delegate such authority and control to any individual, group or organization, either public or private.
4. Due to the extremely heavy use, parks in total will not be reserved for individuals or groups. However, portions of parks such as baseball diamonds, soccer fields, buildings, or on special occasions portions of parklands such as picnic groves, may be reserved upon approval of the Board of Directors.
5. A service charge may be levied for activities which require special equipment, facilities, or personnel not normally provided.
6. The rules governing the use of park and recreation areas and facilities, as adopted by the Board of Directors, shall apply to all users.
7. Use of parks/facilities shall not be granted.
 - a. When, for any reason, as determined by the District, such use may not be in the best interest of the District.
 - b. To persons, groups, association, clubs or organizations desiring such use for "private gain," which term is defined and herein to mean use for the principal purpose of making a profit not pledged to be devoted to public or welfare users.
 - c. For business or commercial use.
8. The Hayward Area Recreation and Park District is not responsible for accidents, injury or loss of individual property in its parks/facilities.
9. Permission for use of parks/facilities will be granted upon the condition that all rules governing use of said parks/facilities will be followed. Permission may be revoked at any time for failure to do so. These rules are subject to change by the Board of Directors of the Hayward Area Recreation and Park District.
10. Any request for exceptions to rules or service charge for use of parks/facilities must be presented in writing to the District no later than one month prior to the date requested. The General Manager is authorized by the Board of Directors to make exceptions based only on extreme hardships.

Classification of Groups – To provide for public leisure activities in the best interests of the community at large, the recreation facilities/equipment will normally be administered in accordance with the following priorities:

- A. Priority One - Programs administered by the Recreation and Park District
- B. Priority Two - Groups that are sponsored by city, county, state and federal governments, including local school districts when the use is for recreation, cultural or educational purposes.
- C. Priority Three - Resident non-profit service and community organizations having unrestricted membership, whose scope and purpose are recognized primarily as a service to the citizens of the Recreation and Park District.
- D. Priority Four - Non-profit resident private groups or organizations which may include, but not necessarily be limited to, closed membership clubs, fraternal orders and service clubs; also includes invitational affairs, covers clubs and organizations that vote in membership.
- E. Priority Five - Resident business or commercial use. Any type of commercial venture usage which does not fall into any of the above classifications.
- F. Priority Six - Non-resident individuals or groups with less than 50% of their membership in attendance residing within the boundaries of the Recreation and Park District.

The use of community center facilities for Priority One will not normally require a service charge. Priority Two, Three, and Four will require a service charge. Charges shall be per hour, not prorated for part of an hour. A majority of those attending must reside within the boundaries of the Hayward Area Recreation and Park District.

Signature _____

Date _____

The Recreation and Park District agrees, at the established service charges, to furnish only the equipment which is regularly a part of those facilities. Additional equipment is the responsibility of the group requesting use.

Facility fees and charges shall be waived only for cause by the Board of Directors or their designated representative.

RULES

A. General

1. An application form shall be completed and filed with the District at least four (4) weeks prior to the date being requested.
2. A written permit is required by all groups using a Recreation and Park District park/facility and the validity of the application will not be recognized until such a permit is signed and fees are paid. Permits will be issued to adults only (18 years of age).
3. When the parks/facilities are used by minors, the group must at all times be under the direction of its own adult leadership while on the premises. There must be at least one adult for each twenty (20) minors if those in the group are under 18 years of age.
4. The consumption of champagne, champagne punch or wine is permitted only upon special request approved by the District.
5. Should the use of District equipment such as banquet tables, chairs or card tables be desired, such request shall be submitted with the application for use of park/facilities. The use of this equipment may require a deposit.
6. Amplification equipment may be used within the confines of a building. Outside use of amplification equipment is permitted only with prior approval of the District. All amplification equipment will be under direct supervision of District personnel.
7. No advertising shall be exhibited, and no solicitations or sales made, in the parks/facilities without prior written permission from the District.
8. Tentative reservations will not be held for more than three (3) business days in fairness to others desiring to use the facilities.
9. Cancellations must be made in writing by the person listed as applicant on the Facility Use Application. Refunds and service fees will be levied if cancellation is as follows:
 - a. Ten (10) working days or more before function date: forfeiture of deposit.
 - b. Fewer than ten (10) working days prior to function date: forfeiture of deposit and 50% of fees paid.
10. Any standing reservation group using the parks/facilities must maintain an average attendance of fifteen (15) in order to hold its reservation.
11. Reservations may be canceled by the Recreation and Park District upon ten (10) days notice to the group. Other accommodations will be provided where possible.
12. The person obtaining the use permit shall be responsible for the general conduct of the activity covered by such permit and the enforcement of the rules and regulations governing the use of the park/facility.
13. Attendant on duty, as representative of the Hayward Area Recreation and Park District, has the authority to disperse any group for failure to comply with these rules - group forfeits fees paid.

B. Facilities/Equipment

1. Facilities/equipment are generally available for reservations daily 9 am to 10:00 pm. Standing reservations are limited to Monday through Thursday to 10:00 pm and Friday to 5:00 pm. All activities must end prior to these times.
2. The holder of the permit should arrive prior to the arrival of the other members of the group and present the permit to the attendant on duty. Groups should plan to enter and leave the facility at the time specified on the permit. The organization or individual obtaining the permit shall plan to accomplish the following within the time specified on the permit:
 - a. Pulling up and taking down all decorations.
 - b. Setting up tables and chairs.
 - c. Any other preparations and cleanup associated with the activity being conducted.
3. Smoking is not permitted in community center buildings.
4. Plans for decorations must be approved by the District:
 - a. Cellophane adhesives, nails, screws, staples, etc. in walls or on woodwork are prohibited. Free standing and table decorations allowed.
 - b. All decoration materials must be fireproof or of fire retardant materials, and shall be subject to approval of the District.
 - c. At no time shall exits be covered or obstructed.

Sample