



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

1. Please print or type legibly with ball point pen.
2. Fill out form completely (adults only)
3. Return all copies for approval.

APPLICATION/PERMIT FOR FACILITY USE

FOR OFFICE USE ONLY

Date: _____, 20____ Received by: _____

SECTION I - LESSEE INFORMATION

Lessee's Organization/Individual Name		Address/City/Zip		Phone # Day: Cell:	
Type of Activity (Wedding, Meeting, Photos)			Day(s) Date(s) Desired		
Time(s) desired (Include set-up & clean-up) From _____ am _____ pm to _____ am _____ pm		Maximum Anticipated Attendance Adults: _____ Minors: _____		Person in charge Day of Event Phone# Day: Cell:	
Is your organization non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Non-Profit # _____		Admission Charge Per Person: _____		The proceeds will be used for: _____	

SECTION II- FACILITIES

Japanese Garden	<input type="checkbox"/> Wedding	<input type="checkbox"/> Photos	CONTRACT # _____
Meek Estate West Terrace	<input type="checkbox"/> Wedding	<input type="checkbox"/> Photos	<input type="checkbox"/> Other

SECTION III - FEE COMPUTATION (DISTRICT USE ONLY)

Use fee per hour	\$ _____ for first 3 hours	\$ _____
Additional hour (s)	\$ _____ @ _____ hours	\$ _____
Multi-use room	_____	\$ _____
Refundable Security /Clean up Deposit - cash or credit card only (Visa/MC/American Express)		\$ _____
Non-Refundable Deposit		\$ _____
Total Fees:		\$ _____
Conditions of use: _____	Balance due	\$ _____

SECTION IV - LESSEE'S AGREEMENT/LIABILITY RELEASE

The Hayward Area Recreation and Park District grants to the lessee, permission to use the facility(s) as indicated above. Use of facility(s) 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 for use of said facility(s) in accordance with the rules and policies attached. Lessee agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorney's fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District's facilities. Lessee agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District facilities. I, the undersigned, hereby certify that I, as or on behalf of, the lessee, agree to be responsible for any damages to facility(s) accruing through occupancy of use of said facility(s) by the lessee. Any and all damages sustained to the above shall be accruing through occupancy of use of said facility(s) by the lessee. Any and all 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 policies and agree that they are made 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 District may cancel such reservation should the facility(s) be required for District activities. I have read and understand the required policies for this reservation. I further agree to be responsible for the conduct of all members in my party, both adults and minors, including reimbursing the District for any financial damage caused by a member in my party. _____ (Initial)

Lessee's Signature	Date	Hayward Area Recreation and Park District Representative	Date
X		X	