



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

Application/Permit For Use of Recreation Facility(ies)/Equipment

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

Note: Application and full payment must be submitted a minimum of **30 days prior to use**. Return all copies for approval.

FOR OFFICE USE ONLY

Date _____ Received by: _____

SECTION I—LESSEE/EVENT INFORMATION

Lessee's Organization/Individual Name	Address City/Zip	Phone Day: Evening:
Type of Activity (Indicate if dance, meeting, reception, meal, etc.)		Day(s) / Date(s) Desired
Time(s) desired include prep & cleanup a.m. a.m. p.m. p.m.	Maximum anticipated attendance Adults: Minors:	Name of person in charge, day of event Phone Day: Evening:
Is your organization non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No Non-profit # _____	Admission charge How much per person? _____	The proceeds will be used for: _____

SECTION II—FACILITY(IES)/BUILDINGS REQUIRED

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

Card tables # _____ Banquet Tables # _____ Chairs # _____ Other (describe) _____

Optional Service Required <input type="checkbox"/> Clean Up <input type="checkbox"/> Kitchen	Room(s) / Area(s) Desired	Pool Areas Desired <input type="checkbox"/> Instruction Pool <input type="checkbox"/> Competitive Pool <input type="checkbox"/> Dive Tank
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SECTION III—FEE COMPUTATION (DISTRICT USE ONLY)

Use Fee per hour	\$ _____	@ _____ hours		\$ _____	
Additional Hour(s)	\$ _____	@ _____ hours		\$ _____	
Alcohol use permit fee				\$ _____	
Refundable security deposit	_____ Cash	_____ Credit Card		\$ _____	
			Total Fee	\$ _____	
Card # _____		Non-Refundable deposit		\$ _____	
	Contract No. _____				

SECTION IV—LESSEE'S AGREEMENT

The Hayward Area Recreation and Park District grants to the lessee, permission to use the facility(ies)/equipment as indicated in Section II above. Use of facility(ies)/equipment shall begin and terminate on the date(s) / time(s) indicated in Section I above. Lessee agrees to pay the Hayward Area Recreation and Park District the total fee stated in Section III above for the use of said facility(ies)/equipment in accordance with the rules and policy indicated on the reverse side of this application. Lessee agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' 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's facilities.

I, the undersigned, hereby certify that I, as or on behalf of, the lessee, agree to be responsible for any damages to the buildings, furniture or equipment accruing through occupancy of use of said facility(ies)/equipment by the lessee. Any and all lost equipment or 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 on the reverse side 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(ies)/equipment be required for District activities.

I have read the policy for reservation of facility(ies)/equipment 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) _____.

Lessee's Signature	Date	Hayward Area Recreation and Park District Approval	Date
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