



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

FACILITY RENTAL & USE PERMIT
APPLICATION

REQUESTED LOCATION

- COMMUNITY CENTER – Reception Area, Maximum Occupancy 80
- COMMUNITY CENTER – Multi-Purpose Room, Maximum Occupancy 35
- COMMUNITY CENTER – Arts/Meeting Room, Maximum Occupancy 35
- COMMUNITY CENTER – Swimming Pool, Maximum Occupancy 143
- ENTIRE COMMUNITY CENTER – Indoors Only, Maximum Occupancy 150
- ENTIRE COMMUNITY CENTER – Indoors/Outdoors NO POOL, Maximum Occupancy 500
- ENTIRE COMMUNITY CENTER – Indoors/Outdoors W/Pool, Maximum Occupancy 500
- ENTIRE COMMUNITY CENTER – Outdoors Only W/Pool, Maximum Occupancy 250

Date Submitted: _____ Event Date: _____

Event Type: _____ Estimated Attendance: _____

Hours of Use:

Set-up: _____ a.m. / p.m. to _____ a.m. / p.m.

Event: _____ a.m. / p.m. to _____ a.m. / p.m.

Clean-up: _____ a.m. / p.m. to _____ a.m. / p.m.

CONTACT INFORMATION

Name/ Organization: _____

Address: _____

Email: _____

Main Contact _____ Phone Number: _____

Secondary Contact: _____ Phone Number: _____

EVENT INFORMATION

Will food be served? YES NO If yes, by whom? _____

Will there be decorations? YES NO If yes, describe: _____

Will alcohol be served? YES NO Will alcohol be sold? YES NO

Will the event be open to the public? YES NO

Will an admission fee be charged/. YES NO If yes, purpose of fee: _____

FEE(S) / DEPOSIT(S) / CANCELLATIONS

The rental fee is due a minimum of thirty (30) days before the rental, or at the time of application approval if approved with less than 30 days to event date. The fee may be paid by Visa, Mastercard, check or money order. The damage deposit is required to be paid separately from the rental fee by check or money order made payable to "The Town of Discovery Bay CSD."

FEE(S) / DEPOSIT(S) / CANCELLATIONS

Rental: Total Hours: _____ x Hourly Rate: _____ - Discounts _____ = Total Fee: _____

Deposit: _____

CANCELLATION POLICY for Facility Rentals; I acknowledge the following fees for cancellation of my reservation(s): _____ (Applicant Signature)

There is a CANCELLATION PROCESSING FEE on ALL cancelled reservations. The processing fee is equal to 50% of your Rental Fee, or \$35; whichever is less.

In ADDITION to the processing fee, penalties for late cancellations apply as follows:

Cancellations occurring 60 days or more prior to event: No Penalty/Cancellation Processing Fee Only

Cancellations occurring between 30 to 59 days prior to event: Penalty of 25% of Rental Fee + Cancellation

Processing Fee Cancellations occurring less than 15 days prior to event: Penalty of 100% of Rental Fee

In all cases of Cancellation, the Deposit will be returned.

WAIVER, RELEASE & INDEMNITY AGREEMENT

Waiver, Release and Indemnity Agreement: The person signing this Agreement warrants that he/she has the authority to execute this Agreement or on behalf of the Organization/Group and that he/she or the Organization/Group will be bound to the terms of the Agreement by such signature. I hereby understand this application is to request usage of a Facility and accept personal responsibility for damage sustained and/or cost incurred by the Town of Discovery Bay CSD because of the occupancy of said premises by myself or my Organization/Group. I, or my Organization/Group, agree to fully reimburse the Town of Discovery Bay CSD for any damage arising from the use of said Facility, and costs and/or attorneys' fees, if any, incurred in collection. I have received, read and fully understand the rules, regulations and policies for use of the Facility. I agree to abide by, inform my Organization/Group, and enforce the rules, regulations and policies of the Town of Discovery Bay CSD governing the use of the Facility. I understand and agree that failure to abide by the rules, regulations and policies of the Town of Discovery Bay CSD shall result in the immediate loss of privileges of use of the Facility and/or privileges for future use. I also agree to hold the Town of Discovery Bay CSD, its officers, employees, the individual members thereof, agents, and volunteers, harmless from any damage, liability, cost or legal expense that may arise during or be caused in any way by such use or occupancy of the Facility. I agree that this Waiver, Release and Indemnity Agreement is binding on my heirs and assigns. **By signing below the applicant agrees to comply with all local, state and federal laws.**

Applicant Signature: _____ Date: _____

FOR DISTRICT USE ONLY

Deposit Fee Due: _____ Date Paid: _____ Received By: _____

Rental Fee Due: _____ Date Paid: _____ Received By: _____

Insurance Required: _____ Date Received: _____ Received By: _____

Reservation Approved By: _____ Date: _____

Note any Pre-existing damage to the area:

POST EVENT INSPECTION

Note and damage or cleaning needed to the premises:

Deposit Amount: _____

Cost on Damages: _____

Cost on Cleaning: _____

Deposit Returned: _____

Staff Signature _____

Date: _____

Renter Signature _____

Date: _____



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
FACILITY RENTAL FEE SCHEDULE

Indoor Facilities	Week Day (M-F) 2 Hour Minimum		Week End 2 Hour Minimum		Deposit
Community Center – Reception Area Capacity: 80	Resident Non-Resident Commercial	\$30.00 /Hour \$40.00 / Hour \$50.00 / Hour	Resident Non-Resident Commercial	\$35.00 / Hour \$45.00 / Hour \$60.00 / Hour	\$250.00
Community Center – Arts Room or Multi-Purpose Room Capacity: 30	Resident Non-Resident Commercial	\$25.00 / Hour \$35.00 / Hour \$40.00 / Hour	Resident Non-Resident Commercial	\$30.00 / Hour \$40.00 / Hour \$50.00 / Hour	\$250.00
Community Center – Swimming Pool Up to 60 People	Resident Non-Resident Commercial	\$120.00 /Hour \$150.00 /Hour \$195.00 /Hour	Resident Non-Resident Commercial	\$120.00 /Hour \$150.00/Hour \$195.00 /Hour	\$250.00
Community Center – Swimming Pool 60 - 140 People	Resident Non-Resident Commercial	\$135.00 /Hour \$165.00 /Hour \$210.00 /Hour	Private Non-Profit Commercial	\$135.00 /Hour \$165.00/Hour \$210.00 /Hour	\$250.00
Multiple Facilities	Week Day (M-F)		Week End		Deposit
Entire Community Center – Indoor Only	Resident Non-Resident Commercial	\$80.00./Hour \$110.00 /Hour \$130.00 /Hour	Resident Non-Resident Commercial	\$95.00 /Hour \$125.00/Hour \$160.00 /Hour	\$500
Event Lawn & BBQ Area	Resident Non-Resident Commercial	\$20.00./Hour \$30.00 /Hour \$40.00 /Hour	Resident Non-Resident Commercial	\$20.00./Hour \$30.00 /Hour \$40.00 /Hour	\$100
Entire Community Center Indoor/Outdoor NO POOL	Resident Non-Resident Commercial	\$100.00./Hour \$140.00 /Hour \$170.00 /Hour	Resident Non-Resident Commercial	\$115.00./Hour \$155.00 /Hour \$200.00 /Hour	\$500
Entire Community Center Indoor/Outdoor Pool 1 Lifeguard	Resident Non-Resident Commercial	\$220.00./Hour \$290.00 /Hour \$365.00 /Hour	Resident Non-Resident Commercial	\$235.00./Hour \$305.00 /Hour \$395.00 /Hour	\$500
Entire Community Center Indoor/Outdoor Pool 2 Lifeguards	Resident Non-Resident Commercial	\$235.00./Hour \$305.00 /Hour \$380.00 /Hour	Resident Non-Resident Commercial	\$250.00./Hour \$320.00 /Hour \$410.00 /Hour	\$500



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
FACILITY RENTAL FEE SCHEDULE**

Non-Profit groups shall present verified and current 501(c)(4) non-profit status at the time of the reservation request.

Long-term, or reoccurring rentals (more than 16 hours) will be considered only if space and schedule allow. Pricing and terms will be negotiated by Staff, with final approval by General Manager.

Reservations for multiple items (ex., two rooms) will receive a 15% discount off the second rental. Rental must be for the same time period and will apply to the room with the lowest rate.

All indoor Facility Rentals require a 2-hour minimum.

“Commercial” shall include those individuals and/or groups which operate trainings, lessons or games for profit.

Swimming pool rentals are only available during non-recreational swim and/or aquatics programming hours. You may check availability with the Recreation Programs Coordinator.

Swimming pool rentals require a 3-hour minimum.

Swimming pool rental fee for Groups under 60 includes one (1) lifeguard.

Swimming pool rental fee for Groups between 60 and 140 (maximum capacity) includes two (2) lifeguards.

Lifeguards are required for pool rentals.



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

PARKS RENTAL
FEE SCHEDULE

Park Area	Hourly	Half Day (6 Hour)	Daily (Operating Hours)	Deposit
Cornell Park – Tennis Court OR Pickle Ball (Single Courts)	Resident: \$5.00 Non-Resident: \$8.00	Resident: \$25.00 Non-Resident: \$40.00	Resident: \$50.00 Non-Resident: \$75.00	\$50.00*
Cornell Park – Baseball Field	Resident: \$5.00 Non-Resident: \$8.00	Resident: \$25.00 Non-Resident: \$40.00	Resident: \$50.00 Non-Resident: \$75.00	\$100.00
Cornell Park – Soccer Field	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00	\$50.00
Cornell Park – Shaded Picnic Area	Resident: \$10.00 Non-Resident: \$15.00	Resident: \$50.00 Non-Resident: \$75.00	Resident: \$80.00 Non-Resident: \$150.00	\$50.00
Cornell Park – Bocce Ball Courts	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00	\$50.00*
Cornell Park – Horse Shoe Pits	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00	\$50.00*
Ravenswood Park - Covered Picnic Tables Area 1 or Area 2	Resident: \$6.00 Non-Resident: \$9.00	Resident: \$30.00 Non-Resident: \$45.00	Resident: \$60.00 Non-Resident: \$90.00	\$50.00
Ravenswood Park – Soccer Field	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00	\$50.00
Community Center – Tennis Courts (Single Court Fees)	Resident: \$5.00 Non-Resident: \$8.00	Resident: \$25.00 Non-Resident: \$40.00	Resident: \$50.00 Non-Resident: \$75.00	\$50.00*
Community Center – BBQ Area	Resident: \$10.00 Non-Resident: \$15.00	Resident: \$50.00 Non-Resident: \$75.00	Resident: \$80.00 Non-Resident: \$150.00	\$50.00
Community Center – Event Lawn	Resident: \$10.00 Non-Resident: \$15.00	Resident: \$50.00 Non-Resident: \$75.00	Resident: \$80.00 Non-Resident: \$150.00	\$50.00

Park use is on a first come, first served basis. Reservations are strongly encouraged and are REQUIRED by Sports Leagues/Organizations (regardless if use is for organized practice or game play), for groups over 50, and any time a user intends to bring inflatable play equipment into the park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Residents must show proof of residency at time of reservation request.

Non-Profit groups shall present verified non-profit status at the time of the reservation request.

Long-term rentals: Fees and other terms will be outlined in a separate Memorandum of Understanding.

Facility Rentals which require special set up of tables/chairs or other District owned equipment requires a 2-hour minimum.

“Organization” or “Commercial” shall include those individuals and/or groups which operate trainings, lessons or games for profit.

* Deposits on Horse Shoe Pits, Bocce Courts and Tennis Courts shall be waived if reserved for less than 3 hours; unless equipment is requested.

Fee for Cancellation Processing. 50% of the total Rental fee or \$35, whichever is less.



Town of Discovery Bay

Program Area: Parks and Landscaping	Policy Name: Park Usage Rental Policy	Policy Number: 014
Date Established: April 20, 2011	Date Amended: January 8, 2014	Resolution: 2014-01

I. GENERAL INFORMATION

The Park & Facility Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant before the effective date of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/ or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Court
2. Cornell Park, Pickle Ball Courts
3. Cornell Park, Baseball Field
4. Cornell Park, Soccer Field
5. Cornell Park, Shaded Picnic Area
6. Cornell Park, Horse Shoe Pits or Bocce Courts
7. Ravenswood Park, Covered Picnic Area 1
8. Ravenswood Park, Covered Picnic Area 2
9. Ravenswood Park, Soccer Field
10. Community Center, Tennis Court(s)
11. Community Center, BBQ Area
12. Community Center, Reception Area
13. Community Center, Arts and Crafts/Meeting Room
14. Community Center, Multi-Purpose Room

II. ELIGIBILITY & PRIORITY

The District reserves the right to exclude or remove activities it deems inappropriate for public use. District business will take precedence over any and all other meetings. Groups that have a reservation in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the District requires a cancellation or relocation of the reserved event.

In issuing permits, priority shall be given to Discovery Bay residents and events serving the Discovery Bay community.

III. RESERVATION REQUIREMENTS

The renter must be over 18 years of age, and submit a complete Reservation Form to the District offices, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements. Renters are required to provide the name and phone number of the principal contact person and a secondary contact. This person must be present onsite during the approved rental period and will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be onsite and available upon request by District staff or representatives during approved rental period.

Single day reservation may be made up to one (1) year in advance. Long-term league reservations may be made up to four (4) months in advance, unless previously approved by the Town of Discovery Bay CSD Board of Directors.

No reservation or agreement will be issued or signed until the requesting user has paid the applicable deposits and fees.

Insurance Requirements: All sports leagues, organizations, groups over 50, or inflatable play equipment operators are required to provide the District with a valid Certificate of Liability Insurance (in the amount of \$1,000,000.00), with the Town of Discovery Bay Community Services District listed as an additionally insured. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

Cancellations: Park Rental cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Cancellation for Indoor Facility Rentals at the Community Center occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, the deposit shall be returned.

Cancellation fees above do not reflect any cancellation processing fees. Processing fees are in addition to the cancellation fees described here.

Clean Up: Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, wall or table for any purpose. All decorations must be taken down and removed from the facility.

Deposit Forfeiture: Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

Prohibited Activities: No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area, unless expressly authorized in advance of the event by the Board of Directors. The General Manager, or designee, is authorized to approve service of alcoholic beverages for private events taking place at the Discovery Bay Community Center once a complete and approved application is received and all insurance requirements and other conditions of approval are approved. See Special Conditions regarding the serving and or/sale of Alcoholic beverages, below. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park. There shall be no overnight events or camping at any Discovery Bay park facility unless expressly authorized in advance of the event by the Board of Directors.

Special Conditions regarding the serving and or/sale of Alcoholic beverages:

If alcohol is to be served or sold, it must be indicated on the rental application. The General Manager or Board of Directors, as identified above, must approve any application which includes consumption or sale of alcohol. Once approved, it is the responsibility and liability of the Renter and/or organization renting the facility. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control Board (A.B.C.) must be obtained. The permit must be on file with the District offices at least ten (10) days prior to your event.

Food and Alcohol may be consumed without an Alcohol permit from the A.B.C. when there is no monetary exchange for the food, beverages or admission charged for the event.

Violation of any of these requirements will result in immediate termination of Renter's event and will result in forfeiture of the damage deposit.

The District may require additional deposits, insurance and/or security for events where alcohol is served. These additional requirements will be determined by the circumstances of each rental request.

Food Preparation: Food and non-alcoholic beverages may be served, but not prepared on site for any indoor facility rentals at the Community Center.

Exhibitions, Events, Festivals, Meeting and Assemblies: Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand, performance, entertainment or other form of amusement or function where the expected attendance is fifty (50) people or more occupying the park at any one time, must first obtain written authorization from the District's General Manager. These types of requests must be submitted no less than sixty (60) days prior to the event.

IV. MISCELLANEOUS

Any policy listed herein may be waived or modified on a case-by-case basis and at the discretion of the Board of Directors. The General Manager, or designee, may waive or modify any time sensitive provision of this policy.