

City of Lancaster
Parks, Recreation and Arts Department
FACILITY USE APPLICATION

PROCEDURES, POLICIES AND REGULATIONS

Thank you for your interest in renting a facility with the City of Lancaster. We are pleased to provide service for your meeting or event. Please refer to the items below as a guideline to ensure your event is successful and enjoyable.

FACILITY USE APPLICATION

1. A Facility Use Application form must be completely filled out and submitted no later than **two weeks** prior to the date of the event. All applications are subject to review and approval prior to confirmation of the facility rental. Make sure set-up and take-down time is included. The facility and staff will be scheduled only at the times indicated on your application.
2. Any change to the original application must be submitted in writing at least 5 days prior to the event.

CLEANING/DAMAGE DEPOSIT

1. The refundable cleaning/security deposit is due at the time the application is submitted. Normally a deposit of \$100 is assessed and included in the total fees. Deposits may change due to the nature and size of the event.

FACILITY USE FEES

1. Rental fees are due in full 14 days prior to the event. Applicants will be charged at the current rates in the Fee Resolution for deposits, various facility rentals, staffing, lights, field preparation, and insurance fees when applicable. Pool rentals require lifeguards-3 guards for 1-75 people, 4 guards for 75-100, 5 guards for 101-to capacity.

SET-UP/CLEAN-UP RESPONSIBILITIES

1. The applicant must submit a set-up diagram for all indoor rentals **along with** the Facility Use Application. Any change to the original set up diagram must be submitted at least 5 days prior to the event.
2. Tables and chairs are set up by staff and are included with all **indoor** facility rentals. Include the number of tables and chairs you will need for your indoor rental. Equipment is limited at each facility based on room capacity. We do not move tables and chairs between facilities or permit the equipment to be used outside.
3. Set up and take down of decorations must be done within allotted rental time. If you are decorating, the use of adhesive fasteners is prohibited on walls, ceilings and windows in all indoor rental facilities. If damage is caused by the use of these products, the cleaning/damage deposit will be forfeited. Please contact Parks, Recreation and Arts staff at City Hall for acceptable alternatives.
4. Hours requested should include time for the permittee's set up needs. Individuals associated with the event will not be allowed to enter the facility before the time indicated. All individuals associated with the event must vacate the facility by the indicated ending time.
5. Special City Equipment is not available for facility rentals (i.e. stages, projectors, PA systems or sound systems). Delivery/pick up of supplies or equipment must occur at the facility during the rental period. Nothing can remain after the event. Staff is not responsible for any items left in the facility after your scheduled event has concluded.

6. Specifically state all electrical needs. Please be advised that not all outdoor facilities have this option.

INSURANCE REQUIREMENTS

1. Original Certificate of Liability Insurance: A current Original Certificate of Liability Insurance naming the City of Lancaster as additionally insured is required. The Certificate must contain specific wording as provided in the sample Certificate attached. This can normally be obtained from the renter's insurance agent.
2. Endorsement: The City requires an Endorsement with the Certificate of Liability Insurance. Exact requirements are indicated on the sample Endorsement form attached. The Endorsement is provided by your insurance carrier; however, you must specifically request it.
3. One-day event insurance is available for purchase from the City of Lancaster. Ask staff for details.
4. Insurance Deadline: The Certificate of Insurance and the Endorsement are due 14 days prior to the event. Once past this deadline, the applicant must purchase insurance through the City. Please see attached Insurance Fee Schedule to estimate the cost associated with your event.

SMOKING/ALCOHOL USE

1. No smoking is permitted in the buildings or within 20' of the entrances. Smoking is also prohibited within 100' of children's play areas.
2. No alcohol is permitted in the City buildings or parks unless a City Council approved permit is issued 90 days prior to the event.

AMPLIFIED SOUND

1. Amplified sound is allowed in the buildings. However, due to the close proximity of homes, amplified sound is restricted at several parks. Please be advised that amplified sound is only permitted on a limited basis.

BOUNCERS/DUNK TANKS/INFLATABLES

1. Due to the high risk associated with this type of equipment, an additional \$2 million Certificate of Liability Insurance and Endorsement must be obtained by the equipment company or by an outside insurance agency. Insurance cannot be purchased through the City for this type of equipment.

CANCELLATION POLICY

1. Cancellations must be made **in writing** at least 14 days prior to the event to avoid cancellation charges. For more detailed information on cancellation fees please contact the Parks, Recreation and Arts Department-Facility Rentals, at 723-6094.

CITY OF LANCASTER
PARKS, RECREATION AND ARTS DEPARTMENT
Facility Use and Insurance Requirements

The City of Lancaster requires all persons renting City facilities to provide a Certificate of Insurance and Endorsement. You may provide your own certificate or purchase a one-day special event policy from the City. Pursuant to City Ordinance 299, applicants shall be required to provide the City's minimum public liability and property damage One Million Dollar (\$1,000,000) insurance policy.

CITY ACQUIRED INSURANCE

In the event the applicant does not have such a policy, a temporary policy may be acquired through the City of Lancaster's insurance carrier. A fee will be assessed for the Certificate according to attendance at your event and risk factor. The fee is non-refundable. The Certificate is good only for the day of your event (for rate information, see Attachment "A").

PROVIDING YOUR OWN INSURANCE

If you choose to provide your own certificate utilizing your existing insurance, **you must add an endorsement**, or rider, naming the City of Lancaster as additional insured.

Per the City Attorney, **the following language must be included** in the CERTIFICATE HOLDER section of the Certificate:

The City of Lancaster, the Lancaster Redevelopment Agency, the Lancaster Financing Authority, the Lancaster Housing Authority, the Lancaster Boulevard Corporation, the Lancaster Community Services Foundation, and the Lancaster Museum and Public Art Foundation, as well as each of their officers, agents, servants and employees.

In the section DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS, for single use events, **list the facility being utilized, the function title, and the date(s) of use**. For on-going functions, use the following language: **For use of City of Lancaster's facility for the period of the policy**.

The City also requires an Endorsement Letter that changes the insurance policy. Please see Attachment "B" and note your insurance agent will need to be notified regarding the endorsement.

LIMITS OF LIABILITY REQUIREMENTS

The following types and limits of insurance are required:

1. Comprehensive or commercial general liability insurance to include the following coverage; premises/operations, products/completed operations (when applicable), contractual, personal injury, broad from property damage, with limits not less than One Million Dollars (\$1,000,000) combined single limit for bodily injury and property damage.
2. Workers Compensation Insurance and Employer's Liability Insurance, as required by the Labor Code of the State of California and Employer's Liability limits of One Million Dollars (\$1,000,000.00) per accident.
3. The City may require other insurance coverage deemed appropriate for the event.

BREACH OF INSURANCE REQUIREMENTS

If Permittee, for any reason, fails to maintain insurance coverage, which is required pursuant to this Permit, the same shall be deemed a material breach of contract. City, as its sole option, may terminate this Permit and obtain damages from the Permittee resulting from said breach.

POLICY NUMBER: ABC123456

COMMERCIAL
GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY
PLEASE READ IT CAREFULLY

ADDITIONAL INSURED - OWNERS, LESSEES or CONTRACTORS (Form B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization (Additional Insured):

The City of Lancaster, the Lancaster Redevelopment Agency, the Lancaster Financing Authority, the Lancaster Housing Authority, the Lancaster Boulevard Corporation, the Lancaster Community Services Foundation, and the Lancaster Museum and Public Art Foundation, as well as each of their officers, agents, servants and employees.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include an insured as insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.