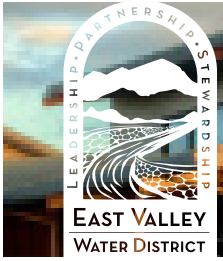


# FACILITY RENTAL APPLICATION



Please print legibly in ink.

## PART I. CONTACT INFORMATION

APPLICANT NAME	NON-PROFIT#
ORGANIZATION (if applicable)	
MAILING ADDRESS	
PHONE ( )	FAX ( )
EMAIL	
ALTERNATE CONTACT NAME	ALTERNATE'S PHONE ( )

## PART II. FACILITY, DATES & TIME REQUESTED

REFERRED BY:

SINGLE USE		RECURRING USE	
EVENT DATE		DAY OF WEEK	TIME am / pm to
START TIME	am / pm	BEGINNING DATE	
END TIME	am / pm	ENDING DATE	
CHECK ONE <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other			

TYPE OF EVENT:	ESTIMATED NUMBER OF ATTENDEES:
COMMENTS:	

## PART III. EVENT INFORMATION

1. Is this event for a minor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Is this a catered event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the event open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Will EVWD be setting up tables and chairs?* (\$100 fee)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Will there be an admission charge?	<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Will you be using the kitchen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Will anything be delivered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	10. Will alcohol be served?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Will there be items sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(Maximum of 5 hours)	Serving Hours: to
6. Will there be a DJ or band?	<input type="checkbox"/> Yes <input type="checkbox"/> No	*Additional Fee Associated — Refer to Part V. Fee Schedule	

If you answered yes to any of the above questions, please explain:

Acknowledgment: I hereby state that the information above is correct to the best of my knowledge and will acquire an alcohol license when required. **Applicant Initial:** \_\_\_\_\_

**PART IV. ADDITIONAL ITEMS TO BE USED**

1. Podium	<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Plastic Chairs (up to 120)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:
2. Projector/Microhone* (50 deposit)	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Banquet Tables 6' (up to 12)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:
3. Coffe Pot	<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Round Tables 60" (up to 15)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:
4. Flags	<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Cocktail Tables 32" (up to 10)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	*Additional Fee Associated — Refer to Part V. Fee Schedule		

**PART V. FEE SCHEDULE**

**GROUP RATINGS**

A. An individual or group seeking permission to utilize the Facilities will be classified in one of the following groups. These classifications are used to establish 1) priority of use, 2) applicability of a fee, and 3) amount of the fee, if any. The priority groups are as follows:

GROUP A Activities conducted and/or sponsored by East Valley Water District

GROUP B Activities conducted by governmental agencies

GROUP C Non-profit service organizations or organizations sponsoring a public forum or candidate's night, District Residents, and District Employees.

B. Priority for use of the facility will be in alphabetical sequence, with GROUP A applicants receiving highest priority and GROUP C applicants the lowest priority.

	GROUP A	GROUP B	GROUP C
<b>BASIC CHARGES</b>			
FACILITY USE (FLAT FEE)	NO CHARGE	\$375/EVENT	\$375/EVENT*
FACILITY USE RENTAL (HOURLY FEE)	NO CHARGE	NO CHARGE	\$120/HOUR
SECURITY DEPOSIT (REFUNDABLE)	NO CHARGE	\$100	\$100
ALCOHOL DEPOSIT (REFUNDABLE)	NO CHARGE	\$500	\$500

\*Groups C pays an hourly facility use rental fee in addition to the facility use flat fee

\*\*A security guard and bartender are required for events that are serving alcohol \*Pass through fee based on vendor contract

**ADDITIONAL AMENITIES**

ALCOHOL FEE <sup>†</sup> (Includes Security Guard and Bartender)	RANGES FROM \$75/HOUR TO \$120/HOUR BASED ON EVENT		
MICROPHONE/PROJECTOR DEPOSIT (REFUNDABLE)	NO CHARGE	NO CHARGE	\$50
FLAGS	NO CHARGE	NO CHARGE	NO CHARGE
PODIUM	NO CHARGE	NO CHARGE	NO CHARGE
TABLES AND CHAIRS SET-UP	NO CHARGE	NO CHARGE	\$100

**FEES & DEPOSITS**

- A. To hold a date, a minimum deposit of 50% of the total fee must be made at the time of the reservation. The remaining balance must be paid 30 days prior to the reservation date. All fees are payable to East Valley Water District.
- B. Activities other than meetings where no food is served require a \$100 security/cleaning deposit that must be paid at the time of reservation. If the request for facilities is not approved, all initial deposit(s) will be returned within three (3) weeks of the denial.
- C. All facility use cancellations must be made by the Applicant at least five (5) working days in advance of the scheduled event. Failure to do so may result in a 10% loss of the fees paid to reserve the facility or \$100, whichever is greater.
- D. Linens, cutlery and decorations are not included with the room rental fee.

**PART VI. SIGNATURES**

**THE UNDERSIGNED** hereby states, that (s)he is the person duly authorized to make and sign this application, and that (s)he has read and understands the Facility Use Policy of East Valley Water District. **APPLICANT INITIAL** \_\_\_\_\_

**FURTHER, THE UNDERSIGNED ACCEPTS AND AGREES AS FOLLOWS:** In consideration for the acceptance for use of the above facilities, Applicant hereby agrees to defend, indemnify, and hold harmless the East Valley Water District and its directors, agents, officers, employees, and volunteers, against any and all claims, demands, damages, costs, and expenses, including attorney's fees, actions or liability whatsoever directly or indirectly arising out of or resulting in any way from the occupancy or use of the facility by Applicant and/or Applicant's invitees. Applicant certifies that Applicant is authorized to act on behalf of and bind Applicant's organization to the terms of this indemnification and hold harmless agreement.

**INSURANCE:** All users of the facility shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability and property damage liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of one million dollars (\$1,000,000) combined single limit and hold East Valley Water District harmless for any damage or injury. If alcohol is to be served, insurance coverage shall include coverage for serving alcoholic beverages.

- East Valley Water District must be named as "additional insured".
- Must be submitted 30 days prior to event date

**APPLICANT INITIAL** \_\_\_\_\_

**CLEAN-UP** is the user's responsibility. This includes wiping of table tops and chairs, picking up trash from the areas used during the event and disposing into proper receptacles, no trash left on restroom floors, wiping kitchen countertops and sweeping if necessary and, removal of all user-owned or leased (non-District owned) items; Storage is not provided at the Facility.

**APPLICANT INITIAL** \_\_\_\_\_

**DEPOSIT REFUNDS** will be processed within three to six weeks of event and will be sent in the form of a check to the applicant. In the event of damage, destruction or defacement, the applicant shall be liable for all expenses required to repair, restore, or replace the facility, its furnishing, or equipment to its original condition. Any costs associated with this will be taken out of the deposit. If the cost of damages is higher than the deposit, we will defer to the insurance policy for coverage.

**APPLICANT INITIAL** \_\_\_\_\_

**ALCOHOL:** The service of alcohol at any event is limited to a maximum of five (5) consecutive hours. Serving of any alcoholic beverage must end one (1) hour before the close of the event. All alcohol must be distributed by a server from behind a table or bar, which must be monitored by the server at all times. The server(s) must be an adult, over the age of 21 who is to be responsible for ensuring that no minors are served and that no guests are over-served. The server may not consume alcohol while on duty.

**APPLICANT INITIAL** \_\_\_\_\_

**POINT OF CONTACT:** Applicant will designate a person(s) to be the point of contact with onsite staff during the event.

**APPLICANT INITIAL** \_\_\_\_\_

**PAYMENT:** The remaining balance due must be paid 30 days prior to the reservation date.

**APPLICANT INITIAL** \_\_\_\_\_

**NOTE:** The District reserves the right to suspend use of a facility to those groups or individuals not complying with established rules and regulations.

**APPLICANT INITIAL** \_\_\_\_\_

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**INTERNAL USE ONLY**

Customer Account Number:	Invoice Number:
Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	Reviewed Policy: Yes No
Proof of Insurance due by:	Received: Yes No
Rental Deposit Received: \$	Final Payment: \$ Due by:
Alcohol Permit Needed: Yes No	Staff Signature:
Set Up Time: ___to___	Date:
Event Rental Time: ___to___	
Clean Up Time: ___to___	

# EAST VALLEY

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# WATER DISTRICT



[events@eastvalley.org](mailto:events@eastvalley.org)

## **DISTRICT BOARD MEETINGS**

Second and fourth Wednesday of each month  
District Headquarters Board Room, 5:30pm

## **DISTRICT HEADQUARTERS**

3111 Greenspot Road, Highland, CA 92346  
(909) 889-9501 [www.eastvalley.org](http://www.eastvalley.org)