

Ramona Outdoor Community Center

421 Aqua Ln., Ramona, CA 92065

Phone: (760) 788-0811

Email: Joanie@ramonarodeo.com

Park or Facilities Rental Application

Contact Information
Contact Name:
Address:
City/State/Zip Code
Telephone:
Email:
If applying as a Non-profit, please provide 501(c)3 Tax ID #:

Reservation Request

Description of Facilities	Event Details
<input type="checkbox"/> 9,000 square-foot covered pavilion	Dates Requested:
<input type="checkbox"/> Kitchen facilities	Day of Week: <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Th <input type="checkbox"/> Fri <input type="checkbox"/> Sat
<input type="checkbox"/> 4,000 stadium seats	Set up Time:
<input type="checkbox"/> Olympic-sized equestrian arena	Start Time:
<input type="checkbox"/> Food booth #1	End Time:
<input type="checkbox"/> Food booth #2	
<input type="checkbox"/> Food booth #3	
<input type="checkbox"/> Picnic areas	

Event Information

Title of Event:	Brief Description of Event:
Attendance Expected:	
Brief Description:	
Open to the Public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Entrance Fee or Donation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If so, how much?</i>	
Music or Amplified Sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If so, what kind?</i>	

ROCC RENTAL INFORMATION AND GENERAL RULES FOR USE

Users must agree to follow these ROCC General Rules, complete a Rental Application and Certification Form (if required). Liability insurance as specified by the ROCC Treasurer may be required.

A. GENERAL INFORMATION

I have read and acknowledge Section A pertaining to General Information_____ (initials)

1. ROCC facilities may be available for rental Monday – Sunday from 8:00am – 11:00pm.
2. Application must be received at least 10 calendar days prior to the date of the event but no more than six months in advance. Permits are issued subject to availability of facility and staff.
3. Please allow 7 working days for your request to be processed after receiving the completed application.
4. Permits are issued in accordance with the ROCC Facility Usage Categories. To obtain non-profit status, submission of 501(c)3 certification is required.
5. Permits are not issued on ROCC-observed holidays including but not limited to New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day.
6. Permits may be revoked by ROCC if there is a conflict with ROCC use.
7. Permits may be revoked and/or denied in the future if there is any violation of these rules or any abuse of the privilege of using a park building or equipment.

B. RENTAL RATES, PAYMENTS AND REFUNDS

I have read and acknowledge Section B pertaining to rental rate, payments and refunds_____ (initials)

1. Payment is required within 10 calendar days of approval notification. Payment must be made by check, money order (payable to: Ramona Outdoor Community Center or ROCC), credit card or exact cash.
2. Rates are per hour of use. All rentals must pay a minimum of 2 hours including set-up and clean up time.
3. Facility will be closed and locked 30 minutes after permitted starting time if users do not show up.
4. Total hours requested must include set-up and clean up time.
5. Rental period begins when the park/facility is opened for you. You may not enter until the time designated on the permit.
6. The clean up and load-out of equipment and personal belongings must be completed and the facility completely vacated by the time indicated on the permit.
7. Rental is only for the area/facility designated on the permit.
8. REFUNDS: All refunds are subject to a \$15 refund processing fee. Refunds must be received in writing at least 10 calendar days prior to the permit date. Any refund requested after the 10 calendar days is subject to approval. Please allow 4 weeks for processing.

C. SET UP REQUIREMENTS, DAMAGE TO PROPERTY, STORAGE OF EQUIPMENT

I have read and acknowledge Section C pertaining to Setup Requirements, Damage, Storage_____ (initials)

1. Decorations are permitted if not attached using nails, screws, adhesive, staples, or any other method that may cause damage to the facility premises.
2. The use of decorative candles, incense, oils or open flame is prohibited in park buildings and parks. All decorations must be flame proof and may need approval by an on-site inspector with the Ramona Fire Prevention Division. Birthday candles are permitted but must be immediately extinguished. Moon bounces (and any other type of bounce house) are prohibited in park buildings and parks.
3. Electrical or structural alterations to park property are not permitted. Chairs, tables, or equipment of any kind may not be removed from park buildings. Stringing of electrical lights is prohibited.
4. Permitted groups may not store equipment and supplies in park buildings without expressed written permission from ROCC.
5. Damage to park property will be paid for by the permit-holder at a cost determined by ROCC. No subsequent permits will be considered until such payment is received.

D. SERVING OF FOOD, BEVERAGE AND USE OF KITCHENS

I have read and acknowledge Section D pertaining to Food, Beverage, and Kitchen_____ (initials)

1. Alcohol is prohibited in all park buildings. Any violation of this law could result in immediate cancellation of the event, forfeiture of deposits and denial of future permits for facilities.
2. Rooms in kitchen buildings must be left in a clean and orderly condition. All leftover food must be disposed of in outdoor trash bins or taken with you.
3. Any user group serving food to the general public must comply with all applicable State and Local Health Codes and obtain licenses and permits required by law.
4. The use of non-recyclable plastic food and polystyrene ("Styrofoam") containers are prohibited. This includes no.6 in the recycling logo.

E. MISCELLANEOUS

I have read and acknowledge Section E pertaining to Miscellaneous Information_____ (initials)

1. All meeting/events must comply with all Federal, State, and Local laws.
2. Smoking is prohibited in City building, parks and within 20 feet of entrance, exit, or open window of any building open to the public (SMMC 4.44.020(a)(8).
3. Animals, except trained service animals, are not permitted in ROCC buildings.
4. Groups composed primarily of minors must have 1 supervising adult on site for every 10 youth.
5. Amplified sound is subject to ROCC approval.
6. Non-profit organizations may collect a nominal entrance fee or donation to cover the cost of the permitted function.
7. Vending in parks is prohibited except as stated in the Ramona Municipal Code.

**APPLICATION FOR USE OF ROCC FACILITY AND
WAIVER AND RELEASE OF LIABILITY AGREEMENT**

Do not sign this agreement until after you read it and made sure there are no blank spaces.

Applicant _____ desires to use the _____ ROCC facility located at 421 Aqua Lane, Ramona, CA 92065 on _____ (date). In consideration of being permitted to use the facility, the undersigned Applicant waives, releases, and discharges ROCC, its officers, agents, servants and employees (collectively "ROCC") from all liability for any loss or damage whatsoever, including personal injury, death, property damage, medical expense and any other type of expense (collectively "damages") whether caused by the active or passive negligence of the ROCC, while the undersigned Applicant is in, upon or about the facility premises.

Applicant also acknowledges, agrees and represents that he/she has or immediately upon entering will, inspect the premises and facility. It is further agreed that entry and/or use of the facility constitutes an acknowledgment that the facility and all equipment thereon have been inspected and that the Applicant finds and accepts the facility and equipment as being safe and reasonably suited for use. Applicant accepts the facility in its present condition, and is without representation or warranty by ROCC as to the condition of the facility/arena, or as to the use or occupancy, which may be made of it. Applicant also waives, releases and discharges ROCC from all liability for any loss or damage, including personal injury, death, property damage, medical expense and any other type of expense caused by the condition and/or maintenance of the facility or any equipment.

Applicant also agrees to release, hold harmless, defend and indemnify ROCC from any and all liability for any loss, injury and/or damages to any third party arising out of the use of the facility by the third party pursuant to this application.

The undersigned Applicant further expressly agrees that this waiver, release and indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the State of California and that if any portion of the Application and Agreement is held invalid, it is agreed that the balance shall continue in full legal force and effect.

Applicant certifies that he/she has read and voluntarily signs the release and waiver of liability and indemnity agreement, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

Applicant (print name): _____

Applicant Signature: _____

Date: _____