

VENUE RENTAL APPLICATION

Library

** Non-Profit Number:

Event Set-up Time:			
from		to	
Event Time:			
from		to	
Event Tear-Down Time:			
from		to	
Type of Event:			
Total # of Expected Attendees:	# of Adults:	# of Minors:	Approx. # of Vehicles:
Is event open to the public?	Will food be served?	Will any goods/services be sold?	Will admission fee be charged/donation accepted?
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
If food served: <input type="checkbox"/> self-prepared <input type="checkbox"/> professionally catered			

Total # of tables* needed: <i>*6 ft rectangle</i>	Total # of chairs needed:	Projector Screen*: <i>*projector not included</i>
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City of Santa Clarita – Venue/Facility Rental Agreement for Use

A. GENERAL INFORMATION:

1. Agreement for Use, associated forms, and other required documents for facility rentals must be filed and all fees paid at time of application. All fees, including security deposit, can be paid by check, money order, credit card, or cash.
2. Approved Agreement for Use and associated forms may not be transferred, assigned, or sublet.
3. The applicant must be the individual in charge of the event, and must be in attendance throughout the duration of the event. In addition, the applicant must verify all conditions are met and acceptable on the Agreement for Use and associated forms at the conclusion of the event, including cleanup.
4. Vehicles must be park in designated parking spots. Only vehicles with handicapped parking permits may park in handicapped parking spaces. Violators will be cited and/or towed at the owner's expense.
5. City facilities are closed and no reservations will be accepted for the following City observed holidays: New Year's Day, Martin Luther King Day, President's Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus and Indigenous People's Day, Veteran's Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.
6. Allocation of facilities will be the sole responsibility of the Human Resources and Library Services Department. All City facility reservations must be made a minimum of 14 days and a maximum of 3 months in advance of event with payment, and will be reserved on a first-come, first-served basis.
7. Ongoing reservations are not available.
8. Groups of minors shall be supervised minimally by one adult for every 25 minors at all times when using any City facility.
9. An Agreement for Use may be issued to applicants 18 years of age or older.
10. In the case that two or more parties request the same date/time and location, priority will be given in the order as noted below. In the event of a tie, City staff will attempt to facilitate equitable distribution of the request among the requesting parties. In the event that this cannot be accomplished, City staff will split the available space proportionately among the requesting parties.
 - Group #1 – City Sponsored or co-sponsored organizations, activities, and/or events,
 - Group #2 – All agencies with reciprocal agreements with the City,
 - Group #3 – Non-Profit Organizations (75% of members must be City of Santa Clarita Residents) * **
 - Group #4 – City of Santa Clarita Residents (Private function),
 - Group #5 – Commercial/For-Profit Organizations (75% of members must be City of Santa Clarita Residents) *
 - Group #6 – Non-Profit Organizations (Non-Residents)
 - Group #7 – Non-Residents (Private function) or Non-Resident Commercial/For Profit organizations*
 - * Applies to City developed properties only
 - ** Proof of Non-Profit status – 501c3 required
11. Denial of Agreement for Use may be made by the Department on the basis of the following reasons:
 - a) The facility is incapable of accommodating the proposed activity for the number of people involved.
 - b) The applicant has failed to comply with all the conditions required for the event, or with the facility usage policies, procedures, and/or regulations.
 - c) The nature of the activity may endanger the participants, facility, equipment, or staff.
 - d) Or based on any substantive reason(s), as determined by the City.

12. All groups and individuals using City facilities must comply with City, County, State, and Federal laws. Failure to abide by these laws or established Recreation and Community Services Department policies, regulations, and use procedures shall result in the loss of an Agreement for Use and forfeiture of all fees and deposits. Applicants are responsible for ensuring guest/event compliance with these laws and any and all current Public Health Orders.
13. Maximum occupancy for event is stated on the agreement and must be adhered to at all times. Exceeding occupancy limits can result in termination of issued permit and or security deposit.
 - a) Valencia Library: 60 people maximum
 - b) Canyon Country Jo Anne Darcy Library: 65 people maximum
 - c) Old Town Newhall Library: 120 people maximum
14. Changes, alterations, or defacement of property in any facility, or to its furnishings, or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair or replacement including labor to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City shall have the right to deny future applications without any stated cause.
15. For events open to the public that offer food or items for sale, a current Sellers Permit and/or Los Angeles County Health Permit is required. Proof of permit(s) are required two (2) weeks prior to the event.
16. All exhibits, shows, and public gatherings must comply with the minimum safety requirements established by the Los Angeles County Fire Department. Proof of compliance must be provided two (2) weeks prior to event.
17. Advertising materials, flyers, or other promotional material is prohibited unless prior approval is given from the Human Resources and Library Services Department.
18. Storage of property is not permitted before or after the event.
19. Alcohol, smoking, vaping, marijuana, or tobacco use is prohibited at all City locations.
20. Sleeping or lodging accommodations will only be permitted at the City's discretion.
21. Animals are not permitted in the facility except for those that are used in aiding a person with a disability.
22. Possession of firearms and/or weapons is strictly prohibited.
23. Applicant and City of Santa Clarita agree that this agreement may be transmitted and signed by electronic mail by either/any or both/all parties, and that such signatures shall have the same force and effect as original signatures, in accordance with Government Code Section 16.5 and Civil Code Section 1633.7.

I have read and acknowledge the Section A pertaining to general information _____

B. FEES/DEPOSITS/CHANGES/CANCELLATIONS/REFUNDS:

1. Fees and security deposits will be assessed for all events and/or rentals as set forth by the City Council in the current City of Santa Clarita Schedule of Fees and Charges.
2. City staff will be assigned to work, and fees charged, for reservations that require supervision (including but not limited to opening and closing library buildings). Porters may also be required as deemed necessary by City staff.
3. A security deposit and fees are required for all events and/or rentals and must be paid when submitting the signed application in order to reserve a facility. The deposit is refundable only after the event is complete, and no outstanding fees are due or repairs are required.

4. Incomplete or inaccurate information provided by the applicant on the contract may result in cancellation of the event.
5. Cancellation of an Agreement for Use must be received in writing. Cancellation fees are assessed as follows:
 - a) If cancellation is received 14 days or more prior to event date, a full refund will be issued.
 - b) Cancellations made less than 14 days prior to event date will forfeit all rental fees.
6. Forfeiture of all fees including security deposit, will result if any of the following occurs:
 - a) Facility damage beyond normal use.
 - b) Excessive maintenance is required following use.
 - c) Any act by the applicant and/or applicant's group requiring police action.
 - d) Cancellation of an event in progress due to violation of City policies, rules, or regulations governing such usage.
 - e) Deviation from the parameters listed in the issued permit.
7. The City reserves the right to cancel or suspend at any time the Agreement for Use for emergency situations or when deemed necessary for the safety and best interest of the customers, the City of Santa Clarita, and all concerned.
8. Refunds will be processed as follows:
 - a) If payment was made by credit card, the refund will be credited back to that same credit card only.
 - b) If payment was made by cash or check, a refund check will be requested. Checks are mailed out approximately 4 weeks after the request has been submitted.

I have read and acknowledge Section B pertaining to fees/deposits/changes/cancellations/refunds _____

C. INSURANCE / LIABILITY:

1. Applicants are required to have a Certificate of Insurance and Additional Insured Endorsement from a reputable insurance agent. The City of Santa Clarita, its officers, employees, and volunteers must be listed as additionally insured. Policy limits shall be a minimum of \$1,000,000 combined single limits unless otherwise required by the City. Certificate Holder address must read as follows; City of Santa Clarita, 23920 Valencia Blvd, Attn: Arts & Events Office, Santa Clarita, CA 91355. **Certificate of Insurance** and **Additional Insured Endorsement** are due four (4) weeks prior to the event. All necessary insurance documents must be approved by City Recreation and Community Services staff unless otherwise approved by the City Risk Manager. If elements of the insurance are missing the City reserves the right to cancel or suspend the reservation in accordance with Section B of this agreement.
2. If applicant will be bringing any vendors or third-party contractors/subcontractors on site (ex. DJs, bands, caterers, performers, etc.). Applicant accepts full responsibility for their actions and will indemnify the City as stated in Section J of this agreement.
3. All individuals, groups, and organizations shall agree to hold the City of Santa Clarita, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from any liability for damages and claims for personal injury including death, as well as from claims for property damage which might arise from the use of City facilities and/or furnishings.
4. The City is not liable for lost or stolen items and for any items delivered prior to, or left after an event.

I have read and acknowledge Section C pertaining to insurance/liability _____

D. ROOM SETUP / CLEANUP:

1. All setup and cleanup are the responsibility of the applicant. Applicant must return facility to its original condition, including cleaning up, removing all decorations, and properly disposing of all trash into trash receptacle.
2. Setup and cleanup time must be included in the rental time.
3. Chairs and tables are available at some City facilities on a limited basis.
4. Furniture specified and designated for specific rooms and/or facilities may not be removed and relocated to another room or facility.
5. Moving, rearranging, altering, or removing any City equipment is strictly prohibited.
6. The applicant's property, supplies, trash, and equipment including rented dance floors must be removed from the Facility by the end of renter's permitted time frame.

I have read and acknowledge Section D pertaining to room Setup/Cleanup _____

E. FOOD SERVICE / CATERERS:

1. The applicant's caterer must provide proof of their current Business License, insurance and a Los Angeles County Health Permit as required by the City two weeks prior to scheduled event for a public event.

I have read and acknowledge Section E pertaining to food service/caterers _____

F. DECORATIONS:

1. Decorations made of flame-resistant materials are allowed and must be approved prior to event date.
2. No decorations and/or objects are to be suspended, attached, or affixed to ceilings, walls, window blinds, draperies, room dividers, or doors. No tacks, pins, or staples are to be used on facility property or furnishings. Renters are required to use painter's tape to hang wall decorations.
3. Helium balloons must be secured and not released. Forfeiture of damage deposit will be assessed if any balloons are released.
4. Open flames of any kind are prohibited for indoor events (i.e., candles, barbecues, fireworks, etc). Sterno cans for chaffing dishes are permitted.
5. The use of fog/smoke machines, bubbles, rice, confetti, birdseed, or other granular substances is strictly prohibited.
6. All decorations must be removed from the facility by the end of the renter's permitted time frame. Applicant is responsible for any damage resulting in use or removal of decorations.

I have read and acknowledge Section F pertaining to decorations _____

G. BANDS:

1. Bands and Disc Jockeys may require approval by the Director of Human Resources and Library Services.
2. Bands, Disc Jockeys, and/or applicant must provide equipment, extension cords, etc. Cords must be secured as to prevent a tripping hazard.

I have read and acknowledge Section G pertaining to bands _____

H. ELECTRICITY:

1. Renters must supply a list of items that will need electricity.
2. Renters must supply any needed electrical cords. Electrical cords must be of high quality and free of defects and secured to avoid any tripping hazards.
3. Electricity must be shut off if it rains or drizzles for outdoor events.

I have read and acknowledge Section H pertaining to electricity_____

I. BARBECUES:

1. Fires and personal barbecues are prohibited.

I have read and acknowledge Section I pertaining to barbecues_____

J. WAIVER:

I hereby certify that I have read and will abide by all rules and regulations of the City of Santa Clarita. As a duly authorized representative of the sponsoring organization or individual, and on behalf of sponsoring organization or individual, I agree to defend and to hold harmless the City of Santa Clarita, together with its officers and employees against any and all liability or claim thereof, for any injury, death, or property damage allegedly suffered by any person including third-party vendors, subcontractors, sponsoring organization or individual, its agents or employees, due to or caused by, or arising out of the acts or omissions of third-party vendors, subcontractors, sponsoring organization or individual, its agents or employees, or the negligent acts or omissions of the City of Santa Clarita, its officers or employees, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted for the use of City Facilities and applicable equipment to sponsoring organization or individual, its agents and employees. I hereby give permission to the City of Santa Clarita Recreation and Community Services Department to take photographs and to use me or my guests' photographs as they see fit in their seasonal recreational brochure. I understand the photograph belongs to the City of Santa Clarita, and I/we will not receive payment of any kind. I understand that any violations of the alcohol policy nullify this agreement.

I have read and understood the above rules and regulations and agree that my group and I will comply with the aforementioned conditions.

Applicant Signature:

Date Signed:

Applicant Name:

Title:

<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check/Money Order	Check #:
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover
Exp. Date:		Security Code:	
Credit Card #:			
Name as it appears on Credit Card:			
Signature of Card Holder:			
By checking this box, you agree to all the terms above and agree to pay all fees via credit card: <input type="checkbox"/>			