



*Orange Cove  
Facilities Application  
Packet*



## **INSTRUCTION FOR ORANGE COVE FACILITY USE APPLICATION**

### **1.....FILL OUT FACILITY USE APPLICATION AND SIGN IT**

Fill out the application for Facility Use as completely as possible. Read all instructions and agreement of this application and sign it.

### **2.....TURN IN FACILITY USE APPLICATION TO ORANGE COVE CITY HALL**

Once the application has been completed, it must be turned in at the Orange Cove City Hall, 633 Sixth Street, Orange Cove, California 93646 with the following:

a) Processing fee of \$35 - **this is a non-refundable fee.** If your application is approved, the processing fee is applied toward your fees. **If “PROOF OF RESIDENCY” is denied or if canceled, the processing fee is not refundable;**

b) Cleaning Deposit (See attached rates for facility)

c) A copy of a PROOF OF RESIDENCY. This can be a copy of valid applicant’s driver’s license showing an Orange Cove address, a copy of a utility bill with applicant’s name and Orange Cove address, or an approved ID card with Orange Cove address. **If “PROOF OF RESIDENCY” is not turned in, applicant will be charged non resident rates**

### **3.....IF A DANCE (WITH OR WITHOUT ALCOHOL) IS BEING HELD IN CONJUNCTION WITH ACTIVITY**

Once the application has been completed and the security arranged, the application must be turned in at the Orange Cove City Hall with the following:

- a) A signed contract from an **approved security company;**
- b) A copy of a valid photo ID of applicant showing applicant is at least 21 years of age;
- c) Activity will end 12 a.m. (midnight) after midnight need Council’s approval

### **4.....IF ALCOHOL OR FOOD IS BE SOLD WITH OR WITHOUT A DANCE/DINNER**

Complete the Alcohol Permit and obtain the necessary security. Once the application has been completed and the security arranged, the application must be turned in at the Orange Cove City Hall with the following:

- a) A signed contract from an approved security company;
- b) A copy of a photo ID of applicant showing applicant is at least 21 years of age.
- c) If Alcohol or Food is sold a permit must be obtained.

(Alcohol permit through ABC (Alcohol Beverage Control in Fresno) and Food permit through the Fresno County Health Dept.) The Alcohol Permit must be turned in within ten (10) working days of the date of Applicant for Facility Use was turned in. If it is not, **you may forfeit your \$35 processing fee and be required to submit a new application and an additional \$35 processing fee to reactivate your eligibility for the use of the facility and become dependent upon the availability of that date.**

### **5.....SECURITY REQUIREMENTS -Security is required during all events during dinner and/or dances with or without alcohol.**

The City requires one uniformed security guard for every 50 people. (The Orange Cove Police Department requirements shall be one uniformed security guard for every 50 people present). Security guard firm shall be licensed with the City and have the proper insurance/bonding. All applications for functions open to the public held in a public facility will be reviewed by the City of Orange Cove to determine what, if any, private security will be required. The type of event, anticipated attendance, location and other relative factors will be considered.

**CITY OF ORANGE COVE**  
**633 Sixth Street, Orange Cove, California (559)626-4488**  
**FACILITY USE APPLICATION**

This reservation application is issued in accordance with the policies outlined in the attached packet. All reservation forms must be signed and returned before consideration of use approval. Submission of reservation request does not constitute approval. All applications must be presented to the City of Orange Cove **and the office of City Manager** for final approval.

Name: \_\_\_\_\_ Organization/Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Nature of Use: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Time: From \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm  
(Hours of operation shall not exceed 12:00  
midnight unless approved by the City Council)

Other information, please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECORATING/REHEARSAL: Date:**  
\_\_\_\_\_ **From** \_\_\_\_\_ a.m./p.m. **To** \_\_\_\_\_ a.m./p.m.

**INSURANCE REQUIRED:**

**Name of Insurance Company:** \_\_\_\_\_

(Please provide Certificate of Insurance showing the City of Orange Cove as an additional Insured)

(Insurance can be purchased through City of Orange Cove if requested for an additional fee. Rates will vary each year. Insurance will need to be provided with application when submitted before the date can be placed on hold.)

**FACILITY REQUIRED:**

(Please Check) \_\_\_\_\_ (R) Resident \_\_\_\_\_ (N) Non Resident

**(No Smoking in Public Buildings pursuant to Ordinance No. 284)**

- \_\_\_\_\_ Gene Welch Park (Behind Orange Cove Community Center)
- \_\_\_\_\_ J.O. Eaton Park \_\_\_\_\_ Classroom area of 480 sf \$43.20 a day
- \_\_\_\_\_ Sheridan Park
- \_\_\_\_\_ Orange Cove Community Center
- \_\_\_\_\_ Senior Citizen Center
- \_\_\_\_\_ OTHER (Please specify)

## **FACILITY RATES**

### **EXHIBIT A**

#### **Senior Center Building**

No activity is permitted unless approved by City Manager

#### **J.O. Eaton Park**

(R) \$100+\$25 Cleaning Deposit = Total \$125.00

(N) \$125+\$25 Cleaning Deposit = Total \$150.00

#### **Sheridan Park**

(R) \$100+\$25 Cleaning Deposit = Total \$125.00

(N) \$125+\$25 Cleaning Deposit = Total \$150.00

#### **Gene Welch Park – behind Orange Cove Community Center**

(R) \$100 + 25 Cleaning Deposit = Total \$125.00

(N) \$125 + 25 Cleaning Deposit = Total \$150.00

\$50.00 Deposit for key / Gene Welch Park

### **FUNERAL RECEPTIONS SPECIAL RATES** **(Resolution No. 2013-02)**

Funeral Reception Fees are only provided to Non-Orange Cove Residents and no deposit is required.

**Funeral Reception Services (NR) \$150.00 rental & cleaning service fees/insurance included**  
(4) hours maximum under 50 guest

**Funeral Reception Services (NR) \$200.00 rental & cleaning service fee/insurance included**  
(4) hours maximum/over 50 guest

**If certificate of liability insurance is provided by the applicant (R)**  
\$50.00 service/cleaning fees – (4) hours maximum/under 50 guest

\$100.00 service/cleaning fees – (4) hours maximum/over 50 guest

### **Fees waived only for Orange Cove Residents**

**ORANGE COVE COMMUNITY CENTER**

**RESIDENT:**

**\$1,250.00 + \$500 Cleaning Deposit (Refundable \$400\*) (Non-refundable \$100)**

**NON-RESIDENT:**

**\$1,500.00 + \$550 Cleaning Deposit (Refundable \$450\*)(Non-refundable \$100)**

Processing fee of \$35 is **required** when applying - this is a non-refundable fee. If your application is approved, the processing fee is applied toward your rate fees. If the application is denied or if canceled, the processing fee is not refundable;

(Rates include hall with or without kitchen, and with or without alcohol)

**RATES FOR ORANGE COVE NON-PROFIT ORGANIZATION**

**(Excluding Dances)**

Hourly Rates for Orange Cove Non-Profit Organization: \$50.00

**Non-Resident Non Profit Organization hourly rates are doubled**

Dances: Rates and contract will be reviewed and approved by Council and Police Department

**COMMERCIAL EVENTS:**

Commercial Events:

Rates and contract will be reviewed and approved by Council and Police Department

**SET UP & CLEAN UP FEES**

The facility must be cleaned up at the end of the day of the event. This includes the gym, kitchen, hallway and bathrooms. All tables and chairs must be stacked and stored in the proper room. Any items brought by the individual sponsoring the event must also be removed by the end of the event. The Kitchen should be cleaned and closed two hours prior to the end of the event. No type of heavy vehicles, motor vehicles or animals allowed in the building unless it is approved by the City Manager. **No scissor lift allowed in the gym area.** **The applicant must schedule a walk-through with a city employee before the event during business hours 8 a.m. – 3 p.m. at 559-626-4488. A final walk-through with a city employee must be scheduled right after the event.** Once the facility is determined to be in its proper form, the **refundable rate\*** as stated above will be returned in a timely manner, approximately 2-3 weeks after the event. If additional clean-up of the facility is required an event fee of \$25.00 per hour will be charged

**ORANGE COVE COMMUNITY CENTER**

**Decorating/Rehearsal Rates: \$25.00 an hour day before event only.**

(Usage of the Orange Cove Community Center must be by invitation only and security will be required for wedding receptions and 15<sup>th</sup> Birthday Parties- Other events Council and/or Police Department will determined if invitation and security is required)

## CITY OF ORANGE COVE

633 Sixth Street, Orange Cove, California (559) 626-4488

**DECORATING/REHEARSAL:** If decorating or rehearsal is required **prior to the date of the event, an additional charge of \$25.00 per hour will be required.**

**CLEAN UP FEES:** The facility must be cleaned up at the end of the day of the event to the satisfaction of City Staff. This includes the gym, kitchen, hallway, and bathrooms. All tables and chairs must be stacked and stored in the proper room. Any items brought by the individual sponsoring the event must also be removed by the end of the event. If additional clean up of the facility is required the following day after an event a fee of **\$25.00 per hour will be charged.** Once the facility is determined to be in its proper form, the **refundable rate\*** as stated above will be returned in a timely manner.

- **AVAILABLE CHAIRS AND TABLES:** There are currently 450 chairs and 40 tables available. Tables seat 8 persons.
- **The Maximum Occupancy for the event or persons allowed in the gymnasium shall be no more than 455 persons. No Exceptions!**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The following information below must be filled out: All questions must be answered, please circle appropriate answer:

Will food or drink be served? (Circle one) .....Yes No  
(If Yes need time: Begins: \_\_\_\_\_ am/pm Ends: \_\_\_\_\_ am/pm  
**Security must be present**

Will food or drink be sold? (Circle one) .....Yes No  
(If Yes need time: Begins: \_\_\_\_\_ am/pm Ends: \_\_\_\_\_ am/pm  
**Security must be present**

Will there be dancing? (Circle one) .....Yes No  
(If Yes need time: Begins: \_\_\_\_\_ am/pm Ends: \_\_\_\_\_ am/pm  
**Security must be present**

Will there be a dinner served? (Circle one) .....Yes No  
(If Yes need time: Begin: \_\_\_\_\_ am/pm Ends: \_\_\_\_\_ am/pm  
**Security must be present**

\*Will alcoholic beverages be served? (Circle one).....Yes No  
(If Yes need time: Begin: \_\_\_\_\_ am/pm Ends: \_\_\_\_\_ am/pm  
**Security must be present**

\*Will alcoholic beverages be sold? (Circle one) .....Yes No  
(If Yes need time: Begin: \_\_\_\_\_ am/pm Ends: \_\_\_\_\_ am/pm  
**Security must be present**

(\*Serving/Selling alcoholic beverages requires specific insurance coverage)

**ALL REQUIREMENTS OF ABC LICENSING REGULATIONS SHALL BE ADHERED TO**

I, \_\_\_\_\_, agree to follow all rules, regulations and policies of the City of Orange Cove and the Orange Cove Police Department on the use of the facility requested. **I understand that I am responsible for any, and all, repair costs for damages to the building, park and/or surrounding areas.**

I understand the City of Orange Cove **will not be held responsible for items brought to this activity as requested in this application which becomes lost, stolen or damaged before during or after activity. This is to include damage or loss due to any mechanical failure that may occur.**

The City of Orange Cove reserves the right to require that the building user provide adequate liability insurance coverage for the City and the user against claiming for money or damages. The City requires a Certificate of Insurance showing that adequate coverage is in effect before the event can be held. The Lessee shall save, keep and hold harmless the City of Orange Cove, its officers, agents, employees, and volunteers from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason or in the course of use which may be occasioned by any willful or negligent act or omissions of the Lessee, any of the Lessee's employees, or guest. The City of Orange Cove will not be held liable for any accident, loss or damage. I also understand that in accordance with the law smoking is prohibited in public buildings pursuant to Ordinance No. 284. Fire Extinguishers (Use only in case of FIRE.) Notify PD, FD, & City Staff in case of **FIRE. PENAL CODE 603**  
**Warning:** \$1,000 fine or 6 months jail sentence for tampering with or misuse of fire equipment.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**RATES AND FEES ARE SUBJECT TO CHANGE UPON CITY COUNCIL APPROVAL, AND/OR CITY SPONSORED EVENTS WILL TAKE PRECEDENCE AND MAY BUMP OTHER RESERVED EVENTS**

**--- ALL FEES ARE DUE WITHIN 10 WORKING DAYS OF ACTIVITY DATE. DEPOSIT IS DUE WHEN APPLICATION IS SUBMITTED. FEES AND DEPOSITS ARE NOT REFUNDABLE IF EVENT IS CANCELED WITHIN 30 DAYS PRIOR TO EVENT. NON-REFUNDABLE PROCESSING FEE IS DUE WHEN APPLICATION IS SUBMITTED.**

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**CITY OF ORANGE COVE**  
**UNIFORMED SECURITY GUARD REQUIREMENTS**

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Private security officers are required whenever there is a dance, dinner, and/or alcoholic beverages being served at any function being held at a City owned facility.

All Security Companies must be **Licensed** with the Department of Consumer Affairs, Bureau of Security and Investigating Services. The Security companies must have a business licenses to do business in the City of Orange Cove and must be turned in with the application.

Private security companies are listed in the telephone directory, internet, and on the State web site [www.bsis.ca.gov](http://www.bsis.ca.gov)

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- **Security shall be responsible for maintaining the maximum load count at 455 or less persons.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RULES FOR THE USE OF THE ORANGE COVE COMMUNITY CENTER**

1. **As per the Orange Cove Police Department requirements there shall be one uniformed security guard for every 50 people present and no less than 3 uniformed security guards at any given time per event.** There shall be a least one uniformed security guard at the entrance of the community center patrolling the entrance and the hall corridor at all times during the social function. There shall be a least two uniformed security guards in the center at all times. Uniformed security guard firm shall be licensed with the City and State of California and have the proper insurance/bonding. \_\_\_\_\_  
Initial.
2. Hours of operation shall not exceed 12:00 midnight unless approved by the City Council/Police Department. The consumption of alcoholic beverages (no bottled or glass containers) is allowed only inside the gym with proper supervision and prior approval by the City Council. \_\_\_\_\_  
Initial.
3. There shall be no bottled alcohol beverages allowed while entering into the building other than what is being hosted by the party. \_\_\_\_\_  
Initial.
4. The use of restrooms is limited only to those at the main entrance. \_\_\_\_\_  
Initial.
5. The party will be responsible for verifying the possession of required invitation. Admittance will only be allowed after proof of invitation. A uniformed security guard can be accompanied with the party checking the invitation. \_\_\_\_\_  
Initial.
6. The party shall adhere to the City of Orange Cove Social Host Ordinance \_\_\_\_\_  
Initial.
7. Attendance shall never exceed the number approved by the City Council \_\_\_\_\_  
Initial.
8. There shall be no use of the kitchen area after finishing with dinner except for the kitchens cleaning \_\_\_\_\_  
Initial.
9. Anchor Avenue entrance will be used as the main entrance for all events \_\_\_\_\_  
Initial.
10. No smoking or loitering allowed anywhere on the premises \_\_\_\_\_  
Initial.
11. All children are to remain inside the center with proper supervision \_\_\_\_\_  
Initial.
12. The center shall be kept clean and free of litter at all times \_\_\_\_\_  
Initial.
13. Expected attendance must correspond to the number stated on application. Any violation in this manner will result in stoppage of further entry or cancellation of the event for public safety. \_\_\_\_\_  
Initial.
14. Guests must remain in the center while event is in progress \_\_\_\_\_  
Initial.
15. All acoustical panels and sound system equipment must not be disturbed, dirtied, or damaged \_\_\_\_\_  
Initial.
16. I, understand and agree to all of the stipulations mentioned above and will adhere to them accept all responsibility if violated.  
SIGNATURE OF RESPONSIBLE PARTY \_\_\_\_\_

**-----OFFICE USE ONLY-----**

**Date Submitted:** \_\_\_\_\_

**FINANCE DEPARTMENT:**

FEES PAID? \_\_\_ YES \_\_\_ NO (IF YES HOW MUCH? \_\_\_\_\_ DATE: \_\_\_\_\_)

DEPOSIT? \_\_\_ YES \_\_\_ NO (IF YES HOW MUCH? \_\_\_\_\_ DATE: \_\_\_\_\_)

APPLICATION REQUEST: \_\_\_\_\_ GRANTED \_\_\_\_\_ DENIED

INVITATION REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO

SECURITY REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO

Date:

Signature: \_\_\_\_\_

City Manager

Reason if application is denied: \_\_\_\_\_