

- OFFICIAL USE ONLY -

Name: _____
(PLEASE PRINT)

Responsible Party: _____

Date Submitted: _____

FINANCE DEPARTMENT:

APPLICATION FEE PAID: YES () DATE _____

FEES PAID: YES () AMOUNT: _____ DATE _____

DEPOSIT PAID: YES () AMOUNT _____ DATE _____

INSURANCE CERTIFICATE OF LIABILITY:

RECEIVED: YES () DATE RECEIVED: _____

SECURITY REQUIRED:

SET UP RECEIVED:

PROFF OF RESIDENCY:

YES () NO () YES () NO () YES ()

SECURITY COMPANY INFORMATION RECEIVED: YES ()

SOUND EQUIPMENT: YES () NO ()

APPLICATION REQUEST:

GANTED (): DATE: _____

DENIED (): DATE: _____

IF DENIED REASON:

CITY MANAGER _____ DATE _____

(Signature)

CITY OF ORANGE COVE
FACILITY USE APPLICATION

This application form is to be filled out and returned to the Orange Cove City Hall with all appropriate material and signatures prior to the City Manager's approval. (Note: if an organization is making application please note the position of the individual making application such as, President, Chairman etc.).

Please review all the attached documents for Fee Schedules and regulations and sign where needed.

(PLEASE PRINT)

NAME/ORGANIZATION: _____

REPRESENTATIVE: _____

MAILING ADDRESS: _____

CITY: _____ ZIP: _____

CONTACT PHONE: _____

DATE(S) OF USE: _____

NATURE OF USE: _____

TIME OF USE: FROM _____ AM/PM TO _____ AM/PM (NOTE: HOURS OF OPERATION SHALL NOT EXCEED 12:00 MIDNIGHT UNLESS APPROVED BY THE CITY MANAGER AND THE CITY COUNCIL)

SET UP/DECORATING DATE _____ TIME: FROM _____ TO _____

EXPECTED ATTENDANCE: _____

ADDITIONAL INFORMATION:

FACILITY REQUIRED:

___ ORANGE COVE COMMUNITY CENTER

___ CLASS ROOM AREA OF 480 SF @\$43.20 PER DAY

___ GENE WELCH PARK (Behind Orange Cove Community Center)

___ J.O. EATON PARK

___ SHERIDIAN PARK

___ OTHER (PLEASE SPECIFY) _____

INSURANCE REQUIRED:

NAME OF INSURANCE COMPANY: _____

****** THE CITY OF ORANGE COVE REQUIRES THAT YOU PROVIDE A CERTIFICATE OF INSURANCE SHOWING THE CITY OF ORANGE COVE AS AN ADDITIONAL INSURED.**

****** INSURANCE CAN BE PURCHASED THROUGH THE CITY OF ORANGE COVE, FOR AN ADDITIONAL FEE. RATES WILL VARY WITH EACH EVENT AND EACH YEAR. *INSURANCE WILL NEED TO BE PROVIDED WITH APPLICATION WHEN SUBMITTED BEFORE THE DATE CAN BE PLACED ON THE CITY CALENDAR.***

PROCESSING FEE: A \$35.00 non-refundable processing fee must accompany the facility application.

- FOR OFFICAL USE -

FACILITY USE
FEES PAID

Initial

Application Fee:	<u>\$35.00</u>
Park Rental Fee:	_____
Cleaning Deposit:	_____
Community Center Fee:	_____
Funeral Reception:	_____
Non-Profit Fee	_____
Set Up / Clean Up Fee	_____
Decorating/Rehearsal Fee	_____
TOTAL FEE PAID	_____

FEE REIMBURSED

Cleaning Deposit:	_____
_____	_____

Refund Date: _____

LIABILITY INSURANCE

The City of Orange Cove and our insurance carrier requires that persons using city owned facilities provide adequate liability insurance coverage for the City and the user against claims for damages and money.

A Certificate of Insurance showing that adequate coverage is in effect must be on file with the City prior to the issuance of a final approval for the event.

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

Signature of Applicate or Representative:

_____ Date _____

Printed Name:

Position: _____

CITY OF ORANGE COVE UNIFORMED SECURITY GUARD REQUIREMENTS

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 license 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

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

Signature: _____ Date: _____

SMOKING POLICY

I understand that in accordance with State Law and Orange Cove City Ordinance #284:

SMOKING IS PROHIBITED IN PUBLIC BUILDING, IN CITY PARKS, PLAYGROUNDS, INDOOR OR OUTDOOR RECREATIONAL FACILITIES AND WITHIN 20 FEET OF A DOOR WAY OR WINDOW THAT OPENS OF ANY PUBLIC BUILDING.

Please initial: _____

FIRE EXTINGUISHERS

Fire extinguishers and local fire alarms (if within a building) are to be only in case of a fire only. Any misuse or tampering of the fire equipment can result in a fine.

IN CASE OF FIRE OR EMERGENCY PLEASE CONTACT 9-1-1

Please initial: _____

AGREEMENT OF CITY RULES AND REGULATIONS

I (print)_____ on behalf of my organization/group agree that we will follow all the rules, regulations and policies of the City of Orange Cove and the Orange Cove Police Department for the use of the facility requested. I understand that I/We are responsible for any, and all repair cost for damages to the building, parks, equipment and surrounding area.

Please initial: _____

CITY OF ORANGE COVE

DANCE POLICY

All dances with or without alcohol are required to have a security guard!

The City of Orange Cove and the Orange Cove Police Department requires security guard(s) at all events during dinner and/or dance with or without alcohol.

Applicants for dinner/dances must show a valid photo ID that they are at least twenty-one (21) years of age.

The requirement is **one (1) uniformed security guard for every fifty (50) people**. The Security Guard firm shall be licensed with the City and approved by the Police Department. The Security Guard firm shall have the proper insurance and bonding.

A signed contract with the Private Security will be required before the application is approved.

The City of Orange Cove will review all applications to determine, if any, private security will be required and the number of guards required. In making the determination the type of event, location, number of attendees will be considered by the City.

EVENTS WITH FOOD AND ALCOHOL POLICY

Events **with Alcohol** must provide the City with a permit from the Alcohol Beverage Control (ABC) ten (10) days prior to the event. **(If the permit is not received the applicant will forfeit the \$35 processing fee and might be required to submit a new application.)**

Events **with food** may be required to obtain a Food Permit through Fresno County Health Department. A copy of the Health Department Permit must be provided to the City prior to the issuance of the Facility Permit.

CITY OF ORANGE COVE

AGREEMENT OF POLICIES AND FEES

I have reviewed the City of Orange Cove's Facilities policies and fee schedule and I agree to follow all the policies as set forth.

I understand that the City of Orange Cove will **not be held responsible for items brought to this activity that might be lost, stolen or damaged. This includes damage or loss due to any mechanical failures that may occur. And that, as the representative of the Lessee, agree that we shall hold harmless the City of Orange Cove, its officers, agent, employees and volunteers.**

NOTE: Rates and Fees are subject to change upon City Council approval. In addition City Sponsored events will take precedence and may bump other reserved events.

THE DEPOSIT IS DUE WHEN THE APPLICATION IS SUBMITTED.

ALL FEES ARE DUE WITHIN TEN (10) WORKING DAYS OF THE ACTIVITY DATED.

THE DEPOSIT AND FEES ARE NOT REFUNDABLE IS THE EVENT IS CANCELLED WITHIN THIRY (30) DAYS PRIOR TO THE EVENT.

Representative of Lessee

Date

Lessee

City of Orange Cove
FACILITY RENTAL RATES

PARKS

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 15th 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: _____

CITY OF ORANGE COVE

FACILITY RENTAL RATES

FUNERAL RECEPTIONS

CITY OF ORANGE COVE

FACILITY RENTAL RATES

COMMUNITY CENTER

MAXIMUM OCCUPANCY: The maximum occupancy for any event in the Community Center Gymnasium **SHALL BE NOT MORE THAN 455 PERSONS.** (There will be No Exceptions and more than that number could cause the City to close the event down.)

AVAILABLE CHAIRS AND TABLES: There are 450 chairs and 40 tables available. Tables seat eight (8) persons.

Notice

Regarding Community Center Use

1. Due to water leaks the **KITCHEN AREA** and other parts of the Community Center **are not** usable. This means that all food has to be prepared and items cleaned off-site. **THE KITCHEN CANNOT BE USED.**
2. The City is in the process of determining the amount to reconstruction that will need to be done. As we presently do not have a time-frame **all persons renting the Center must be aware that the Center may be needed to be closed.** In the event that the center will need to be closed the City will work with all parties so that notice will be given in enough time to rearrange

Sincerely,

The City of Orange Cove

559-626-4653 #211

NOTICE

Regarding Community Center Use

1. A.C unit not working properly.

Due to A.C unit not working properly at The Community Center, The City of Orange Cove **will not** be liable for any illness or sickness due to overheat or heat stress.

2. The City is aware that the A.C unit does not work properly and is in the process of determining a time and date to fix unit. As we presently do not have a time-frame **all persons renting The Community Center must be aware that the Center may be closed for repairs.** In the event that The Community Center will need to be closed the City will work with all parties so that notices will be given in enough time to rearrange events.

Sincerely,



Anthony B. Lopez

City Interim Manager

I _____, acknowledge that The City of Orange Cove has made me aware of the A.C unit not working properly at the Community Center and that I will take full responsibility of any consequence due to heat stress or heat illnesses.

X _____

Sign

Date

City of Orange Cove

SOUND AMPLIFICATION

The City Ordinance regulates noise within the City Limits (Chapter 12.08.010-12.08-080).

The Ambient Noise has been determined:

<u>DISTRICT</u>	<u>TIME</u>	<u>SOUND LEVEL DECIBLES</u>
Residential	10pm to 7 am	50
Residential	7am to 10 pm	55
Commercial	10pm to 7 am	60
Commercial	7am to 10 pm	70
Industrial	anytime	75

APPLICATION

The Police Chief shall within five (5) working days either approve or disapprove of this application

(Print)

Name of Owner and Operator: _____

Address: _____

Contact Phone: _____

General description of sound amplifying equipment to be used: _____

Dates and Times to be used: _____

Purpose for which sound equipment is to be used: _____

FACILITIES PERMIT

Name of Lessee: _____

_____ **has made a facilities application and been granted use of the following Orange Cove City facility:**

On the date(s) of: _____

For the Hours of: _____

Set up: Yes () ; No ()

Time/Date: _____

Security is to be present: Yes () ; No ()

Alcohol served: Yes () ; No ()

Dancing: Yes () ; No ()

Food Served: Yes () ; No ()

Sound Application: Yes () ; No ()

City Representative

Date

SOUND AMPLIFICATION

PERMIT

As Police Chief of the City of Orange Cove (or designee) :

(☐) **Approve** the Sound Permit for _____ to be held on _____ between the hours of _____.

(☐) **Denied** the Sound Permit for _____.

The Reason for my denial:

___ Use of this equipment would constitute a detriment to traffic or pedestrian safety; or

___ Use of this equipment would constitute a noise nuisance; or

Police Chief

Date