



Conejo Recreation & Park District

APPLICATION FOR PERMIT – FACILITIES & PARKS

Today's Date _____ Date(s) Requested _____ Day(s) of Week _____

Name of Patron or Organization _____

Facility Requested _____ Area/Field/Room _____

Type of Activity _____ Estimated Attendance _____

I. Outdoor Facility Reservation or Indoor Room Reservation: (4 hour minimum) **NO EARLY ENTRY**

Prep Time: From _____ To _____ (indoor set up 1 hour minimum)

Program Time: From _____ To _____ (actual event time)

Clean-Up Time: From _____ To _____ (indoor cleanup 1 hour minimum) Total Hours _____

II. Athletic Field Reservation: (2 hour minimum)

From _____ To _____ Type of Activity _____

III. General Information:

Decorations: No _____ Yes _____ Type _____

Admission/donation required? No _____ Yes _____ Amount \$ _____

How are proceeds to be used? _____

Amplified sound requested? (outdoors only) No _____ Yes _____ (Amplified sound request required for anything louder than a radio.)

Alcohol served? No _____ Yes _____ Sold _____ (If alcohol is being sold, an ABC License is required.)

Are caterers, vendors, attractions, etc. being used? Yes _____ No _____ Type _____

Is the event open to the public? No _____ Yes _____

IV. Notes:

- In district residents include residents of Newbury Park, Thousand Oaks, and the **Ventura County section** of Westlake Village.
- A confirmation email will be sent to the email address listed below, upon submittal of application.
- Payment options include check (payable to Conejo Recreation & Park District), cash or credit card.

Name of Applicant (please print)

Signature of Applicant

Address (organization's address if applicable)

Email Address

City State Zip

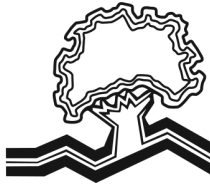
Phone Number

Conejo Recreation & Park District

403 W Hillcrest Drive Thousand Oaks, CA 91360

Revised 11/14/17

FAX 805-777-7391 • Phone 805.381.1213 • Email reservations@CRPD.org



Conejo Recreation & Park District

Rules and Regulations for Indoor Facility Rentals

THE GENERAL MANAGER reserves the right to cancel any application upon one week's notice (Article IV, Section 401).

PERMITS MAY BE REVOKED immediately—and all fees may be withheld—if the renter or a guest in attendance willfully violates any rule or regulation established by CRPD or is found to have made false statements on the reservation application including, but not limited to, event attendance exceeding the amount listed on the application and/or room capacity.

ALCOHOL is not permitted at youth-oriented functions and may not be served to anyone under 21 years old.

- If alcohol will be served, one security guard is required for every 50 people in attendance, at least 30 minutes before and 30 minutes after serving. A security contract must be turned in at least 30 days prior to the event.
- If alcohol will be sold, or an admission fee is charged and alcohol is served, a daily sales permit must be obtained through the California Department of Alcohol Beverage Control and turned in at least 10 days prior to the event.
- An event may not last longer than six hours or run later than 11:00pm if alcohol is being served at any point.
- Alcohol may only be served from the approved, designated bar area and may only be consumed inside the facility. All glass, including drinking glasses and beer bottles, must remain within the designated bar area.

DECORATIONS must not cover or block fire extinguishers, exit signs, light switches or doorways. Painter's tape may be used to hang or attach decorations. Any other type of adhesive or hardware including tacks, staples, or nails is prohibited. Decorations must be removed by the renter at the end of the event.

ROOM SET-UP details must be submitted at least 30-days prior to the event. Contact the Center for the Room Set-Up Sheet.

RENTAL FEES must be fully paid at least 30-days prior to the event. Processing fees are due when submitting the application.

DEPOSITS must be paid in-full when submitting the application and will be returned within 10 business days of the event if the facility and the surrounding area are left clean and in the same condition they were found. A facility inspection must be conducted with CRPD staff before the event begins and also at the conclusion of the event. Failure to leave the facility and the surrounding area clean and in an undamaged condition may result in the forfeiture of all deposits.

CANCELLATIONS must be submitted to the office in writing. Requests for refunds will be granted as follows:

- A full refund, less the application fee, will be given if notice is received at least 45 days prior to the event date.
- A refund, less the application fee and deposits, will be given if notice is less than 45 days prior to the event date.
- All fees will be withheld, including the application fee and deposits, if the renter fails to appear without prior notice.

PERMIT CHANGES must be submitted at least 14 days prior to the event and require approval of the Center Supervisor.

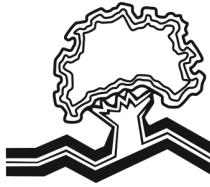
RENTER RESPONSIBILITIES include supervising children present, beginning and ending the event at the permitted times, and cleaning up the rental area, including picking up any trash and removing all decorations and signs.

I hereby acknowledge that I have read, understood, and agree to the Rules and Regulations for Indoor Facility Rentals.

Full Name of Applicant

Applicant Signature

Date Submitted



Conejo Recreation & Park District

Insurance Requirements for Indoor Facility Rentals

An Additional Insured Certificate of Liability Insurance and Endorsement naming the Conejo Recreation & Park District as the additional insured must be provided at least 30 days prior to the event. Insurance is also required of any caterers, vendors, organizations, security, or other businesses present during the event, including the set-up and clean-up times.

The renter shall maintain commercial liability insurance with coverage at least as broad as Insurance Services Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability. Such insurance shall name the Conejo Recreation & Park District, its officers, employees, agents, and volunteers as additional insureds prior to the rental date of the rental agreement. Renter shall file such certificates of such insurance with the Conejo Recreation & Park District, which shall be endorsed to provide thirty (30) days' notice to the Conejo Recreation & Park District of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the Conejo Recreation & Park District may deny access to the facility.

All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an Assigned Policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Conejo Recreation & Park District's Risk Manager.

Requirements of specific coverage features or limits contained in this regulation are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all-inclusive, or to the exclusion of other coverage, or a waiver of any type. If the renter maintains higher limits than the minimums shown above, the Conejo Recreation & Park District requires and shall be entitled to coverage for the higher limits maintained by the renter. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Conejo Recreation & Park District.

Special Event Liability Insurance Information

The State of California maintains a List of Approved Surplus Line Insurers. Ask your agent, broker, or "Surplus Line" broker if the insurer is on that list, or view that list on the California Department of Insurance Website: www.insurance.ca.gov

The insurer should be licensed either as a foreign insurer in another state in the United States or as a non-United States (alien) insurer. You should ask questions of your insurance agent, broker, or "Surplus Line" broker or contact the California Department of Insurance at the following toll-free number: 1-800-927-4357. Ask whether or not the insurer is licensed as a foreign or non-United States (alien) insurer and for additional information about the insurer. You may also contact the National Association of Insurance Commissioners by visiting their website: www.naic.org

I hereby acknowledge that I have read, understood, and agree to the Insurance Requirements for Indoor Facility Rentals.

Full Name of Applicant

Applicant Signature

Date Submitted



Conejo Recreation & Park District

Waiver and Consent Form

Participant hold harmless

The undersigned states as follows:

I acknowledge and understand that the _____
Location(s) & facility name(s)

Facility(s) is/are being provided for the conduct of a _____
Type of event

The above Facility is subject to wear and tear, deterioration and abuse. The outdoor portion of the facility is subject to the effects of weather and the forces of nature.

It is recognized that the outdoor facilities are subject to animal and human damage and erosion, that the surface of such facilities may be uneven, defective or contain foreign objects.

The Conejo Recreation & Park District will within the reasonable constraints of its facilities and budget, perform necessary maintenance on the facility.

The undersigned agrees to carefully inspect and satisfy for him or her that the facilities provided are reasonably safe for their intended use. Once having conducted such inspection the undersigned agrees that he or she expressly assumes the risk of any defect in the premises herein occasioned by the want of inspection, maintenance and warning.

The undersigned releases, waives, holds harmless and discharges Conejo Recreation & Park District from any and all liability or responsibility which arises out of the conditions of premises herein.

User agrees to be solely responsible for any and all liability, claims, loss, damage, costs and expenses, including attorneys' fees arising out of or resulting from any injury to persons or damage to property which arise out of its use of the Conejo Recreation and Park District's facilities. User agrees to defend, indemnify, and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses arising out of or resulting from its use of Conejo Recreation and Park District facilities.

Applicant Signature _____ Date _____

Applicant Name (print) _____

Organization (if applicable) _____

Address _____

City, State, zip _____

Telephone _____

Complete and return to Reservations Office:

Conejo Recreation & Park District 403 W Hillcrest Drive Thousand Oaks CA 91360

Revised 09/07/16 Phone 805-381-1213 Fax 805-777-7391 email reservations@crpd.org

Conejo Recreation & Park District *Additionally Insured* **Insurance Certificate & Endorsement Requirements**

Give this document to your (or your organization's) insurance agent.

Your **Certificate of Insurance and Endorsement** must be submitted to the Hillcrest Center Reservations office **10** working days prior to event.

- ✓ **Certificate of Liability Insurance and Additional Insured Endorsement for your event must contain the following clause:** "This insurance is primary and non contributory with any insurance carried by the certificate holder."
- ✓ **Certificate must include:**
 - Date of event or date range of coverage
 - Location of event.
 - Name of Organization/Group/Business
 - Must be on occurrence basis.
- ✓ **Additional Insured Endorsement/Certificate Holder section must read:**
 - Conejo Recreation & Park District, it's Directors, Officers, Agents and Employees.
 - 403 W Hillcrest Dr Thousand Oaks, CA 91360
- ✓ **Cancellation Clause must read as follows:** "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 10 days' written notice to the certificate holder named to the left."
- ✓ **If this is a Company function**

Please include evidence of Worker's Compensation.
- ✓ **Minimum Liability Limits are \$2,000,000.**
 - \$2,000,000. General Aggregate
 - \$1,000,000. Per Occurrence
 - \$1,000,000. Products Completed-Operations
 - \$1,000,000. Personal & Advertising Injury
 - \$100,000. Fire Legal
 - \$5,000. Medical Expense

Mail, Email or Fax to:

Hillcrest Community Center/Reservations Office
403 W Hillcrest Drive Thousand Oaks Ca 91360

Fax 805-777-7391 Phone 805-381-1213 email reservations@crpd.org



See other side

Conejo Recreation & Park District
Additionally Insured
Insurance Certificate & Endorsement
Requirements

Certificates of insurance without endorsements do not protect the additionally insured. In this case:

Conejo Recreation and Park District, it's Directors, Officers, Agents, and Employees.

An endorsement is required because, as noted on the insurance certificate: *"This certificate is issued as a matter of information only and conflicts no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy."*

"NO BLANKET ENDORSEMENTS"

SAMPLE of "CG 20 26 11 85" Endorsement form

POLICY NUMBER -----	COMMERCIAL GENERAL
LIABILITY	
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.	
ADDITIONAL INSURED—DESIGNATED PERSON OR ORGANIZATION	
This endorsement modifies insurance provided under the following:	
COMMERCIAL GENERAL LIABILITY COVERAGE PART.	
SCHEDULE	
Name of Organization	
Conejo Recreation & Park District, it's Directors, Officers, Agents, and Employees.	
403 W Hillcrest Drive Thousand Oaks, CA 91360	
(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement)	
WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented by you.	
CG 20 26 11 85	Copyright, Insurance Services Office. Inc...1984