



# 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

## Rules and Regulations - Outdoor Facility Rentals

1. **The General Manager** reserves the right to cancel any application upon one week's notice. Article IV, Section 401.
2. **Rule Violations:** Permits are revocable immediately and all fees may be held if:
  - The individual or group willfully violates any rule or regulation established by Conejo RPD.
  - False statements are made on the application to reserve a facility.
3. **Alcohol** is only to be served or consumed in the area reserved.
  - If alcohol will be sold, an Alcohol Beverage Control daily sales permit must be obtained through the California Department of Alcohol Beverage Control and turned into the Reservations Office no later than 10 business days prior to the event.
  - Alcohol is not to be served to or consumed by anyone less than 21 years of age.
4. **Amplified Sound:** Amplified sound for speech, music, or otherwise, is prohibited on Park District property unless approved by the General Manager. Article II, Section 208.
5. **Decorations:** Painters 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 patron after event.
6. **BBQ Grills:** All Park District BBQ grills are charcoal grills. Groups are responsible for providing their own charcoal. Additional BBQs grills may be brought to the park.
7. **Caterers, Vendors, Attractions, Organizations and Businesses** are required to submit an *additional Insured Certificate of Liability Insurance and Additional Insured Endorsement* naming the Conejo Recreation & Park District as the additional insured.
  - **Insurance** must be submitted to the Reservations Office 2 weeks prior to the event.
  - **Specialized Equipment** e.g. large inflatables, rock-climbing walls, pony rides, etc., require CRPD approval.
  - **Quiet Generators** must be used with inflatables.
  - **Vehicles** are not allowed on turf or pathways for any reason. All vehicles must remain in designated parking areas. No exceptions.
8. **Payment**
  - Deposit and processing fee due with application.
  - Full payment due 30 days before reservation date.
9. **Refund/Cancellation Policy** \_\_\_\_\_ Initial
  - Rain: Full refund of fees.
  - Cancellation 45 days prior to event: Full refund less processing fee.
  - Cancellation less than 45 days prior to event: The processing fee and the deposit will be withheld.
10. **Groups Are Responsible For:**
  - Starting and concluding their event at the times indicated on their permit.
  - Obtaining approval from the Reservations Office for any changes made to the reservation/event.
  - Conducting a facility inspection with staff at the time of arrival and at the conclusion of the rental.
  - Cleaning up the facility and surrounding area, including picking up any trash and removing all decorations and signs
11. **Deposits** will be returned within 10 business days if the facility and surrounding area is left clean and in the same condition as was found, upon inspection by staff. Failure to leave the facility and the surrounding area clean and in an undamaged condition may result in the forfeiture of all deposits.

Applicant Signature  
sign and return

Date

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



# Conejo Recreation & Park District

## Waiver and Consent Form HOLD HARMLESS FOR RENTAL AGREEMENTS

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 (herein referred to as "CRPD") 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 CRPD from any and all liability or responsibility which arises out of the use of or the conditions of the premises herein. The undersigned agrees to be solely responsible for 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 CRPD facilities. The undersigned shall indemnify, defend, and hold harmless CRPD, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the undersigned's use or occupancy of a facility or property controlled by CRPD, unless solely caused by the gross negligence or willful misconduct of CRPD, its officers, employees, or agents.

### A. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

1. The undersigned shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
2. The undersigned agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
3. The undersigned further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect

at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.

Updated information regarding such guidelines is readily available at the following websites:

Ventura County: <https://www.vcemergency.com>

State of California: <https://covid19.ca.gov>

Federal (CDC): <https://www.cdc.gov>

4. If a sports organization, sports club, or sports business renting fields for team practice or game purposes, the undersigned certifies that the sports organization, sports club, or sports business has completed and submitted the County of Ventura Business Attestation online form at <http://www.vcemergency.com/vc-reopens> and has submitted a written COVID-19 Prevention Plan to the CRPD staff overseeing the facilities in which the undersigned will be renting which outlines how to meet all guidelines.
5. CRPD reserves the right to immediately revoke the undersigned's right to use of the facility under this agreement should the undersigned fail to comply with any provision of this section.

## B. FORCE MAJEURE

Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, the CRPD shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The undersigned waives any right of recovery against CRPD, and the undersigned shall not charge results of "acts of God" to CRPD, its officers, employees, or agents.

Applicant Name (print): \_\_\_\_\_

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

On Behalf Of (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Please complete and return to:

**CRPD Reservations Office**

403 W. Hillcrest Drive, Thousand Oaks, CA 91360  
805-381-1213 • Fax 805-777-7391 • [reservations@crpd.org](mailto:reservations@crpd.org)



**Acknowledgement - COVID-19 Precautions  
for CRPD Reservations, Rentals, and Outdoor Events**

In response to California Governor Newsom's Executive Order N-25-20 and the Gathering Guidelines issued by the California Department of Public Health in response to the COVID-19 pandemic, Conejo Recreation & Park District (CRPD) requires that individuals, organizations, and agencies agree to confirm receipt of these guidelines.

By my signature below, I acknowledge receipt of and agree to comply with the California Department of Public Health Gathering Guidelines (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>).

I further acknowledge that during this Public Health Emergency, information changes rapidly and that the permit, rental, or reservation may be cancelled at any time.

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Individual Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Office Use Only: Date Received: \_\_\_\_\_

*Rev. 6/5/2020*



# Conejo Recreation & Park District

## REQUEST FOR AMPLIFIED SOUND ON PARK PROPERTY

*Outdoors only*

Name of Permit Group: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Begin Sound Time: \_\_\_\_\_ End Sound Time: \_\_\_\_\_ Attendance: \_\_\_\_\_

Permit Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### Check Type of Music/Sound:

Live Band/ # of Musicians \_\_\_\_\_ DJ \_\_\_\_\_ Other \_\_\_\_\_

Type of System & Set-Up: \_\_\_\_\_

Type of Music: \_\_\_\_\_

Other (describe) \_\_\_\_\_

### It is the responsibility of the Permittee to maintain the sound at a reasonable level.

- All amplified sound speakers should be facing away from neighboring homes.
- In the event sound levels are not kept at a level consistent with the enjoyment of the facility by others or presents a nuisance to surrounding properties this privilege may be revoked.

It is hereby acknowledged and understood that this request for amplified sound is a privilege subject to the approval of the CRPD.

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Date

-----  
Office Use

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

Complete and return to the reservations office two weeks before your event.  
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](mailto: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](mailto: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

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