



# Conejo Recreation & Park District

## Application for Indoor Rental Permit – Thousand Oaks Community Center

### Applicant Information

Name of Patron / Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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

### Reservation Details *(One-Time Rental)* Contact the Center Supervisor for Recurring Rentals

Type of Event / Activity: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Preferred Room(s): ☐ Main Hall / Gym ☐ Crafts Room ☐ Lounge ☐ Platform ☐ Total Indoor Facility

Date(s) Requested: \_\_\_\_\_ Day(s) of the Week: \_\_\_\_\_

### Time of Reservation *(4-Hour Minimum)* No Early Entry

Set-Up Time: From \_\_\_\_\_ To \_\_\_\_\_ *(1-Hour Minimum)*

Program Time: From \_\_\_\_\_ To \_\_\_\_\_ *(Actual Event Time)*

Clean-Up Time: From \_\_\_\_\_ To \_\_\_\_\_ *(1-Hour Minimum)* Total Hours: \_\_\_\_\_

### Additional Considerations

Will you be decorating the venue: ☐ No ☐ Yes – Details: \_\_\_\_\_

Will the event be open to the public? ☐ No ☐ Yes

❖ Any marketing for the event must state "Not affiliated with CRPD" and may not use any CRPD logos or imagery.

Will admission be charged (or will donations be required)? ☐ No ☐ Yes – Amount: \$ \_\_\_\_\_

❖ If so, how are the proceeds to be used? \_\_\_\_\_

Will alcohol be served? ☐ No ☐ Yes; For Free ☐ Yes; For Sale (A valid ABC License is required if alcohol will be sold.)

Will any outside vendors (caterers, attractions, etc.) be used? ☐ No ☐ Yes – Type: \_\_\_\_\_

❖ All outside vendors (including caterers, attractions, and other businesses or organizations) are required to provide a *Certificate of Liability Insurance* and *Additional Insured Endorsement* naming the Conejo Recreation & Park District as additional insured. The permittee is responsible for collecting both of these documents from all outside vendors attending the event and to have these documents available for review by CRPD staff.

## Rental Fees & Requirements – Thousand Oaks Community Center

Hourly Rental Fees Room / Area (Max Capacity)	Class 4 In-District Residents *	Class 6 Out-of-District Residents	Class 3 Non-Profit / Government
Total Indoor Facility (Max: 300)	\$102.20	\$153.30	\$76.65
Main Hall / Gym (Max: 225)	\$61.20	\$91.80	\$45.90
Crafts Room (Max: 40)	\$25.60	\$38.40	\$19.20
Lounge (Max: 10)	\$25.60	\$38.40	\$19.20
Platform (Max: 30)	\$25.60	\$38.40	\$19.20
<b>Fees &amp; Refundable Deposits</b> (Refundable Deposits will be returned to permittee if the facility is left clean and without damage.)			
Application Fee (Non-Refundable)	\$15	Alcohol Deposit	\$150
Main Hall / Gym Rental Deposit	\$350	Main Hall / Gym Floor Cleaning Deposit	\$250
Medium Room Rental Deposit	\$100	Medium Room Rental Deposit	\$125
Small Room Rental Deposit	\$50	Small Room Floor Cleaning Deposit	\$50
CRPD Facility Attendant (or Recreation Leader) On-Site (Hourly Rate; See Staffing Requirements Below)			\$23

\* In-District Residents rate applies to residents of Thousand Oaks, Newbury Park, and the Ventura County portion of Westlake Village.

### Staffing and Security Requirements

- One CRPD Facility Attendant is required for the duration of the event for every 100 people in attendance.
- An additional CRPD Facility Attendant is required for permits running past 7:00pm (with a 3-hour minimum).
- CRPD staff will determine which facility doors remain open, closed, or locked for safety and/or noise concerns.
- For parties over 100 people and serving food and/or alcohol, a minimum 2-hour clean-up period is required.
- For parties with alcohol, one security guard per 50 people in attendance is required.

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

FOR OFFICE USE ONLY			
Date Received: _____		Date Entered in Reservations: _____	
Permit No.: _____			
<input type="checkbox"/> Application Fee Paid	<input type="checkbox"/> Rental Deposits Paid	<input type="checkbox"/> Insurance Received	<input type="checkbox"/> All Fees Paid In-Full
CRPD Facility Attendant Scheduled: <input type="checkbox"/> Yes <input type="checkbox"/> N/A		Room Setup Templates Received: <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Daily Alcohol Sale Permit Received: <input type="checkbox"/> Yes <input type="checkbox"/> N/A		Security Guard Contract Received: <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Pre-Event Walkthrough Date: _____		Staff: _____	Concerns: <input type="checkbox"/> No <input type="checkbox"/> Yes *
Post-Event Walkthrough Date: _____		Staff: _____	Concerns: <input type="checkbox"/> No <input type="checkbox"/> Yes *
Rental Deposits Refunded: <input type="checkbox"/> Full Refund <input type="checkbox"/> Partial Refund; Amount Withheld: \$_____ <input type="checkbox"/> No Refund			

\* Concerns from either walkthrough should be documented, photographed, and reported to the Recreation Supervisor or Coordinator immediately.



# 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 § 401).

**PERMITS MAY BE REVOKED** immediately—and all fees may be withheld—if the permittee 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 CA Dept. 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. Only individual servings are allowed; bottles and/or buckets with bottles or cans may not be left on tables.

**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 permittee at the end of the event.

**ROOM SET-UP** details must be submitted at least 30 days prior to the event. Room Set-Up templates are available.

**APPLICATION FEE & DEPOSITS** must be paid in-full when submitting the application. The application fee is non-refundable. Any refundable deposits 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 undamaged may result in the forfeiture of all deposits.

**ALL REMAINING RENTAL FEES** must be paid in-full at least 30 days prior to the event.

**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 received less than 45 days prior.
- All fees will be withheld, including any refundable deposits, if the permittee fails to appear without notice.
- Any insurance fees paid to CRPD (if applicable) are non-refundable.

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

**PERMITTEE 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 outlined above.**

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Full Name of Applicant

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Signature of Applicant

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Date Submitted



# Conejo Recreation & Park District

## Waiver, Consent, and Hold Harmless Agreement

I acknowledge and understand that the Thousand Oaks Community Center (2525 N. Moorpark Rd., Thousand Oaks, CA 91360)  
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.

### Compliance with All Applicable Law, Rules, & Regulations

The undersigned shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings. The undersigned also agrees to abide by all applicable local, state, and federal accessibility standards and regulations. 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. 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.

### 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 City, and the undersigned shall not charge results of "acts of God" to CRPD, its officers, employees, or agents.

I hereby acknowledge that I have read, understood, and agree to the terms of the above agreement, and I understand that it includes, but is not limited to, the permitted date(s) and any additional date(s) the parties may jointly agree to.

\_\_\_\_\_  
Full Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Submitted



# Conejo Recreation & Park District

## Insurance Requirements for Facility Rentals

A Certificate of Liability Insurance and an Additional Insured Endorsement naming the Conejo Recreation & Park District (CRPD) as additional insureds must be provided at least 10 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 permittee shall procure and 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 use of the facility. Permittee shall file such certificates of such insurance with CRPD, which shall be endorsed to provide thirty (30) days' notice to CRPD of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, CRPD 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 CRPD'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 permittee maintains higher limits than the minimums shown above, CRPD requires and shall be entitled to coverage for the higher limits maintained by the permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to CRPD.

### 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 CA Department of Insurance Website: [www.insurance.ca.gov](http://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](http://www.naic.org)

I hereby acknowledge that I have read, understood, and agree to the Insurance Requirements outlined above.

\_\_\_\_\_  
Full Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Submitted



# Conejo Recreation & Park District

## Insurance Requirements for Rentals

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

A current Certificate of Liability Insurance and Additional Insured Endorsement must be received by the Conejo Recreation & Park District at least ten (10) business days prior to the permit date.

- An Additional Insured Endorsement is **required** because Certificates of Liability Insurance alone do not protect the additional insured. As noted on the 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."
- It is the responsibility of the permittee to provide an updated Certificate of Liability Insurance and Additional Insured Endorsement prior to the policy expiration date to ensure there is no lapse in coverage. Permittee will not be granted access to the facility until a new policy is on-file.
- Certificates of Liability Insurance must include policy number, the name of the insured individual or business, the effective dates of coverage, and the permit location(s).
  - The policy number listed on the Additional Insured Endorsement must match the policy number listed on the Certificate of Liability Insurance.
- Certificates of Liability Insurance must be for an Occurrence Policy (not Claims-Made).
- Minimum liability limits are as follows:
  - \$2,000,000 General Aggregate
  - \$1,000,000 Per Occurrence
  - \$1,000,000 Personal & Advertising Injury
  - \$1,000,000 Products Completed-Operations
- **Sports Organizations** – If the use includes athletic activities, Organization shall provide evidence of that the CGL includes coverage for injuries to athletic participants and should also provide evidence of Participant Accident Insurance
- The Certificate Holder and Name of Additional Insured sections must read as follows:

Conejo Recreation & Park District,  
its Directors, Officers, Agents, and Employees  
403 W. Hillcrest Drive,  
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 30 days' written notice to the certificate holder named to the left."
- No blanket endorsements will be accepted.

# Sample Certificate of Liability Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/01/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Agent Street Address City, State, Zip	<b>CONTACT NAME:</b> Independent Contractor <b>PHONE (A/C, No, Ext):</b> 555-555-5555 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> email@address.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Insurance Company Name <b>NAIC #</b> 00000 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Independent Contractor Street Address City, State, Zip	

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <b>A</b>			7327328466	01/01/2021	12/31/2021	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 1,000,000.00
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

\*\* 30 days' written notice of cancellation.

<b>CERTIFICATE HOLDER</b> Conejo Recreation & Park District, its Directors, Officers, Agents, and Employees 403 W. Hillcrest Drive Thousand Oaks, CA 91360	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE</b> <i>Authorized Representative Signature</i>
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ACORD 25 (2010/05)

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## Sample Additional Insured Endorsement

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 10 07 04

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

### **ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### **SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s):</b>	<b>Location(s) Of Covered Operations</b>
Conejo Recreation & Park District, its Directors, Officers, Agents, and Employees 403 W. Hillcrest Drive Thousand Oaks, CA 91360	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.