



# 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.

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Applicant Signature  
sign and return

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Date

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



# 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



# 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

## Waiver, Consent, and Hold Harmless Agreement for Facility Rentals

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.

### 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 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 this Agreement as 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 10 days' written notice to the certificate holder named to the left."
- No blanket endorsements will be accepted.



# 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

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
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.