



City of Pasadena
HUMAN SERVICES, RECREATION AND NEIGHBORHOODS DEPARTMENT

RESERVATION REQUEST FORM FOR USE OF CITY PROPERTY

Application must be completed and returned no less than (30) thirty days before event. There is a fee charged to RESERVE all facilities. Reservations will not be made without the required deposit. Fee must be paid in full 10 days before event date. Make checks payable to "City of Pasadena"

IF AN ORGANIZATION REQUESTING RESERVATION

ORGANIZATION NAME: _____
ADDRESS: _____ CITY: _____ ZIP CODE: _____
CONTACT NAME: _____ PHONE: _____ FAX: _____
EMAIL: _____ PROFIT ORGANIZATION _____ PASADENA-BASED _____
NON-PROFIT ORGANIZATION _____ NON-PASADENA BASED _____
501C3 Letter Required.

IF AN INDIVIDUAL REQUESTING RESERVATION

CLIENT NAME: _____
ADDRESS: _____ CITY: _____ ZIP CODE: _____
EMAIL: _____ PHONE: _____ FAX: _____

COMPLEX/FACILITY REQUESTED: _____

EVENT DATE			DAY OF WEEK							ARRIVAL TIME	EVENT BEGINS		EVENT ENDS		DEPARTURE TIME	TOTAL HOURS
MONTH	DAY	YEAR	M	T	W	T	F	S	S		AM PM	AM PM	AM PM	AM PM	AM PM	
MONTH	DAY	YEAR	M	T	W	T	F	S	S		AM PM	AM PM	AM PM	AM PM	AM PM	
MONTH	DAY	YEAR	M	T	W	T	F	S	S		AM PM	AM PM	AM PM	AM PM	AM PM	

Description of Event: _____

Is activity open to the public? YES/NO Will fee be collected from participants? YES/NO Estimated Attendance * Estimated # of cars needing parking:

** If attendance is more than stated, additional fees will be charged.*

Recorded Music YES/NO Selling/Serving Food? YES/NO Tents/Canopies YES/NO What Size
Live Music YES/NO Selling/Serving Alcohol? YES/NO How Many

Other (Specify: booths, dunk tanks, rides, moon bounce, fences, catering trucks, etc): _____

INSURANCE IS REQUIRED FOR GROUPS OF 100 OR MORE, OR FOR ANY GROUP USING SPORTS FIELDS. PROOF OF INSURANCE MUST BE RECEIVED NO LESS THAN FIVE (5) DAYS BEFORE EVENT. FAILURE TO PROVIDE REQUIRED INSURANCE WILL RESULT IN CANCELLATION OF EVENT AND FORFEITURE OF FEES PAID.

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM FULLY AWARE OF THE RULES AND REGULATIONS GOVERNING THE USE OF CITY FACILITIES AND WILL ABIDE BY THEM.

"CITY OF PASADENA" RESERVES THE RIGHT TO FACILITY PRE-EMPTION FOR CITY SPONSORED EVENTS

Signature of individual responsible for event hereby agrees TO BE IN ATTENDANCE FOR THE ENTIRE TIME this reservation is in effect. Failure to comply with this provision will result in permit cancellation and loss of all fees.

Signature

Date

City of Pasadena, HUMAN SERVICES, RECREATION AND NEIGHBORHOODS DEPARTMENT
RULES AND REGULATIONS GOVERNING USE OF CITY RECREATION FACILITIES AND AREAS

1. City recreation facilities are available to all groups in the community for non-partisan and non-religious meetings and activities of recreational, cultural, civic, and educational nature.
2. Reservation permits are nontransferable to other groups or for other recreational facilities.
3. The responsible individual to whom the reservation was issued is required to notify the Reservation/Permit Office in writing of any cancellation at least ten (10) working days in advance of reservation date, or forfeit all fees.
4. Failure to utilize any reservation date on confirmed permit without giving five (5) days advance notice to the Reservation/Permit Office may result in cancellation of future reservation privileges.
5. All Fire Department regulations, including the capacity of specific rooms, must be complied with at all times. (Capacity is posted in rooms)
6. No City property shall be altered or otherwise modified without written authority from the City of Pasadena.
7. The reservee/applicant assumes all liability for damage to or theft of City property by his/her group during the reservation time period.
8. Alcoholic beverages are prohibited in public facilities. Exception may be granted based upon additional procedure and policy stipulations by City.
9. The Reservation/Permit Office does not issue permits on holidays. Park sites are available on a first come, first serve basis on these days.
10. The City of Pasadena will not assume any responsibility for security of exhibits, nor will it provide staff to attend to such exhibits.
11. Groups are requested to observe and help enforce the common rules concerning social behavior; for example, clean speech, respect for the personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facility or citizens residing near the facility and related areas.
12. All rules and regulations not contained in this list, which are in the City Charter, must be adhered to. Copies of these rules and regulations in the Charter are available in the City Clerk's office.
13. Any groups or organizations which charge an admission/fee could be subject to a surcharge not to exceed twenty percent (20%) of the total gross receipts as directed by the City of Pasadena.
14. Patrons are reminded that it is illegal to park automobiles in the park, or block park in any driveway or entrance leading into the facility or park. These driveways are used for emergency vehicles in case of accidents, fire, etc. Use approved parking areas only.
15. The Reservation/Permit Office staff and/or city -authorized staff are authorized to enter any room at any time in performance of duties.
16. Sale or raffle of merchandise or acceptance of donations or charges for admission are prohibited in facilities or grounds, unless the City has given specific approval.
17. Renewal of a reservation will be contingent upon care of property and equipment, and strict observance of all rules and regulations governing the use of said property and equipment.
18. No permit for the use of recreation centers and/or related areas and facilities shall be granted to any individual or group for any purpose, which would reflect in any way upon citizens or the United States because of their race, color, creed, national origin or ancestry.
19. Groups are required to vacate their reserved facilities on or before the time specified on the permit.
20. Smoking is allowed only on designated areas.
21. A refundable cleaning deposit may be required for the use of certain facilities. The deposit will be refunded if the facilities are left in an orderly condition and all other regulations have been met.
22. City requires the user of any premises or facility described in Municipal Code Chapter 3.24 to indemnify or hold harmless the city, its officers, directors or employees of any loss, liability or damage arising out of, as the result of, or in connection with the use of the facility or premises, equipment or services to the city, its officers or employees, including all costs of defending any claim arising as a result thereof. See Pasadena Municipal Code section 3.24.00. Liability insurance may also be required in accordance with standards followed by City in such cases.

CANCELLATION POLICY

1. Cancellation notice procedure: Notice must be made in writing at least ten (10) working days in advance of reservation date to qualify for an eighty percent (80%) partial refund. Mail your written notice to Reservation/Permit Office, 175 N. Garfield Ave., Station 6. Pasadena, CA 91109. Or, fax to (626)744-6910. Notification date will be the date the Reservation/Permit Office receives the written or fax notice.
2. Groups failing to use their permits and/or failing to cancel permits ten (10) working days prior to their reservation date will forfeit their entire reservation fee.
3. Permits may only be transferred or fully refunded with weather exceptions or City preemption. The Reservation/Permit Office must receive written request for such within five (5) working days after the original permit date.

I have read and agree to adhere to all the above conditions

APPLICANT SIGNATURE

DATE