



**City of Temecula  
Community Services Department  
Permit For Use Of Facilities**

**Area Requesting** (please circle rooms):      Multipurpose Room      Kitchen      Room A/B      Amphitheater      Gym

Date(s) of use:	Hours: (Set-Up) _____ to _____ (Event) _____ to _____ (Clean-up) _____ to _____
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Type of Activity/Event:

Name and title of applicant and organization (if applicable):	Non-Profit # (if applicable):
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Mailing address:	City:	Zip Code:
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Home Phone: (      )	Work Phone: (      )
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Cell Phone: (      )	Email:
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Alternate Contact:	Phone #: (      )
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Number of Tables: _____ 60" Round (Max 18) _____ 8 Ft. Square (Max 20)	Number of Chairs: (Max 240) # _____	Will Alcohol be Served? (circle one)    Yes    No Will Alcohol be Sold? (circle one)        Yes    No <b>*If any marked Yes, you must complete an "Alcohol Checklist" form.</b>
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Band: Yes No DJ:    Yes No	Charging Admission: Yes No	Number Attending:	Will there be vendors?    Yes    No
Food & Beverage: Yes    No	Catering:    Yes    No		

Microphone Needed?    Yes    No	Projection Screen needed? Yes    No	Other Needs/ Comments:
Stage Lights Needed?    Yes    No		
Podium Needed?         Yes    No		

**Terms and Conditions:**

1. Facilities are not reserved until the completed "Permit for Use of Facilities" form, full cleaning/damage deposit, all rental fees and required insurance certificates have been received and approved by the City. Partial payments will not be accepted. Make check payable to the City of Temecula.
  2. The applicant is responsible for all set up of their event. Renter is responsible for sweeping and mopping the floor after their event. Renter is responsible for returning all chairs and tables used to their original storage area.
  3. Any group with fifty (50) or more people in attendance are required to provide the City with a certificate of liability insurance in the amount of one million dollars (\$1,000,000.00) co-naming the City of Temecula as additionally insured.
  4. Facilities cannot be formally reserved less than (10) working days in advance.
  5. In the event of a cancellation, by applicant, notice of cancellation must be given to the Community Services Department 72 hours prior to the scheduled event date. A \$5.00 cancellation fee will be assessed to all cancellations. Any cancellation by the applicant less than 72 hours prior to the event date will result in the forfeiture of all fees collected excluding the cleaning/damage deposit, which will be refunded.
  6. Any applicant serving and/or selling alcohol must complete and submit the "Alcohol Checklist" form at the time of registration. Rentals must adhere to all rules, regulations, policies, and procedures listed on the checklist.
  7. The "Condition of Facility" form must be completed by the applicant and a City staff member prior to and immediately following the event.
- I, the undersigned, understand that failure to abide by the rules, regulations, policies, and procedures listed inside the rental packet may result in the immediate cancellation of the event, cause forfeiture of all rental fees including the cleaning/damage deposit paid, incur additional City charges, incur Police charges, and result in the denial of all future applications for use of any Community Service Department facility.
- I HAVE READ THE ABOVE AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS.**
- Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Registration taken by: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Collected: \_\_\_\_\_