

Park Security: 343-0702; 343-1405; 343-1009; 343-1089

Park Maintenance: 343-1147; 343-1144; 615-7657

EVENT TYPE: Private For an Organization _____
If for an organization, please provide organization name.

Name of Responsible Party: _____

Address: _____ City/State: _____ Zip: _____

Phone Number: (home) _____ (cell) _____

Email Address: _____

REQUESTED FACILITY/DATE INFORMATION:

Facility Type: Shelter Meeting Room Hall Cater Area Gazebo Pool

FACILITY #1: Location: _____ Day(s) of Week: _____ Frequency: _____
 Dates From: _____ To _____ Times: _____ am/pm To _____ am/pm

FACILITY #2: Location: _____ Day(s) of Week: _____ Frequency: _____
 Dates From: _____ To _____ Times: _____ am/pm To _____ am/pm

EVENT INFORMATION:

Event Description: _____

Estimated Attendance: _____ Total Swimmers (for pool only): _____

For Building Rentals: _____ # of Long Tables _____ # of Round Tables _____ # of Chairs (Limited Availability)

PLEASE CHECK ALL THAT APPLY:

Event Open to the Public Food Served Event Advertised to Public

Inflatable Jump House Food Sold*** Admission Fee Charged

Amplified Speech/Music Fundraising Event Exhibitors/Vendors

Equipment: _____

*****If selling food you must contact Kern County Environmental Health to determine if a permit is required*****

- POLICIES & PROCEDURES**
- Electrical outlets and water are not provided at shelter or gazebo reservations. NOR does not provide public Wi-Fi.
 - Driving and parking in designated parking spaces **ONLY**.
 - No alcohol permitted on NOR property.
 - Full policies and procedures on reverse side.

Applicant certifies that he/she has read the "Policies & Procedures" listed above as well as the reverse side of this application and the applicant and all members of the reservation party agree to abide by these policies.

Applicant's Signature _____ Print Name _____ Date _____

SECTION BELOW FOR NOR DISTRICT USE ONLY

NOR Staff Signature _____ Date _____ NOR Supervisor Signature _____ Date Approved _____

POLICY & PROCEDURES CONTINUED

The following are the Policies and Procedures regarding the use of District facilities. There may be additional rules specific to the facility being reserved. This information will be provided at the time of completion of the "Application for Use of Sports Fields" form.

1. Applicant must complete all information that applies to the reservation request.
2. Cancellations or changes must be made at least 48 hours prior to the event. Refunds of reservation fees will not be given for cancellations made less than 48 hours prior to the event. (Please Note: Light fees, prep fees, and deposits will be refunded). Sports tournaments and special events may be charged a \$50.00 cancellation fee regardless of the time of notice of cancellation.
3. A cleanup/damage deposit of \$200.00 may be required for use of meeting rooms, recreation buildings/rooms, gymnasiums, dining halls, kitchens, as well as athletic fields being rented for tournaments and special events. Other facilities may require a cleanup/damage deposit. In the event of damage or the necessity for excessive cleanup or maintenance, said deposit shall be applied accordingly. The cleanup/damage deposit shall otherwise be refunded.
4. Smoking, consumption of alcoholic beverages and the use of glass bottles or glass containers are prohibited at NOR facilities.
5. **NO vehicles of any kind (including but not limited to trailers, trailer BBQ's, portable lights, etc.) are allowed to be driven or parked on any District property - turf areas, picnic pads, shelters, sidewalks and/or any other concrete or grass areas. Vehicles are to be in designated parkway spaces or on legal street parking only.**
6. Users are responsible for leaving the facility in the same general condition as received. Failure to do so may result in the assessment of additional fees or forfeiture of deposit. Additionally, users are responsible for broken, damaged, missing or stolen NOR equipment or property.
7. Use of equipment and supplies is to be restricted to those formally authorized for use.
8. No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all city, police and fire codes during their use of facility.
9. For authorized use of District facilities where food, drink, merchandise, or services are sold, the user must obtain necessary city, county and/or state permits for such sales.
10. Advertising, sales or solicitations for a reservation event must be approved by NOR.
11. Admission charges must be approved by NOR.
12. An NOR employee must be on duty at all times during the reserved use of NOR buildings.
13. Pony rides, petting zoos, dunk tanks, and inflatable water features i.e. slides, are not allowed at District rentals.
14. The District is not responsible for lost or missing articles.
15. All reservation members agree to adhere to the the Policies & Procedures.
16. Rentals wishing to hire a DJ for events, must rent both meeting rooms. This applies to the RiverLakes Ranch Community Center ONLY. No exceptions are permitted.

INDIVIDUAL AND GROUP RESPONSIBILITY

1. Plans and decorations must be submitted and approved by North of the River Recreation and Park District at the time of completion of the "Application for Use of Facility" form.
2. The applicant/organization shall plan to accomplish the following within the time specified on the use of facility form:
 - Putting up and taking down all decorations (including tape).
 - Setting up and taking down all furniture and returning the same to its proper storage area.
 - Any other preparation and cleanup associated with the activity being conducted.
3. Cellophane adhesives, nails, screws, staples, etc., in walls or on woodwork are prohibited. Masking tape may be used.
4. At no time shall exits be covered or obstructed by decorations.
5. Use of kitchen does not include dishes, utensils, salt/pepper, etc. Ovens and microwaves may be used for warming only. Cutting/slicing is not allowed on kitchen counters.

APPLICATION INSTRUCTIONS

1. Applicant must complete all information that applies to the reservation request.
2. Application must be in writing on the approved form and accompanied by rental fees.
3. Applicant signing the reservation form must be at least 18 years of age.
4. District facilities are available for reserved use Monday through Sunday from 8:00 a.m. to 10:00 p.m. subject to scheduling and approval by the facility supervisor.